

OLYMPIA WEEKEND 2024
SERVICE KIT

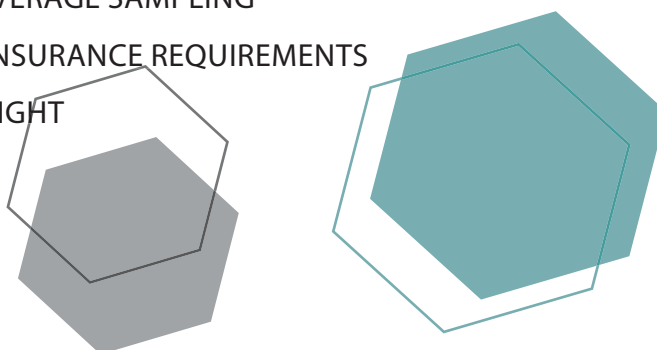
2024



Willwork
Global Event Services

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HELLO,

Willwork Global Event Services is pleased to have been chosen to serve as your Official Service Contractor for Olympia Weekend 2024 to be held at the Las Vegas Convention Center from October 11 - 12, 2024. We have enclosed the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on Willwork products and services, full payment must be included with your order and received in our office by Monday, September 16, 2024. Orders without payment will be held in a pending status until payment is received.

A credit card authorization form is required on file for each exhibitor. No goods or services will be rendered without a credit card accompanying the order. If you choose to make a payment via check or wire transfer, please ensure that your payment has been received by our accounting department no later than two weeks prior to show move-in. Regardless, a credit card is required on file. Please visit the Willwork On-site Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

FOR ASSISTANCE PLEASE CONTACT THE FOLLOWING:

FURNITURE RENTAL, LABOR OR SHIPPING MATERIALS

Event Specialist Team

Phone: (774) 568-5425

Email: exhibitorservices@willwork.com

ELECTRICAL

CTS

Phone: (702) 309-8326 Email: orders@exposervicedesk.com

INTERNET & TELEPHONE

Cox at the LVCC

Phone: (855) 519-2624 Online Ordering: www.tradeshows.coxhn.net

AUDIO VISUAL

ShowGear Productions

Phone: (949) 888-4540 Email: orders@showgear.com

Thank you and we look forward to working with you to help make Olympia Weekend 2024 a tremendous success.

All the best,

WILLWORK GLOBAL EVENT SERVICES



GENERAL INFORMATION

OLYMPIA WEEKEND 2024

October 11 - 12, 2024

LOCATION

Las Vegas Convention Center
3150 Paradise Rd
South Hall - Halls S1& S3
Las Vegas, NV 89109

EXHIBITOR MOVE-IN

| | |
|----------------------|---|
| Wednesday, October 9 | 10:00 a.m. - 5:00 p.m. (Exit show floor by 5:00 p.m.) |
| Thursday, October 10 | 8:00 a.m. - 5:00 p.m. (Show ready by 5:00 p.m.) |

SHOW HOURS

| | |
|----------------------|---|
| Friday, October 11 | 8:00 a.m. - 5:00 p.m. (VIP & Expo Elite Only) |
| Friday, October 11 | 9:00 a.m. - 5:00 p.m. (General Public) |
| Saturday, October 12 | 8:00 a.m. - 5:00 p.m. (VIP & Expo Elite Only) |
| Saturday, October 12 | 10:00 a.m. - 5:00 p.m. (General Public) |

EXHIBITOR MOVE-OUT

| | |
|----------------------|--|
| Saturday, October 12 | 5:00 p.m. - 10:00 p.m. (All out by 10:00 p.m.) |
|----------------------|--|

Outside carriers must be checked in with the Willwork Dock Supervisor at the Las Vegas Convention Center by Saturday, October 12 at 9:00 p.m. Official re-route time is Saturday, October 12 at 10:00 p.m. Please see the Move-Out Information Sheet in this Manual for more details.

STANDARD BOOTH EQUIPMENT

Each 10' x 10' exhibit booth includes the following equipment:

- 8' Back wall drape: Black & Red
- 3' Side rail drape: Black & Red
- (1) 6' L x 30" H table skirted: Black
- (2) Side Chairs
- (1) Wastebasket
- (1) Company ID Sign
- (4) Exhibitor Badges per 10'x10' booth purchased

Please note: The show Floor is not carpeted. Exhibitors are free to bring their own carpet to show site or rent a carpet through Willwork. Please see enclosed carpet order form for details.

GENERAL INFORMATION

ADVANCE SHIPPING

Advance Shipping begins Monday, September 9, 2024, at 9:00 a.m. and ends Friday, October 4, 2024, at 2:00 p.m.
(Receiving Hours: 9:00 a.m. – 2:00 p.m. / M – F)

ADVANCE SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2024
c/o Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118

Shipments received at the advance warehouse after the deadline will still be accepted. An off target surcharge of 30% will apply.

Please note that all work performed by Willwork before 8:00 a.m. or after 4:30 p.m. weekdays, as well as all day Saturdays and Sundays, is considered overtime. Please budget accordingly.

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

DIRECT SHIPPING*

Willwork will be on site to receive direct shipments to the Las Vegas Convention Center on:

| | |
|----------------------|-----------------------------|
| Wednesday, October 9 | 8:00 a.m. – 5:00 p.m. ONLY. |
| Thursday, October 10 | 8:00 a.m. – 5:00 p.m. ONLY. |

*The Las Vegas Convention Center prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space or personnel. If you choose to ship to the Venue and your shipment arrives prior to Wednesday, October 9, 2024 at 8:00 a.m. you may incur a receiving charge by the Venue AND a receiving charge from Willwork.

DIRECT SHIPPING ADDRESS:

(Your Company Name & Booth Number)
Olympia Weekend 2024
c/o Willwork Global Event Services
Las Vegas Convention Center
3150 Paradise Rd / South Hall - Halls S1 & S3
Las Vegas, NV 89109

You must have a credit card on file with Willwork prior to your shipment arriving at the Las Vegas Convention Center for delivery to your booth.

WILLWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than Monday, September 16, 2024.

For more information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com.

MOVE-OUT INFORMATION

MOVE-OUT SCHEDULE

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

Saturday, October 12, 2024 at 5:00 p.m. - Exhibitor Move-Out officially begins

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

Saturday, October 12, 2024 at 9:00 p.m. - Deadline for driver check-in

Exhibitors who wish to ship materials by any carrier must instruct drivers to check in at The Las Vegas Convention Center. They will check in at the loading dock with the Willwork Dock Supervisor by 9:00 p.m.. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Material Handling Agreement has been turned in to the Willwork Service Desk. Drivers whose Material Handling Agreement has not been turned in will be placed in a holding queue until the booth is packed and the Material Handling Agreement is turned in. Should your carrier fail to check in at the loading dock by 9:00 p.m. Willwork Global Event Services reserves the right to re-route the shipment via the official show carrier as necessary. Neither Willwork nor Show Management assumes any liability as a result of such re-routing.

Saturday, October 12, 2024 at 9:00 p.m. - Exhibits packed and Material Handling Agreement turned in to Willwork

All Material Handling Agreements must be turned in to the Willwork Service Desk to be validated. Do not leave your Material Handling Agreement in your booth, and do not turn in your Material Handling Agreement until your shipment is packed and ready to be loaded.

Material Handling Agreements and additional labels will be available at the Willwork Service Desk at your convenience. No Material Handling Agreements will be issued until your balance is paid in full. Delivery of your Material Handling Agreement to Willwork Global Event Services does not signify that Willwork Global Event Services has assumed responsibility for your shipments. Once packed and ready to turn in your Material Handling Agreement, take a picture of your shipment for your files. Whenever possible, a member of your staff should remain with your shipment until it is actually picked up for removal from the loading dock, at which time the trucker assumes responsibility for your merchandise. In every case, be sure to turn in your Material Handling Agreement to the Exhibitor Service Desk. Do not leave the Material Handling Agreement in your booth.

FINAL PAYMENTS

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

Saturday, October 12, 2024 at 10:00 p.m. – Final clean up; Exhibitor Move Out officially ends

All shipping containers including but not limited to fiber cases, cartons and crates should be securely packaged and labeled by the exhibitor. If you have multiple items stacked on a skid, we strongly advise that you order shrink wrap or banding from the Willwork service desk so that items do not get separated.

Please Note: All FedEx and UPS outbound shipments must be dropped off by the Exhibitor at the nearest FedEx or UPS location.



JOE WEIDERS OLYMPIA FITNESS & PERFORMANCE WEEKEND
LAS VEGAS CONVENTION CENTER
LAS VEGAS, NV
OCTOBER 10-13, 2024

MARSHALLING YARD INFORMATION

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will check in at **DOCK #1** using their bill of lading and a Willwork employee will advise where to park.
- Drivers will be assigned a dock pass and will be dispatched once dock space is available.
- Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded, the number of booths on a truck, etc.

The Marshalling Yard will be open on the following day(s):

MOVE-IN:

Tuesday, October 8th from 8:00 AM - 5:00 PM

By appointment only.

Wednesday, October 9th from 8:00 AM - 5:00 PM

Thursday, October 10th from 8:00 AM - 5:00 PM

MOVE-OUT:

Saturday, October 12th from 4:00 PM - 8:00 PM

IMPORTANT INFORMATION
PLEASE GIVE THIS INFORMATION
TO YOUR CARRIER

MARSHALLING YARD ADDRESS

Willwork Global Event Services
7015 Corporate Plaza Drive
Suite 100 Door 1
Las Vegas, NV 89118

WILLWORK CONTACT INFORMATION

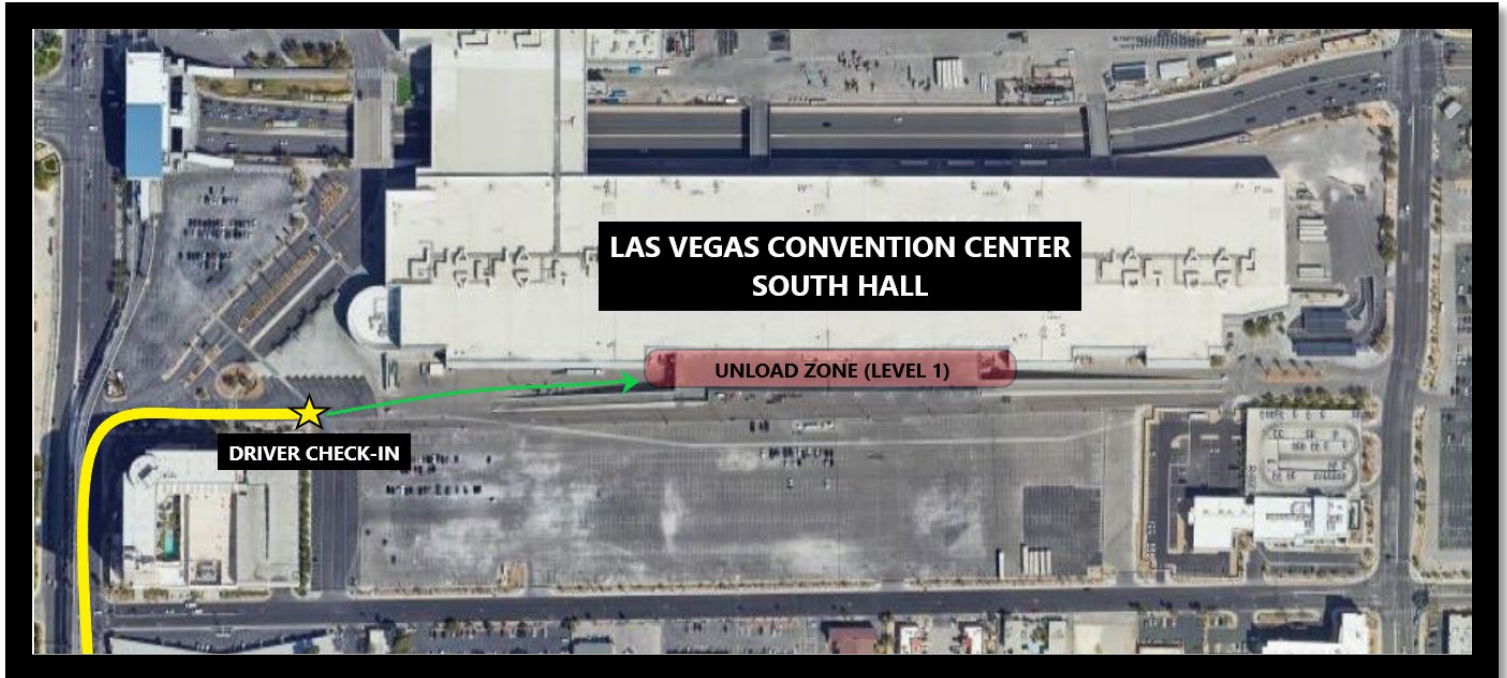
For logistics information, please call us at (814) 244-2214, or email us at Luke.Caroff@willwork.com

For any other information, please call us at (774) 568-5425, or email us at exhibitorservices@willwork.com

