



Barrett Jackson  
September 24-26, 2015

## WELCOME LETTER

Mandalay Bay Resort  
Las Vegas, NV

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am – 5pm (PST) Monday – Friday or e-mail us at [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com). Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

**IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.**

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## CRITICAL SHOW INFORMATION

Mandalay Bay Resort  
Las Vegas, NV

### Booth Information

|                         |   |
|-------------------------|---|
| Booth Package Includes: | 10'x10' Booth Package<br>8' High Back Drape (red/black/<br>red) 3' high side (black)<br>1 - 7"x44" Exhibitor ID sign<br>Wastebasket |
| Aisle Carpet:           | Red - 20' aisle<br>Black - 10' aisle  |

### Exhibit Hall Hours

|                         |  |   |
|-------------------------|--|---|
| Exhibitor Installation: | Tuesday, September 22<br>Wednesday, September 23                         | 9:00am-4:30pm<br>9:00am-4:30pm                  |
| Show Hours:             | Thursday, September 24<br>Friday, September 25<br>Saturday, September 26 | 8:00am-9:00pm<br>8:00am-9:00pm<br>8:00am-9:00pm |
| Exhibitor Dismantle:    | Sunday, September 27   | 8:00am- 12:00pm                                 |
| All Out By:             | Sunday, September 27   | 12:00pm   |

**All carriers must check in no later than 10:00 AM on Sunday, September 27 for freight pick up**

### Shipping Information

|   |  |
|---|--|
| <b>Advance Warehouse:</b><br><i>All materials shipped in advance to the warehouse must arrive by 9/18/2015.</i> | <b>Direct to Show Site</b><br><i>First day direct shipments will be accepted is 9/21/2015.</i>             |
| Barrett Jackson<br>c/o ESS<br>3455 W. Sunset Rd. Suite L<br>Las Vegas, NV 89118                                 | c/o Xpert Exposition Services<br>Mandalay Bay Resort<br>3950 Las Vegas Blvd. South<br>Las Vegas, NV, 89119 |

### Important Dates / Deadlines

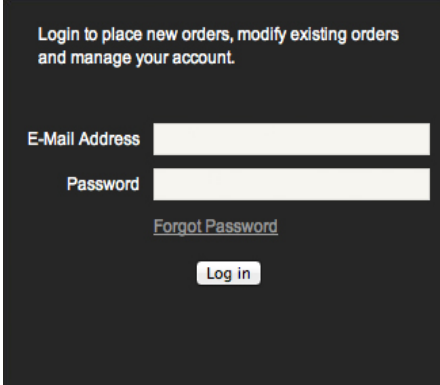
|  |                  |
|--|------------------|
| First day advance freight accepted without additional fee: | <b>8/28/2015</b> |
| Discount price deadline for booth/furniture                | <b>9/12/2015</b> |
| Last day advance freight accepted without additional fee   | <b>9/18/2015</b> |
| First day direct freight accepted                          | <b>9/21/2015</b> |

## ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.



Enter your email address and password here:




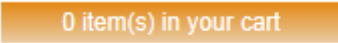
Copying and pasting the password is suggested to eliminate errors.

-or-

2. Go to our website at [www.xpertexpo.com](http://www.xpertexpo.com)

Click on . If you are not the main contact provided for the exhibiting booth, please click on . You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the “My Events” column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

### Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

## PAYMENT OPTIONS & POLICY

### Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

#### Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

#### Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

#### Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

#### Payment by Wire Transfer

Please call 702-248-8007 or email [exhibitorservices@xpertexpo.com](mailto:exhibitorservices@xpertexpo.com) for wire transfer information.

#### International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

### Payment Policy

#### General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

#### Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

#### Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

#### Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

#### Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

#### Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

#### Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



**PAYMENT AUTHORIZATION**

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_  
Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Credit Card Policy**

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added.  
Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

**Exhibiting Company Payment Authorization**

**Services To Be Invoiced To Exhibitor**

All Xpert Services     Furniture & Carpet     Material Handling     Booth Cleaning & Porter Service  
 Booth Labor     Other \_\_\_\_\_

Payment type:     MasterCard     Visa     Diners     American Express     Check \$ \_\_\_\_\_

Account Number    Exp. Date    Security Code  
[ ] [ ] [ ] [ ]    [ ] [ ]    [ ] [ ] [ ]

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

X \_\_\_\_\_  
AUTHORIZED SIGNATURE    AUTHORIZED NAME (please print)    DATE

**Third Party Payment Authorization**

**Services To Be Invoiced To Third Party**

All Xpert Services     Furniture & Carpet     Material Handling     Booth Cleaning & Porter Service  
 Booth Labor     Other \_\_\_\_\_

Payment type:     MasterCard     Visa     Diners     American Express     Check \$ \_\_\_\_\_

Account Number    Exp. Date    Security Code  
[ ] [ ] [ ] [ ]    [ ] [ ]    [ ] [ ] [ ]

CARDHOLDER NAME (PLEASE PRINT) \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

X \_\_\_\_\_  
AUTHORIZED SIGNATURE    AUTHORIZED NAME (please print)    DATE



**Barrett Jackson**  
**September 24-26, 2015**

## **SHIPPING ADDRESSES**

**Mandalay Bay Resort**  
**Las Vegas, NV**

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### **Advance Shipments to Warehouse**

To: (Exhibiting Company and booth number)

For: **Barrett Jackson**

Exposition Storage Services  
3455 W. Sunset Rd. Suite L  
Las Vegas, NV 89118

Advance shipments are accepted from 8/28/2015 through 9/18/2015 without additional handling fees.

### **Direct Shipments to Show Site**

To: (Exhibiting Company and booth number)

For: **Barrett Jackson**

Xpert Exposition Services  
Mandalay Bay Resort  
3950 Las Vegas Blvd. South  
Las Vegas, NV, 89119

First day direct shipments will be accepted is 9/21/2015.

Any shipment arriving prior to 9/21/2015 may not be accepted and is subject to additional handling fees.

