



CHAMPS AC 2025

Atlantic City Convention Center

Halls B & C

May 6 - 8, 2025

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • DALLAS • DENVER

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IMPORTANT DATES

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	DISCOUNT RATES RECEIVED BY	STANDARD RATES BEGIN	ONSITE RATES BEGIN
BOOTH PACKAGE (REQUIRED TO BE RETURNED)	4/11/2025	4/12/2025	5/1/2025
<i>FURNITURE</i>	4/11/2025	4/12/2025	5/1/2025
<i>ACCESSORIES</i>	4/11/2025	4/12/2025	5/1/2025
<i>SHELVING UNITS</i>	4/11/2025	4/12/2025	5/1/2025
<i>SHOWCASES</i>	4/11/2025	4/12/2025	5/1/2025
<i>CARPET</i>	4/11/2025	4/12/2025	5/1/2025
<i>BOOTH CLEANING & PORTER SERVICE</i>	4/11/2025	4/12/2025	5/1/2025
<i>DISPLAY LABOR</i>	4/11/2025	4/12/2025	5/1/2025
<i>AGAM RENTAL EXHIBIT PACKAGES</i>	4/11/2025	4/12/2025	5/1/2025
<i>NON-ELECTRICAL HANGING SIGN - UNDER 200 LB</i>	4/11/2025	4/12/2025	5/1/2025
MATERIAL HANDLING	Begins		Ends
Advance Warehouse Shipments Standard Rates	3/31/2025	-	4/11/2025
Hanging Signs to Advance Warehouse	3/31/2025	-	4/11/2025
Late Advance Warehouse Shipments	4/12/2025	-	5/8/2025
Direct to Show Shipments Standard Rates	5/4/2025	-	Once Show Opens
Late Direct to Show Shipments	Received after the show has opened		
WORK AUTHORIZATION	DEADLINE:	Friday, April 11, 2025	
EAC AGREEMENT & FEES	DEADLINE:	Friday, April 11, 2025	
VEHICLE SPOTTING SUBMISSION	DEADLINE:	Thursday, April 3, 2025	

Specialty Furniture, Cleaning, Electrical, Internet, etc

See individual forms for deadlines

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COMPANY NAME

BOOTH #

FREE FURNISHINGS - REQUIRED TO BE RETURNED
20' x 20' Booths and Larger MUST COMPLETE and RETURN

Each exhibitor with a 20' x 20' booth or larger must complete the following to take advantage of the "Free Furniture". This does not apply to the smaller inline booths.

 Please return via email exhibitorservices@lvexpo.com or fax 702-248-4113

DEADLINE DATE: Friday, April 11, 2025
SELECT FROM FURNITURE BELOW AND RETURN

Available Furniture for FREE

One (1) of each item per 10' x 10' space.

Booth Size _____ X _____

Item	Quantity	Price	Total
8' x 30"H Table Skirted Show Color		No Charge	No Charge
Side Chair		No Charge	No Charge
Wastebasket		No Charge	No Charge

No Package Furniture Needed

No substitutions allowed. Borrowing or trading is NOT allowed.

All additional items in booth will be charged at full price.

For additional items please refer to the appropriate forms.

Orders received after the deadline and onsite orders will be delayed in delivery.

This form is required to be submitted by: Friday, April 11, 2025

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SHOW INFORMATION

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

INLINE BOOTH	Each 10' x 10' inline will consist of:			
	BACK WALL DRAPE COLOR	BLACK/TEAL/TEAL/BLACK	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	FACILITY IS NOT CARPETED		
	One	8' Table Skirted Black	One	Wastebasket
	One	Side Chair	One	11" x 17" Identification Sign
	No substitutions allowed. Borrowing or trading is NOT allowed.			
All additional items in booth will be charged at full price.				

ARTIST BOOTH	Each 5' x 5' Artist booth will consist of:			
	DIVIDERS WILL BE 3' H DRAPE ON ALL SIDES IN GRAY			
	ARTIST AREA WILL BE CARPETED BLUE			
	One	4' Table Skirted Gray	One	Wastebasket
	One	Side Chair	One	11" x 17" Identification Sign
	No substitutions allowed. Borrowing or trading is NOT allowed.			
All additional items in booth will be charged at full price.				

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Sunday, May 4, 2025	12:00 PM	5:00 PM	ONLY Booths 600 sq.ft. or Larger
Monday, May 5, 2025	8:00 AM	8:00 PM	Exhibitor Setup
Empty containers need to be tagged by 7:00 PM Monday, May 5, 2025			
SHOW READY BY 8:00 PM MONDAY, MAY 5, 2025			
**** Small POV move-in also on Tuesday, May 6, 2025 8:00 AM - 10:00 AM ****			
Tuesday, May 6, 2025	11:00 AM	6:00 PM	Show Hours
Wednesday, May 7, 2025	11:00 AM	6:00 PM	Show Hours
Thursday, May 8, 2025	11:00 AM	6:00 PM	Show Hours
EARLY TEAR DOWN OF YOUR BOOTH IS NOT PERMITTED.			
Thursday, May 8, 2025	6:00 PM	10:00 PM	Exhibitor Move Out
Friday, May 9, 2025	8:00 AM	12:00 PM	Exhibitor Move Out
ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:		9:00 AM on Friday, May 9, 2025	
ALL MHA'S MUST BE COMPLETED AND TURNED IN BY:		10:00 AM on Friday, May 9, 2025	
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:		12:00 PM on Friday, May 9, 2025	

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

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SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, March 31, 2025	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 7:30 AM - 3:30 PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Friday, April 18, 2025		
	WAREHOUSE RECEIVING DEADLINE	Thursday, May 1, 2025		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPMENTS	WAREHOUSE SHIPPING ADDRESS:	SHOW NAME	CHAMPS AC 2025		BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		C/O	VISTA - LVE		
		ADDRESS	300 Commerce Drive, Egg Harbor Township, NJ 08234				
		<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>					

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING				
	DAY/DATE	START TIME	END TIME		
	Sunday, May 4, 2025	12:00 PM	5:00 PM		
	Monday, May 5, 2025	8:00 AM	7:00 PM		
	Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.				
	Do not ship your materials to arrive prior to the dates above.				
SHOW SITE SHIPPING ADDRESS:	SHOW NAME	CHAMPS AC 2025		BOOTH #	
	All information must be provided on the shipping labels. Please use the show site labels enclosed.	COMPANY		C/O	VISTA - LVE
		ADDRESS	Atlantic City Convention Center - Halls B & C One Convention Center Blvd, Atlantic City, NJ 08401		

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

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

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

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

PERSONAL OWNED VEHICLES

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

THIS WILL BE ENFORCED

The use of hand carts & dollies is NOT permitted.

Las Vegas Expo has been contracted to assist with all unloading/loading of materials. All loading and unloading must be done in the designated areas.

See Material Handling and Cart Service guidelines within this Exhibitor Service Manual for rates.

Four wheel dollies



Two wheel dollies



Four wheel push carts



HAND CARRY IS LIMITED TO:

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

All hand carry must be done through the front doors.

**IF YOU HAVE MORE THAN ONE ITEM,
IT WILL BE WEIGHED AND YOU WILL BE CHARGED.**



NOISE ABATEMENT POLICY SOUND RESTRICTIONS

SOUND RESTRICTIONS: LVCC maximum noise level of 85 dB will be maintained on the exhibit floor. This standard is endorsed by the International Association of Expositions and Events (IAEE) and CHAMPS.