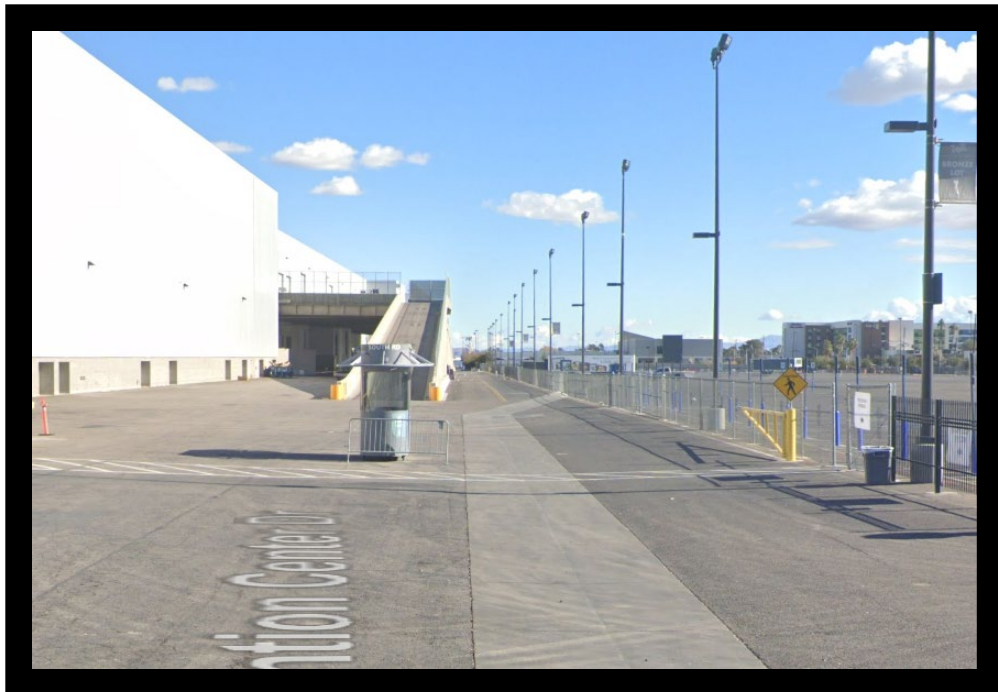
SHOW SITE MAP & PROCEDURE

Please note:

- All carriers picking up from the facility must have already checked in at the Marshalling Yard.
- Drivers will check in using their dock pass and a Willwork employee will advise where to park to load.



DRIVER CHECK-IN



ORDERING PROCEDURES & PAYMENT GUIDE

ONLINE ORDERING

<https://willwork.boomerecommerce.com>

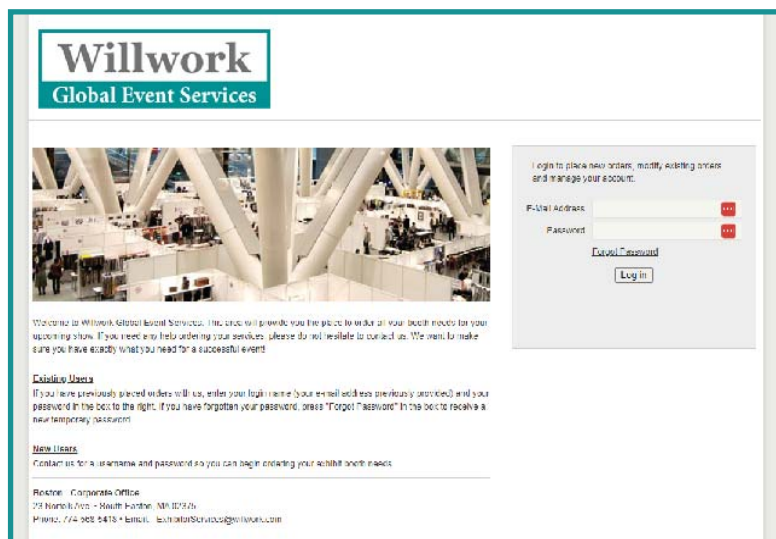
The Willwork online ordering website is the preferred method for placing orders for your event. Here you can order booth furnishings, carpet, rental exhibits, graphics, labor, material handling services, request shipping quotes, and more.

LOGIN INFORMATION

When online ordering is open for your event, you'll receive an email with details on how to access your account. If you need assistance, please contact us.

Phone: (774)568-5425

Email: exhibitorservices@willwork.com



PAYMENT INFORMATION

Willwork is committed to ensuring safe transactions for our exhibitors. Our online ordering website is the most secure method for placing orders and submitting payment. A credit card will need to be on file to process orders. For your protection and ours, we will not accept credit card information via email. We will also never email payment information.

If you're unable to submit payment online, please contact Willwork Exhibitor Services at (774)568-5425 to provide payment information over the phone.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

You may choose to pay by credit card, check payable to Willwork Global Event Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Willwork's services. Credits for services will be issued at show site only.

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

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

ORDERING PROCEDURES & HELPFUL HINTS

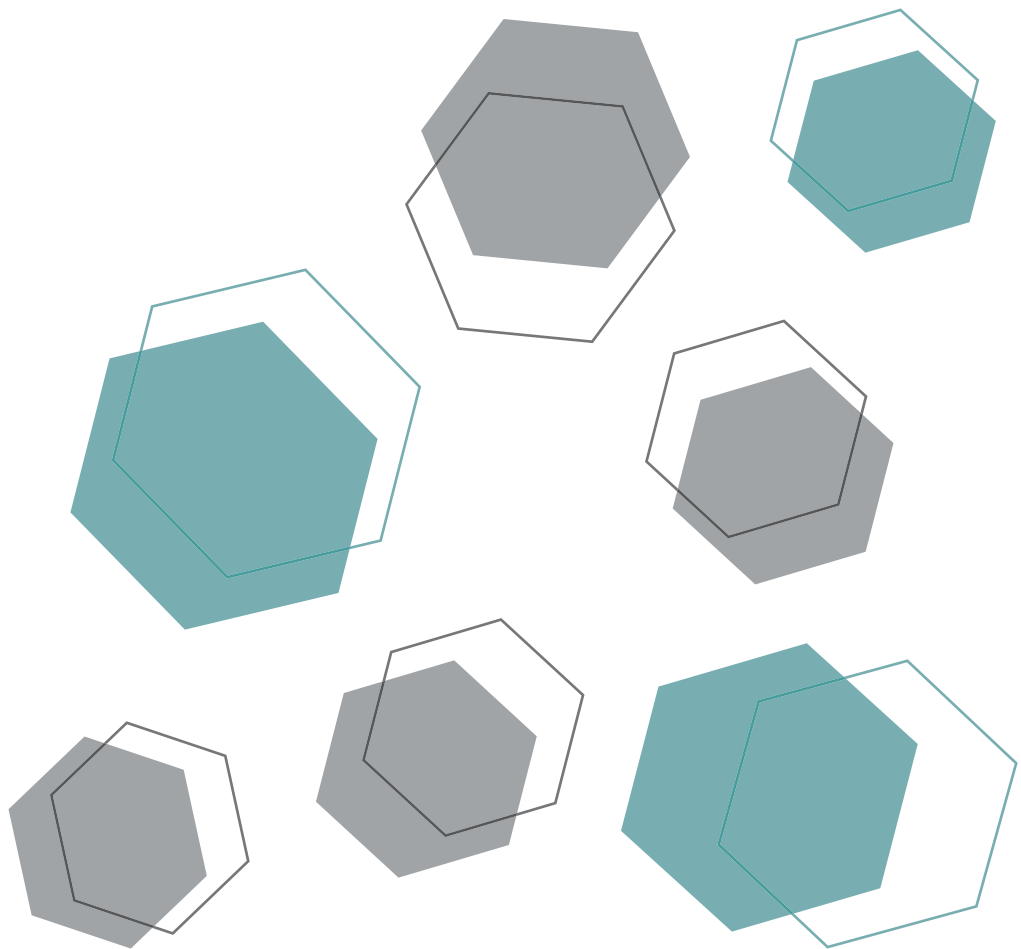
BOOTH FURNISHINGS AND SERVICES

- Rental items not ordered, and found in booths, are invoiced at “Standard-Floor” pricing
- All prices are in U.S. dollars (\$).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Willwork Global Event Services.

MATERIAL HANDLING AND LABOR

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

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



CREDIT CARD AUTHORIZATION

Company Name: _____

Booth Number: _____

PLEASE NOTE: ALL EXHIBITORS MUST HAVE A CREDIT CARD ON FILE WITH WILLWORK GLOBAL EVENT SERVICES PRIOR TO SERVICES BEING RENDERED.

For your convenience, we accept MasterCard, Visa and American Express; we do not accept Discover Credit Cards. If you choose to pay by check or cash (sorry, personal checks are not accepted), you may do so in advance. However, regardless of how you choose to pay, you must have a credit card on file with us to cover incidentals and items that might be ordered at show site. If your company has unpaid balances from previous events serviced by Willwork Event Services, payment in full for those charges will be required before new orders will be accepted.

Exhibitor freight will not be delivered to or removed from your booth until all unpaid invoices have been settled at the Willwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

While Willwork Event Services understands and honors the relationship between exhibitors and third party payers, ultimately the exhibiting firm of record is responsible for payment of all costs incurred on its behalf (see Third Party Payment Policy Form). At the sole discretion of Willwork Global Event Services, exhibitors using third party payers may also be required to provide a credit card as back up to that of the third party.

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

Please complete the information requested below and return this form with your orders. If you choose to pay by check, please make sure your check is delivered prior to two weeks of show move-in so as to give time for the check to be processed by the bank. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

Receipts for charges applied to your Credit Card on File will be emailed once the card is charged. A final invoice recording all transactions will be emailed within 15 days of show closing. Should you require a receipt at any other time, please contact us and we will be happy to provide one.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER NO LATER THAN THE PUBLISHED DISCOUNT DATE.

CREDIT CARD AUTHORIZATION

Please print or type information below:

Charge to: ☐ VISA ☐ MASTERCARD ☐ American Express

Account Number: _____ Expiration Date: _____ CVV: _____

Card Holder's Name: _____ Company Name: _____

Email: _____ Phone Number: _____

Billing Address: _____ City: _____

State: _____ Zip Code: _____

Signature: _____ Date: _____

THIRD PARTY AUTHORIZATION

WILLWORK WILL PRESENT SHOW SITE INVOICES TO THIRD PARTIES FOR PAYMENT OF SERVICES RENDERED TO EXHIBITORS PROVIDED THE FOLLOWING CONDITIONS ARE MET:

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

THIRD PARTY AUTHORIZATION

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

☐ All services ☐ Furniture ☐ Labor ☐ Material Handling

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

Please print or type information below:

| EXHIBITOR | 3RD PARTY |
|--|--|
| <input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS | <input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMERICAN EXPRESS |
| Account Number: _____ | Account Number: _____ |
| Expiration Date: _____ CVV: _____ | Expiration Date: _____ CVV: _____ |
| Card Holder's Name: _____ | Card Holder's Name: _____ |
| Company Name: _____ | Company Name: _____ |
| Email: _____ | Email: _____ |
| Phone: _____ | Phone: _____ |
| Billing Address: _____ | Billing Address: _____ |
| City: _____ | City: _____ |
| State: _____ Zip Code: _____ | State: _____ Zip Code: _____ |
| Signature: _____ | Signature: _____ |

STANDARD BOOTH FURNISHINGS



Willwork
Global Event Services

BOOTH FURNISHINGS

TABLES

DRAPED RISERS (white vinyl)

4' One Step

6' One Step



DRAPED DISPLAY TABLES

Draping includes white vinyl top & 3 sides

Choose table size & color

30" High

2'x4'x30"

2'x6'x30"

2'x8'x30"

42" High

2'x4'x42"

2'x6'x42"