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Barrett Jackson**

To: c/o ESS  
3455 W. Sunset Rd. Suite L  
Las Vegas, NV 89118

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Barrett Jackson**

To: c/o ESS  
3455 W. Sunset Rd. Suite L  
Las Vegas, NV 89118

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Barrett Jackson**

To:  
c/o ESS  
3455 W. Sunset Rd. Suite L  
Las Vegas, NV 89118

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**

**ADVANCE SHIPMENT**  **EVENT SERVICE AND SUPPLY**

From:

**Barrett Jackson**

To:  
c/o ESS  
3455 W. Sunset Rd. Suite L  
Las Vegas, NV 89118

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**A RUSH EXHIBIT MATERIAL**



**DIRECT  
SHIPMENT**



From:

**Barrett Jackson**

To: Xpert Exposition Services  
Mandalay Bay Resort  
3950 Las Vegas Blvd. South  
Las Vegas, NV, 89119

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Barrett Jackson**

To: Xpert Exposition Services  
Mandalay Bay Resort  
3950 Las Vegas Blvd. South  
Las Vegas, NV, 89119

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Barrett Jackson**

To: Xpert Exposition Services  
Mandalay Bay Resort  
3950 Las Vegas Blvd. South  
Las Vegas, NV, 89119

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

**DIRECT  
SHIPMENT**



From:

**Barrett Jackson**

To: Xpert Exposition Services  
Mandalay Bay Resort  
3950 Las Vegas Blvd. South  
Las Vegas, NV, 89119

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

Booth Number: \_\_\_\_\_

Piece # \_\_\_\_\_ of \_\_\_\_\_

**D RUSH  
EXHIBIT MATERIAL**

EFS knows tradeshow shipping and our 21st century approach allows you to tailor a shipping plan that meets your specific needs. We can help you to, between and from any shows, **ANYTIME AND ANYWHERE.**

#### **TO SHOWS:**

- Full coverage of North America = pickups anywhere
- Special needs? Liftgate? Residential pick-up? Need an appointment? Just ask
- In-transit tracking = assurance of on-time delivery
- Preferred carrier status = your shipment is in your booth before you are

#### **BETWEEN SHOWS:**

- All-in caravan rates include freight cost, fuel, storage, and show site delivery
- No added wait time charges at delivery

#### **FROM SHOWS:**

- Book your outbound shipment before the show and we will have your Material Handling Agreement (MHA) at the service desk
- Ship prepaid or collect to a customer at the same low show rates

**We track your shipment during transit and handle all communications needed for on-time delivery...SO YOU DON'T HAVE TO!**

#### **IT'S EASY TO GET STARTED**

- Visit our website, **[www.exhibitfreight.com](http://www.exhibitfreight.com)**
- Login to your account to get a quick quote
- Set up and print inbound and/or outbound shipping documents

#### **QUESTIONS?**

**Contact one of our dedicated trade show experts toll-free at 800-382-7700 or email [contact@exhibitfreight.com](mailto:contact@exhibitfreight.com)**



**MATERIAL HANDLING COSTS**

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

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Advance Shipments to Warehouse**

Shipment Weight \_\_\_\_\_ cwt x \$74.00 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

\* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*  
\*\*200 lb. minimum

**Direct Shipments to Show Site**

Shipment Weight \_\_\_\_\_ cwt x \$74.00 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

Small Packages  
First Piece \$36.75 + \_\_\_\_\_ Additional Pieces @ \$12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

**Cost Estimate**

|  |           |
|--|-----------|
| Material Handling                        | \$        |
| Estimated Additional Charges             | \$        |
| <b>Total Estimated Material Handling</b> | <b>\$</b> |

**Spotting Fees:**

Cars Trailers RV's (under 40')  
No materials or merchandise inside  
(subject to material handling fees)  
\$120.00 per vehicle

Box Truck, Semi- Truck, Trailer over 40'  
No materials or merchandise inside  
(subject to material handling fees)  
\$850.00 per vehicle/trailer

**Rate Classifications**

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

**Additional Fees May be Applicable**

*Off-Target* - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

*Late to Warehouse Fee:* - Shipments arriving after "date" will be charged an additional 30% per cwt.

*Early Shipments to Warehouse* - Any shipment arriving prior to "date" will be charged an additional 30% per cwt.

*Shipments Returned to Warehouse* - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

**Overtime**

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.



Barrett Jackson

September 24-26, 2015

**MATERIAL HANDLING AUTHORIZATION**

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

Booth Number \_\_\_\_\_

**Advance Shipments to Warehouse**

Shipment Weight \_\_\_\_\_ cwt x \$74.00 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

\* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*

\*\*200 lb. minimum

**Direct Shipments to Show Site**

Shipment Weight \_\_\_\_\_ cwt x \$74.00 per 100 lbs.\*\*  
= \$ \_\_\_\_\_

\*\*200 lb. minimum

Small Packages

First Piece \$36.75 + \_\_\_\_\_ Additional Pieces @ \$12.75

**5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.**

**Spotting Fees:**

Cars Trailers RV's (under 40')

No materials or merchandise inside  
(subject to material handling fees)  
\$120.00 per vehicle

Box Truck, Semi- Truck, Trailer over 40'

No materials or merchandise inside  
(subject to material handling fees)  
\$850.00 per vehicle/trailer

**Rate Classifications**

*Crated* - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

*Additional Handling* - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

*Uncrated* - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

*Small Packages* - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

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**Overtime**

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X \_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME (please print)

\_\_\_\_\_  
DATE

## **MATERIAL HANDLING POLICY**

### **Weight Tickets**

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

### **Overtime Charges**

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.\*
- Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

### **Inbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

### **Outbound Shipment(s)**

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to \$ .50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper 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 in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

## MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

**What is "Material Handling/Drayage"?** – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance 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 the warehouse or at 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?** – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

**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. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

**Tips on how you can save money!** – Read the shipping and material 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 an additional 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?** – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

**Small shipments vs. large shipments:** Most all 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 plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

**Advance warehouse vs. direct to show site shipments:** In general, it is best to ship your materials to the advance warehouse 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 then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve 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.

**Finally:**

- 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; etc.



**Barrett Jackson**  
**September 24-26, 2015**

|                    |  |
|--------------------|--|
| <b>BOOTH LABOR</b> | <b>Discount Price Deadline 9/13/2014</b> |
|--------------------|--|

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

|              |
|--------------|
| <b>Labor</b> |
|--------------|

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.  
 Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 9/13/2014: Add 30% to hourly rates.

