

19th Annual TribalNet

**HARD ROCK HOTEL & CASINO
ARTIST HALL**

NOVEMBER 6-7, 2018

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WELCOME LETTER

Dear Exhibitor,

Las Vegas Expo Complete Show Services is pleased to have been selected by Show Management, as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LAS VEGAS EXPO requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file, is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis and remain the property of LAS VEGAS EXPO.

We realize that exhibiting in a convention can be a complicated and sometimes a daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with your needs prior to the event and during the show. You may reach us at 702-248-6200 Monday through Friday, email at exhibitorservices@lvexpo.com or see us at LVE Exhibitor Services at show site.

We look forward to serving you!

Sincerely,
LAS VEGAS EXPO

19th Annual TribalNet Conference & Tradeshow
November 6-7, 2018
Hard Rock Hotel - Artist Hall
SHOW INFORMATION

We are pleased that LAS VEGAS EXPO has been selected as your Official Service Contractor. Our goal is to make sure your participation is a success.

BOOTH EQUIPMENT	BACK WALL DRAPE COLOR	BURGUNDY	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	EXHIBIT HALL IS CARPETED		
	Each 10' X 10' inline will consist of:			
	One	6' Draped Table in Black	One	Wastebasket
	Two	Side Chairs	One	Identification Sign

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Monday, November 05, 2018	10:00 AM	3:00 PM	Exhibitor Setup
Tuesday, November 06, 2018	8:00 AM	1:00 PM	Exhibitor Setup
Tuesday, November 06, 2018	2:15 PM	6:00 PM	Show Hours
Wednesday, November 07, 2018	2:00 PM	5:00 PM	Show Hours
Wednesday, November 07, 2018	5:00 PM	7:00 PM	Tear Down

ALL FREIGHT CARRIERS MUST CHECK IN WITH LAS VEGAS EXPO BY:
6:00 PM on Wednesday, November 7, 2018
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:
7:00 PM on Wednesday, November 7, 2018

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services when beginning to tear down so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

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SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS

MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS

WAREHOUSE RECEIVING BEGINS	Monday, October 08, 2018	WAREHOUSE RECEIVING HOURS			
STANDARD RECEIVING RATE DEADLINE	Friday, October 26, 2018	MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS			
WAREHOUSE RECEIVING DEADLINE	Friday, November 02, 2018				
All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only			
No COD or collect shipments		Must submit payment authorization form with this form			
All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse			
WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	TribalNet Conference & Tradeshow		BOOTH #	
	COMPANY			C/O	LVE - IT VEGAS
	ADDRESS	4075 East Post Rd, Las Vegas NV 89120			
If exhibit material is shipped to the facility, the facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to facility charges.					

If exhibit material is shipped to the facility, the facility will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to facility charges.

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING				
DAY/DATE		START TIME	END TIME	
Monday, November 05, 2018		10:00 AM	3:00 PM	
Tuesday, November 06, 2018		8:00 AM	1:00 PM	
Do not consign shipments to the receiving facility.		All shipments must be consigned c/o Las Vegas Expo		
Material shipped direct to the facility will be turned over to LVE and occur additional charges.				
Do not ship your materials to arrive prior to the dates above.				
SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	TribalNet Conference & Tradeshow	BOOTH #	
	COMPANY		C/O	Las Vegas Expo
	ADDRESS	Hard Rock Hotel & Casino - Artist Hall 4455 Paradise Road, Las Vegas, NV 89169		

The Payment Authorization Form must be completed and submitted to LAS VEGAS EXPO prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$120.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

ATTENDEE BAG LABELS ARE TO BE USED ONLY FOR:

Shipping materials that are to be included in the attendee bags WHEN you are sending these items (500 qty) PER APPROVAL by TribalNet- either as part of your sponsorship package OR as a purchased option. Any items, other than approved attendee bag items (contact katie@tribalhub.com for questions) shipped with these labels will be returned to sender and not available at the show. Sender MUST also provide TribalNet with tracking information, carrier and # of boxes shipped in order to ensure delivery into attendee bags. Shipping labels on page 9

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Hard Rock Hotel - Artist Hall
PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with this form and your orders. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with Las Vegas Expo. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for the specified deadline date.

CONTACT	COMPANY NAME		CLIENT NAME		
	ADDRESS				BOOTH #
	CITY	STATE	ZIP	PHONE	
	EMAIL				FAX

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS			
	ACCOUNT NUMBER									
	EXPIRATION DATE				SECURITY CODE REQUIRED					
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>									
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)									
	CITY				STATE			ZIP		
	CARDHOLDER'S SIGNATURE*		X _____							
	CARDHOLDER'S NAME (PLEASE PRINT)									
	<p>*By signing I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual.</p> <p>All credit card information will be kept on file to be used for future shows and all outstanding balances.</p> <p>Signer authorizes agent/employees to sign off and create order for the company.</p>									

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
			TAX
	TOTAL (If received by deadline date)		TOTAL



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, October 08, 2018 - Friday, October 26, 2018

TO: _____

EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 East Post Rd
Las Vegas, NV 89120

EVENT: TribalNet Conference & Tradeshow

NO. _____ OF _____ PIECES

BOOTH #: _____



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, October 08, 2018 - Friday, October 26, 2018