2'x8'x42"



black



white



red



blue



hunter green



grey

SEATING



Side Chair



Bar Stool

BOOTH FURNISHINGS



Easel



Chrome Sign Frame



Literature Stand



Single-sheet
Literature Holder



Three-section
Literature Holder



Waste Basket



Fish Bowl



Round Table
30" - 42" high 30" round



Bag Stand



4' x 8' Display Board

ORDER FORM – STANDARD BOOTH FURNISHINGS

ORDER FORM

Discount Deadline: **Monday, September 16, 2024**

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

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

| TABLE | QTY | DISC. RATE | STD. RATE | TOTAL | ITEM | QTY | DISC. RATE | STD. RATE | TOTAL |
|--|-------|------------|-----------|-------|-------------------------------|-------|------------|-----------|-------|
| 30" High | | | | | SEATING | | | | |
| 2' x 4' x 30" | _____ | \$205.38 | \$266.98 | _____ | Upholstered Side chair | _____ | \$112.90 | \$146.77 | _____ |
| 2' x 6' x 30" | _____ | \$259.67 | \$337.60 | _____ | Upholstered Bar Stool | _____ | \$197.88 | \$257.25 | _____ |
| 2' x 8' x 30" | _____ | \$289.00 | \$375.71 | _____ | | | | | |
| 4 th side of table draped | _____ | \$73.99 | \$96.20 | _____ | | | | | |
| <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey | | | | | ACCESSORIES | | | | |
| 42" High | | | | | 30"High x 30" D Round Table | _____ | \$241.88 | \$314.44 | _____ |
| 2' x 4' x 42" | _____ | \$249.91 | \$324.88 | _____ | 42"High x 30" D Round Table | _____ | \$277.06 | \$360.18 | _____ |
| 2' x 6' x 42" | _____ | \$265.62 | \$345.31 | _____ | Wastebasket | _____ | \$32.26 | \$41.94 | _____ |
| 2' x 8' x 42" | _____ | \$328.09 | \$426.52 | _____ | Easel | _____ | \$61.56 | \$80.03 | _____ |
| 4 th side of table draped | _____ | \$86.56 | \$112.53 | _____ | Bag Rack | _____ | \$158.33 | \$205.82 | _____ |
| <input type="radio"/> Blue <input type="radio"/> Black <input type="radio"/> Burgundy <input type="radio"/> Hunter Green <input type="radio"/> Red <input type="radio"/> White <input type="radio"/> Grey | | | | | Fish Bowl | _____ | \$42.51 | \$55.27 | _____ |
| <u>UNDRAPED DISPLAY TABLE</u> | | | | | Chrome Sign Frame (22" x 28") | _____ | \$190.59 | \$247.76 | _____ |
| 30" High | | | | | LITERATURE HOLDERS | | | | |
| 2' x 4' x 30" | _____ | \$83.77 | \$108.90 | _____ | 5 Pocket Stand | _____ | \$212.56 | \$276.34 | _____ |
| 2' x 6' x 30" | _____ | \$103.31 | \$134.32 | _____ | 3 Section Pocket | _____ | \$90.90 | \$118.17 | _____ |
| 2' x 8' x 30" | _____ | \$129.84 | \$168.79 | _____ | Single Sheet Holder | _____ | \$46.91 | \$60.99 | _____ |
| 42" High | | | | | Sub Total: _____ | | | | |
| 2' x 4' x 42" | _____ | \$114.77 | \$148.84 | _____ | Sales Tax (8.38%): _____ | | | | |
| 2' x 6' x 42" | _____ | \$134.03 | \$174.24 | _____ | Order Total: _____ | | | | |
| 2' x 8' x 42" | _____ | \$160.56 | \$208.73 | _____ | | | | | |
| <u>DRAPED RISERS (WHITE VINYL)</u> | | | | | | | | | |
| 4" One Step | _____ | \$82.37 | \$107.08 | _____ | | | | | |
| 6" One Step | _____ | \$101.92 | \$132.50 | _____ | | | | | |

TRADE SHOW FURNISHINGS



For our custom furnishing
catalog, please email
exhibitorservices@willwork.com

Willwork
Global Event Services

STANDARD BOOTH CARPET

Discount Deadline: **Monday, September 16, 2024**

CARPET CHOICE

The colors to choose from are black, blue, red, charcoal, light gray, green.



blue



black



red



light gray



charcoal



green

ORDER FORM

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

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

| ITEM | QTY | DISC. RATE | STD. RATE | TOTAL |
|------|-----|------------|-----------|-------|
|------|-----|------------|-----------|-------|

CARPET 13oz

| | | | | |
|-----------|-------|-----------|-----------|-------|
| 10' x 10' | _____ | \$415.13 | \$539.78 | _____ |
| 10' x 20' | _____ | \$830.26 | \$1079.34 | _____ |
| 10' x 30' | _____ | \$1245.38 | \$1619.00 | _____ |
| 10' x 40' | _____ | \$1660.51 | \$2158.62 | _____ |

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

CUSTOM CUT CARPET 13oz

_____ ft. x _____ ft. = _____ sq. ft. \$9.33 \$12.14 _____

100 sq ft minimum

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

PREMIUM CARPET 26oz (Includes Visqueen)

_____ ft. x _____ ft. = _____ sq. ft. \$9.33 \$12.14 _____

☐ Blue ☐ Black ☐ Red ☐ Lt. Gray ☐ Charcoal ☐ Green

CARPET PADDING

1/2" _____ ft. x _____ ft. = _____ sq. ft. \$3.03 \$3.94 _____

1" _____ ft. x _____ ft. = _____ sq. ft. \$6.07 \$7.88 _____

100 sq ft minimum

VISQUEEN (POLY COVERING)

_____ ft. x _____ ft. = _____ sq. ft. \$1.39 \$1.77 _____

100 sq ft minimum

Padding is not included with carpet rental.

No telephone orders are accepted.

All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

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

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

For Premium carpet please call 774-568-5425.

Sub Total: _____.

Sales Tax (8.38%): _____.

Order Total: _____.

LABOR

ORDER FORM

Contact Name: _____ Email: _____
Company Name: _____ Booth Number: _____
Phone Number: _____ Fax: _____

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

Please complete this form and return it to Willwork if your display is to be set up and/or dismantled by Willwork and there will not be a supervisor present.

Inbound Shipping Information

Carrier: _____ Phone Number: _____

Shipped to: ☐ Warehouse ☐ Show Site Date Shipped: _____

From (city & state): _____

Total number of: ☐ Crates: _____ ☐ Cartons: _____ ☐ Cases: _____ ☐ Other: _____

Setup information must be provided for all Willwork Supervised labor orders.

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

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

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

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

Carpet: ☐ With Exhibit ☐ Rented from Willwork Color: _____ Size: _____

Electrical Placement: ☐ Drawing attached ☐ Drawing with Exhibit

Installed under carpet: ☐ Yes ☐ No

My exhibit has a key: ☐ Yes ☐ No If yes, the key is located _____

In case of emergency, please call: _____ at _____

Comment:

Outbound Shipping Information

Please complete the OUTBOUND Material Handling Agreement AND SHIPPING LABEL REQUEST FORM included in this manual and return it along with your order.

LABOR

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitors must come to serve desk to sign in and out for labor required.

Discount Deadline: **Monday, September 16, 2024**

| | | | |
|--|--|--|--|
| Straight Time - \$130.00 per hour (disc)/ \$182.00 per hour (stan) | | Overtime - \$177.12 per hour (disc) / \$247.99 per hour (stan) | |
| 8:00 a.m. - 4:30 p.m. Monday thru Friday. | | Before 8:00 a.m. Monday thru Friday | |
| One hour minimum per worker, thereafter, | | After 4:30 p.m. Monday thru Friday | |
| ½ hour increments. | | All hours on Saturday. | |
| | | Sundays and holidays are double time. | |
| | | One hour minimum per worker, thereafter, | |
| | | ½ hour increments. | |

| | # OF MEN | DATE | TIME | HOURS |
|-----------|----------|------|------|-------|
| SET UP | | | | |
| DISMANTLE | | | | |

Please check service required:

☐ Exhibitor Services
All work performed must be under the supervision of the exhibitor.
Number of cartons: _____ Number of skids: _____

☐ Willwork Global Event Services Supervision
Hourly rate plus 40% Supervision Charge/Minimum \$45.00.
Number of cartons: _____ Number of skids: _____

Name of carrier: _____ Number of crates: _____

Shipped to: ☐ Warehouse ☐ Show Site

NOTE: 8:00 a.m. is the only guaranteed starting time. All labor must be signed in/out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a one hour minimum charge per man ordered unless written cancellation is received 24 hours prior to starting time.

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

PAYMENT POLICY: All invoices must be settled at the Service Desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Wire Transfer, Visa, MasterCard and American Express are accepted.

Orders received after the deadline date or show site orders will incur a surcharge of 40% of the labor rate.

PLEASE INCLUDE SET-UP PLANS WITH ORDER.

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



ORDER FORM – HANGING SIGN

Booth Number _____

Discount Deadline: **Monday, September 16, 2024**

RATES FOR HANGING NON-ELECTRICAL SIGNS

There will be a minimum charge of 1 hr. per Crew on Installation and 1 hr. minimum charge per Crew on dismantle.

HIGH LIFT & CARPENTERS TWO (2) MAN CREW REQUIRED

Straight Time \$757.64 (disc) / \$1243.12
- 2 Man Crew & Lift 8:00 AM to 4:30 PM - Weekdays

Overtime \$1,136.45 (disc) / \$1477.41
- 2 Man Crew & Lift Before 8:00 AM & after 4:30 PM Weekdays
& all hours on Saturday, Sunday & Holidays

Sign hanging materials used to hang the sign will be billed onsite based on what is used.

| | | | A | B | A X B |
|-----------|------|------|------------|---------------|----------|
| | Date | Time | # of Crews | Rate Pre Crew | Total \$ |
| Set Up | | | | | |
| Dismantle | | | | | |

THE FOLLOWING INFORMATION IS REQUIRED FOR ACCURATE HANGING OF YOUR SIGN:

Description of Sign/banner:

☐ Cloth/vinyl ☐ Wood ☐ Metal

Other _____

☐ 1 sided ☐ 2-sided ☐ pockets ☐ grommets

Shape:

☐ Square ☐ Rectangle ☐ Triangle ☐ Circular

☐ Other: _____

Dimensions:

Height _____ Width _____ Length _____

Approximate weight _____

Truss Structure: _____ Yes _____ No

If yes, please send detailed assembly instructions.

Number of feet from rear of booth _____

Number of feet from left side of booth _____

Number of feet from right side of booth _____

Number of feet from front of booth: _____

Number of Feet from floor to bottom of sign _____

If Sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time & Material basis.

ALL HANGING SIGNS MUST CONFORM TO SHOW MANAGEMENT AND FACILITY REGULATIONS PRIOR TO HANGING.

Willwork, Inc. and Facility Management reserve the right to assemble, install, and dismantle "Hanging Signs", nonelectrical, with approved devices and type of cable to safely hang sign.

*Orders received at the Service Desk are subject to availability and 50% surcharge.

Complete plans must be provided and forwarded to Willwork, Inc. together with the completed Sign Hanging Order Form.

PAYMENT POLICY: All invoices must be settled at the Service desk prior to Show closing. All charges are payable in U.S. Funds only. Checks, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

ST pricing will be guaranteed for all exhibitors placing their order and sign hanging information and instructions before the discount deadline date.

Sign hanging materials used to hang the sign will be billed onsite based on what is used.

TOTAL \$ _____

Carry this Total to Order Recap Page

Please print or type information below:

| | |
|--------------------------|-----------|
| Contact Name: | Email: |
| Telephone: | Fax: |
| Exhibiting Company Name: | Booth No. |

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



ORDER FORM – FORK LIFT SERVICE

Discount Deadline: Monday, September 16, 2024 Booth Number _____

Exhibitors requiring forklifts to assemble displays or when un-crating, un-skidding, positioning, and re-skidding equipment and machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator. If you do not require a forklift, order the number of laborers required.

| ONE HOUR MINIMUM ON LIFT ORDERS | | | |
|---------------------------------|--|---|---|
| NUMBER | TYPE OF LABOR | STRAIGHT TIME | OVERTIME |
| | Forklift 5000 lb. capacity w/operator | \$347.31 (Disc.) / \$486.24 Per Hour | \$427.89 (Disc.) / \$599.06 Per Hour |
| | | | |
| | | | |
| ADDITIONAL CREW LABOR | | | |
| | Laborer | \$130.00 (Disc.) / \$182.00 Per Hour | \$177.12 (Disc.) / \$247.99 Per Hour |

| | # of Forklifts (w/operators) | Weight of heaviest piece | # of Helpers | DATE | TIME | APPROX. HOURS |
|-----------|---------------------------------|-----------------------------|--------------|------|------|------------------|
| INSTALL | | | | | | |
| DISMANTLE | | | | | | |
| | | | | | | |

STRAIGHT TIME: MONDAY THROUGH FRIDAY, 8:00AM TO 4:30PM

TOTAL: \$ _____

OVERTIME: BEFORE 8:00 AM AND AFTER 4:30 PM MONDAY – FRIDAY AND ALL DAY SATURDAY

The minimum charge for labor and equipment is one (1) hour per laborer and forklift. Equipment and labor thereafter is charged in half (1/2) hour increments. Equipment and labor cancelled without 24 hour notice will be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form, including cash, gifts, or labor hours for work actually performed are prohibited by Willwork. All rates are subject to change if necessitated by increased labor and material costs. If Exhibitor fails to use the laborers and equipment at the time confirmed, a one-hour "No-Show" charge per laborer and forklift will apply.

Order

Reserve forklifts and/or labor below. Starting times can be guaranteed only when labor is requested for 8 AM. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the Willwork Service Desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the Willwork Service Desk and approve the work order.