**LABOR RATES:**                      **Straight time \$ 70.00**                                      **Overtime: \$ 105.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

| Date & Time<br>Install | # of Laborers | Total Hours | Hourly Rate | Total Cost |
|------------------------|---------------|-------------|-------------|------------|
| _____                  | _____         | _____       | _____       | _____      |
| _____                  | _____         | _____       | _____       | _____      |

Xpert Supervision\* on installation labor

**Dismantle**

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

Xpert Supervision\* on dismantle labor

|                              |           |
|------------------------------|-----------|
| <b>Total Estimated Costs</b> | <b>\$</b> |
|------------------------------|-----------|

|                           |
|---------------------------|
| <b>*Xpert Supervision</b> |
|---------------------------|

Our fee for this service is 50% of exhibitor's total labor bill.  
 In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.  
 Exhibitor must also fill out Outbound Shipping Instructions page.

\_\_\_\_\_  
 Company Representative

\_\_\_\_\_  
 Cell Phone Number

Please note:  
 Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.  
 By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



Barrett Jackson  
September 24-26, 2015

**OUTBOUND SHIPPING INSTRUCTIONS**

**NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Outbound Shipping Instructions**

Please complete this section only if Xpert Exposition will be supervising booth labor.  
At close of show, exhibitor freight will be shipped to the following address:  
If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Attention: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

**SHIPPING METHOD**

- AIR
- GROUND

Name of Carrier:

\_\_\_\_\_

**Please note:**

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.  
If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.  
Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.





Barrett Jackson  
September 24-26, 2015

**EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION**

Exhibiting Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Authorization**

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 9/12/2015.

EAC COMPANY NAME \_\_\_\_\_

EAC CONTACT NAME \_\_\_\_\_

STREET ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ COUNTRY \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Services to be provided

- All Xpert Services
- Furniture & Carpet
- Material Handling
- Booth Cleaning & Porter Service
- Booth Labor
- Other \_\_\_\_\_

Is this company authorized to order services on your behalf?  YES  NO

Is this company responsible for charges incurred for the show?  YES\*  NO

\*If yes, both parties must complete and sign the Third Party Payment form.

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

PRINT NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

**PRODUCER**  
**ABC Insurance Agency** Fax: (212) 555-6100  
1234 Broker Lane  
New York, NY 10895  
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**INSUREERS AFFORDING COVERAGE**

**INSURED**  
**Big Boom Company, Inc.**  
1234 Corporate Lane  
New York, NY 10895  
Attn: Joe Smith  
Phone: (212) 555-5349 Fax: (212) 555-9819

**INSURER A: Hartford Insurance Company of Illinois**  
**INSURER B: Aetna Casualty & Surety Company**  
**INSURER C: Travelers Insurance Company**  
**INSURER D: Royal Insurance Company**  
**INSURER E:**

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR       | TYPE OF INSURANCE   | POLICY NUMBER        | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS  |                    |
|----------------|---|----------------------|----------------------------------|-----------------------------------|---|--------------------|
| <b>A</b>       | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____<br>GENERAL AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC | <b>000P98298-AI1</b> | <b>01/01/08</b>                  | <b>01/01/09</b>                   | EACH OCCURENCE  | <b>\$1,000,000</b> |
|                | FIRE DAMAGE (Any one fire)  |                      |                                  |                                   | <b>\$ 300,000</b>                                       |                    |
|                | MED EXP (Any one person)  |                      |                                  |                                   | <b>\$ 10,000</b>  |                    |
|                | PERSONAL & ADV INJURY   |                      |                                  |                                   | <b>\$1,000,000</b>                                      |                    |
|                | GENERAL AGGRREGATE  |                      |                                  |                                   | <b>\$2,000,000</b>                                      |                    |
|                | PRODUCTS-COMP/OP AGG  |                      |                                  |                                   | <b>\$2,000,000</b>                                      |                    |
|                |   |                      |                                  |                                   |   |                    |
| <b>B</b>       | AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS<br><input type="checkbox"/> _____<br><input type="checkbox"/> _____  | <b>SKLS-029499S</b>  | <b>01/01/08</b>                  | <b>01/01/09</b>                   | COMBINED SINGLE LIMIT                                   | <b>\$1,000,000</b> |
|                | (Ea accident)   |                      |                                  |                                   |   |                    |
|                | BODILY INJURY   |                      |                                  |                                   | <b>\$</b>   |                    |
|                | (Per person)  |                      |                                  |                                   |   |                    |
|                | BODILY INJURY   |                      |                                  |                                   | <b>\$</b>   |                    |
|                | (Per accident)  |                      |                                  |                                   |   |                    |
|                | PROPERTY DAMAGE   |                      |                                  |                                   | <b>\$</b>   |                    |
| (Per accident) |   |                      |                                  |                                   |   |                    |
|                | GARAGE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/>   |                      |                                  |                                   | AUTO ONLY-EA ACCIDENT                                   | <b>\$1,000,000</b> |
|                |   |                      |                                  |                                   | OTHER THAN AUTO ONLY:                                   | <b>\$</b>          |
|                |   |                      |                                  |                                   |   | <b>\$</b>          |
| <b>A</b>       | UMBRELLA/EXCESS LIABILITY<br><input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE<br><input type="checkbox"/> DEDUCTIBLE<br><input type="checkbox"/> RETENTION \$   | <b>XL1234567</b>     | <b>01/01/08</b>                  | <b>01/01/09</b>                   | EACH OCCURENCE  | <b>\$1,000,000</b> |
|                | AGGREGATE   |                      |                                  |                                   | <b>\$1,000,000</b>                                      |                    |
|                |   |                      |                                  |                                   | <b>\$</b>   |                    |
|                |   |                      |                                  |                                   | <b>\$</b>   |                    |
|                |   |                      |                                  |                                   | <b>\$</b>   |                    |
| <b>C</b>       | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY   | <b>A4145-SS-PJ37</b> | <b>01/01/08</b>                  | <b>01/01/09</b>                   | <input checked="" type="checkbox"/> WC STATU-ORY LIMITS | OTHER              |
|                | E.L. EACH ACCIDENT  |                      |                                  |                                   | <b>\$1,000,000</b>                                      |                    |
|                | E.L. DISEASE-EA EMPLOYEE  |                      |                                  |                                   | <b>\$1,000,000</b>                                      |                    |
|                | E.L. DISEASE -POLICY LIMIT  |                      |                                  |                                   | <b>\$1,000,000</b>                                      |                    |
| <b>D</b>       | OTHER   |                      |                                  |                                   |   |                    |