CHAMPS noise abatement policy is as follows:

- All booth elements must remain within the officially contracted booth space. This includes all truss work, audio equipment, speakers, etc.
- Exhibitors demonstrating audio equipment in an open display should use a sound chamber or acoustically contained area to keep the sound level from intruding on any adjacent exhibits.
- Speakers of any kind must be directed toward the interior of the exhibitor's booth space. Speakers may not face aisles or neighboring exhibits.
- When demonstrating audio equipment within an enclosed demonstration room, subwoofers must be positioned away from walls that are adjacent to neighboring exhibits.
- Sound complaints will immediately be addressed by CHAMPS Management. If a vibration or sound complaint is not resolved by the offending party, CHAMPS Management reserves the right to shut down power immediately until the issue is resolved.
- Exhibitors are responsible for supervising the actions of employees, visitors or spectators testing display equipment located in their exhibit area

CHAMPS Management will intervene if necessary and reserves the right to shut down exhibits deemed objectionable. Floor managers in each show location will rove through the exhibit areas monitoring the decibel level during show hours. Measurements will be taken at a distance no greater than 10' from the offending display. After measuring a continuous decibel level of greater than 85 dB at LVCC, following a complaint being registered by a spectator, a neighboring exhibitor or personal observation by a roving designate, the following procedures will be strictly enforced as follows:

First Warning:

- Violating exhibitor will be given a verbal warning
- Booth power may be turned off for one hour

Second Warning:

- Violating exhibitor will be given a verbal 2nd warning
- Booth power may be turned off for one day

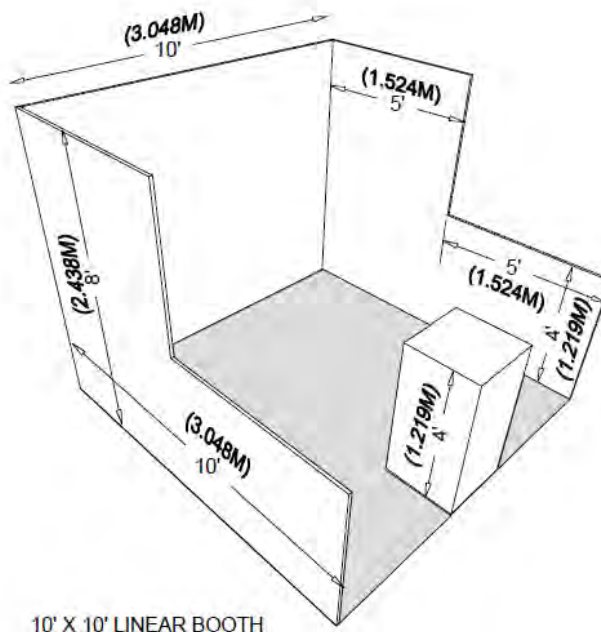
HEIGHT REGULATIONS & GUIDELINES LINE OF SIGHT & BOOTH CONSTRUCTION

LINEAR BOOTH

LINEAR BOOTH: Also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

- Hanging signs are not permitted above linear booths.
- Back 5' (1.52m) of booth has a maximum height of 8' (2.44m).
- Front 5' (1.52m) of booth has maximum height restriction of 4' (1.22m) on all materials – structure, product and/or equipment.
- Displays are limited to 4' in height (1.22m), in the front half of each booth. Machinery, equipment or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height (1.22m) it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a “see-through” lane for neighboring sponsors.
- Inline booths may not exceed 8' in height without written permission.
- Back side of exhibits exceeding 8' in height may NOT display any graphics.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

EXAMPLE OF A LINEAR BOOTH:



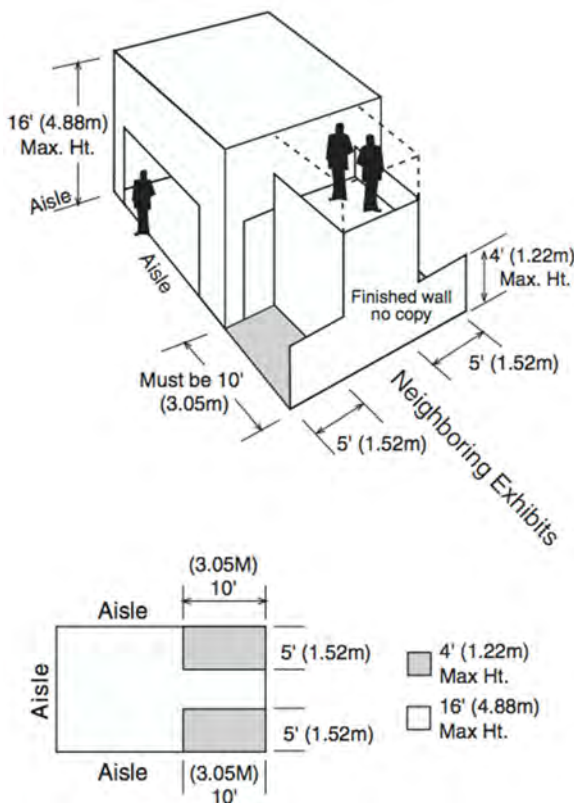
HEIGHT REGULATIONS & GUIDELINES BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

PENINSULA BOOTH

PENINSULA BOOTH: Exhibit which occupies both corners at the end of a row of standard linear booths with an aisle on three sides. A peninsula booth is a minimum of 20' x 20' (6.096m x 6.096m) in size.

- Maximum height of 16' (4.88m), or higher with Event Management approval.
- If you have a hanging sign, there must be at least 3' (0.9144m) clearance from the top of the booth to the bottom of the sign and the total booth presence cannot exceed 20' (6.096m).
- All display fixtures over 4' (1.22m) in height and placed within 10' (3.05m) of a neighboring exhibit must be confined to that area of the booth that is at least 5' (1.52m) from the aisle line to avoid blocking the sight line from the aisle to the adjoining booth.
- Peninsula booths are 'faced' towards the cross aisle. Any portion of the booth bordering another exhibitor's booth must have a finished back side and must not carry identification signs or other copy that would detract from the adjoining exhibit.
- Please bring all US Engineer-stamped, approved plans onsite for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.

EXAMPLE OF A PENINSULA BOOTH:





HEIGHT REGULATIONS & GUIDELINES
LINE OF SIGHT & BOOTH CONSTRUCTION

ISLAND BOOTH

ISLAND BOOTH: A minimum of four standard booths (**20' x 20' / 6 meters x 6 meters or larger**), exposed to aisles on all four sides.

- The maximum height is 16' (4.88 meters). Maximum booth presence (including top of hanging signs) can be 20' with show management pre-approval.
- If you have a hanging sign, there must be at least a 3' clearance from the highest point of the booth properties to the bottom of the sign. Total height to top of sign cannot be higher than 20'.
- The length of any solid perimeter wall, structure, video wall, or combination of elements exceeding 8' in height (2.4384m) from the ground located within 3' from any adjoining aisle is limited to half the length (or width) of your contracted space.
- Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- Unfinished exteriors including video walls must be covered at the exhibitors' expense.
- Exhibitors may use Plexiglas or similar see-through material to create a wall that will allow for a line of sight from one booth to the next.
- If you have any type of interactive display, you must have a 3' clearance from the aisle(s) to allow for crowds.
- All exhibitors must bring a copy of their US Engineer-stamped plans on-site for the Fire Marshal. The Fire Marshal reserves the right to deny booth construction without these plans.

WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

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

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

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

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

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

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				FURNITURE & ACCESSORIES
				CARPET
				SIGNS
				CLEANING
				LABOR
				ESTIMATED MATERIAL HANDLING
				PACKAGE RENTAL BOOTH
				OTHER EXPO SERVICES
				TAX
TOTAL	TOTAL	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.	