Please print or type information below:

| | | | |
|--------------------------|--------|--|-----------|
| Contact Name: | Email: | | |
| Telephone: | Fax: | | |
| Exhibiting Company Name: | | | Booth No. |

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



CF89F: CFA EAC6 @ GDCHHB; : 99

Booth Number _____

As the General Service Contractor, Willwork is responsible for all motorized units/vehicles entering & exiting the Hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading and unloading if Willwork determines such activities to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Willwork personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

Car Spotting Regulations:

- Less Than 1/8 tank of gas
- Lock gas tank (or tape it)
- Disconnect the battery once parked in the booth
- No starting of the vehicle on show floor.

GdcHjb[: YY.

) \$\$\$\$ gi fW Uf[YFci bX'Hf]dL

** Additional Fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.*

| Ehm | 8 YeW]dHcb' | Gi fW Uf[Y9UW 'K Um | HchU'5a ci bh |
|-----|---------------------------------|----------------------|---------------|
| | Motorized Unit Vehicle Spotting | \$250.00 | |

Sub Total: _____

Order Total: _____

D'YUgYdf]bhcf'hdY]bZfa U]cb'VYck.'

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

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



ACCESSIBLE STORAGE ORDER FORM
STANDARD & REFRIGERATED COLD STORAGE
Refrigerated Storage must be ordered by: **Monday, September 16, 2024**

1. Accessible Storage Rates (**64 cubic feet Minimum for Storage**):

GHUBXUX'GhcfU'Y: \$185.66 for storage of one (1) 4'w x 4'l x 4'h Pallet = 64 cubic feet
Each additional Pallet is \$90.18. Each additional cubic foot is an additional \$2.92 per foot.

f FYZJ'YfUHY'f7 c'XL'GhcfU'Y: \$270.53 for storage of one (1) 4'w x 4'l x 4'h Pallet = 64 cubic feet
Each additional Pallet is \$132.62. Each additional cubic foot is an additional \$4.25 per foot.

This charge is for the space only; it does not include labor for pick-up and delivery (see labor rates below).

2. Exhibit materials and other **+H9AG'BCH'A5F?98'K +K'F9: F= 9F5H98'7C@'GHCF5; 9'@69@G**
K=@@69'D@798'B'H<9'6CCH<. If you would like to have items removed from your booth space and placed into accessible storage, please order STANDARD STORAGE below. When you are ready to have your materials moved into or out of storage, please advise the onsite Willwork Service Desk. A labor charge will apply.
3. **+H9AG'A5F?98'K +K'F9: F= 9F5H98'7C@'GHCF5; 9'@69@G'K=@@69'D@798'BHC**
GHCF5; 9'=AA98-5H9@MI DCB'F979-DH. Exhibitors will be notified by Willwork when their refrigerated goods have arrived. When you are ready for your items to be removed from storage and delivered to your booth, please advise the onsite Willwork Service Desk. A labor charge will apply.

@6CF'F5H9G: CF'5779GG@'GHCF5; 9: CbY<ci f'A]b]a i a ZDYf'K cf_YfZDYf'Hf]d

GfUJ[\ hH]a Yf] .\$\$'5A'E'(. '\$'DA'Acb"R fci [\ : f]'L' ~ %30'00'dYf'dYfgcbZdYf\ ci f'

Cj Yf'H]a Yf6Yzfy, .\$\$'5A/'5ZYf'(. '\$'DAZAcb"E: f]'5'8UmGUv'Gi bL'~~~~~ 177'12'dYf'dYfgcbZdYf\ ci f'

: cf_'@Zif] \$\$\$~V"7 UdUW]mL' ~~~~~ 257'27'dYf\ ci f'

D'YUgY]bX]WUHY'H Y'mdY'cZghcfU'Y'nci 'k]'fYei]fY'VYck.'

☐ **GH5B85F8'GHCF5; 9' ~~~~~ ☐ F9: F= 9F5H98'f7C@'LGHCF5; 9f'**

***Please Note: Refrigerated storage will be provided upon request and is based on availability. Willwork will not be responsible for items not properly marked for cold storage. Only shipments that have drayage charges settled in full can be placed into cold storage. Please provide payment in full when placing your order.**

D'YUgY]bX]WUHY'H Y'ei Ub]hmicZYUW'dUWU']b] 'mdY'VYck.'

SSSS'G_X'~~~SSSS'7U'Y'~~~SSSS'7U'fcb#6cl'~~~SSSS'A]gWV'UbYci g'

D'YUgY]df]bhcf'mdY]bZfa U]cb'VYck.'

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

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

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT - COLD STORAGE

TO: Olympia Weekend 2024 - Cold Storage Shipment

Exhibiting Company Name

Booth Number

c/o Willwork Global Event Services
Las Vegas Convention Center/ South Hall - Halls S1 & S3
3150 Paradise Rd

Las Vegas, NV 89109

(Rec hours: Wed, Oct. 9 & Thurs, Oct 10 2024 at 8:00am – 5:00pm)

Please Note: All freight must be clearly labeled to be entered into cold storage. Items not properly labeled may be placed in the exhibitors booths and not the cold storage area. First day of freight acceptance Wednesday October 9 @ 8am. Any freight delivered before this date will be refused by the Convention Center.

Piece _____ of _____ total pieces

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT - COLD STORAGE

TO: Olympia Weekend 2024 - Cold Storage Shipment

Exhibiting Company Name

Booth Number

c/o Willwork Global Event Services
Las Vegas Convention Center/ South Hall - Halls S1 & S3
3150 Paradise Rd

Las Vegas, NV 89109

(Rec hours: Wed, Oct. 9 & Thurs, Oct 10 2024 at 8:00am – 5:00pm)

Please Note: All freight must be clearly labeled to be entered into cold storage. Items not properly labeled may be placed in the exhibitors booths and not the cold storage area. First day of freight acceptance Wednesday October 9 @ 8am. Any freight delivered before this date will be refused by the Convention Center.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Direct Shipping Labels

MATERIAL HANDLING RATES

Willwork Global Event Services has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.

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

WHEN TO SHIP

- Shipment consigned to the Advance Warehouse must arrive **NO LATER than: Friday, October 4, 2024, at 2:00 p.m.**
- Shipments consigned to the show site should be timed to arrive **NO EARLIER than: Wednesday, October 9 & Thursday October 10, 2024 from 8:00 a.m. - 5:00 p.m. ONLY.**

WHERE TO SHIP

| Advance Shipments – Deadline: Friday, October 4, 2024, at 2:00 p.m. | Direct Shipments - Starts: Wed., October 9 & Thurs. October 10, 2024 from 8:00 a.m. - 5:00 p.m. ONLY |
|--|--|
| (Your Company Name & Booth Number) Olympia Weekend 2024 c/o Willwork Global Event Services 7015 Corporate Plaza Drive, Suite 100 / Door 1 Las Vegas, NV 89118 (Receiving Hours: 9:00 a.m. – 2:00 p.m. / M –F) | (Your Company Name & Booth Number) Olympia Weekend 2024 c/o Willwork Global Event Services Las Vegas Convention Center - West Concourse 3150 Paradise Rd / South Hall - Halls S1 & S3 Las Vegas, NV 89109 |

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

RATE SCHEDULE

| | |
|---|---|
| A. WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS ST Rate: \$143.00 per cwt. - 200# Minimum <ul style="list-style-type: none"> • Receive crated shipments only at our warehouse up to 30 days prior to show. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier. • Shipments of loose or uncrated materials will not be received at warehouse. | B. DIRECT SHIPMENT TO SHOW SITE - Roundtrip - CRATED MATERIALS ST Rate: \$136.50 per cwt. - 200# Minimum <ul style="list-style-type: none"> • Receive crated shipments at show site on move-in dates. • Deliver to booth space. • Removal, storage, return of empty containers. • Pick-up at the booth and load onto outboard carrier. |
|---|---|

MATERIAL HANDLING RATES

RATE SCHEDULE CONTINUED

| | |
|--|---|
| C. SPECIAL HANDING, UNCRATED AND LOOSE MATERIALS | |
| Add 30% to regular per cwt. charge - 200# Minimum | |
| <ul style="list-style-type: none">Crated shipments requiring special handling include shipments that are loaded and or packed in a manner as to require additional handling such as ground loading, side door unloading, constricted space unloading, designated piece unloading or stacked shipments. Also included are shipments mixed on truck, multi shipment/delivery areas and shipments without delivery receipts. FedEx, UPS and DHL shipments are included in this category due to their delivery procedures. | |
| | E. OFF TARGET CHARGE Freight received before first day to receive or after the deadline date – add 30% off target charge |
| F. SURCHARGES Freight left in booth without Bill of Lading, Returned to Warehouse, Marshalling Fee - add 30% surcharge | G. SMALL PACKAGES <ul style="list-style-type: none">Not to exceed 30lbs*Rate: \$45.00 – First Small Package receivedRate: \$25.00 – Each additional small package received on the same shipment |

*Please Note: FedEx and UPS are subject to special handling surcharges due to their delivery procedures

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 30 lbs. per shipment, per delivery and includes UPS, Federal Express and Airborne. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

Special Handling/Uncrated Materials

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

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

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is arranged prior to the show until shipments are received back after the show. This can generally be done by adding “riders” to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or their representative. Willwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage. Outbound shipping labels and Bills of Lading will be available at the Service Desk. The Exhibitor or their representative must pack and label their exhibit material and turn in a Material Handling Agreement for each shipment at the Service Desk before leaving the Show. Willwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Willwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Willwork.

MATERIAL HANDLING RATES

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Willwork Global Event Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.
2. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same has been delivered to exhibitor's booth.
3. Willwork Global Event Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by Willwork Global Event Services to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.
4. Willwork Global Event Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Willwork Global Event Services shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event
6. Willwork Global Event Services maximum liability shall be limited to \$.30 per pound per article with a maximum liability of \$50.00 per item, or \$1,000.00 per shipment, whichever is less.
7. Willwork Global Event Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to any exhibitor's materials which may make it impossible or impractical to exhibit same. G. The consignment or delivery of a shipment to Willwork Global Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

FREIGHT FAQs & HANDLING HINTS

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

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

- **What is "Freight Handling/Drayage"?** - The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Willwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.
- **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. The conference is being held in a union facility and therefore must use union labor to move freight. These rates can vary from city to city.
- **Tips on how you can save money** - Read the 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 a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.
- **How is the weight of my shipment determined?** All drivers should attain certified weight tickets for materials prior to arriving at the dock either at the warehouse or at show site. Willwork Global Event Services reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Willwork Global Event Services weighs the shipment, the Exhibitor will be charged for double handling.
- **Small shipments versus large shipments.** - Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Willwork Global Event Services, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

FREIGHT FAQS & HANDLING HINTS

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

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

- **Should I insure my exhibit?** - The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your company until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.
- **Two of the most expensive mistakes made by Exhibitors are** 1) shipping materials in several shipments. 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each delivery incurs a minimum charge.
- **Always be aware of freight receiving deadlines.** You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- **Always ship your materials crated** – Loose or pad wrapped items are assessed special handling fees.
- **Make sure all materials are labeled properly to avoid any delivery delays.** All pieces should have the recipient’s name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

RUSH

Exhibit Materials
DO NOT DELAY



ADVANCE SHIPMENT

TO: **Olympia Weekend 2024**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Mon., September 9, Monday - Friday from 9am - 2:00pm. Materials must arrive at the advance warehouse no later than Fri., October 4, 2024 or an additional cost will be incurred. (Receiving: 9:00 AM - 2:00 PM M - F)

Piece _____ of _____ total pieces

RUSH

Exhibit Materials
DO NOT DELAY



ADVANCE SHIPMENT

TO: **Olympia Weekend 2024**

Exhibiting Company Name

Booth Number

**C/O Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Mon., September 9, Monday - Friday from 9am - 2:00pm. Materials must arrive at the advance warehouse no later than Fri., October 4, 2024 or an additional cost will be incurred. (Receiving: 9:00 AM - 2:00 PM M - F)

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Advance Shipping Labels

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT

TO: Olympia Weekend 2024

Exhibiting Company Name

Booth Number

c/o Willwork Global Event Services
Las Vegas Convention Center
3150 Paradise Rd / South Hall - Halls S1 & S3

Las Vegas, NV 89109

(Rec hours: Wed, Oct. 9 & Thurs, Oct 10 2024 at 8:00am – 5:00pm)

First day of freight acceptance Wednesday October 9 @ 8am. Any freight delivered before this date will be refused by the Convention Center.

Piece _____ of _____ total pieces

Direct Shipping Labels

RUSH

Exhibit Materials
DO NOT DELAY



DIRECT SHIPMENT

TO: Olympia Weekend 2024

Exhibiting Company Name

Booth Number

c/o Willwork Global Event Services
Las Vegas Convention Center
3150 Paradise Rd / South Hall - Halls S1 & S3

Las Vegas, NV 89109

(Rec hours: Wed, Oct. 9 & Thurs, Oct 10 2024 at 8:00am – 5:00pm)

First day of freight acceptance Wednesday October 9 @ 8am. Any freight delivered before this date will be refused by the Convention Center.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

RUSH

Exhibit Materials

DO NOT DELAY



ADVANCE SHIPMENT - HANGING SIGN

TO: Olympia Weekend 2024 - Hanging Sign Shipment

Exhibiting Company Name

Booth Number

**c/o Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday September 29, Monday - Friday from 9am - 2:00pm. Materials must arrive at the advance warehouse no later than Friday October 4 or an additional cost will be incurred.