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation. Xpert Exposition Services and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

|  |                                     |  |  |
|--|-------------------------------------|--|--|
| <b>CERTIFICATE HOLDER</b>  | <input checked="" type="checkbox"/> | <b>ADDITIONAL INSURED; INSURER LETTER: X</b> | <b>CANCELLATION</b>  |
| Xpert Exposition Services<br>3455 W. Sunset Rd. Suite L<br>Las Vegas, NV 89118 |                                     |  | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS |
|  |                                     |  | AUTHORIZED REPRESENTATIVE<br>John Smith, CIC<br>John Smith, CIC  |



|                       |  |
|-----------------------|--|
| <b>FORKLIFT LABOR</b> | <b>Discount Price Deadline 9/12/2015</b> |
|-----------------------|--|

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|                |              |
|----------------|--------------|
| Company Name   | Booth Number |
| Contact Person | E-Mail       |

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**Forklift Labor**

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

**FORKLIFT RATES:            Straight time \$ 215.00                            Overtime: \$ 322.50**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

| Date & Time<br>Install | # of Forklifts | Total Hours | Hourly Rate | Total Cost                             |
|------------------------|----------------|-------------|-------------|--|
|                        |                |             |             |  |
| <b>Dismantle</b>       |                |             |             |  |
|                        |                |             |             |  |
|                        |                |             |             | <b>Total Estimated Costs</b> <b>\$</b> |

Description of Work to be performed: \_\_\_\_\_

Describe largest piece to be handled:

Weight \_\_\_\_\_ lbs.    Dimensions: Length \_\_\_\_\_ Width \_\_\_\_\_ Depth \_\_\_\_\_

Height to be placed \_\_\_\_\_

Show site contact: \_\_\_\_\_  
 NAME                             CELL

Please note:  
Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.  
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



**HANGING SIGN LABOR**

**Discount Price Deadline 09/12/2015**

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

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Hanging Sign Labor**

Orders for hanging of ceiling signs must be submitted with payment to Xpert Exposition Services no later than 09/13/2014.

Overhead signs must be sent in a separate container to the advance shipping warehouse no later than 09/13/2014 using the enclosed "Hanging Sign" labels.

All overhead hanging signs or banners are subject to approval and must conform to show management and facility regulations. Xpert Exposition Services reserves the right to assemble, install, and lower all hanging signs with approved devices and cable to safely hang signs.

Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready for use.

Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical order forms included in this manual.

Xpert Exposition Services reserves the right to refuse to hang any sign which we deem to be unsafe.

Signs requiring assembly, installation and dismantling of support devices or hoisting cable will be done on a time-and-material basis. All labor to assemble and disassemble is at exhibitor's expense, and will be charged at Xpert's Labor rates. Hanging is a separate charge. Hanging sign assembly is mandatory.

**HANGING SIGN RATES:                      Straight time \$370.00                      Overtime: \$555.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

| Date & Time installation | # of Lifts | Total Hours | Hourly Rate | Total Cost |
|--------------------------|------------|-------------|-------------|------------|
| _____                    | _____      | _____       | _____       | _____      |
| dismantle                |            |             |             |            |
| _____                    | _____      | _____       | _____       | _____      |

**Assembly required?**  
 Yes                       No \_\_\_\_\_

**Supervision Required for Assembly?**  
 Yes                       No

|                              |           |
|------------------------------|-----------|
| <b>Total Estimated Costs</b> | <b>\$</b> |
|------------------------------|-----------|

**Description of Sign/Banner:**

Cloth/Vinyl     Wood     System     Metal     Other \_\_\_\_\_

1 – Sided     2 – Sided     Pockets     Grommets    Number of hang points: \_\_\_\_\_

**Shape:**

Square     Circle     Triangle     Rectangle     Other \_\_\_\_\_

**Dimensions:**

Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_ Weight \_\_\_\_\_ lbs.