TO: _____

EXHIBITOR NAME

C/O: LVE - IT VEGAS

4075 East Post Rd
Las Vegas, NV 89120

EVENT: TribalNet Conference & Tradeshow

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, November 05, 2018 : 10:00 AM - 3:00 PM
Tuesday, November 06, 2018 : 8:00 AM - 1:00 PM

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Hard Rock Hotel - Artist Hall
4455 Paradise Road
Las Vegas, NV 89169

EVENT: TribalNet Conference & Tradeshow

NO. _____ OF _____ PIECES

BOOTH #: _____



LAS VEGAS EXPO
COMPLETE SHOW SERVICES

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, November 05, 2018 : 10:00 AM - 3:00 PM
Tuesday, November 06, 2018 : 8:00 AM - 1:00 PM

TO: _____

EXHIBITOR NAME

C/O: Las Vegas Expo

Hard Rock Hotel - Artist Hall
4455 Paradise Road
Las Vegas, NV 89169

EVENT: TribalNet Conference & Tradeshow

NO. _____ OF _____ PIECES

BOOTH #: _____

"Attendee Bag Contents"

**c/o LAS VEGAS EXPO
Attn: TribalNet Show Manager
4075 East Post Road
Las Vegas, NV 89120**

Must Arrive by: October 31, 2018

(SPONSOR NAME)

EVENT: TRIBALNET CONFERENCE

NUMBER_____OF_____PCS.

ATTENDEE BAG LABELS ARE TO BE USED ONLY FOR:

Shipping materials that are to be included in the attendee bags WHEN you are sending these items (500 qty) PER APPROVAL by TribalNet- either as part of your sponsorship package OR as a purchased option. Any items, other than approved attendee bag items (contact katie@tribalhub.com for questions) shipped with these labels will be returned to sender and not available at the show. Sender MUST also provide TribalNet with tracking information, carrier and # of boxes shipped in order to ensure delivery into attendee bags.

"Attendee Bag Contents"

**c/o LAS VEGAS EXPO
Attn: TribalNet Show Manager
4075 East Post Road
Las Vegas, NV 89120**

Must Arrive by: October 31, 2018

(SPONSOR NAME)

EVENT: TRIBALNET CONFERENCE

NUMBER_____OF_____PCS.

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COMPANY NAME

BOOTH #

FURNITURE ORDER
ORDER ONLINE
online.lvexpo.com

ORDER ONLINE online.lvexpo.com		QUANTITY	DISCOUNT DEADLINE 10/19/2018	STANDARD PRICE	TOTAL	
CHAIRS	STANDARD SIDE CHAIR		\$ 81.25	\$ 105.62		
	ARM CHAIR		\$ 106.25	\$ 138.15		
	PADDED COUNTER HIGH STOOL		\$ 118.75	\$ 154.37		
TABLES	4'L x 30"H x 24"W DRAPED TABLE*		\$ 120.00	\$ 156.00		
	6'L x 30"H x 24"W DRAPED TABLE*		\$ 131.25	\$ 170.62		
	8'L x 30"H x 24"W DRAPED TABLE*		\$ 162.50	\$ 211.25		
	4'L x 30"H x 24"W UNDRAPED TABLE		\$ 75.00	\$ 97.50		
	6'L x 30"H x 24"W UNDRAPED TABLE		\$ 93.75	\$ 121.88		
	8'L x 30"H x 24"W UNDRAPED TABLE		\$ 112.50	\$ 146.25		
COUNTER TABLES	4'L x 42"H x 24"W DRAPED COUNTER*		\$ 137.50	\$ 178.75		
	6'L x 42"H x 24"W DRAPED COUNTER*		\$ 168.75	\$ 219.38		
	8'L x 42"H x 24"W DRAPED COUNTER*		\$ 200.00	\$ 260.00		
	4'L x 42"H x 24"W UNDRAPED COUNTER		\$ 100.00	\$ 130.00		
	6'L x 42"H x 24"W UNDRAPED COUNTER		\$ 118.75	\$ 154.37		
	8'L x 42"H x 24"W UNDRAPED COUNTER		\$ 137.50	\$ 178.75		
CAFÉ	ROUND TABLE 36"W x 30"H		\$ 181.25	\$ 236.25		
	ROUND TABLE 36"W x 42"H		\$ 206.25	\$ 268.15		
ACCESSORIES	4th SIDE TABLE DRAPE*		\$ 53.75	\$ 69.88		
	4th SIDE COUNTER DRAPE*		\$ 60.00	\$ 78.00		
	TABLE TOP RISER 4'L x 8"H		\$ 81.25	\$ 105.00		
	TABLE TOP RISER 6'L x 8"H		\$ 106.25	\$ 136.25		
	TABLE TOP RISER 8'L x 8"H		\$ 150.00	\$ 195.00		
*SELECT DRAPE COLOR - If no drape color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	<input type="checkbox"/> White
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Yellow	<input type="checkbox"/> Navy Blue	<input type="checkbox"/> Beige	

CANCELLATION POLICY
The Payment Authorization Form must be submitted with this order.
Items canceled after the discount deadline date will be charged at 50% of ordered price.
No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME

BOOTH #

ADDITIONAL FURNISHINGS ORDER
ORDER ONLINE
online.lvexpo.com

QUANTITY

DISCOUNT DEADLINE

10/19/2018

STANDARD PRICE

TOTAL

ACCESSORIES

WASTEBASKET

\$ 21.25

\$ 27.50

EASEL

\$ 50.00

\$ 65.00

BAG RACK

\$ 97.50

\$ 126.75

GARMENT RACK

\$ 97.50

\$ 126.75

WATERFALL CLOTHING RACK 4 - ARM

\$ 115.00

\$ 150.00

LITERATURE RACK (FREE STANDING)

\$ 162.50

\$ 211.25

SIGN HOLDER 22" x 28"

\$ 97.50

\$ 126.75

TACKBOARD 4' x 6' VERTICAL

\$ 181.25

\$ 235.00

TACKBOARD 6' x 4' HORIZONTAL

\$ 181.25

\$ 235.00

GRID 2' x 8'

\$ 131.25

\$ 171.25

GRID 2' x 8' WITH LEGS

\$ 195.00

\$ 253.50

16" WATERFALL ARM FOR GRID

\$ 32.50

\$ 42.50

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 4" ☐ 6" ☐ 8"

\$ 7.50

\$ 10.00

SHOWCASES

BLACK 4'L FULL VIEW

\$ 656.25

\$ 853.12

BLACK 4'L HALF VIEW

\$ 656.25

\$ 853.12

WHITE 4'L FULL VIEW

\$ 531.25

\$ 690.62

WHITE 4'L HALF VIEW

\$ 531.25

\$ 690.62

BLACK 6'L FULL VIEW

\$ 731.25

\$ 950.62

BLACK 6'L HALF VIEW

\$ 731.25

\$ 950.62

WHITE 6'L FULL VIEW

\$ 606.25

\$ 788.12

WHITE 6'L HALF VIEW

\$ 606.25

\$ 788.12

BLACK TOWER SHOWCASE

\$ 875.00

\$ 1,100.00

WHITE TOWER SHOWCASE

\$ 750.00

\$ 975.00

DRAPING

3' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

\$ 15.00

\$ 19.50

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

\$ 18.75

\$ 24.38

8' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 16.25

\$ 21.25

6' - 10' TELESCOPIC ROD (NO DRAPE)

\$ 26.25

\$ 34.15

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

☐

Silver

☐

Black

☐

White

CANCELLATION POLICY
The Payment Authorization Form must be submitted with this order.
Items canceled after the deadline date will be charged at 50% of ordered price.
No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME	BOOTH #
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CARPET AND CLEANING ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT DEADLINE 10/19/2018		STANDARD PRICE		TOTAL
	10'		\$	193.75	\$	251.90	
	20'		\$	387.50	\$	503.75	
	30'		\$	581.25	\$	755.65	
	40'		\$	775.00	\$	1,007.50	
	50'		\$	968.75	\$	1,259.40	
PLUSH 26oz	10'		\$	312.50	\$	375.00	
	20'		\$	625.00	\$	750.00	
	30'		\$	937.50	\$	1,125.00	
	40'		\$	1,250.00	\$	1,500.00	
	50'		\$	1,562.50	\$	1,875.00	
	CUSTOM SIZES - 100 sqft MINIMUM		LENGTH		WIDTH		TOTAL SQ FT
		TOTAL SQ FT		DISCOUNT	\$ 5.00	STANDARD	\$ 6.50
ACCESSORIES	PADDING PER SQ FT*		\$	1.62	\$	2.26	
	VISQUEEN PER SQ FT*		\$	0.75	\$	1.06	
	CARPET SHIELDING PER SQ FT*		\$	1.63	\$	2.56	
	DOUBLE PADDING PER SQ FT*		\$	3.25	\$	5.13	
	* 100 Square Feet Minimum Order		Please apply 8.25% sales tax on Visqueen & Carpet Shielding				
COLOR	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Navy Blue						
	<i>If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>						

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES	DISCOUNT DEADLINE 10/19/2018	RATE	# OF DAYS	SHOW RATE PER 100 SQFT	# OF 100 SQFT.	TOTAL	
	Daily Booth Cleaning/Vacuuming (per 100 sq ft. per day of event)	ORDERED BY DEADLINE	\$ 48.75	2	\$ 97.50	X _____	= _____	
	Daily Booth Cleaning/Vacuuming (per 100 sq ft. per day of event)	ORDERED AFTER DEADLINE	\$ 62.50	2	\$ 125.00	X _____	= _____	
PORTER SERVICE	PORTER SERVICE		# OF SHOW DAYS		DISCOUNT DEADLINE 10/19/2018		REGULAR PRICE	TOTAL
	PRICES ARE PER DAY							
	Up to 1,000 square feet		2		\$ 193.75 per day		\$ 250.00 per day	
	1,000 to 3,000 square feet		2		\$ 231.25 per day		\$ 293.75 per day	
	3,001 and above		2		\$ 337.50 per day		\$ 431.25 per day	
Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.								
Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.								

CANCELLATION POLICY
Items canceled after the discount deadline date will be charged 50% of ordered price.
Items canceled after show move-in begins will be charged 100% of ordered price.
No refunds on custom or plush carpet orders.
No credit will be given after close of event on anything ordered but not received.