Piece _____ of _____ total pieces

RUSH

Exhibit Materials

DO NOT DELAY



ADVANCE SHIPMENT - HANGING SIGN

TO: Olympia Weekend 2024 - Hanging Sign Shipment

Exhibiting Company Name

Booth Number

**c/o Willwork Global Event Services
7015 Corporate Plaza Drive, Suite 100 / Door 1
Las Vegas, NV 89118**

Willwork will begin accepting crated or skidded material at the Advance Warehouse on Monday September 29, Monday - Friday from 9am - 2:00pm. Materials must arrive at the advance warehouse no later than Friday October 4 or an additional cost will be incurred.

Piece _____ of _____ total pieces

The following labels have been created for your convenience. Please place at least one label on each piece of your shipment to ensure smooth processing. If you need more labels this page may be duplicated.

Advance Shipping Labels

OUTBOUND MATERIAL HANDLING AGREEMENT & SHIPPING LABEL REQUEST FORM

Every outbound shipment will require a Material Handling Agreement and shipping labels. Willwork would be happy to prepare these for you in advance and deliver them to your booth prior to show close.

Once your booth is packed and ready to be picked up from the show by the carrier of your choice. Please:

- Verify that the shipping information provided on the pre-printed Material Handling Agreement is still correct
- Itemize the pieces that you are shipping on the Material Handling Agreement
- Return the Material Handling Agreement to the Willwork Service Desk for validation
- Retain your verified copy of the Material Handling Agreement for your files

To take advantage of this time-saving service, please complete and return this form by emailing exhibitorservices@willwork.com.

Ship to:

Company Name: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Bill to:

☐ Same as above

Company Name: _____

ATTN: _____ Phone number: _____

Delivery Address: _____

City: _____ State: _____ Zip Code: _____

Carrier:

☐ Airways

☐ Other Carrier

Recommend show carrier.

Carrier Name: _____

You're responsible for making arrangements with your carrier
Driver check-in deadline: Saturday, October 12 @ 9:00 p.m.

***If shipping with FED-EX or UPS, please make your own arrangements.**

Number of lables needed: _____

POV / CARTLOAD SERVICE RATE SCHEDULE

Contact Name: _____ Email: _____

Company Name: _____ Booth Number: _____

Phone Number: _____ Fax: _____

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

Rate Schedule

- \$143.22 per cart on move in (one way)
- \$157.56 per cart on move out (one way)
- \$279.29 per cart for round trip services



Sedan



SUV



Van



Small Pickup

Please Note: There is a 200 lb maximum for the cartload service. Anything over 200 lbs, will need to be checked in through the main dock and standard material handling rates will apply.

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, September 6, 2024

Booth Number: _____

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Willwork Global Event Services no later than Friday, September 6, 2024. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Show Management in any contract with service contractors of its lease with the Las Vegas Convention Center. For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Show Management will be used.

All agents representing the Exhibitor must be fully identified by an official badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Willwork Global Event Services with Certificates of Insurance naming Willwork Global Event Services, Olympia Weekend 2024, and the Las Vegas Convention Center as additional insured's at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Willwork Global Event Services to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by Friday, September 6, 2024 your nonofficial contractor will be allowed to supervise only. All labor must then be hired from Willwork Global Event Services for installation and dismantling of the exhibit. There are NO exceptions after the deadline date.

Only original documents are accepted, no photocopies.

EAC Company Name: _____ Contact Person: _____

Service to be provided: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Exhibiting Company Name: _____ Booth No.: _____

Is this company authorized to order services on your behalf? ☐ Yes ☐ No

EXHIBITOR APPOINTED CONTRACTOR

Deadline: Friday, September 6, 2024

Booth Number: _____

LIMITS OF LIABILITY AND RESPONSIBILITY

Additional Holders:

Willwork Global Event Services
23 Norfolk Ave
South Easton, MA 02375

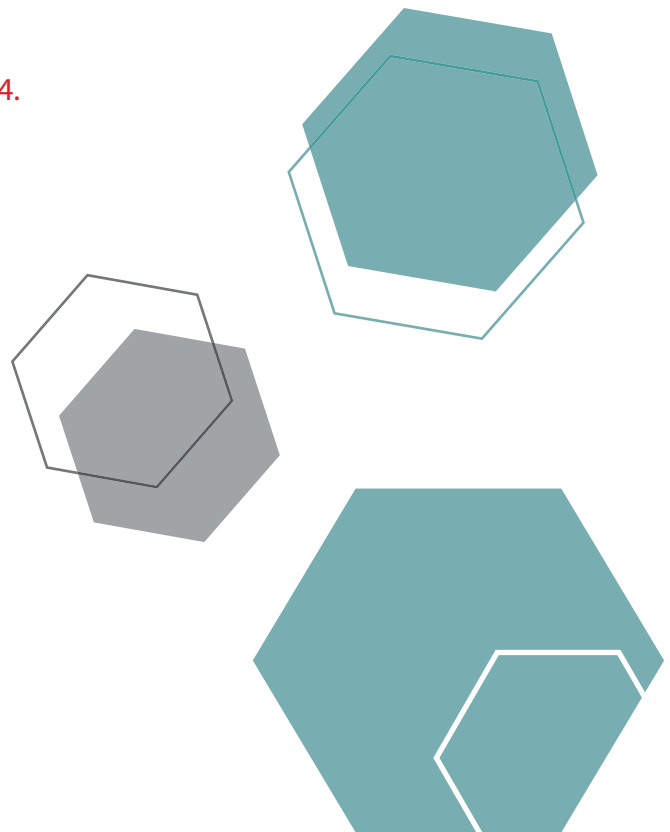
Please have all verbiage below on COI:

- Show name with date and location
- Exhibitor name and booth number
- Willwork Global Event Services, Show Name, and venue need to be included as additional insured, as required by the written contract.

Submit to:

Willwork Global Event Services
23 Norfolk Ave
South Easton, MA 02375
Exhibitorservices@willwork.com

Deadline to submit EAC & COI: Friday September 6, 2024.



EXHIBITOR SAFETY & SECURITY

EXHIBITOR SAFETY

- Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Willwork cannot be responsible for injuries, falls or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Willwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.
- All Exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal jurisdiction and an Exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hardwall displays.
- Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.
- Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information. In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.
- Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move in and move out.

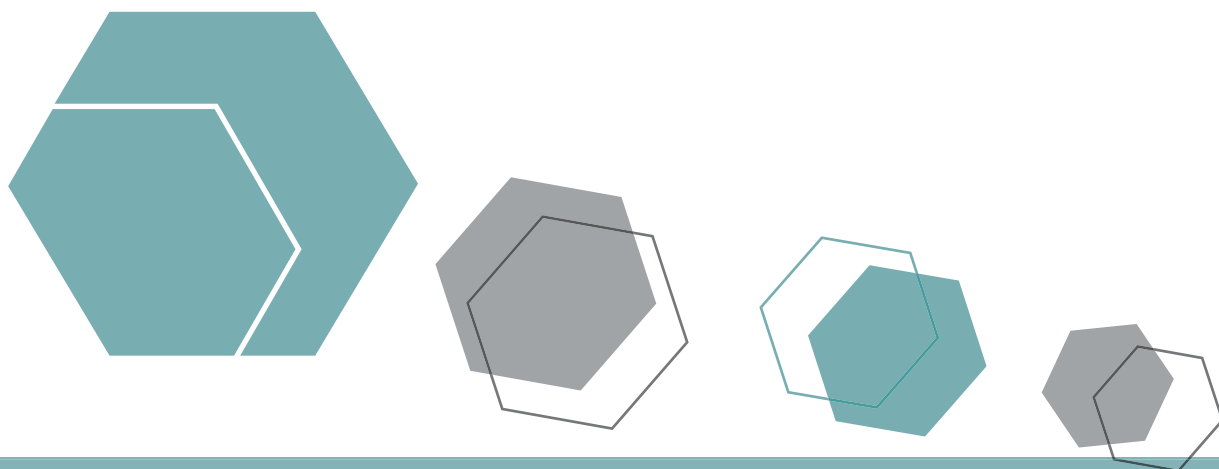
EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each Exhibitor must take responsibility for the security of all the items in his or her booth. Willwork, Show Management, facility personnel and the security contractor try to guard against theft and damage, but the ultimate burden falls on the Exhibitor. Move in and move out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.

EXHIBITOR SAFETY & SECURITY

EXHIBITOR SECURITY

- Never display “one-of-a-kind” items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Willwork strongly recommends that you insure plasma screens as NO liability for theft is assumed by Show Management, the facility or Willwork. We also recommend that the shipping containers are not marked ‘PLASMA SCREEN’.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked “Empty”.
- Show Management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee Exhibitors against loss. Nor does it imply an assumption of liability for an Exhibitor’s property by Willwork, Show Management, or their agents.
- **INSURE YOUR BOOTH!** Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy.





6455 S. Dean Martin Drive, Suite C.
Las Vegas, Nevada 89118
Phone: (702) 309-8326 * Fax: (702) 309-8328
Email: orders@exposervicedesk.com
Order Online: www.exposervicedesk.com

| | | | |
|---|--------------------------|---|------------------------------------|
| EVENT NAME: MR OLYMPIA 2024 | | EVENT DATES: OCT 11-12, 2024 | LOCATION: LVCC – SOUTH 1 & SOUTH 3 |
| EXHIBITING COMPANY NAME: | | | BOOTH NUMBER: |
| BILLING NAME (if different from above): | | Deadline for Advance Rate: 14 DAYS PRIOR TO SHOW OPEN | |
| BILLING ADDRESS: | | | |
| CITY: | STATE: | ZIP CODE: | |
| TELEPHONE: | FAX: | | |
| CARDHOLDER SIGNATURE: | CARDHOLDER NAME (PRINT): | | |
| | ORDERED BY: | | |
| EMAIL (REQUIRED FOR RECEIPT): | | | |
| WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS | | CHARGES WILL APPEAR ON STATEMENT AS "TEAM CO" | EXPIRATION DATE: |
| CC NUMBER HERE: | | | |

| Qty. | Description | Advance Rate | Regular Rate | Total | TERMS & CONDITIONS |
|--|-----------------------|----------------|---------------|-------|---|
| 120V LIGHTING & UTILITY OUTLETS | | | | | Convention Technical Services (CTS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a CTS technician. CTS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a CTS technician. |
| | 500 Watt or 5 Amps | 125.00 | 188.00 | | |
| | 1000 Watt or 10 Amps | 222.00 | 333.00 | | |
| | 2000 Watt or 20 Amps | 296.50 | 445.00 | | |
| | 30 Amps (Labor Req.) | CALL FOR QUOTE | | | |
| 208V 1 PHASE MOTOR & EQUIPMENT OUTLETS | | | | | <u>Important:</u> -To receive advance show prices, we must receive your order, along with payment, in full , within fourteen (14) days prior to show opening. All others will be charged at regular rate. -Any connection required beyond the finished outlet will be charged for time and materials. If you have special needs, please contact us in advance of move-in. -Power sharing <u>is not</u> permitted between exhibitors. -Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. -Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing. -Dedicated circuits and 24 hour services will be double the listed price and require a 20 amp outlet. Please double rates. Use * to indicate 24-Hr Outlets. -Refunds will not be authorized if service is installed. <u>Outlet Location & Distribution:</u> -Island Booths: All electrical outlets for island booths will require labor and materials. Distribution and connections of all outlets are chargeable on a time and materials basis. Please complete a utility diagram with main drop, orientation and dimensions. -Inline & Peninsula Booths: All power is delivered to the back line of the booth at no extra cost. Labor only applies to additional distribution, on a time and materials basis. Please complete a utility diagram for outlets off the back line of the booth. -208V & Higher: Electrical labor required. -Unless a scaled floor plan is provided, electrical will be installed as CTS deems necessary or not at all until direction is given. <u>Jurisdiction:</u> -All under carpet distribution. -All motor & equipment hook-ups requiring wiring connections. -Labor is required to inspect equipment pre-wired to plug into our system. -Installation and/or repair of electrical fixtures. -Installation of electrical motors and electrical apparatus to be energized. |
| | 20 Amp | 559.00 | 838.50 | | |
| | 30 Amp | 668.50 | 1003.00 | | |
| | 60 Amp | 876.00 | 1314.00 | | |
| | 100 Amp | 1152.00 | 1728.00 | | |
| 208V 3 PHASE MOTOR & EQUIPMENT OUTLETS | | | | | LABOR: ST \$140.00 – OT \$220.00 Office Use Only |
| | 20 Amp | 745.50 | 1118.00 | | |
| | 30 Amp | 890.50 | 1336.00 | | |
| | 60 Amp | 1167.50 | 1751.00 | | |
| | 100 Amp | 1535.00 | 2302.50 | | |
| | 200 Amp | 2197.00 | 3295.50 | | |
| TRANSFORER(S) TO BOOST 208V TO 230V | | | | | CTS does not determine the move-in and move-out schedule for any event. Hourly rates apply to actual dates and times of install & dismantle. ST – Labor after 8:00am and before 4:30pm, weekdays. OT – Labor before 8:00am and after 4:30pm, weekdays. Weekends & Holidays are also OT. |
| Total Amps: | | X | \$18.00 / AMP | = | |
| 480V & ALL OTHER VOLTAGES PLEASE CALL FOR ESTIMATE | | | | | |
| LIFT & CREW | | | | | |
| 1 HOUR MINIMUM INSTALL & ½ HOUR MINIMUM DISMANTLE | | | | | |
| LIFT & CREW | | ST | 550.00 | | |
| LIFT & CREW | | OT | 710.00 | | |
| FLOODLIGHTS & TRACK | | | | | |
| | 150 Watt Flood Light | 124.50 | 187.00 | | |
| | Double 150 Watt Flood | 208.50 | 313.00 | | |
| | *Overhead/Can/Leko | 348.00 | 522.00 | | |
| *Overhead light may require labor and lift to install. First focus included. Call for a quote. Lighting Layout Required for Overhead Lights* | | | | | |

Electrical Layout Form

| | |
|------------------|--|
| Company: | |
| Booth: | |
| Event: | |
| Facility: | |
| Dates: | |

Use the grid below to indicate the location of each electrical outlet ordered. If power is only required at the rear of an in-line booth this form is not necessary.