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

**HANGING SIGN LAYOUT**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Hanging Sign Layout**

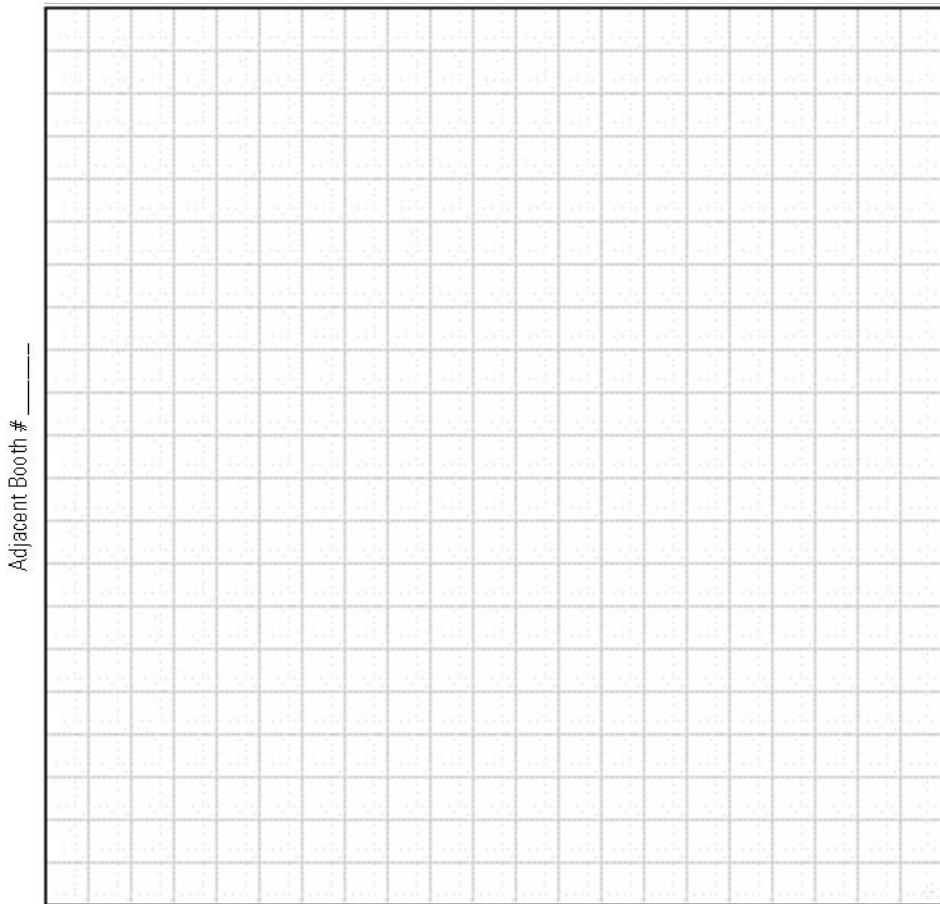
**Sign Location**

- Center of booth
- See attached floor plan or grid below

Distance from floor to top of sign \_\_\_\_\_ or  to maximum height allowed

**Each square = 1'**

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



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



Barrett Jackson  
September 24-26, 2015

## ACCESSIBLE STORAGE DURING SHOW

**Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.**

*Accessible storage is unsecured*

### Set-Up Fee

There is a one-time set up fee of \$105.00

### Storage Fee

Based upon square footage required for storage

|                        |                  |
|------------------------|------------------|
| Up to 32 square feet   | \$105.00 per day |
| 32 to 64 square feet   | \$155.00 per day |
| 64 to 96 square feet   | \$205.00 per day |
| 96 to 128 square feet  | \$255.00 per day |
| 128 to 160 square feet | \$305.00 per day |

### Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.



Barrett Jackson

September 24-26, 2015

**WAREHOUSE STORAGE**

|                |      |              |     |
|----------------|------|--------------|-----|
| Company Name   |      | Booth Number |     |
| Show Name      |      | Facility     |     |
| Contact Person |      | E-Mail       |     |
| Address        | City | St           | Zip |
| Phone          | Fax  |              |     |

**Warehouse Storage**

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

**Storage Rates**

Storage: \$7.00 per cwt per month.  
(10 CWT or 1000 lbs. minimum)

Transportation: \$10.00 per @ from show site to the warehouse facility.  
\$10.00 per @ from warehouse facility to Las Vegas.

Handling: \$7.00 per cwt for loading/unloading exhibit materials at the warehouse.  
(5 CWT or 500 lb. minimum)

NOTES: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at [shipping@xpertexpo.com](mailto:shipping@xpertexpo.com) if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: \$7.00 x \_\_\_\_\_ CWT x \_\_\_\_\_ # of months \$ \_\_\_\_\_  
 1,000 lb. minimum storage\*  
 Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days



## WAREHOUSE STORAGE FAQ

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Frequently Asked Questions:

**1) *Where will my items be stored?***

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

**2) *How should I label my items to be placed in storage?***

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

**3) *How should I pack my items to be placed in storage?***

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

**4) *What happens if I need to access my storage after the show?***

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

**5) *What type of payment do you accept for Storage Service?***

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

**6) *Do you offer pro-rated fees or refunds if my Storage dates change?***

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

**7) *What happens to my stored items after my Storage Term ends?***

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

**8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?***

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

**9) *What type of insurance do you offer for stored items in your warehouse?***

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.



**FURNITURE & ACCESSORIES**



Side Chair



Barstool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion  
(includes 7' retractable cord)



Tripod Easel



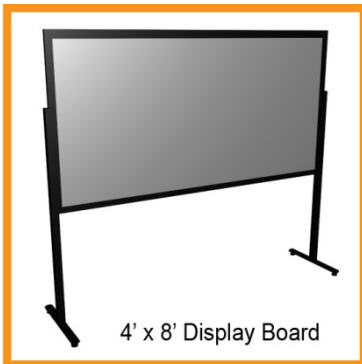
Garment Rack



Raffle Drum



Wastebasket



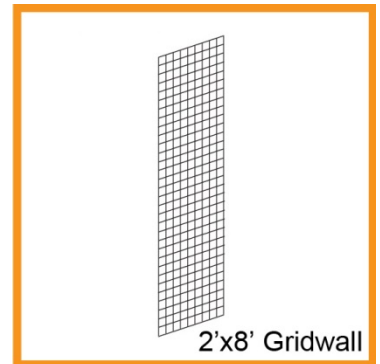
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



**Barrett Jackson**  
**September 24-26, 2015**

|                           |  |
|---------------------------|--|
| <b>STANDARD FURNITURE</b> | <b>Discount Price Deadline 9/12/2015</b> |
|---------------------------|--|

|                      |                    |
|----------------------|--------------------|
| Company Name _____   | Booth Number _____ |
| Contact Person _____ | E-Mail _____       |

|                           |
|---------------------------|
| <b>Standard Furniture</b> |
|---------------------------|

| <b>Seating</b> | Quantity | Discount Price | Standard Price | Extended Price |
|----------------|----------|----------------|----------------|----------------|
| Side Chair     | _____    | \$ 55.00       | \$ 71.50       | \$ _____       |
| Barstool       | _____    | \$ 97.00       | \$ 126.10      | \$ _____       |

| <b>Round Tables</b>             | Quantity | Discount Price | Standard Price | Extended Price |
|---------------------------------|----------|----------------|----------------|----------------|
| 36" x 30" High Conference Table | _____    | \$ 189.00      | \$ 245.70      | \$ _____       |
| 36" x 40" High Cocktail Table   | _____    | \$ 209.00      | \$ 271.70      | \$ _____       |

| <b>30" Tables</b>                     | Quantity | Discount Price | Standard Price | Extended Price |
|---------------------------------------|----------|----------------|----------------|----------------|
| 4' x 2' x 30" High Table (un-skirted) | _____    | \$ 63.00       | \$ 81.90       | \$ _____       |
| 6' x 2' x 30" High Table (un-skirted) | _____    | \$ 83.00       | \$ 107.90      | \$ _____       |
| 8' x 2' x 30" High Table (un-skirted) | _____    | \$ 103.00      | \$ 133.90      | \$ _____       |

| <b>40" Tables</b>   | Quantity | Discount Price | Standard Price | Extended Price |
|---|----------|----------------|----------------|----------------|
| 4' x 2' x 40" High Table (un-skirted)   | _____    | \$ 72.00       | \$ 93.60       | \$ _____       |
| 6' x 2' x 40" High Table (un-skirted)   | _____    | \$ 95.00       | \$ 123.50      | \$ _____       |
| 8' x 2' x 40" High Table (un-skirted)   | _____    | \$ 118.00      | \$ 153.40      | \$ _____       |
| Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6' | _____    | \$ 56.00       | \$ 72.80       | \$ _____       |