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COMPANY NAME

BOOTH #

GRAPHICS & SIGNS

DEADLINE DATE: 10/19/2018

Las Vegas Expo has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

DIGITAL GRAPHICS

Minimum order \$50.00

Double sq.ft. for double-sided graphics

Round sq.ft. to next whole increment

File conversion, retouching, cloning or color correcting may incur additional labor charges.

L X W = sq.ft.
 sq.ft. X RATE =

MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
1/4" PLEXIGLAS	\$ 37.50	\$ 45.00	3mm SINTRA	\$ 17.50	\$ 22.50
3/16" FOMECORE	\$ 16.25	\$ 21.25	6mm SINTRA	\$ 20.00	\$ 25.00
VINYL BANNER	\$ 10.00	\$ 15.00	FLOOR DECALS	\$ 22.50	\$ 27.50

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq.ft.

ELECTRONIC FILE NAME				MATERIAL (Choose Below)
PMS COLOR		<input type="checkbox"/> FOAMCORE	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI
APPLICATION		<input type="checkbox"/> GATORFOAM	<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*
<i>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</i>				
SPECIAL INSTRUCTIONS				

STANDARD SIZES

STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 10/19/2018	STANDARD PRICE	TOTAL
FOMECOR w/Easel Back 12" x 18" - single sided		\$ 56.25	\$ 72.50	
FOMECOR SIGN 22" x 28" - single sided		\$ 65.00	\$ 85.00	
FOMECOR SIGN 28" x 44" - single sided		\$ 128.75	\$ 167.50	
FOMECOR SIGN 24" x 36" - single sided		\$ 90.00	\$ 117.50	
FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 343.75	\$ 447.50	
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.</i>				

ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: graphics@lvexpo.com

FTP SITE INFORMATION: ADDRESS: **onlinefilefolder.com** USER NAME: **lvexpo** PASSWORD: **Upload1!**

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that 1" = 0.1" (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2" H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-.TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

Las Vegas Expo will not offer any refunds on graphics ordered.

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COMPANY NAME	BOOTH #
---------------------	----------------

DISPLAY LABOR ORDER
DEADLINE DATE: 10/19/2018
EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR	TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$ 95.00	
	OVERTIME (OT) - One Hour Minimum			\$ 142.50	
	DOUBLE TIME (DT) - One Hour Minimum			\$ 190.00	
	<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>				
STRAIGHT TIME - After 8:00 AM and prior to 5:00 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 5:00 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.					

FORKLIFT NOT AVAILABLE

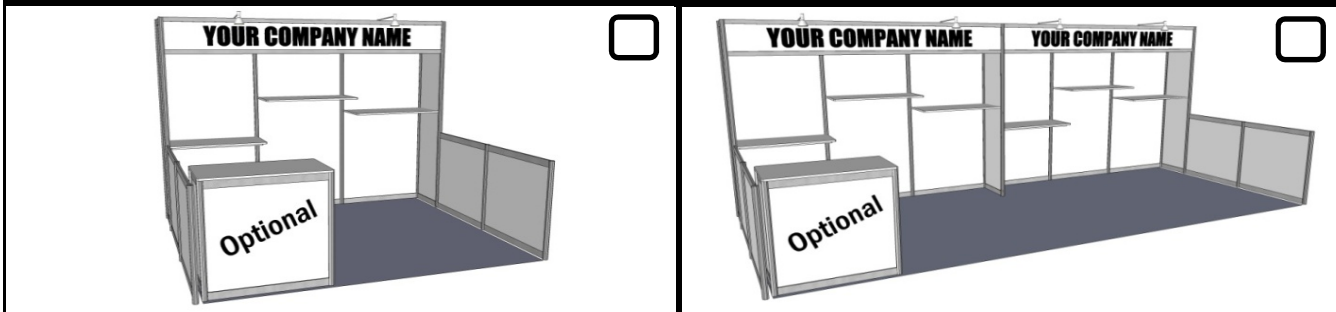
SUPERVISION	<input type="checkbox"/>	DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/>	OK TO PROCEED (MUST FILL OUT FORM BELOW): Las Vegas Expo will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 30% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$68.75). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE		<input type="checkbox"/> SHOW SITE	
SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
SHOW CARRIER		# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
OWN CARRIER		# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT		<input type="checkbox"/> YES <input type="checkbox"/> NO	
If not using our official show carrier, please fill out the below.				NO CARPET		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT		<input type="checkbox"/> YES <input type="checkbox"/> NO	
CONSIGNEE (Where your freight is being shipped to when the show closes)				BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			
Labor orders need to be placed in advance. Orders need to be sent in by the deadline date to ensure labor availability. On site orders will be handled on a first come first serve basis and upon availability.							

19th Annual TribalNet Conference & Tradeshow
November 6-7, 2018
Hard Rock Hotel - Artist Hall

COMPANY NAME	BOOTH #
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RENTAL EXHIBIT PACKAGES
DEADLINE DATE: 10/19/2018

10' EXHIBIT RENTAL

DISCOUNT PRICE	\$ 2,431.25
STANDARD PRICE	\$ 3,160.60

20' EXHIBIT RENTAL

DISCOUNT PRICE	\$ 4,862.50
STANDARD PRICE	\$ 6,321.25

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metals/Choice of Black, White or Gray Inserts	Silver Metals/Choice of Black, White or Gray Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
1 Meter Counter OPTIONAL - see additional price below	1 Meter Counter OPTIONAL - see additional price below
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

Exhibits Do Not include Electrical Power or Electrical Labor. Electrical forms must be sent to the Electrical Contractor

Please select a PANEL COLOR OPTION
☐ GRAY

☐ BLACK

☐ WHITE

If color selection is not made at time of your order, your booth will automatically have white panels. The colors at show site are subject to availability.