Indicate booth type: Island ☐ Peninsula ☐ In-line ☐
(Provide aisle or adjacent booth #s for orientation)

Power is brought to one location in island booths and then distributed from that point. Indicate this location and all other outlet locations using the legend below:

X = Main Distribution Point ● = Other outlet locations (Indicate power requirement next to symbol)

Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____ Square = _____ Ft / Total Square Footage = _____

Adjacent Booth or Aisle # _____

A full-page sheet of white graph paper featuring a uniform grid of thin black lines. The grid consists of 20 columns and 20 rows, creating a total of 400 small squares. There are no margins, text, or other markings on the page.

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



6455 S. Dean Martin Dr., Suite C * Las Vegas, Nevada 89118
Telephone: (702) 309-8326

Sample Layouts

Island Booth: Electrical layouts are required for all island booths.

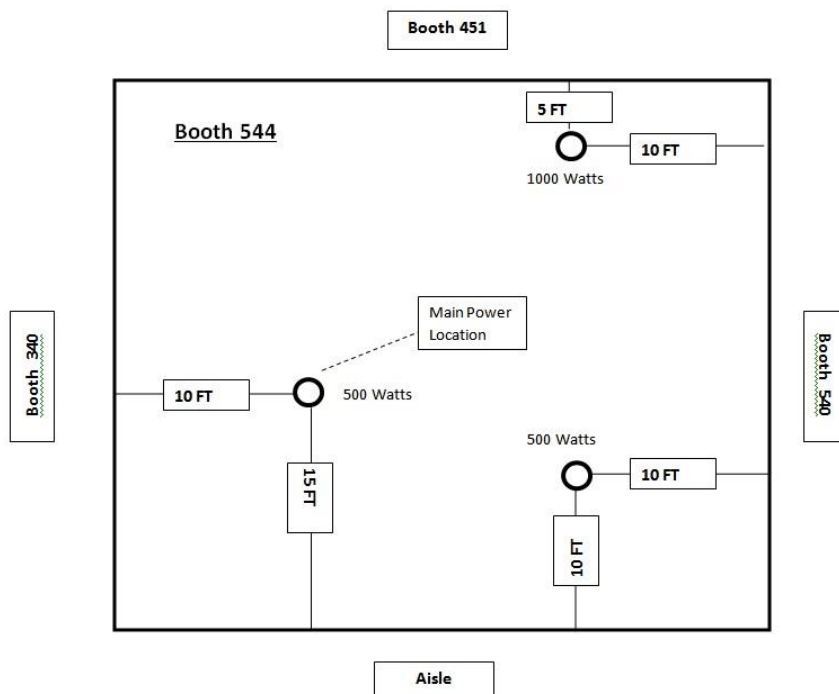
Standard Location:

There is no such thing as a standard location in an island booth. There will be labor and material required to install the outlet ordered. If a layout is not provided, we will place power at our discretion.

What should be on a completed floor plan:

1. Main drop or outlet location. Island booths do not have a back wall so the main location operates as the point which all other power will be distributed from. There can often be many cords or cables in this location so it is often best to be in a closet, under a table or a location out of site.
2. Location of all other outlets. This includes the dimensions where the outlets will be placed. Without dimensions, outlets are likely to end up in the wrong locations in the booth.
3. Power requirements in each location. This can be 500 Watts / 1000 Watts / 2000 Watts or even 10 Amp 208 volt 3 Phase
4. Booth Orientation. This is especially useful for island booths. It helps us understand which side is which in the booth.

Completed Layout:

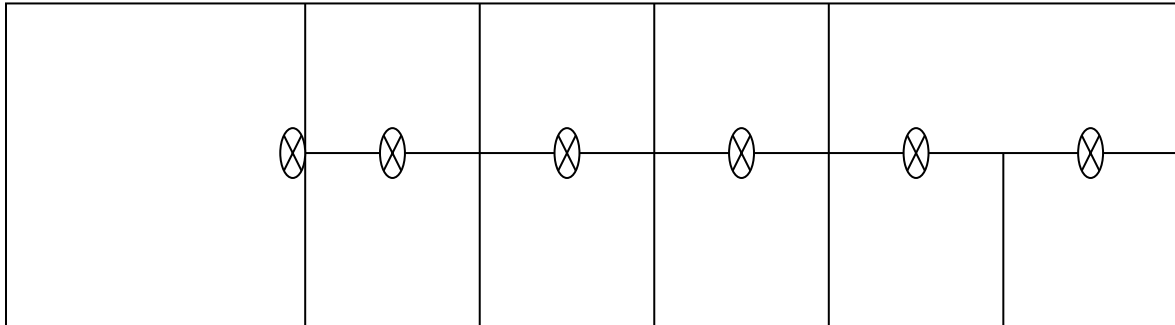


Inline or Peninsula Booths:

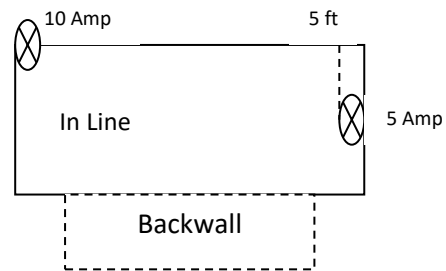
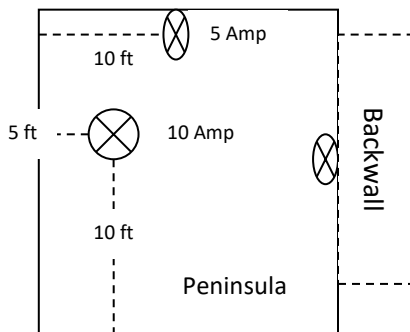
Layouts are only required when outlets are needed at any other location than the back of the booth.

Standard Location:

In Line



Completed Layout:



Thank you for your business!



SHOWGEAR PRODUCTIONS

WWW.SHOWGEAR.COM

VIRTUAL EVENTS • ONLINE CONFERENCES • WEBINARS
EXHIBITIONS • TRADE SHOWS • CONVENTIONS • LIVE PRODUCTION

Exhibitor Order Form

ALL ORDERS DUE BY: 9/23/24

ORDERS RECEIVED AFTER DUE DATE
ARE SUBJECT TO A 25% RUSH
ORDER FEE

ADVANCED RATE ORDERS DUE BY: 9/2/24

ORDERS RECEIVED AFTER THIS DATE
WILL BE SUBJECT TO SHOW RATE
PRICING

Official Audio Visual
Supplier For



October 10-13, 2024

Exhibitor Information

Company Name:

Address:

City:

State:

Country:

Postal:

Phone:

Ext:

Contact Information

First Name:

Last Name:

Email:

Phone:

Ext:

On-Site Contact Information

First Name:

Last Name:

Email:

Phone:

Ext:

Booth/Room Location

Exhibitor Catalog

Packages

Video Packages

Deluxe 0

Package Includes:

- (2x) 65" LCD Monitor
- (2x) Dual Pole Stand with Shelf
- (1x) PC Laptop Computer
- (2x) HDMI Cable Included

Advanced Rate

\$2,450

Show Rate

\$3,100



Basic 0

Package Includes:

- (1x) 55" LCD Monitor
- (1x) Dual Pole Stand with Shelf
- (1x) PC Laptop Computer
- (1x) HDMI Cable Included

Advanced Rate

\$1,275

Show Rate

\$1,650



Audio Packages

Deluxe 0

Package Includes:

- (2x) Wireless Microphon Kit
- (1x) 12 Channel Analog Audio Mixer
- (2x) JBL 15 Pro Speakers 300W & Stands
- (1x) DI Box for (Computer/Device Sound)

Advanced Rate

\$1,225

Show Rate

\$1,675



Basic 0

Package Includes:

- (2x) Wireless Microphon Kit
- (1x) 12 Channel Analog Audio Mixer
- (2x) JBL 10 Pro Speakers 125W & Stands
- (1x) DI Box for (Computer/Device Sound)

Advanced Rate

\$1,075

Show Rate

\$1,675



Tour Guide Packages

Large 0

Includes:

- (1x) System Base Unit
- (20x) Headsets

Advanced Rate

\$1,500

Show Rate

\$2,000

Medium 0

Includes:

- (1x) System Base Unit
- (10x) Headsets

Advanced Rate

\$750

Show Rate

\$1,000

Small 0

Includes:

- (1x) System Base Unit
- (5x) Headsets

Advanced Rate

\$500

Show Rate

\$750

0

Additional Headset Receivers

Advanced Rate Show Rate

\$75

\$90

Exhibitor Catalog

Monitors & Displays

4K UHD

| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|-------------------------|----------------------|------------------|--------------------------------|
| 83" 4K Smart TV Monitor | \$3,500 | \$3,700 | <input type="text" value="0"/> |
| 75" 4K Smart TV Monitor | \$2,100 | \$2,300 | <input type="text" value="0"/> |
| 70" 4K Smart TV Monitor | \$1,800 | \$2,000 | <input type="text" value="0"/> |
| 65" 4K Smart TV Monitor | \$1,400 | \$1,600 | <input type="text" value="0"/> |
| 55" 4K Smart TV Monitor | \$1,100 | \$1,300 | <input type="text" value="0"/> |
| 50" 4K Smart TV Monitor | \$800 | \$1,000 | <input type="text" value="0"/> |

1080p HD

| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|-------------------------|----------------------|------------------|--------------------------------|
| 83" 1080p HD TV Monitor | \$1,700 | \$1,900 | <input type="text" value="0"/> |
| 75" 1080p HD TV Monitor | \$1,200 | \$1,400 | <input type="text" value="0"/> |
| 70" 1080p HD TV Monitor | \$1,100 | \$1,300 | <input type="text" value="0"/> |
| 65" 1080p HD TV Monitor | \$900 | \$1,100 | <input type="text" value="0"/> |
| 55" 1080p HD TV Monitor | \$800 | \$1,000 | <input type="text" value="0"/> |
| 50" 1080p HD TV Monitor | \$700 | \$900 | <input type="text" value="0"/> |
| 46" 1080p HD TV Monitor | \$650 | \$850 | <input type="text" value="0"/> |
| 43" 1080p HD TV Monitor | \$550 | \$750 | <input type="text" value="0"/> |
| 32" HD TV Monitor | \$300 | \$500 | <input type="text" value="0"/> |
| 27" HD TV Monitor | \$200 | \$400 | <input type="text" value="0"/> |
| 23" HD TV Monitor | \$125 | \$175 | <input type="text" value="0"/> |

Accessories

| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|-------------------------------------|----------------------|------------------|--------------------------------|
| Dual Post Monitor Stand | \$125 | \$175 | <input type="text" value="0"/> |
| Shelf (For Dual Post Monitor Stand) | \$50 | \$75 | <input type="text" value="0"/> |

Exhibitor Catalog

Event Accessories

Audio

| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|---|----------------------|------------------|--------------------------------|
| Wireless Handheld Microphone Kit | \$300 | \$400 | <input type="text" value="0"/> |
| Wireless Lavalier Microphone Kit (Bodypack) | \$300 | \$400 | <input type="text" value="0"/> |
| JBL 10 Pro Speaker 125W | \$150 | \$200 | <input type="text" value="0"/> |
| JBL 15 Pro Speaker 300W | \$225 | \$300 | <input type="text" value="0"/> |
| 12 Channel Analog Audio Mixer | \$150 | \$225 | <input type="text" value="0"/> |
| DI Box (Computer Sound) | \$25 | \$50 | <input type="text" value="0"/> |