**Table skirting**

Skirting Colors     Black     Blue     Burgundy     Gold     Green     Red     Silver     Teal     White

If choosing more than one color, please note specifics \_\_\_\_\_

|  | Quantity | Discount Price | Standard Price | Extended Price |
|--|----------|----------------|----------------|----------------|
| 30" Table Skirt - 3 sides ONLY on 6' or 8'                   | _____    | \$ 39.00       | \$ 50.70       | \$ _____       |
| 40" Table Skirt - 3 sides ONLY on 6' or 8'                   | _____    | \$ 49.00       | \$ 63.70       | \$ _____       |
| 30" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8' | _____    | \$ 39.00       | \$ 50.70       | \$ _____       |
| 40" Table Skirt - 4 <sup>th</sup> side coverage for 6' or 8' | _____    | \$ 49.00       | \$ 63.70       | \$ _____       |

|                    |           |
|--------------------|-----------|
| <b>Total Costs</b> | <b>\$</b> |
|--------------------|-----------|

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



**Barrett Jackson**  
**September 24-26, 2015**

**FURNITURE ACCESSORIES**

**Discount Price Deadline 9/12/2015**

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

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

**Furniture Accessories**

|  | Quantity | Discount Price | Standard Price | Extended Price |
|--|----------|----------------|----------------|----------------|
| Chrome Bag Stand                         | _____    | \$ 95.00       | \$ 123.50      | \$ _____       |
| 22" x 28" Chrome Sign Stand              | _____    | \$ 89.00       | \$ 115.70      | \$ _____       |
| 4' x 8' Display Board                    | _____    | \$ 164.00      | \$ 213.20      | \$ _____       |
| 4' x 8' Peg Board                        | _____    | \$ 164.00      | \$ 213.20      | \$ _____       |
| 2' x 8' Grid Wall                        | _____    | \$ 87.00       | \$ 113.10      | \$ _____       |
| Grid Wall Feet (set of two)              | _____    | \$ 25.00       | \$ 25.00       | \$ _____       |
| Garment Rack                             | _____    | \$ 99.00       | \$128.70       | \$ _____       |
| Literature Stand                         | _____    | \$ 98.00       | \$ 127.40      | \$ _____       |
| Raffle Drum                              | _____    | \$ 93.00       | \$ 120.90      | \$ _____       |
| Stanchion (includes 7' retractable cord) | _____    | \$ 73.00       | \$ 94.90       | \$ _____       |
| Tripod Easel                             | _____    | \$ 37.00       | \$ 48.10       | \$ _____       |
| 8' Upright Pole & Base                   | _____    | \$ 26.00       | \$ 33.80       | \$ _____       |
| 6' – 10' Crossbar                        | _____    | \$ 26.00       | \$ 33.80       | \$ _____       |
| Wastebasket                              | _____    | \$ 19.00       | \$ 24.70       | \$ _____       |

**BOOTH DRAPE**

**Drape Color**    Black    Blue    Burgundy    Gold    Green    Red    Silver    Teal    White

|   | Quantity | Discount Price | Standard Price | Extended Price |
|---|----------|----------------|----------------|----------------|
| 8' high drape – backdrop (per linear foot)  | _____    | \$ 15.00       | \$ 19.50       | \$ _____       |
| 3' high drape – side rail (per linear foot) | _____    | \$ 12.00       | \$ 15.60       | \$ _____       |
| End Cap                                     | _____    | \$ 45.00       | \$ 58.50       | \$ _____       |

|                    |           |
|--------------------|-----------|
| <b>Total Costs</b> | <b>\$</b> |
|--------------------|-----------|

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**BOOTH CARPET** **Discount Price Deadline 9/12/2015**

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

**Standard Carpet**

Carpet Colors    Black    Blue    Burgundy    Gray    Red    Teal

|           | Quantity | Discount Price | Standard Price | Extended Price |
|-----------|----------|----------------|----------------|----------------|
| 10' x 10' | _____    | \$144.00       | \$187.20       | \$ _____       |
| 10' x 20' | _____    | \$288.00       | \$374.40       | \$ _____       |
| 10' x 30' | _____    | \$432.00       | \$561.60       | \$ _____       |
| 10' x 40' | _____    | \$576.00       | \$748.80       | \$ _____       |
| 10' x 50' | _____    | \$720.00       | \$936.00       | \$ _____       |

**Custom Cut Carpet**

Carpet Colors    Black    Blue    Burgundy    Gray    Red    Teal

|                             | Booth Size  | Sq. Ft. | Discount Price | Standard Price | Extended Price |
|-----------------------------|-------------|---------|----------------|----------------|----------------|
| Per Sq Ft (minimum 100 ft.) | ___ X ___ = | _____ X | \$2.40 or      | \$3.12 =       | \$ _____       |

**Plush Carpet**

Carpet Colors    Black    Blue    Burgundy    Gray    Red    Teal    White

|                              | Booth Size  | Sq. Ft. | Discount Price | Standard Price | Extended Price |
|------------------------------|-------------|---------|----------------|----------------|----------------|
| Per Sq. Ft (minimum 100 ft.) | ___ X ___ = | _____ X | \$3.30 or      | \$4.29 =       | \$ _____       |

**Accessories**

|                               |             |         |                |                |                |
|-------------------------------|-------------|---------|----------------|----------------|----------------|
| Padding (1/2 inch foam)       | Booth Size  | Sq. Ft. | Discount Price | Standard Price | Extended Price |
| Per Sq. Ft. (minimum 100 ft.) | ___ X ___ = | _____ X | \$1.40 or      | \$1.82 =       | \$ _____       |
|                               |             |         |                |                |                |
| Double Padding (1 inch foam)  | Booth Size  | Sq. Ft. | Discount Price | Standard Price | Extended Price |
| Per Sq. Ft. (minimum 100 ft.) | ___ X ___ = | _____ X | \$2.75 or      | \$3.58 =       | \$ _____       |
|                               |             |         |                |                |                |
| Visqueen (3 mil)              | Booth Size  | Sq. Ft. | Discount Price | Standard Price | Extended Price |
| Per Sq. Ft. (minimum 100 ft.) | ___ X ___ = | _____ X | \$0.95 or      | \$1.24 =       | \$ _____       |