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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COMPANY NAME		BOOTH #	
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FURNITURE

<div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> ORDER ONLINE order.lvexpo.com </div>		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			4/11/2025	4/12/2025	5/1/2025	
CHAIRS	SIDE CHAIR		\$ 120.00	\$ 168.00	\$ 192.00	
	ARM CHAIR		\$ 150.00	\$ 210.00	\$ 240.00	
	STOOL COUNTER HEIGHT		\$ 195.00	\$ 273.00	\$ 312.00	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		\$ 165.00	\$ 231.00	\$ 264.00	
	6'L x 30"H x 24"W TABLE SKIRTED*		\$ 190.00	\$ 266.00	\$ 304.00	
	8'L x 30"H x 24"W TABLE SKIRTED*		\$ 224.00	\$ 313.60	\$ 358.40	
	4'L x 30"H x 24"W TABLE UNSKIRTED		\$ 110.00	\$ 154.00	\$ 176.00	
	6'L x 30"H x 24"W TABLE UNSKIRTED		\$ 128.00	\$ 179.20	\$ 204.80	
	8'L x 30"H x 24"W TABLE UNSKIRTED		\$ 150.00	\$ 210.00	\$ 240.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		\$ 195.00	\$ 273.00	\$ 312.00	
	6'L x 42"H x 24"W COUNTER SKIRTED*		\$ 220.00	\$ 308.00	\$ 352.00	
	8'L x 42"H x 24"W COUNTER SKIRTED*		\$ 252.00	\$ 352.80	\$ 403.20	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 140.00	\$ 196.00	\$ 224.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 163.00	\$ 228.20	\$ 260.80	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		\$ 190.00	\$ 266.00	\$ 304.00	
CAFÉ	TABLE ROUND 36"W x 30"H		\$ 220.00	\$ 308.00	\$ 352.00	
	TABLE ROUND 36"W x 42"H		\$ 255.00	\$ 357.00	\$ 408.00	
ACCESSORIES	4th SIDE TABLE SKIRT*		\$ 88.00	\$ 123.20	\$ 140.80	
	4th SIDE COUNTER SKIRT*		\$ 98.00	\$ 137.20	\$ 156.80	
	RISER FOR TABLE TOP 4'L x 14"H		\$ 130.00	\$ 169.00	\$ 208.00	
	RISER FOR TABLE TOP 6'L x 14"H		\$ 170.00	\$ 221.00	\$ 272.00	
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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Atlantic City Convention Center - Halls B & C

COMPANY NAME		BOOTH #		BOOTH #	
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ACCESSORIES

<div style="border: 2px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> ORDER ONLINE order.lvexpo.com </div>		QTY	DISCOUNT	STANDARD	ONSITE	TOTAL
			RECEIVED BY	BEGINS	BEGINS	
			4/11/2025	4/12/2025	5/1/2025	
ACCESSORIES	WASTEBASKET		\$ 31.50	\$ 44.10	\$ 50.40	
	EASEL		\$ 69.00	\$ 96.00	\$ 110.40	
	BAG RACK		\$ 130.00	\$ 182.00	\$ 208.00	
	GARMENT RACK		\$ 175.00	\$ 245.00	\$ 280.00	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 151.00	\$ 185.60	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 230.23	\$ 263.12	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 150.54	\$ 172.05	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 310.50	\$ 368.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 310.50	\$ 368.00	
	GRID 2' x 8'		\$ 245.00	\$ 343.00	\$ 392.00	
	GRID 2' x 8' WITH LEGS		\$ 285.00	\$ 399.00	\$ 456.00	
	18" WATERFALL ARM FOR GRID		\$ 52.00	\$ 72.80	\$ 83.20	
	GRID HOOKS (CHOOSE SIZE BELOW)		\$ 12.00	\$ 16.80	\$ 19.20	

 2" 6" 8"

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 30.80	\$ 35.20	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 40.00	\$ 54.00	\$ 64.00	
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 75.00	\$ 101.25	\$ 120.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 40.37	\$ 47.84	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 95.00	\$ 133.00	\$ 152.00	

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

 Silver Black White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME	BOOTH #
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SHOWCASES



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE



SEE-THROUGH WALL CASE

ALL UNITS COME STANDARD WITH FLORESCENT LIGHTING

ELECTRICAL OUTLET IS NOT INCLUDED

FULL, HALF OR QUARTER VIEW MUST BE SELECTED BELOW

AVAILABILITY ONSITE IS LIMITED

ORDER ONLINE online.lvexpo.com	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/11/2025	4/12/2025	5/1/2025	

SHOWCASES	FULL VIEW (ONLY AVAILABLE IN WHITE) 4' Wide	\$ 740.28	\$ 1,099.31	\$ 1,302.89
	FULL VIEW (ONLY AVAILABLE IN WHITE) 5' Wide	\$ 816.81	\$ 1,212.96	\$ 1,437.58
	FULL VIEW (ONLY AVAILABLE IN WHITE) 6' Wide	\$ 893.34	\$ 1,326.61	\$ 1,572.28
	4' Wide - WHITE Select View: HALF OR QUARTER	\$ 740.28	\$ 1,099.31	\$ 1,302.89
	4' Wide - BLACK Select View: HALF OR QUARTER	\$ 818.20	\$ 1,215.03	\$ 1,440.04
	5' Wide - WHITE Select View: HALF OR QUARTER	\$ 816.81	\$ 1,212.96	\$ 1,437.58
	5' Wide - BLACK Select View: HALF OR QUARTER	\$ 894.73	\$ 1,328.67	\$ 1,574.72
	6' Wide - WHITE Select View: HALF OR QUARTER	\$ 893.34	\$ 1,326.61	\$ 1,572.28
	6' Wide - BLACK Select View: HALF OR QUARTER	\$ 971.27	\$ 1,442.33	\$ 1,709.43
	TOWER 80"H x 20"W x 20"D - WHITE	\$ 765.33	\$ 1,136.51	\$ 1,346.97
	TOWER 80"H x 20"W x 20"D - BLACK	\$ 857.16	\$ 1,272.89	\$ 1,508.61
	WALL CASE 48" W x 84" H x 18" D - WHITE	\$ 1,263.48	\$ 1,876.27	\$ 2,223.73
	WALL CASE 48" W x 84" H x 18" D - BLACK	\$ 1,355.32	\$ 2,012.65	\$ 2,385.36
	WALL CASE 60" W x 84" H x 18" D - WHITE	\$ 1,340.02	\$ 1,989.93	\$ 2,358.44
	WALL CASE 60" W x 84" H x 18" D - BLACK	\$ 1,431.86	\$ 2,126.31	\$ 2,520.07
	WALL CASE 70" W x 84" H x 18" D - WHITE	\$ 1,416.55	\$ 2,103.57	\$ 2,493.12
WALL CASE 70" W x 84" H x 18" D - BLACK	\$ 1,507.66	\$ 2,238.88	\$ 2,653.48	
SEE-THROUGH WALL CASE 70" W x 84" H x 18"D WHITE	\$ 1,282.96	\$ 1,905.20	\$ 2,258.01	
SEE-THROUGH WALL CASE 70" W x 84" H x 18"D BLACK	\$ 1,374.80	\$ 2,041.58	\$ 2,419.65	
UPGRADED LED LIGHTIING	\$ 168.37	\$ 250.02	\$ 296.32	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after move-in begins.



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BOOTH #

CARPET

STANDARD

CARPET LENGTH	QTY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL
		4/11/2025	4/12/2025	4/12/2025	5/1/2025	
10' x 10'		\$ 310.00	\$ 434.00	\$ 596.00		
10' x 20'		\$ 620.00	\$ 868.00	\$ 992.00		
10' x 30'		\$ 930.00	\$ 1,302.00	\$ 1,488.00		
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT	
	DISCOUNT	\$ 4.25	STANDARD	\$ 5.95	ONSITE	\$ 6.80
<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy						
If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.						