Computers

| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|--|----------------------|------------------|--------------------------------|
| PC Laptop <i>i7 16GB RAM 512 GB HDD</i> | \$300 | \$400 | <input type="text" value="0"/> |
| iPad 4G Cellular <i>(Data included)</i> | \$300 | \$400 | <input type="text" value="0"/> |
| iPad Wifi Only | \$175 | \$275 | <input type="text" value="0"/> |

Lighting

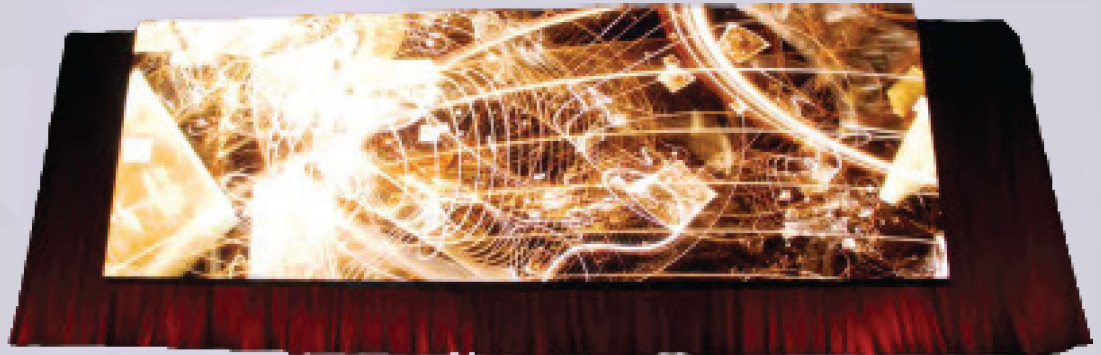
| | <u>Advanced Rate</u> | <u>Show Rate</u> | <u>Quantity</u> |
|---|----------------------|------------------|--------------------------------|
| LED Color Uplight <i>(Battery Powered)</i> | \$150 | \$200 | <input type="text" value="0"/> |
| LED Leko Fixture | \$225 | \$300 | <input type="text" value="0"/> |

Exhibitor Catalog

More Services

Call to add these services to your booth!

LED Walls



Giant iTab



What is the Giant iTab and what does it do? The Giant iTab is an award-winning touchscreen solution that looks much like a very large smartphone or tablet. This is why it's frequently referred to as a 'giant iPhone display' or a 'giant iTab display'. The interface replicates that of a smartphone or tablet, so your guests and event attendees will already know how to operate and interact with it.

Cost Breakdown

IMPORTANT

Show Gear Productions requires pre-payment on all orders.

**ORDERS RECEIVED AFTER DUE DATE
WILL RECEIVE A 25% RUSH ORDER FEE**

Gear List Items:

| | <u>Advanced Rate</u> | <u>Show Rate</u> |
|---|----------------------|------------------|
| Gear Subtotal: | \$0.00 | \$0.00 |
| Service Fee 25%: <i>Service fee includes: Delivery, Set Up, Strike, Pick Up, & Onsite Support. No Dryage Fees</i> | \$0.00 | \$0.00 |
| Total: | \$0.00 | \$0.00 |

The undersigned has read and agree to all terms and conditions on page 7, and labor rates of this rental agreement. The undersigned authorizes Show Gear Productions to charge the above listed for the equipment, labor, and/or services detailed in this agreement, and for any client approved add-ons and change orders. Unless noted, billing details will be sent separately.

Signature:

Date:

Terms & Conditions

TERMS AND CONDITIONS OF RENTAL

The RENTER (client) agrees that all electronic equipment can fail without notice due to wear and tear, movement during installation, or due to inconsistent power provided by venue, and agrees to hold Show Gear Productions harmless for any costs or loss of exhibit time due to equipment failure before or during the client's presentation. The only compensation Show Gear Productions will offer is a pro-rated rental cost reduction based upon the duration of the equipment failure beyond a (2) two-hour period. If the equipment is mounted in such a way by the RENTER, or by Show Gear Productions as directed by the RENTER as to limit or delay our ability to replace the item at the time of failure then the item will be replaced at the next available moment and no pro-rate discount can be offered unless no replacement is made available. The RENTER is responsible for any rigging costs incurred to swap out equipment if rigged. The RENTER is responsible for the security and wellbeing of all equipment from the moment delivered (including during drayage/handling by decorators or other 3rd parties assigned by RENTER to handle their booth elements) until picked up by Show Gear Productions. This includes scratches to monitor screens and bezels, missing remotes or mounting hardware or any other loss or damage regardless of cause. Damages will be charged to the credit card on file. By executing this rental agreement, you agree to all terms and conditions on this form. In addition to the terms stated, the RENTER acknowledges that submission of the order form after The Advanced Rate Due Date, as mentioned on page 1 and in the footer of each page up to the Cost Breakdown page, will result in the application of the Show Rate Pricing. Furthermore, if the order form is submitted after the All Order Due Date, the RENTER will be subject to an additional 25% rush order fee, which is detailed on the Cost Breakdown page. Timely submission is therefore recommended to avoid additional fees.

CANCELLATION POLICY

Availability is NOT guaranteed until order is paid and confirmed. Orders cancelled less than 14 days prior to delivery are subject to a 25% restocking fee. Orders cancelled less than 8 days prior to delivery are subject to a 50% re-stocking fee. Orders cannot be cancelled less than 5 calendar days before the delivery date unless both parties agree. The "Delivery" Date for all booth orders is considered the first setup date that the exhibitor is allowed to setup, or the delivery date requested on this order form. RENTER must be in the booth and sign for delivery unless you authorize us to leave the equipment in the booth unsecured. Re-delivery may add costs to the RENTER's order. If the RENTER requests Show Gear Productions to leave the equipment in the booth unattended because they cannot be in the (continued on next page)

Terms & Conditions

(Continuation)

booth to sign for the gear at the scheduled delivery time, the RENTER agrees to stipulate the condition of the equipment was good at the time of the delivery, and any damage to the equipment as noted at the time of pickup will be charged to the RENTER.

LABOR POLICY

Show Gear Productions will perform all work that we are ABLE to perform without violation of any union rules or restrictions and deliver the equipment to your booth. The basic delivery charge includes our techs setting up the monitors on their tabletop stands and placing them on a RENTER provided surface or mounting the monitors to a floor stand that WE provide. We will connect the monitor to a local source and remove the empty cases. All other types of installation (mounting monitors on walls, truss, or any other method) is considered advanced installation and must be discussed in advance. If a dedicated tech or technicians are required for this installation, then additional charges may apply. Advanced installation is \$70/per hour, per technician, in most cases and some minimums may apply. Please call us at 949-600-8235 to discuss your booth. We will work with you to minimize costs but please understand if our techs are going to spend several hours or days assembling the AV in your booth, we must be compensated for this work. We can also help you plan all technical considerations such as splitting signals to multiple monitors, HDCP Compliance, signal loss over distance, etc. There is no cost for pre-production services with your order.

DELIVERY / PICKUP POLICY

Delivery and pickup time under the Delivery Section is not guaranteed. This is the target time and date that we aim for, and in almost all cases its not an issue. However, Show Gear Productions does not control the dock. We can only estimate when the equipment will be loaded into the facility and delivered to your booth. Please do not schedule riggers or install crew for audio visual without consulting with Show Gear Productions first. Show Gear Productions cannot be held responsible for labor costs (or any other costs) for ait/stand-by time if the AV is not delivered to the booth at the exact time requested. We recommend a time buffer between the requested delivery time and the scheduling of any install and dismantle labor (including labor booked through Show Gear Productions) to ensure the equipment is in the booth before labor arrives.

Terms & Conditions

TV STAND POLICY

We often get questions as to why we charge what we charge for a TV stand, and then a separate cost for a mount. There are several factors involved, and we have experimented with various price structures in the past and have determined that the best method for all parties is to charge the same rental cost for a stand, regardless of if the monitor is also rented from Show Gear Productions, or if you provide one yourself. However, the commercial (industry standard) Dual Pole 7' Tall Plasma/LCD Stand that we carry does not mount directly to the monitor. The monitor must have a compatible bracket, manufactured by Premier Mounts and it must mount to the PSD Dual Pole Stand. Consumer wall mounts found at box stores such as Best Buy will not mount to the stand. If the client owns the proper mount for their monitor- its no problem. However, if the client brings his/ her own monitor and does not own the compatible mount, then Show Gear Productions can rent the mount. It would be impossible for us to list the cost of these mounts on the order form as there are literally hundreds of models that fit every brand/make/model of monitor on the market. We will gladly provide a quote for these mounts upon request. We usually rent these mounts to our clients for \$75, but this is not guaranteed. Just email or call us with the exact make/model of monitor you are bringing. Please understand that if you bring your own monitor you will need to order labor from us if you want us to attach it to the stand. We will do our absolute best to serve you, but AV labor is expensive for us to provide, and hanging client monitors on stands is always a time-consuming endeavor. Show Gear Productions will not be held liable for ANY damage to a client monitor for any reason whatsoever, if you request that Show Gear Productions hang your monitor. There is simply no way for us to verify if any damage to the monitor already existed or was caused by a third party. Internal damage cannot be seen by visual inspection. By ordering labor to handle any of your equipment you agree to hold Show Gear Productions AV and its vendors harmless for any loss or damages of any kind.

TEAM Clean

6455 S. Dean Martin Drive, Suite C.
Las Vegas, Nevada 89118
Phone: (702) 309-8326 * Fax: (702) 309-8328
Email: orders@exposervicedesk.com
Order Online: www.exposervicedesk.com



EVENT NAME: MR OLYMPIA 2024 EVENT DATES: OCT 11-12, 2024 LOCATION: LVCC SOUTH 1 & 3

EXHIBITING COMPANY NAME: BOOTH NUMBER:

BILLING NAME (if different from above): **DISCOUNT DEADLINE: 14 DAYS PRIOR TO SHOW OPEN**

BILLING ADDRESS:

CITY: STATE: ZIP CODE:

TELEPHONE: FAX:

CARDHOLDER SIGNATURE: CARDHOLDER PRINT:

ORDERED BY:

EMAIL (REQUIRED FOR RECEIPT):

WE ACCEPT: VISA / MASTERCARD / AMERICAN EXPRESS **Charges will appear on statement as "TEAM Co"** EXPIRATION DATE:

CREDIT CARD #

| TOTAL SQ. FT. | ITEM | ADVANCE PRICE | REGULAR PRICE | TOTAL COST |
|---------------|------|---------------|---------------|------------|
|---------------|------|---------------|---------------|------------|

VACUUMING – 100 SQ. FT. MINIMUM ORDER (Includes emptying wastebaskets nightly.)

| | | | | |
|--|---|------|------|--|
| | ONE TIME VACUUMING – prior to show open. | .85 | .95 | |
| | DAILY VACUUMING – prior to each show day. | 1.38 | 1.80 | |

*How to calculate booth Sq. Ft.? Length _____ x Width _____ = Total Sq. Ft. _____

*How to calculate total? Total Sq. Ft. _____ x Rate _____ = Total _____

PORTER SERVICE – RATES ARE PER DAY (Includes emptying of wastebaskets and rounds at two hour intervals by porter.)

Porter Service does NOT include vacuuming.

| PORTER SERVICE RATES ARE PER SHOW DAY | SELECT BOOTH SIZE | SHOW DAYS | ADVANCE PRICE | REGULAR PRICE | TOTAL |
|--|----------------------|-----------|------------------|------------------|-------|
| Up to 1,000 square feet | | | \$196.00 per day | \$253.00 per day | |
| 1,001 to 3,000 square feet | | | \$235.00 per day | \$297.50 per day | |
| 3,001 square feet and above | | | \$342.00 per day | \$436.50 per day | |

How to calculate Porter Service? # of Show Days _____ x Rate _____ = Total _____

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite. TEAM Clean will be unable to address the concern after the close of the show.

- To receive advance prices TEAM Clean must receive orders, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the regular price.
- By signing and delivering this form customer agrees to all terms and conditions on this form. Please read this form thoroughly for all instructions prior to placing order.
- Method of payments accepted by TEAM Clean: Credit cards (as listed above) or company check.
- Please note which days you will require cleaning services. If no schedule is provided services will begin on first day of show opening and continue until the number of days ordered are covered.
- Payment for services must be in U.S. funds, drawn on U.S. banks.

Charges will appear on statements as "Team Co."

Additional charges will apply for the following:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

Cancellation Policy:

- Services cancelled after the discount deadline date will be charged 50% of ordered price.
- Services cancelled after show move-in begins will be charged 100% of ordered price.
- No credit will be given after close of event on anything ordered but not received.



WIFI OPTIONS
available from COX BUSINESS
throughout the LAS VEGAS
CONVENTION CENTER

FREE GUEST WIFI (Unlimited, 1 Mbps service) available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

HOW TO CONNECT. Look for the **.Guest WiFi** network on your mobile device settings and you will be directed to the Guest WiFi splash page.