**Total Costs**      **\$** \_\_\_\_\_

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

|                        |  |
|------------------------|--|
| <b>SHOWCASE RENTAL</b> | <b>Discount Price Deadline 9/12/2015</b> |
|------------------------|--|

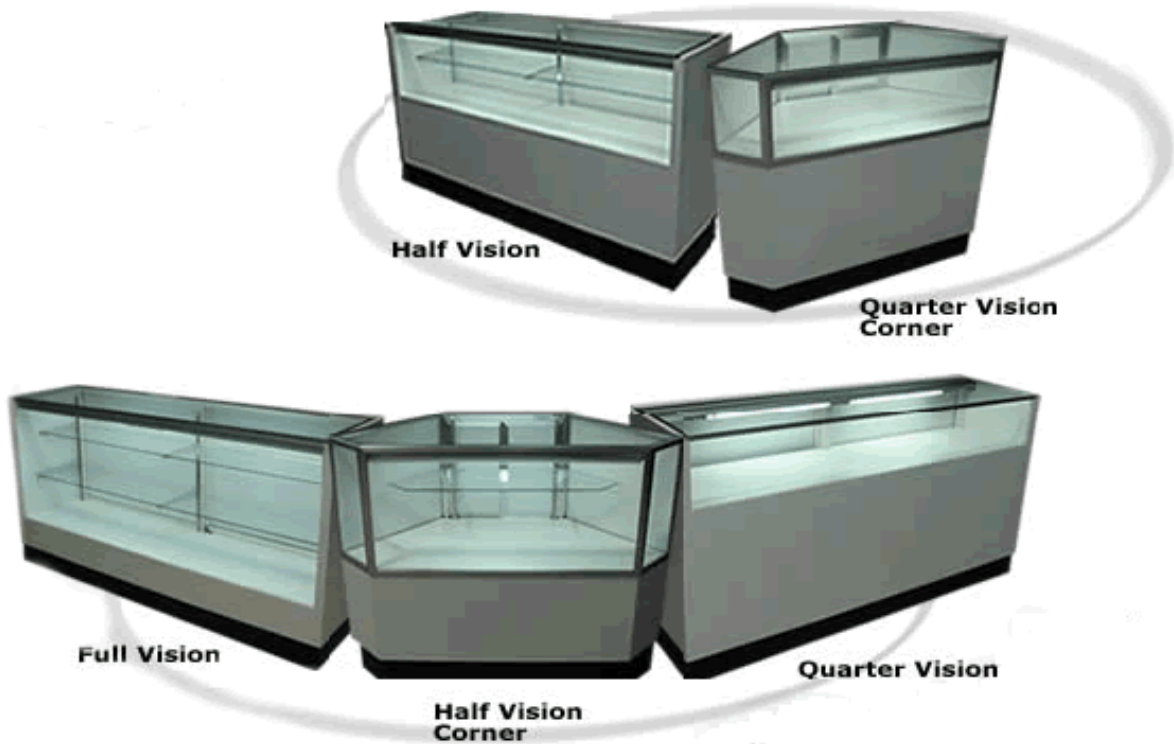
Company Name \_\_\_\_\_

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_

|                          |
|--------------------------|
| <b>Standard Showcase</b> |
|--------------------------|



| Size               | View                          |                                  |                                  | Quantity | Discount Price | Standard Price | Extended Price  |
|--------------------|-------------------------------|----------------------------------|----------------------------------|----------|----------------|----------------|-----------------|
| 4'                 | <input type="checkbox"/> full | <input type="checkbox"/> half    | <input type="checkbox"/> quarter | _____    | \$335.00       | \$435.50       | \$ _____        |
| 5'                 | <input type="checkbox"/> full | <input type="checkbox"/> half    | <input type="checkbox"/> quarter | _____    | \$345.00       | \$448.50       | \$ _____        |
| 6'                 | <input type="checkbox"/> full | <input type="checkbox"/> half    | <input type="checkbox"/> quarter | _____    | \$355.00       | \$461.50       | \$ _____        |
| Corner             | <input type="checkbox"/> half | <input type="checkbox"/> quarter |                                  | _____    | \$345.00       | \$448.50       | \$ _____        |
| <b>Total Costs</b> |                               |                                  |                                  |          |                |                | <b>\$ _____</b> |

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**BOOTH RENTAL**

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

Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_

E-Mail \_\_\_\_\_



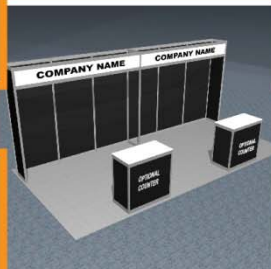
**PACKAGE A**



**PACKAGE D**



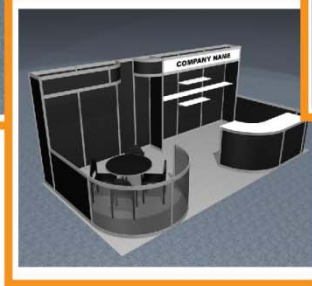
**PACKAGE G**



**PACKAGE C**



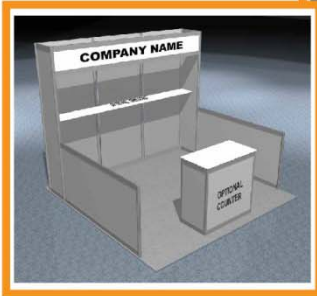
**PACKAGE F**



**PACKAGE E**



**PACKAGE H**



**PACKAGE B**

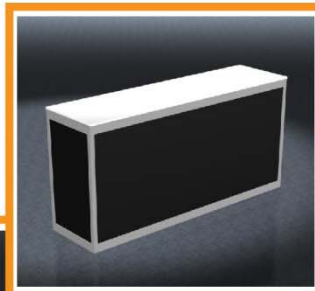
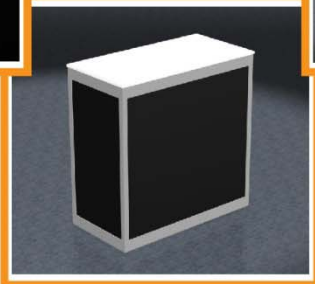
**ACCESSORIES**