CUSTOM

10' x 10'		\$ 700.00	\$ 980.00	\$ 1,120.00				
10' x 20'		\$ 1,400.00	\$ 1,960.00	\$ 2,240.00				
10' x 30'		\$ 2,100.00	\$ 2,940.00	\$ 3,360.00				
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT			
	DISCOUNT	\$ 8.75	STANDARD	\$ 12.25	ONSITE	\$ 14.00	TOTAL	
10' x 10'		\$ 950.00	\$ 1,330.00	\$ 1,520.00				
10' x 20'		\$ 1,900.00	\$ 2,660.00	\$ 3,040.00				
10' x 30'		\$ 2,850.00	\$ 3,990.00	\$ 4,560.00				
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH		WIDTH		TOTAL SQ FT			
	DISCOUNT	\$ 11.50	STANDARD	\$ 16.10	ONSITE	\$ 18.40	TOTAL	
CIRCLE COLOR OPTION FOR PLUSH & ULTRA PLUSH CARPET (COLOR SAMPLES ON FOLLOWING PAGE)								
Fire Red	Lime	Magenta	Purple	Orange	Sunshine	Forest	Process Blue	Black
Bright Blue	Khaki	Cream	Snowflake	Silvermoon	Aluminum	Shadow	Slate	English Gray

ACCESSORIES

PADDING PER SQ FT*		\$ 1.95	\$ 2.73	\$ 3.12		
VISQUEEN PER SQ FT*		\$ 1.35	\$ 1.89	\$ 2.16		
DOUBLE PADDING PER SQ FT*		\$ 3.90	\$ 5.46	\$ 6.24		

* 100 Square Feet Minimum Order

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

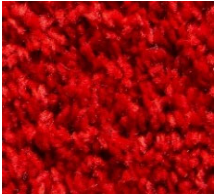
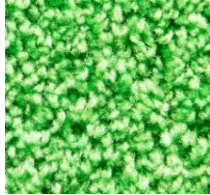
Items cancelled after show move-in begins will be charged 100% of ordered price.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

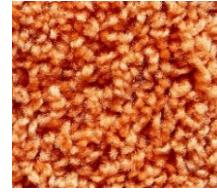
No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

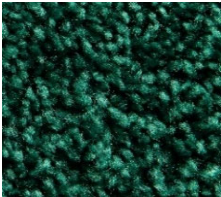
Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

COMPANY NAME		BOOTH #	
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CUSTOM CARPET COLORS
COLORS AVAILABLE FOR PLUSH AND ULTRA PLUSH

RED FIRE

LIME

MAGENTA

PURPLE

ORANGE

SUNSHINE

FOREST

PROCESS BLUE

BRIGHT BLUE

KHAKI

CREAM

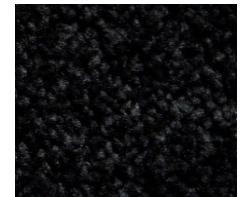
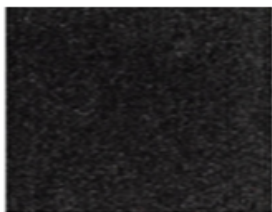
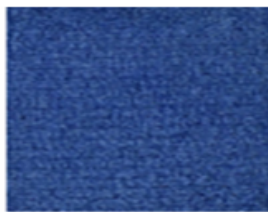
SNOWFLAKE

SILVERMOON

ALUMINUM

SHADOW

SLATE

ENGLISH GRAY

BLACK
STANDARD CARPET COLORS

BLACK

BLUE

BURGUNDY

GRAY

RED



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GRAPHICS & SIGNS

DISCOUNT DEADLINE:

4/11/2025

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

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
	Single-sided printing		4/11/2025	4/12/2025	5/1/2025	
	FOMECOR w/Easel Back 12" x 18"		\$ 90.00	\$ 126.00	\$ 144.00	
	FOMECOR SIGN 22" x 28"		\$ 104.00	\$ 145.60	\$ 166.40	
	FOMECOR SIGN 24" x 36"		\$ 144.00	\$ 201.60	\$ 230.40	
	FOMECOR SIGN 28" x 44"		\$ 206.00	\$ 288.40	\$ 329.60	
FOMECOR SIGN w/Base 38" x 87"		\$ 550.00	\$ 770.00	\$ 880.00		
<i>All prices listed above are on 3/16" FOMECOR</i>						
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>						

DIGITAL GRAPHICS PRICE PER SQUARE FOOT	MATERIAL (Per s/f)	DISCOUNT	STANDARD	ONSITE	MATERIAL	DISCOUNT	STANDARD	ONSITE
	1/4" PLEXIGLAS	\$ 60.00	\$ 84.00	\$120.00	3mm PVC	\$ 28.00	\$ 39.20	\$ 56.00
	3/16" FOMECOR	\$ 26.00	\$ 36.40	\$ 52.00	6mm PVC	\$ 32.00	\$ 44.80	\$ 64.00
	VINYL BANNER	\$ 20.00	\$ 28.00	\$ 32.00	FLOOR DECALS	\$ 36.00	\$ 50.40	\$ 72.00

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

ELECTRONIC FILE NAME				MATERIAL (Choose Below)
PMS COLOR	<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM			
APPLICATION	<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER			

**The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.*

SPECIAL INSTRUCTIONS															
Minimum order \$75.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.	<table border="1" style="margin:auto"> <tr> <td style="width:50px"> </td> <td>L X</td> <td style="width:50px"> </td> <td>W =</td> <td style="width:50px"> </td> <td>sq. Ft.</td> </tr> <tr> <td>sq. Ft.</td> <td> </td> <td>X RATE =</td> <td> </td> <td> </td> <td> </td> </tr> </table>				L X		W =		sq. Ft.	sq. Ft.		X RATE =			
	L X		W =		sq. Ft.										
sq. Ft.		X RATE =													

SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed.

Please send any questions or concerns to: exhibitorservices@lvexpo.com

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

LVE will not offer any refunds on graphics that have been produced.



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DISPLAY LABOR

DEADLINE DATE: **4/11/2025**

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

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

LABOR	ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL
	STRAIGHT TIME (ST) - One Hour Minimum			\$	140.00	
	OVERTIME (OT) - One Hour Minimum			\$	210.00	
	DOUBLE TIME (DT) - One Hour Minimum			\$	280.00	
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00						
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>						
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.						
EQUIPMENT	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL	
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 375.00	\$ 562.50	\$ 750.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote. <i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>					

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

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

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO

CONSIGNEE (Where your freight is being shipped to when the show closes)

BILLING INFORMATION (Responsible party paying your carrier's shipping charges)

CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY	STATE	ZIP		CITY	STATE	ZIP	
SHOW		BOOTH #		SHOW			
CONTACT				CONTACT			
PHONE				PHONE			

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.

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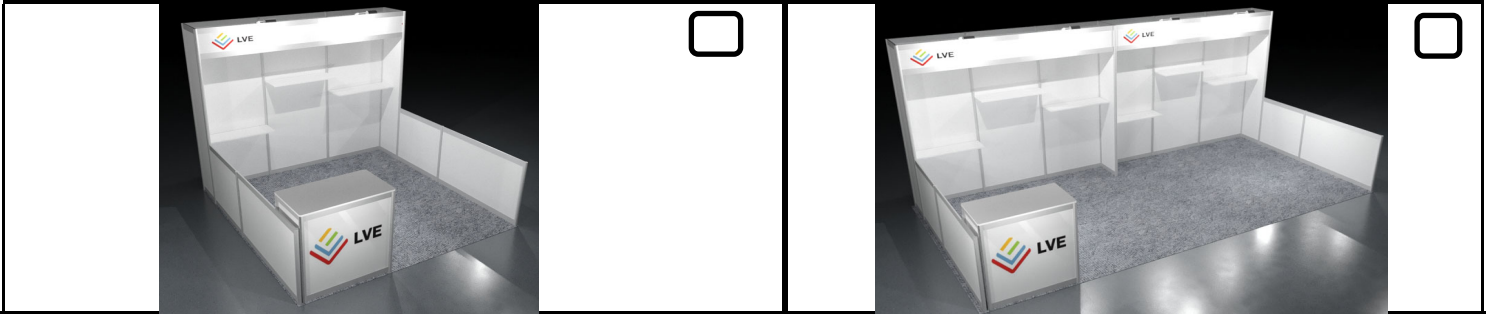
Atlantic City Convention Center - Halls B & C

COMPANY NAME		BOOTH #	
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AGAM RENTAL EXHIBIT PACKAGES

DEADLINE DATE:

4/11/2025



10' EXHIBIT RENTAL

20' EXHIBIT RENTAL

DISCOUNT PRICE \$ 3,395.00

DISCOUNT PRICE \$ 6,287.00

SEE BELOW FOR STANDARD AND ONSITE PRICES

DISPLAY INCLUDES	DISPLAY INCLUDES
10' Free Standing Display	20' Free Standing Display
Silver Metal /Choice of Black or White Inserts	Silver Metal /Choice of Black or White Inserts
3 Meter Header w/Company Name	2 - 3 Meter Header w/Company Name
2 Arm Lights	4 Arm Lights
3 Shelves	6 Shelves
Carpet Gray	Carpet Gray
Installation and Dismantle	Installation and Dismantle

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

Please select a PANEL COLOR OPTION

 BLACK

 WHITE

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

HEADER	<p>Lettering will be standard black copy, background will be white. Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.</p>
	<p>HEADER COPY: _____</p>

OPTIONAL ACCESSORIES		QTY	DISCOUNT RECEIVED BY 4/11/2025	STANDARD BEGINS 4/12/2025	ONSITE BEGINS 5/1/2025	TOTAL
		10' Package		\$ 3,395.00	\$ 4,753.00	\$ 5,432.00
	20' Package		\$ 6,287.00	\$ 8,801.80	\$ 10,059.20	
	1 Meter Counter (Not Included)		\$ 400.00	\$ 560.00	\$ 640.00	
	2' x 8' Grid		\$ 245.00	\$ 343.00	\$ 392.00	
	Shelves		\$ 90.00	\$ 121.50	\$ 144.00	
	Slat Wall - White or Black		\$ 88.00	\$ 123.20	\$ 140.80	
	Light		\$ 115.00	\$ 149.50	\$ 166.75	

Contact Exhibitor Services for Custom Booth Packages at 888.989.3976 or email us at exhibitorservices@lvexpo.com

CANCELLATION POLICY

*Items cancelled after orders have been received will be charged 50% of the ordered price.
 Items cancelled after show move-in begins will be charged 100% of the original price.
 Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.
 All materials are to remain the property of LVE.*

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WORK AUTHORIZATION

DEADLINE DATE: 4/11/2025

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

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

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

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

EAC COMPANY INFORMATION

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

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

SIGN: _____ **PRINT:** _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

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

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

FORM OF COVERAGE: Must be "occurrence" form coverage

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

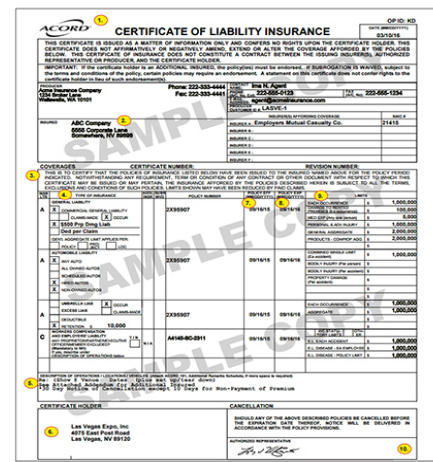
CERTIFICATE HOLDER: Must be LVE

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

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

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

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



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>



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EAC AGREEMENT & FEES

DEADLINE DATE: **4/11/2025**

EAC COMPANY NAME							
EAC ONSITE CONTACT							
ADDRESS							
CITY		STATE		ZIP			
OFFICE PHONE		ONSITE CONTACT'S CELLULAR PHONE					
EMAIL							
Registration / Admin Fee	\$300.00	Late fee for each MHA turned in late, per hour. See show information page for deadline.	\$500.00				
Registration/Admin Fees are per Exhibiting company. All Fees are non-refundable once processed.							

ADDITIONAL RULES FOR EAC

- EAC must supply a list of all booths they will be working in.
- EAC must submit a completed Work Authorization signed by both EAC and Exhibitor for each booth.
- EAC must have current COI on file with Las Vegas Expo.
- EAC must comply with all show and union rules.
- EAC must check in and obtain show credential to be on the show floor.
- EAC is responsible for turning in outbound MHA by deadline listed in the Show Information pages.
- LVE has the right to refuse any EAC access to the show floor should they not follow rules.
- LVE will communicate where credentials are to be picked up closer to the event.

I hereby acknowledge I have read the rules above and understand the penalties should our company not comply with said rules. Further, we have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____

PRINT: _____

EAC CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

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

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

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME

EXHIBITING COMPANY		BOOTH #	
---------------------------	--	----------------	--

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

THIRD PARTY COMPANY		PHONE	
----------------------------	--	--------------	--

THIRD PARTY CONTACT		EMAIL	
----------------------------	--	--------------	--

ADDRESS	
----------------	--

CITY		STATE		ZIP		BOOTH #	
-------------	--	--------------	--	------------	--	----------------	--

<input type="checkbox"/> DISCOVER	<input type="checkbox"/> VISA	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> AMERICAN EXPRESS
--	--------------------------------------	--	--

ACCOUNT NUMBER	
-----------------------	--

EXPIRATION DATE		SECURITY CODE REQUIRED	
------------------------	--	-------------------------------	--

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)	
---	--

CITY		STATE		ZIP	
-------------	--	--------------	--	------------	--

CARDHOLDER'S NAME (PLEASE PRINT)	
---	--

CARDHOLDER'S SIGNATURE*	X _____
--------------------------------	---------

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

SERVICES TO BE INVOICED TO THIRD PARTY	
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*Discount pricing applies only to orders received with full payment prior to the deadline date.
See each form for their specified deadline date.*

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Be advised, if a valid credit card is not provided prior to the shipment of your for or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.



CHAMPS AC 2025

MAY 6 - 8, 2025

Atlantic City Convention Center - Halls B & C

COMPANY NAME		BOOTH #	
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 155.00 Per 100 lbs	\$ 201.50 Per 100 lbs	\$ 209.25 Per 100 lbs	\$ 272.00 Per 100 lbs
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 174.00 Per 100 lbs	\$ 226.20 Per 100 lbs	\$ 234.90 Per 100 lbs	\$ 306.00 Per 100 lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 80.00	\$ 60.00	\$ 95.00	\$ 75.00
30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.		
Items received without documentation will be delivered without guarantee of piece count or condition.				

TOTALS

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

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
SPECIAL HANDLING	
UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received
OVERTIME (OT)	
PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.	
Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.	
<i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$155.00 per 100 lbs = minimum charge of \$310.00</i>	
Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.	
<i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$155.00 = \$620.00.</i>	



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 31, 2025 - Friday, April 18, 2025

TO:

EXHIBITOR NAME

C/O: VISTA - LVE

**300 Commerce Drive
Egg Harbor Township, NJ 08234**

EVENT: CHAMPS AC 2025

NO. _____ OF _____ PIECES

BOOTH #:



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, March 31, 2025 - Friday, April 18, 2025

TO:

EXHIBITOR NAME

C/O: VISTA - LVE

**300 Commerce Drive
Egg Harbor Township, NJ 08234**

EVENT: CHAMPS AC 2025

NO. _____ OF _____ PIECES

BOOTH #:



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Sunday, May 4, 2025 : 12:00 PM - 5:00 PM

Monday, May 5, 2025 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: VISTA - LVE

Atlantic City Convention Center - Halls B & C

One Convention Center Blvd

Atlantic City, NJ 08401

EVENT:

CHAMPS AC 2025

NO. _____ OF _____ PIECES

BOOTH #:



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Sunday, May 4, 2025 : 12:00 PM - 5:00 PM

Monday, May 5, 2025 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: VISTA - LVE

Atlantic City Convention Center - Halls B & C

One Convention Center Blvd

Atlantic City, NJ 08401

EVENT:

CHAMPS AC 2025

NO. _____ OF _____ PIECES

BOOTH #:



CHAMPS AC 2025

MAY 6 - 8, 2025

Atlantic City Convention Center - Halls B & C

COMPANY NAME

BOOTH #

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite. Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition. **IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.**

**Material Handling rates are round trip rates
there will be no additional handling fees at show.**

In the event your selected carrier does not show please select one of the following here below.