HEADER

Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:
OPTIONAL ACCESSORIES

	QUANTITY	DISCOUNT DEADLINE 10/19/2018	REGULAR PRICE	TOTAL
1 Meter Counter		\$ 281.25	\$ 365.00	
2' x 8' Grid		\$ 131.25	\$ 171.25	
Shelves		\$ 50.00	\$ 65.00	
Slat Wall		\$ 156.25	\$ 202.50	
Light		\$ 68.75	\$ 88.75	
10' Package		\$ 2,431.25	\$ 3,160.60	
20' Package		\$ 4,862.50	\$ 6,321.25	

Contact Exhibitor Services for Custom Booth Packages at 702.248.6200 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

Items canceled after orders have been received will be charged 50% of the ordered price.

Items canceled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of Las Vegas Expo.

19th Annual TribalNet Conference & Tradeshow

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Hard Rock Hotel - Artist Hall

WORK AUTHORIZATION

DEADLINE DATE: 10/19/2018

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

☐ We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by Las Vegas Expo no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	ZIP
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show? <i>*If yes, both parties must complete and sign the Third Party form.</i>		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
EXHIBITING COMPANY			
PHONE			
BOOTH #(S)			

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

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSURED: Las Vegas Expo, Inc. (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

CERTIFICATE HOLDER: Must be Las Vegas Expo, Inc

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer

ACORA **CERTIFICATE OF LIABILITY INSURANCE**

Policy Number: 2335987
Effective Date: 09/15/18
Expiration Date: 09/15/19

COVERAGE:

COVERAGE	CERTIFICATE NUMBER	REVISION NUMBER	AMOUNT
General Liability	2335987	09/15/18	\$1,000,000
Product Liability	2335987	09/15/18	\$1,000,000
Completed Operations	2335987	09/15/18	\$1,000,000
Medical Payments	2335987	09/15/18	\$100,000
Advertising	2335987	09/15/18	\$1,000,000
Public Relations	2335987	09/15/18	\$1,000,000
Professional Liability	2335987	09/15/18	\$1,000,000
Directors and Officers	2335987	09/15/18	\$1,000,000
Employers Liability	2335987	09/15/18	\$1,000,000
Workers Compensation	2335987	09/15/18	\$1,000,000
Unemployment	2335987	09/15/18	\$1,000,000
Health	2335987	09/15/18	\$1,000,000
Dental	2335987	09/15/18	\$1,000,000
Life	2335987	09/15/18	\$1,000,000
Accidental Death and Dismemberment	2335987	09/15/18	\$1,000,000
Crime	2335987	09/15/18	\$1,000,000
Auto	2335987	09/15/18	\$1,000,000
Boat	2335987	09/15/18	\$1,000,000
Aviation	2335987	09/15/18	\$1,000,000
Watercraft	2335987	09/15/18	\$1,000,000
Fire	2335987	09/15/18	\$1,000,000
Theft	2335987	09/15/18	\$1,000,000
Vandalism	2335987	09/15/18	\$1,000,000
Computer Fraud	2335987	09/15/18	\$1,000,000
Media	2335987	09/15/18	\$1,000,000
Electronic Data Processing	2335987	09/15/18	\$1,000,000
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19th Annual TribalNet Conference & Tradeshow

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Hard Rock Hotel - Artist Hall

THIRD PARTY PAYMENT AUTHORIZATION

You may arrange for a third party to handle your display and be billed for services. LAS VEGAS EXPO will agree to this arrangement if the third party has a satisfactory payment record with Las Vegas Expo. BOTH firms must complete this form.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

For your convenience, we will use this authorization to charge for any additional amounts incurred as a result of show site orders placed by your representative for this event.

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

EXHIBITING FIRM					EMAIL							
ADDRESS									PHONE			
CITY				STATE			ZIP			BOOTH #		
CREDIT CARD INFORMATION												
<input type="checkbox"/> DISCOVER			<input type="checkbox"/> VISA			<input type="checkbox"/> MASTERCARD			<input type="checkbox"/> AMERICAN EXPRESS			
ACCOUNT NUMBER												
EXPIRATION DATE				SECURITY CODE REQUIRED								
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>												
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)												
CITY				STATE			ZIP					
CARDHOLDER'S SIGNATURE*	X _____											
CARDHOLDER'S NAME (PLEASE PRINT)												

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

EXHIBITING FIRM					PHONE							
ADDRESS												
CITY				STATE			ZIP			BOOTH #		
CREDIT CARD INFORMATION												
<input type="checkbox"/> DISCOVER			<input type="checkbox"/> VISA			<input type="checkbox"/> MASTERCARD			<input type="checkbox"/> AMERICAN EXPRESS			
ACCOUNT NUMBER												
EXPIRATION DATE				SECURITY CODE REQUIRED								
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>												
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)												
CITY				STATE			ZIP					
CARDHOLDER'S SIGNATURE*	X _____											
CARDHOLDER'S NAME (PLEASE PRINT)												

**By signing I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.*

19th Annual TribalNet Conference & Tradeshow

November 6-7, 2018
Hard Rock Hotel - Artist Hall

COMPANY NAME		BOOTH #	
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MATERIAL HANDLING (The PAYMENT AUTHORIZATION FORM must accompany this form)

MATERIAL HANDLING	ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 112.00 Per 100lbs	\$ 145.60 Per 100lbs	\$ 165.00 Per 100lbs	\$ 214.50 Per 100lbs
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE-IT/LAS VEGAS EXPO does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	SHOW-SITE	\$ 127.00 Per 100lbs	\$ 165.10 Per 100lbs	\$ 178.50 Per 100lbs	\$ 232.50 Per 100lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.					