**ARM LIGHT**



**SHELF**

**1M COUNTER**



**2M COUNTER**

**CURVED COUNTER**





**Barrett Jackson**  
**September 24-26, 2015**

**BOOTH RENTAL**

**Discount Price Deadline 9/12/2015**

|  | Discount Price | Standard Price | Extended Price |
|--|----------------|----------------|----------------|
| Package A<br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)  | \$1345.00      | \$1748.50      | \$ _____       |
| Package B<br>• header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)  | \$1830.00      | \$2379.00      | \$ _____       |
| Package C<br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)  | \$2045.00      | \$2658.50      | \$ _____       |
| Package D<br>• header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)  | \$2557.00      | \$3324.10      | \$ _____       |
| Package E<br>• header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included)<br>• 1 custom curved counter • 5 – 1 meter shelves | \$3245.00      | \$4218.50      | \$ _____       |
| Package F<br>• header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves   | \$3150.00      | \$4095.00      | \$ _____       |
| Package G<br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools                               | \$3245.00      | \$4218.50      | \$ _____       |
| Package H<br>• header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters<br>• 4 barstools                               | \$3945.00      | \$5128.50      | \$ _____       |

|                    |          |
|--------------------|----------|
| <b>Total Costs</b> | \$ _____ |
|--------------------|----------|

**Header copy:**

**Text color:**  Black  Blue  Red  Grey

**Panel color:**  White  Black  Grey  Grey Fabric (Velcro friendly)  Black Fabric (Velcro friendly)

**Carpet color:**  Black  Blue  Burgundy  Gray  Red  Teal

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**Barrett Jackson**  
**September 24-26, 2015**

|                                 |  |
|---------------------------------|--|
| <b>BOOTH RENTAL ACCESSORIES</b> | <b>Discount Price Deadline 9/12/2015</b> |
|---------------------------------|--|

|                    |                    |
|--------------------|--------------------|
| Company Name _____ | Booth Number _____ |
|--------------------|--------------------|

|                      |              |
|----------------------|--------------|
| Contact Person _____ | E-Mail _____ |
|----------------------|--------------|

|                                 |
|---------------------------------|
| <b>Booth Rental Accessories</b> |
|---------------------------------|

|                               | Quantity | Discount Price | Standard Price | Extended Price  |
|-------------------------------|----------|----------------|----------------|-----------------|
| Arm lights                    | _____    | \$65.00        | \$84.50        | \$ _____        |
| 1 meter shelf                 | _____    | \$49.00        | \$63.70        | \$ _____        |
| 1 meter counter               | _____    | \$245.00       | \$318.50       | \$ _____        |
| 1 meter curved counter        | _____    | \$345.00       | \$448.50       | \$ _____        |
| 2 meter counter               | _____    | \$375.00       | \$487.50       | \$ _____        |
| Sliding door lock for counter | _____    | \$18.00        | \$23.40        | \$ _____        |
| <b>Total Costs</b>            |          |                |                | <b>\$ _____</b> |

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48" high. Any changes will require additional labor.

|  |  |  |  |  |  |
|--|--|--|--|--|--|
|  |  |  |  |  |  |
|--|--|--|--|--|--|

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**Barrett Jackson**  
**September 24-26, 2015**

|                       |  |
|-----------------------|--|
| <b>CUSTOM SIGNAGE</b> | <b>Discount Price Deadline 9/12/2015</b> |
|-----------------------|--|

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Person \_\_\_\_\_ E-Mail \_\_\_\_\_

|                |
|----------------|
| <b>Signage</b> |
|----------------|

|                               | Quantity | Discount Price | Standard Price | Extended Price |
|-------------------------------|----------|----------------|----------------|----------------|
| 8 1/2" x 11"                  | _____    | \$50.00        | \$65.00        | \$ _____       |
| 7" x 44"                      | _____    | \$65.00        | \$85.00        | \$ _____       |
| 14" x 22"                     | _____    | \$65.00        | \$85.00        | \$ _____       |
| 22" x 28"                     | _____    | \$85.00        | \$110.00       | \$ _____       |
| 28" x 44"                     | _____    | \$170.00       | \$220.00       | \$ _____       |
| 38" x 84" w/base single sided | _____    | \$445.00       | \$575.00       | \$ _____       |

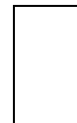
\* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



**OPTIONS**

|                       | Quantity | Discount Price | Standard Price | Extended Price |
|-----------------------|----------|----------------|----------------|----------------|
| Easel back (per sign) | _____    | \$9.00         | \$11.70        | \$ _____       |

Add your company's logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to [graphics@xpertexpo.com](mailto:graphics@xpertexpo.com).

Sub Total \$ \_\_\_\_\_

Add 8.1% Tax \$ \_\_\_\_\_

|                    |                 |
|--------------------|-----------------|
| <b>Total Costs</b> | <b>\$</b> _____ |
|--------------------|-----------------|

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## GENERAL UNION GUIDELINES

### SHOW SITE WORK RULES

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

### EXHIBIT LABOR

The local union(s) have jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed. If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

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

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

### FREIGHT HANDLING

Local union members have jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process. The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. An exhibitor may "hand carry" merchandise and "pop-ups" only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to "hand carry" materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details. Exhibitors are allowed one hand carry trip only, multiple hand carry trips in and out of the facility are not permitted. Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

### GRATUITIES

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

### IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union. Should you have any questions regarding the above please call Xpert Exposition Services at 702-248-8007.

**FIRE & SAFETY*****FIRE AND SAFETY REGULATIONS***

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

**1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT.** Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

**2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED.** No furniture, signs, easels, chairs, or displays may protrude into aisles.

**3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

**4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES.** This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

**5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING.** Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

**6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES.** Space beneath vehicles must be clear and visible except for permitted electrical supplies.

**7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING.** Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

**8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE.** Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

**9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE.** Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

**10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION.** Connectors must not be used to exceed their listed ampere rating.

**11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS.** All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

**12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE.** Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

**13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH.** Crates or raw flammable materials are not to be used as exhibit supports.

**14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH.** Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.

**15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE.** Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

## **TERMS & CONDITIONS**

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

**1.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

**2.** Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

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

**4.** XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

**5.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

**6.** XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

**7.** XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

**8.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials

**9.** The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

**10.** XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

**11.** Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

**12.** In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.

**13.** Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

**14.** The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

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