RETURN TO THE LOCAL WAREHOUSE AT THE CLOSE OF THE SHOW IS NOT AVAILABLE.

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

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

SIGN: _____ PRINT: _____ DATE: _____

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

RETURN FREIGHT & STORAGE

RETURN TO THE LOCAL WAREHOUSE AT THE CLOSE OF THE SHOW IS NOT AVAILABLE.

TRUCKING FEES WILL APPLY FOR ALL STORAGE ACCOUNTS BACK TO LAS VEGAS.

STORAGE

MONTHLY STORAGE RATE	\$11.00	per 100 lbs.
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Monthly storage rate is billed quarterly, at \$33.00 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

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

The PAYMENT AUTHORIZATION FORM must accompany this form

CHAMPS AC 2025

MAY 6 - 8, 2025

Atlantic City Convention Center - Halls B & C

COMPANY NAME		BOOTH #	
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NON-ELECTRICAL HANGING SIGN - UNDER 200 LB
DISCOUNT DATE: 4/11/2025

• <i>Must be shipped separately</i>	• <i>Clearly marked with enclosed hanging sign label</i>
• <i>Received by discount receiving deadline</i>	• <i>Payment form must be included with this form</i>
• <i>Placement diagrams must accompany all orders.</i>	

Above conditions must be met to receive advance pricing.

INSTRUCTIONS

• All ceiling rigging must conform to Show Management rules and regulations and facility limitations.	
• All overhead hanging signs must be assembled and installed by LVE.	
• Set up instructions must be provided for sign assembly.	• Hanging anchor points must be pre-fabricated.
• Show prices will apply to all labor orders placed at show site.	• RATES ARE PER HOUR, PER SIGN.
• Condor and Crew consists of condor, operator and rigger.	• Assembly and Ground Labor is an additional charge.
• Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.	
• One hour minimum, thereafter is charged in half (1/2) hour increments.	
• One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.	
• LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.	

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	4/11/2025	4/12/2025	5/1/2025			
INSTALL RIGGING (per sign, per hour)	\$ 950.00	\$1,400.00	\$ 1,900.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 950.00	\$1,400.00	\$ 1,900.00	1/2 of install, minimum of 1 hour**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
	4/11/2025	4/12/2025	5/1/2025			
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 185.00	\$ 277.50	\$ 370.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

CANCELLATION POLICY

A 50% cancellation charge will be applied to orders cancelled after the deadline.

All onsite cancellations will be charged 100% of the original order.



CHAMPS AC 2025

MAY 6 - 8, 2025

Atlantic City Convention Center - Halls B & C

COMPANY NAME		BOOTH #	
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STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES.

FAILURE TO SUBMIT THIS FORM COMPLETED MAY RESULT IN THE SIGN NOT BEING HUNG.

_____, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITOR	EXHIBITING COMPANY			BOOTH #	
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

BUILDER	DISPLAY HOUSE/BUILDER (IF APPLICABLE)				
	AUTHORIZED SIGNATURE	X _____			
	AUTHORIZED NAME			DATE	
	EMAIL				

PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM

COMPANY NAME
BOOTH #
HANGING SIGNS RULES AND REGULATIONS

Hanging signs, both electrical and non-electrical, are permitted at this event provided that doing so complies with show management rules and regulations. Exhibitors and display houses must adhere to all of the following conditions and limitations listed below:

- 1) Hanging Signs are not permitted in inline and linear booths.
- 2) All hanging signs must be sent to the LVE advance warehouse by the deadline, separate from your booth samples and/or merchandise. Use the hanging sign shipping label in this Exhibitor Service Manual. Note on your shipping documents "Hanging Signs." Failure to follow these shipping rules may result in your sign not being hung and you will be subject to the higher hanging sign rates.
- 3) Set-up instructions must be included with the Hanging Sign Order Form and in the Hanging Sign container. Orders without the placement diagram will result in the higher hanging sign rates.
- 4) All hanging signs must be assembled, installed and removed by LVE. Assembly by exhibitor or display house personnel is not permitted.
- 5) Final rigging of all hanging signs will be determined by LVE to ensure minimum stress to the supporting framework.
- 6) All structures and existing hardware will be inspected by the LVE rigging crew. All additional hardware will be charged accordingly. Structures that are deemed unsafe will not be hung. The exhibitor will be responsible for the labor spent attempting to assemble and hang such sign.
- 7) The specific placement of your hanging sign may differ from your original request based on the ceiling structure and support beams of the facility. This will be determined onsite by the LVE.
- 8) All electrical and neon signs must be in working order and conform to National Electric Code. Electricity for electrical signs is not included, this must be ordered by the exhibitor in advance with the electrical provider.
- 9) LVE will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- 10) Hanging Signs must not exceed the size of the booth.
- 11) LVE does not guarantee the hanging of signs when orders are not placed by the deadline.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. LVE cannot be held liable for damages or misplacement of signs(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the LVE Service Center.
- 13) Scheduling a specific time for your sign to be hung is not permitted.
- 14) Structural Integrity and placement form must be submitted with order.



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES
Monday, March 31, 2025 - Friday, April 18, 2025

TO: _____
EXHIBITOR NAME

C/O: VISTA - LVE
300 Commerce Drive
Egg Harbor Township, NJ 08234

EVENT: _____
CHAMPS AC 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES
Monday, March 31, 2025 - Friday, April 18, 2025

TO: _____
EXHIBITOR NAME

C/O: VISTA - LVE
300 Commerce Drive
Egg Harbor Township, NJ 08234

EVENT: _____
CHAMPS AC 2025

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

**HANGING SIGN OR RIGGING
REQUIRING
ELECTRICITY OR MOTORS**

You must contact electrical for hanging/rigging of electrical signs and truss.

Please contact:

ClientServices@accenter.com

609-449-2291

CHAMPS TRADE SHOWS

AIRWAYS FREIGHT
LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYS FREIGHT
LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

COMPANY NAME	BOOTH #
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VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Thursday, April 3, 2025**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.

\$	375.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	370.00	Fire Marshal Permit Fee
Exhibitors will be responsible for the following vehicle requirements:		

A set of keys must be left with Exhibitor Services.

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

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

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

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

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

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

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

II. LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

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

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

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

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

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

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

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

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

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

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

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

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

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

* * * * *

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

* * * * *

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

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

* * * * *

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

SHOW SITE WORK RULES

* * ATTENTION * *

UNION JURISDICTION

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

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

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

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

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

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

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

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

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

HAND CARRY POLICY

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

This is limited to only ONE exhibitor per booth.

The exhibitor is limited to one trip.

The exhibitor must carry the materials by hand.

The use of wheeled carts or dollies is NOT permitted.

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

PERSONAL VEHICLE & CART SERVICE RULES & FEES

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

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

You must hire a teamster and cart to unload vehicle.

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

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

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

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

\$ 250.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$ 375.00	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$ 500.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00

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

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

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

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

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

HOW DO I LABEL MY FREIGHT?

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

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

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

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

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

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

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

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

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

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

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

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



2025 TRADE SHOW FURNISHINGS

EXPLORE FURNISHINGS

AFRTRADESHOW.COM



SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
Order Online at www.accenter.com Deadline for advance rate is 15 days prior to show opening			

ELECTRICAL SERVICE ORDER FORM				
QTY NON-24 HR	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
120V LIGHTING & UTILITY OUTLETS				
	Up to 1000 watts	\$140.00	\$200.00	
	Up to 2000 watts	\$160.00	\$240.00	
208V 1ϕ MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$320.00	\$480.00	
	30 Amp	\$390.00	\$585.00	
	60 Amp	\$680.00	\$1020.00	
	100 Amp	\$845.00	\$1270.00	
	200 Amp	\$1320.00	\$1990.00	
208V 3ϕ MOTOR AND EQUIPMENT OUTLETS				
	20 Amp	\$395.00	\$590.00	
	30 Amp	\$465.00	\$690.00	
	60 Amp	\$745.00	\$1100.00	
	100 Amp	\$895.00	\$1300.00	
	200 Amp	\$1550.00	\$1950.00	
LIGHTS				
	Stem Lights	\$100.00	\$130.00	
	Single 120 W Flood	\$105.00	\$150.00	
	Double 120 W Flood	\$135.00	\$205.00	
	Overhead Quartz	\$355.00	\$540.00	
Specialty Lighting Available. Call for details.			1. SUB TOTAL	\$
			2. SALES TAX 6.625%	\$
			3. TOTAL	\$

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464
ClientServices@accenter.com

120 V CONNECTIONS

- Two outlets per connection.
- If you require 24 hour power please note with an (*). Please add 50% to the total.