OVERTIME	200 LBS MINIMUM	IN BOUND	OUT BOUND
	OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)	\$ 25.00 Per 100lbs	\$ 25.00 Per 100lbs
	Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.		

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL
	SMALL PACKAGE	\$ 65.00	\$ 45.00	\$ 75.00	\$ 56.25
	25% Late fee if received after deadline date			Maximum weight per shipment is 25lbs.	
	Items received without documentation will be delivered without guarantee of piece count or condition.				

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION	RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE		

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid	
	Materials must arrive during published dates to avoid additional charges		No collect shipments.	
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge			
	SPECIAL HANDLING			
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents	
	Material with no certified weights		Materials with no pick points received	
	OVERTIME RATE (OT)			
	Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 5:00 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.			
	Formula for estimating freight between 25 lbs and 200 lbs: Round up to minimum 200 lbs <i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs at \$112 per 100lbs = minimum charge of \$ 224.00</i> Formula to estimate charges over 200 lbs: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. <i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$112.00 = \$ 448.00</i>			

19th Annual TribalNet Conference & Tradeshow

November 6-7, 2018
Hard Rock Hotel - Artist Hall

COMPANY NAME	BOOTH #
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OUTBOUND SHIPPING INFORMATION

Exhibitor must pickup complete and return in the Outbound Material Handling Form to the Exhibitor Services on-site representative.

SHIP EXHIBIT TO (COMPANY NAME)		ATTN.	
ADDRESS			
CITY	STATE	ZIP	PHONE
NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and address.			
SHIPPING CARRIER NAME:		CARRIER PHONE	
SELECT SERVICE:	<input type="checkbox"/> NEXT BUSINESS DAY <input type="checkbox"/> 2nd BUSINESS DAY <input type="checkbox"/> DEFERRED (3-5 BUSINESS DAYS) <input type="checkbox"/> GROUND		
IS THE BOOTH GOING TO ANOTHER TRADE SHOW?		SHOW NAME	
<input type="checkbox"/> NO <input type="checkbox"/> YES			
DATE & TIME OF SCHEDULED PICK-UP		BOOTH #	
THIS SHIPMENT MUST ARRIVE NO LATER THAN:		DAY	DATE
		TIME	<input type="checkbox"/> AM <input type="checkbox"/> PM

IF DESIGNATED CARRIER FAILS TO CHECK IN, LAS VEGAS EXPO SHOULD:

☐ RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS
 OR
 ☐ RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. Las Vegas Expo will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that Las Vegas Expo shall not be responsible for loss, theft or damage to any display installed or dismantled under Las Vegas Expo's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Las Vegas Expo with complete and accurate written instructions for the packing and/or shipping of said display by Las Vegas Expo supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ **PRINT:** _____ **DATE:** _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. Las Vegas Expo will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE	Rates include delivery of shipment at close of show to LVE-IT VEGAS warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs or more will be charged the following rates with a 1,000 lb minimum.		
	OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.		
	DRAYAGE TO WAREHOUSE	\$ 15.00	per 100 lbs
	WAREHOUSE HANDLING	\$ 7.00	per 100 lbs
All freight returned to warehouse that is less than 50 lbs will have a flat rate charge of \$66.00. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

STORAGE	MONTHLY STORAGE RATE	\$ 5.00	per 100 lbs
	Monthly storage rate is billed quarterly, at \$15.00 per 100 lbs. (1,000 lbs. minimum)		
	All freight must be crated, palletized or boxed to be eligible for storage. LVE-IT VEGAS reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.		

ADVANTAGES

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas for year round access.
- 30 Days free storage included in LVE-IT VEGAS advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form



We Deliver Exceptional Service On Time & Damage Free Local & Worldwide

LVE Logistics provides complete shipping and freight services.

You can expect great rates and reliable service when shipping with LVE Logistics. We skillfully manage the transportation process by offering a wide array of shipping options that save time and resources. We give all shipments priority handling and only work with experienced carriers who specifically cater to the trade show industry.

LVE Logistics is also fully integrated with all other Las Vegas Expo services to provide a convenient show experience. There are no boundaries, shipment size, or equipment requirements we cannot handle.