This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.

CONVENTION WIFI provides a reliable connection for your mobile device and offers a variety of other business options so you stay connected at the Las Vegas Convention Center.

HOW TO CONNECT. Look for the **.Convention_WiFi** network on your mobile device settings and you will be directed to the Convention WiFi splash page.

This service is not intended for streaming video, presentation software or powering business use.

Choose the option that is best for you:

1 DAY Convention WiFi = \$79⁹⁹

3 DAY Convention WiFi = \$149⁹⁹

5 DAY Convention WiFi = \$239⁹⁹

*Service is through on-site credit card purchase only.

WIFI HOT SPOTS offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

NEED WIFI IN ONE LOCALIZED AREA to attract visitors to your booth or a customized splash page?

We can help.

**COX BUSINESS UTILIZES THE LATEST
IN WIFI STANDARDS.**

WIFI 6 (802.11AX) is available in the West Hall
and **802.11AC** in all other areas of the LVCC.

Choose the option that is best for you.

Up to 10 USERS = \$2,200⁰⁰

Up to 25 USERS = \$3,200⁰⁰

Up to 50 USERS = \$4,500⁰⁰

Up to 100 USERS = \$6,800⁰⁰

Packages for more than 100 users are available with additional speed options, please contact us for a customized quote.

Pricing based on 3.0 Mbps download.



COX BUSINESS AT THE LAS VEGAS CONVENTION CENTER

Call Toll Free: 855-519-2624 | **Easy Online Ordering:** www.tradeshows.coxhn.net

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Food and Beverage Sampling Policy and Guidelines

Sodexo Live! is the exclusive food and beverage provider at the Las Vegas Convention Center and is looking forward to serving all your catering needs. As such, Sodexo Live! is responsible for the safety of all food and beverage consumed, prepared and dispensed on property. At times, specific business needs will require an exception to this exclusivity therefore the following guidelines have been provided.



Due by : Friday, September 13th at 12pm PST

Any questions regarding the sampling form, please contact Food & Beverage at 702.943.6779

- ✓ Outside food and beverage is prohibited unless the exhibitor is the owner, manufacturer or distributor of the product. All sampling food and beverage must be approved by Sodexo Live! and forms submitted no later than the posted catering deadline date. This includes but is not limited to bottled water, bags of ice, alcoholic or non-alcoholic beverages, crew meals and packaged snacks etc.
- ✓ Food preparation using heating/kitchen services must be disclosed to Sodexo Live! and the Las Vegas Convention Center's Fire Prevention Team by the catering deadline (refer to exhibitor kit for exact date). All heating elements are subject to approval. A description of size/equipment/processing procedure is required.
- ✓ ***Exhibitors wishing to sample alcoholic beverage products must contact Sodexo Live! for approval and procedures to be compliant with specific local laws and policies. A Sodexo Live! bartender is required***All additional alcohol must be purchased through Sodexo Live!***
- ✓ Southern Nevada Health District requires a Hand Washing Sanitation Kit when preparing or distributing unwrapped sampled product. You may provide your own kit or rent one through Sodexo Live! {see page 2}
- ✓ *A certificate of insurance naming both Sodexo Live! and the LVCVA as additionally insured is also required and must be submitted to your Catering Representative to include:*
 - General liability (\$1,000,000)
 - Workers Comp (\$1,000,000)
 - Address: 3150 Paradise Rd. Las Vegas NV 89109
- ✓ Cash handling and point of sale food and beverage transactions not operated by Sodexo Live! are not permitted. Order taking is permitted.*
- ✓ The Southern Nevada Health District considers the use of CBD/THC oil in food & beverage to be an adulterant, which is prohibited.

Thank you for your attention to the above guidelines.

It is our pleasure to serve you!

****Please contact your Catering Sales Representative for more information.***



*****Applies to the 2024 Las Vegas Show Only*****
Due by Friday, September 13th at 12pm PST

Food and Beverage Sampling / On-Site Preparation Approval Form

Sodexo Live! and the Las Vegas Convention Center require specific information for all on-site food and beverage preparation and dispensing to ensure compliance with Southern Nevada Health Department and fire safety codes.

Show: _____ Show Dates: _____
Company Name: _____ Booth # _____
Contact Name: _____ (sampling in meeting rooms is not allowed)
Email: _____ On-Site Contact Number: _____

Proprietary product to be prepared/sampled: _____

Food: 2oz. portion

Non – Alcoholic Beverage: 3oz. portion

Sampling products containing THC or CBD are prohibited*

☐ Demonstration: An exhibitor who does not manufacture, distribute or hold sole proprietorship of sampled product but wishes to use food and/or beverage to demonstrate their proprietary product is considered a demonstration, additional fees may apply. Please check here and a Sodexo Live! sales representative will be in contact.

****Alcoholic beverage sampling requires prior approval as specific laws and policies apply. A Sodexo Live! bartender is required****

☐ Will you be heating or cooking food?
No

☐ Yes, an LVCVA Fire Prevention coordinator will be in contact. Please list the heating or cooking equipment to be used:

Nevada Health Law requires use of a hand washing and sanitation station when sampling or preparing unwrapped food or open beverages. Per the Southern Nevada Health District, a sanitation station must include a 5 gallon minimum hot water supply tank, a 5 gallon waste water tank/bucket, must be stocked with liquid hand soap in a pump dispenser, single-use paper towels, sanitation multipurpose wipes, and refilled with hot water daily 100-112 degrees. One kit is required for every 10 feet in which you will be sampling and or prepping within the booth. You may provide your own or rent one from the catering department for \$150+ tax and a \$50+ delivery fee . Will you be renting a hand washing sanitation station or provide your own??

☐ Yes, a Sodexo Live! Sales Representative will reach out

☐ No, I will provide my own

Email completed form to: exhibitorcateringlvcc@sodexo.com

By submitting this form, I acknowledge I have read and understand the food and beverage policies at the LVCC

A Sodexo Live! representative will follow up with you on any balance due. All policies will be strictly managed by the LVCC, Sodexo Live!, and the Southern Nevada Health District.



2024 OLYMPIA INSURANCE REQUIREMENTS

Olympia Weekend | Las Vegas Convention Center | Las Vegas, NV | October 10-13

CERTIFICATE HOLDER

Olympia Productions, LLC
2025 S. Airport Blvd.
Chandler, AZ 85286-1707

ADDITIONAL INSURED

JW Holdings LLC
2025 S. Airport Blvd.
Chandler, AZ 85286-1707

Las Vegas Convention and Visitors Authority/LVCVA
3150 Paradise Road
Las Vegas, NV 89109

Resorts World Las Vegas LLC
3000 Las Vegas Blvd South
Las Vegas, NV 89109

If you are sampling anything consumable at your booth also include:

Sodexo Live!
3150 Paradise Rd.
Las Vegas, NV 89109

COVERAGE AND LIMITS REQUIRED

- a) **Comprehensive general liability*** insurance and/or excess umbrella liability policy with limits not less than \$1,000,000 per occurrence and a \$2,000,000 policy aggregate, which shall contain coverage parts for blanket contractual, broad form property damage, third party property damage, severability of interest, and primary and non-contributory coverage.
- b) **Comprehensive automobile liability** and non-ownership automobile liability insurance with a bodily injury/property damage limit not less than \$1,000,000.
- c) **Workers' compensation insurance** with statutory limits and employer's liability limits not less than \$1,000,000.
- d) **Commercial umbrella insurance** with policy limits not less than \$1,000,000.
- e) **Participant liability coverage.**
- f) **DEADLINE to submit certificate July 31, 2024.** Submit to aroturra@mrolympia.com. We strongly recommend that you submit your certificate prior to the deadline to ensure it is fully compliant.

*In the event that the general liability policy contains a care, custody or control exclusion Exhibitor shall also include third party property damage coverage with a limit not less than \$2,000,000.

HELPFUL TIPS

- ✓ Make sure that all of the additional insured parties and certificate holder are listed properly (correct spelling and address). You may submit as one certificate of insurance or separate certificates listing each additional insured individually.
- ✓ Make sure that the ADDITIONAL INSURED box is checked off on your certificate.
- ✓ The exhibitors parent company and the name you are exhibiting as should both be listed on your certificate of insurance as the insured party.
- ✓ Certificate of Insurance (COI) policy dates should be valid during our event, October 8-13, 2024 depending on when you intend to set up and dismantle your booth. If your policy expires prior to our event, we ask that you submit a new certificate reflecting the active dates of your policy as soon as it is made available.
- ✓ Workers' Comp is required to be included on the certificate if there is staff employed to work at your booth as per your state law. If it is ownership only working at the booth, then worker's comp is not needed. A separate certificate can be submitted showing proof of workers' comp and Olympia Productions LLC must be listed as the certificate holder.
- ✓ The certificate should follow the policy limits as listed in your exhibitor application and referenced on the previous page.
- ✓ Please note that if any items are missing or incorrect we will ask that you revise and resubmit your certificate.
- ✓ **Additionally, if you have any consumable items at your booth please refer to the Sodexo Live! sampling form for their insurance requirements and instructions. A COI naming Sodexo Live! and LVCVA as additional insured should be submitted directly to Sodexo Live!**

If you have any questions about insurance requirements please contact your Olympia representative.

Thank you for your cooperation!



SAMPLE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/24/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| | | | |
|------------------------|-------------------------------|---|----------------|
| PRODUCER | CONTACT NAME: | | |
| INSURANCE BROKER/AGENT | PHONE (A/C, No, Ext): | (| FAX (A/C, No): |
| | E-MAIL ADDRESS: | | |
| | INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURED | INSURER A : | | |
| | INSURER B : | | |
| | INSURER C : | | |
| | INSURER D : | | |
| | INSURER E : | | |
| | INSURER F : | | |

PARENT COMPANY AND EXHIBITING AS NAME SHOULD BOTH BE LISTED

ADDRESS
CITY, STATE, ZIP

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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 | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|---|--------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY | Y | | | 04/01/2024 | 04/01/2025 | EACH OCCURRENCE | \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 300,000 |
| | | | | | | | MED EXP (Any one person) | \$ 15,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 |
| | GEN'L AGGREGATE LIMIT APPLIES PER: | | | | | | GENERAL AGGREGATE | \$ 2,000,000 |
| | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | PRODUCTS - COMP/OP AGG | \$ 2,000,000 |
| | OTHER: | | | | | | | \$ |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY | | | | 04/01/2024 | 04/01/2025 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 |
| | <input checked="" type="checkbox"/> ANY AUTO | | | | | | BODILY INJURY (Per person) | \$ |
| | <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | | | | BODILY INJURY (Per accident) | \$ |
| | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> PROPERTY DAMAGE (Per accident) | | | | | | \$ | |
| | | | | | | | \$ | |
| C | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB | | | | 04/01/2024 | 04/01/2025 | EACH OCCURRENCE | \$ 1,000,000 |
| | <input type="checkbox"/> CLAIMS-MADE | | | | | | AGGREGATE | \$ 1,000,000 |
| | DED <input checked="" type="checkbox"/> RETENTION \$ 0 | | | | | | \$ | |
| D | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | Y/N | N/A | | 04/01/2024 | 04/01/2025 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER | |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | | | | | | E.L. EACH ACCIDENT | \$ 1,000,000 |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ 1,000,000 |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ 1,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Joe Weider's Olympia Weekend October 10-13, 2024 Las Vegas, NV. Additional insureds as required by written contract:

JW Holdings LLC
2025 S. Airport Blvd.
Chandler, AZ 85286-1707

Las Vegas Convention and Visitors Authority/LVCVA
3150 Paradise Road
Las Vegas, NV 89109

Resorts World Las Vegas LLC
3000 Las Vegas Blvd South
Las Vegas, NV 89109

Sodexo Live!
3150 Paradise Rd
Las Vegas, NV 89109

CERTIFICATE HOLDER

CANCELLATION

Olympia Productions, LLC
2025 S. Airport Blvd.

Chandler

AZ 85286-1707

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

SIGNATURE REQUIRED

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AIRWAYS**FREIGHT**[®]

LAND • AIR • SEA

Delivering Performance

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Airways Freight provides customized logistic services optimized for the unique shipping and timeframe requirements of numerous industries.

SERVICES INCLUDE:

- **DOMESTIC AND INTERNATIONAL**
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- **Service by LAND, AIR, or SEA**
- **Show to Show Direct Service**
- **Express/Overnight Service**
- **Canadian/Transborder Service**
- **Customs Brokerage Services**
- **LTL or FULL Truckloads**
- **24 Hour Customer Service**
- **The BEST Personalized Service**
- **Weekday, Weekend, and Holidays**

800.643.3525

www.airwaysfreight.com



CONTACT AIRWAYS FREIGHT TODAY!

TRADESHOW@AIRWAYSFREIGHT.COM

THANK YOU



(774) 568-5425

exhibitorservices@willwork.com

www.willwork.com