208 V CONNECTIONS

- Requires labor. Please submit a floor plan indicating location in booth.
- Maximum of one connection per outlet.
- Please call for 480 V connections.

LIGHTS

- Price includes outlet and labor.
- Placement of floodlights is at the front corner(s) of your in-line booth.
- Any other location(s) or installation time may require an additional labor charge.

**BY RETURNING THIS FORM
 CUSTOMER AGREES TO ALL
 TERMS AND CONDITIONS.
 (See terms and conditions.)**

VACUUMING SERVICE ORDER FORM		All Rates are based on the total square footage of your exhibit space (100 sq. ft. minimum)	
ONE TIME _____	Vacuum carpet before initial opening of event	Advance Rate 30¢/sq. ft.	Regular Rate 42¢/sq. ft.
DAILY _____	Vacuum carpet before initial opening of event and daily thereafter	Advance Rate 25¢/sq. ft.	Regular Rate 37¢/sq. ft.
Exhibit Space _____ ft. (x) _____ ft. = _____ sq. ft. (x) days _____ (x) \$ _____ + Tax (6.625%) _____ = TOTAL \$ _____			

PORTER SERVICE ORDER FORM	
Empty wastebasket, tidy and spot clean exhibit space at two hour intervals during show hours.	Advance Rate \$99.00 Regular Rate \$140.00
Please check preference: ONE TIME _____ DAILY _____	
Specify Day: _____ Date: _____ Porter Service: _____ days (x) amt. per day \$ _____ + Tax(6.625%)= TOTAL \$ _____	

Company Name _____	Phone Number _____
Credit Card # _____	Exp. Date _____ Sec. Code _____
Billing Address _____	City _____ State _____ Zip _____
Card Holders Name _____	Card Holders Signature _____
Contact Name _____	Email _____

ELECTRICAL TERMS AND CONDITIONS

- All equipment, regardless of source of power, must comply with National Electrical Code, all Federal, State and local safety codes.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All material and equipment furnished by the Convention Center for this service order shall remain the property of the Atlantic City Convention Center and shall be removed only by the Convention Center Electricians at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Unless otherwise directed, Convention Center Electricians are authorized to cut floor coverings to permit installation of service.
- All wiring must have 3-wire grounded cord with a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.
- The Atlantic City Convention Center reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by Convention Center.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.
- No credits will be issued on unused services installed as ordered.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.

ELECTRICAL LABOR RULES AND RATES FOR OUTLET DISTRIBUTION AND CONNECTION

- Labor rates are subject to labor contract effective at time of show.
- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Electrical Labor Rates: \$110.00 per hour - Regular Time / \$220.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of total installation time. This service will be billed at the tear out rate of \$163.00 per hour. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Forklift Rates: prevailing labor rates (one hour minimum) plus \$275.00 lift rental.
- Boom Lift Rental: Prevailing Labor Rates (one hour minimum) plus \$500.00 lift rental.
- Starting time can only be guaranteed when labor is requested for the start of the work day at 8:00am. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing.

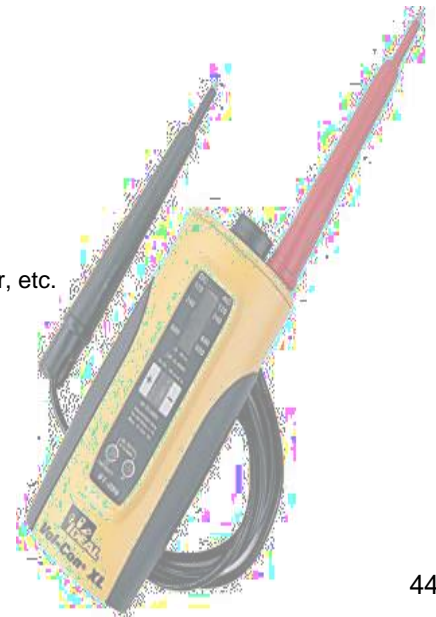
OUTLET LOCATION & DISTRIBUTION

- All 110 volt electrical outlets will be installed on the floor at the draped back wall of In-Line and Peninsula Booths unless otherwise ordered by the exhibitor.
- All 110 volt electrical outlets for Island Booths will be set at one main location on the perimeter of the booth at our discretion if no floor plan provided.
- Any additional power locations are chargeable on a time and material basis.
- All services larger than 100 amps may be subject to an additional labor charge.
- All overhead services will require lift, labor and materials. Call for quote.

ACCC ELECTRICAL JURISDICTION

(Requires labor and/or material)

- All under-carpet distribution of electrical wiring.
- All power distribution, light hanging or general labor in any space larger than 200 sq. ft.
- All facility overhead distribution of electrical wiring, including HDMI cable, fiber optics, twisted pair, etc. The distribution of same from product to booth and from booth to booth.
- All connections requiring 208 volts and above.
- All motor and equipment hook-ups requiring hard wired connections.
- Installation and/or repair of electrical fixtures.
- Installation of all computers.
- All electrical signs, headers and monitors.
- Labor is required to inspect pre-wired equipment plugged into our system.





SHOW:		BOOTH #	
COMPANY:		BOOTH SIZE:	
Order Online at www.accenter.com Deadline for advance rate is 15 days prior to show opening.			

PLUMBING SERVICE ORDER FORM

QUANTITY	DESCRIPTION	ADVANCE RATE	REGULAR RATE	TOTAL
COMPRESSED AIR LINES				
	1/4" Air Line 15CFM	\$245.00	\$370.00	
	3/8" Air Line 30CFM	\$395.00	\$555.00	
	1/2" Air Line 50CFM	\$495.00	\$620.00	
	Add'l Connections	\$95.00	\$150.00	
WATER LINES				
	1/4" Water Line	\$160.00	\$245.00	
	3/8" Water Line	\$190.00	\$285.00	
	1/2" Water Line	\$215.00	\$295.00	
	3/4" Water Line	\$245.00	\$325.00	
	Add'l Connections	\$95.00	\$150.00	
DRAIN LINES				
	3/4" Drain Line	\$150.00	\$165.00	
	1" Drain Line	\$185.00	\$206.00	
	Add'l Connections	\$95.00	\$150.00	
NATURAL GAS LINES				
	1/2" Gas Line	\$495.00	\$740.00	
	3/4" Gas Line	\$615.00	\$925.00	
	1" Gas Line	\$770.00	\$1130.00	
	Add'l Connections	\$105.00	\$160.00	
WATER FILL & DRAIN				
	Up to 100 Gallons	\$120.00	\$165.00	
	Add'l 100 Gallons	\$40.00	\$55.00	
			SUB TOTAL	\$
			SALES TAX 6.625%	\$
			TOTAL	\$

Atlantic City Convention Center
 1 Convention Boulevard
 Atlantic City, NJ 08401
 Phone: 609-449-2291
 Fax: 609-449-2464
ClientServices@accenter.com

ALL CONNECTIONS

- Plumber to make all connections.
- One connection per line.

- Prices do not include labor.
- These charges will be applied to the card on file.

- Water Pressure may vary.
- If pressure is critical, a pressure regulator valve maybe installed.
- All Gas Lines are overhead.

COMPRESSORS THAT ARE NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE WILL NOT BE PERMITTED IN FACILITY.

BY RETURNING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS. (See terms and conditions.)