- **FTL Logistics**
- **LTL Logistics**
- **Van lines**
- **Small Parcels**
- **Ocean Logistics**
- **Customs & Compliance**
- **Air Freight Logistics**
- **International**

FOR IMMEDIATE SERVICE CALL US AT

702.429.5898

ASK ABOUT OUR EXCLUSIVE SHOW RATES

FOR INQUIRIES

INFO@LVELOGISTICS.COM

**ASK US ABOUT OUR STORAGE RATES
AND NATIONWIDE WAREHOUSE NETWORK**



LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LAS VEGAS EXPO without notice. LAS VEGAS EXPO assumes no liability in connection with Client's use and Client's supervision of union labor provided by LAS VEGAS EXPO. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LAS VEGAS EXPO and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LAS VEGAS EXPO reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LAS VEGAS EXPO, and for all amounts incurred in connection with the transaction with LAS VEGAS EXPO which involve the event. Parties agree that the credit card provided to LAS VEGAS EXPO may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LAS VEGAS EXPO to charge its credit card and agrees that LAS VEGAS EXPO may charge the credit card provided to LAS VEGAS EXPO by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LAS VEGAS EXPO to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LAS VEGAS EXPO prior to the deadline. After the conclusion of the event, LAS VEGAS EXPO will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LAS VEGAS EXPO.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LAS VEGAS EXPO has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LAS VEGAS EXPO's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LAS VEGAS EXPO in its sole discretion. Upon participation of any LAS VEGAS EXPO show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LAS VEGAS EXPO has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LAS VEGAS EXPO or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LAS VEGAS EXPO and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LAS VEGAS EXPO; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LAS VEGAS EXPO or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a 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 LAS VEGAS EXPO and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LAS VEGAS EXPO or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LAS VEGAS EXPO 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 LAS VEGAS EXPO in time to obtain the proper equipment.

5) LAS VEGAS EXPO and its subcontractors shall not be held 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, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LAS VEGAS EXPO and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LAS VEGAS EXPO shall not be responsible for damage to shrink wrapped items.

7) LAS VEGAS EXPO and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LAS VEGAS EXPO does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LAS VEGAS EXPO under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LAS VEGAS EXPO or from the negligence of LAS VEGAS EXPO, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LAS VEGAS EXPO and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LAS VEGAS EXPO will not be bound to honor any claim or action brought against LAS VEGAS EXPO or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

1) LAS VEGAS EXPO 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 CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LAS VEGAS EXPO and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LAS VEGAS EXPO or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LAS VEGAS EXPO or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LAS VEGAS EXPO and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LAS VEGAS EXPO Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LAS VEGAS EXPO and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

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

6) Dry and Cold Storage – Client stores products at its own risk. LAS VEGAS EXPO assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LAS VEGAS EXPO or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LAS VEGAS EXPO for freight handling services or any other services provided by LAS VEGAS EXPO or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LAS VEGAS EXPO prior to the close of the show for all such charges and further agrees that any claim the Client may have against LAS VEGAS EXPO or its subcontractors shall be pursued independently by the Client 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 Clients 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 transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LAS VEGAS EXPO and LAS VEGAS EXPO's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LAS VEGAS EXPO, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LAS VEGAS EXPO shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LAS VEGAS EXPO under or in connection with this Agreement or transaction with LAS VEGAS EXPO, or any of the forms or Contract Documents involving LAS VEGAS EXPO providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to Las Vegas Expo, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES

****ATTENTION****

UNION JURISDICTION

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

Local Union has jurisdiction through a labor agreement with all contractors for the installation, 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 material 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.

Local 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 has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact 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 Local Union also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painted, 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 to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel 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 vehicle may be towed.
3. All materials 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 Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take 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.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & 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 1/4 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 (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 electrical 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.

19th Annual TribalNet Conference &

November 6-7, 2018
Hard Rock Hotel - Artist Hall

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is NOT permitted.

The exhibitor must use the front entrance; the freight doors are NOT allowed.

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

A personal vehicle (POV) is defined as a small passenger car.

You must hire a teamster and cart to unload vehicle.

Entire load must weigh less than 200 pounds to qualify for POV fees.

Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)

Payment must be provided in advance or at the time of service.

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$ 150.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 5:00 PM, excluding holidays.
\$ 225.00	OVERTIME (OT): Before 8:00 AM or after 5:00 PM, Monday through Friday and weekends, excluding holidays.
\$ 300.00	DOUBLE TIME (DT): All holidays.

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$120.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LAS VEGAS EXPO's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE-IT VEGAS.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



Audio / Visual Order Form



EVENT NAME:				ROOM/BOOTH:			
COMPANY:				DELIVERY DATE:		DELIVERY TIME:	
BILLING NAME:				PICKUP DATE:		PICKUP TIME:	
BILLING ADDRESS:							
CITY:			STATE:		ZIP:		ONSITE CONTACT:
PHONE:		EMAIL:				CONTACT PHONE:	
CARDHOLDER NAME:			CC#				
TYPE OF CARD: <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> DISCOVER			EXP DATE (MM/YY):			SECURITY CODE:	
CARDHOLDER SIGNATURE:						DATE:	

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

To receive PRE SHOW rates Encore must receive this completed order form, with credit card information, no later than 14 days prior to show opening. Once the order form is received an official estimate will be emailed back to the customer for final approval. All other orders will be processed with an additional **20% expedite fee**.

ALL EQUIPMENT PRICES ARE PER DAY UNLESS OTHERWISE STATED

DESCRIPTION	PRE SHOW	QTY	DAYS	TOTAL	DESCRIPTION	PRE SHOW	QTY	DAYS	TOTAL
VIDEO EQUIPMENT					RIGGING				
22" LCD Monitor (16x9)	\$120				Rigging Points (Weekly)	\$150			
32" LCD Monitor (16x9)	\$250				½ Ton Motors (Weekly)	\$275			
42" LCD Monitor (16x9)	\$450				Banner Hanging	\$225			
50" LCD Monitor (16x9)	\$525				20' Scissor Lift	\$250			
60" LCD Monitor (16x9)	\$1,000				20 Amp Power Service	\$65			
80" LCD Monitor (16x9)	\$1,600				RIGGING LABOR		RATE	HOURS	
6' Stand For Monitors	\$80				All Rigging Is Subject To At Least 2 Riggers (1 High Rigger and 1 Ground Rigger) @ \$95 Hour With 5 Hour Minimum.		\$95/Hr		
6' Stand w/ Shelf	\$100				ELECTRICAL				
DVD/Blu-ray Player	\$150				20 Amp Power Service	\$65			
LCD Projector: 5k Lumens	\$645				30 Amp 3-Phase	\$300			
DLP HD Projector: 7k Lumens	\$975				100 Amp 3-Phase	\$700			
DLP HD Projector: 10k Lumens	\$1,800				AUDIO EQUIPMENT				
Folsom Image Pro Scaler	\$350				Wireless Mic UHF Combo Handheld <input type="checkbox"/> Lav <input type="checkbox"/> (Check Option)	\$175			
Barco PDS902 Seamless Switcher	\$750				Countryman E6 (UHF Required)	\$225			
EVENT SUPPORT					Wired Microphone	\$65			
Poster Easel	\$15				Powered Speaker with Stand	\$110			
4'x6' White Board on Wheels	\$125				DI For Computer Audio	\$50			
Flipchart w/ Markers	\$85				12 Channel Analog Mixer	\$115			
3M Flipchart w/ Markers	\$100				16 Channel Digital Mixer	\$450			
COMPUTER EQUIPMENT					CD Player	\$65			
Laptop Computer	\$250				TOTALS				
Wireless Presentation Mouse	\$50				TOTAL EQUIPMENT CHARGES				
SCREEN PACKAGES					20% Expedite Fee (Within 14 Days of Show Opening)				
Projection Support Package	\$150				21% Service Fee (\$20 Minimum)				
6'x11' Fast Fold w/ Dress Kit	\$265				LABOR estimate will be provided in ENCORE'S written quote.				XXXXXX
7.5'x13' Fast Fold w/ Dress Kit	\$410				Estimated TOTAL				
9'x16' Fast Fold w/ Dress Kit	\$625				CANCELLATIONS: Written cancellation of ordered equipment and services must be received 24 hours prior to delivery. Failure to do so will result in a 100% charge to your credit card.				
10'x18' Fast Fold w/ Dress Kit	\$825				RIGGING AND ELECTRICAL ARE EXCLUSIVE SERVICES OF THE HARD ROCK HOTEL.				
INTERNET					COMPLETE THIS FORM AND FAX TO 702.216.5366 OR EMAIL RYAN.RAEBER@ENCORE-US.COM				
PKG 1: Up to 10 Concurrent Users	\$1,250		X						
PKG 2: Up to 25 Concurrent Users	\$2,187.50		X						
PKG 3: Up to 50 Concurrent Users	\$4,375		X						
Wired Single Internet Connection	\$450		X						



Annual TribalNet Conference & Tradeshow

NOVEMBER 5TH-8TH 2018

HARD ROCK HOTEL & CASINO, LAS VEGAS



LEAD RETRIEVAL WITH "LeadR"

To Purchase Lead Retrieval: if you are already registered, log into the online reg portal and add on to your account from there. If you are not registered yet, you can purchase during the registration process.

YOUR DEVICE – YOUR LEADS

Modern lead retrieval at your fingers tips .. with the device you already own and know how to use. The perfect tool to capture leads anywhere at your conference. A mobile app system doesn't tie you down, capture leads at social events, the hotel lobby, anywhere... anytime at half the price of renting.

BENEFITS OF MODERN LEAD RETRIEVAL

- Capture leads at social events, the hotel lobby, anywhere...anytime
- Leads database is available immediately
 - Half the cost of renting
- Add Notes and Follow-Up Reminders
 - Update or delete leads
 - No line ups
 - No waits
 - No clumsy equipment

During the attendee registration process, every attendee is asked to acknowledge the follow statement regarding sharing contact information:

"I understand that allowing anyone to scan my badge during the conference week that implies consent to access contact information associated to conference registration. Allowing anyone to scan your badge is NOT required at any time."



HOW IT WORKS

The app is free to download. When you open the app, you will need to enter an exhibitor ID key. By purchasing access to the app, you will receive your app key. **The keys will be distributed via email a week before the event starts and available onsite.** Once you have signed into the app with the key, either at the event or after, you can quickly scan anyone's badge and enter custom notes about that person if desired. After the event ends, you will go to a website, enter your exhibitor key, and a spreadsheet will download with all of the available contact information for each attendee you have scanned as well as any custom notes.

For more information contact the TRIBALNET LeadR Representative at: sales@x-cd.com

Early Bird Pricing until October 1st, 2018 is as follows:

- 1 LeadR App: \$ 199.00 (After 10/1: \$299)
- Multiple (Up to 10): \$ 375.00 (After 10/1: \$575)