Company Name _____	Phone Number _____
Credit Card # _____	Exp.Date _____ Sec. Code _____
Billing Address _____	City _____ State _____ Zip _____
Card Holders Name _____	Card Holders Signature _____
Contact Name _____	Email _____

PLUMBING LABOR

- Straight time labor will be charged for installation services provided Monday through Friday 8:00am-4:30pm. All other hours will be billed at overtime rates.
- Plumber Labor Rates: \$85.00 per hour - Regular Time / \$170.00 per hour - Overtime. Labor is billed in half-hour increments with a minimum of one hour.
- Dismantle labor is half that of the total installation labor. Shows closing on Sundays and Holidays will be billed at overtime rates.
- Gas Lines and labor will be charged from point of attachment to inside of booth.
- Official Show Plumber will make all interconnections between exhibitor owned machines/equipment.
- All plumbing connections require labor. These charges will be applied to the card on file.

COMPRESSED AIR

- The Official Show Plumber will not be responsible for moisture or water in air line. Exhibitor should supply their own filter or other equipment to handle moisture or water.
- The Official Show Plumber requires fifteen (15) days notice if special regulators and/or filters need to be ordered. Rental charges apply. Call for quote.
- Compressed air lines are 1/4", 1/2" and 3/8". Any other size is considered a special request. Call for quote.
- Air is available during show hours only. There will be an additional charge for use after hours. Call for quote.
- All connections must be made by the Official Show Plumber.
- **ANY COMPRESSOR THAT IS NOT AN INTERNAL/PERMANENT PART OF YOUR MACHINE IS NOT PERMITTED IN FACILITY.**

WATER LINES AND DRAINS

- Water and drain lines are priced by the foot; depending on location of booth and distance from plumbing service. 25 feet of line is included in the initial cost. Additional footage may be necessary in order to reach your booth and to avoid crossing aisles.
- Standard water lines are 1/4", 3/8", 1/2" and 3/4". Any other size is considered a special request. Call for quote.
- Certain types of installations may require additional labor.
- Ramping will be available on a time and material basis.
- All connections must be made by The Official Show Plumber.
- **HAND CARRYING OF WATER IS PROHIBITED IN THE FACILITY.**

PLUMBING TERMS AND CONDITIONS

- All equipment must comply with all Federal, State and local safety codes.
- Disputes will not be considered unless filed by the exhibitor prior to close of show.
- All materials and equipment furnished by the Convention Center for this service shall remain the property of the Convention Center and shall be removed only by the Convention Center Plumbers at the close of the show. Any material removed by exhibitors will be added to the invoice and billed to the card on file.
- Air and water pressures may vary and no guarantees can be made of minimum or maximum pressures. If the pressure is critical, exhibitors should arrange to have a pressure regulation valve installed.
- Unless otherwise directed, Convention Center Plumbers are authorized to cut floor coverings to permit installation of service.
- Credit will not be given for any services installed and not used.
- Tipping is not permitted. Any requests from personnel for gratuities should be immediately reported to Atlantic City Convention Center Management.

INTERNET | TELEPHONE



ATLANTIC CITY

CONVENTION CENTER

EXHIBITOR ORDERING GUIDE

YOUR ROADMAP TO
A SUCCESSFUL EVENT



Where
TECHNOLOGY
Meets **HOSPITALITY**

EXPERTISE

WE HAVE DESIGNED & INSTALLED
MORE NETWORKS
FOR MAJOR TRADESHOWS
THAN ANY OTHER ORGANIZATION

FIRST CLASS CUSTOMER SERVICE

Leading up to the start of your event, our **customer service team will work with you** to ensure all the required information needed to install services is collected prior to your arrival. These items include; verifying your order, providing all pertinent IP and wireless information, collecting a floor plan, advanced payment, and confirmation of all required signatures. We understand **there are a lot of moving parts** when planning to exhibit at a convention and our mission to make this process as easy as possible.

It's our goal to make our team as accessible as possible. All our events are staffed with local team members for you to utilize, helping **ensure network reliability and the delivery of the services you need**. During move-in and show days, our team is available to assist you with your ordered services.

KNOWLEDGEABLE TECHNICAL SUPPORT

Our experienced technicians are **readily available** to perform troubleshooting, installation of additional services, relocations and much more.

Our team will be available **throughout the entire event** to provide you with the show experience you've always envisioned.

REDUNDANCY OF EQUIPMENT

We always have spares on-hand and are network ready. Smart City always keeps network switches and wireless access points on-hand and connected to the network. If a piece of equipment fails, we can replace it immediately with **little to no downtime**.

24/7 NETWORK MONITORING

All ports on the Smart City network are **polled every minute for network stability**. Certified network engineers are on staff in our Network Operations Center during event hours and on call 24/7.

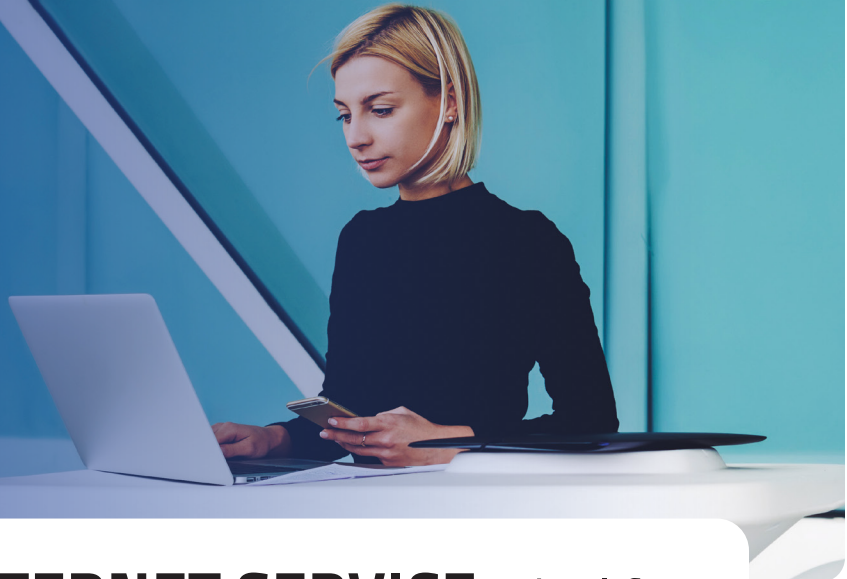




Is the exclusive provider of the following services:



Need just a **BASIC** CONNECTION?



Our **LIGHT WIRED INTERNET SERVICE**, ideal for **BASIC INTERNET USAGE** such as web browsing and checking email via a wired connection.

SHARED SERVICE	INCENTIVE**	BASE	ON-SITE
Light Wired Internet	\$895	\$1,140	\$1,368
Additional Device	\$185	\$220	\$255
EQUIPMENT & LABOR	INCENTIVE**	BASE	ON-SITE
Switch Rental	\$185	\$225	\$270
Patch Cables	\$50	\$62	\$74
Labor (Floor Work)	\$125	\$125	\$125

***NOT FOR STREAMING**

****ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Light Wired Internet Includes:

- Average Usage up to 3 Mbps burstable to 5 Mbps, per device, on a shared network
- **Routers are not permitted on this service and will not work**
- Each device includes (1) Private IP Address
- Up to 4 additional IPs [devices] may be purchased separately
- Ethernet RJ45 Hardline drop and is DHCP (plug and play)

To connect multiple devices to this service a Switch Rental, Patch Cables and Floor Work are required. If more than 5 devices are needed, another main drop (Light Wired Internet w/ 1 Private IP) is required. An additional 4 devices can then be added to your order. A maximum of 10 devices in one location is permitted. The actual maximum bandwidth available is dependent upon the type of activity and how many users are accessing the Internet simultaneously at any given time.

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

What if it's

MISSION CRITICAL?

Our **DEDICATED WIRED SERVICES** are the **FASTEST AND MOST RELIABLE** way to deliver high quality experiences at your event.

DEDICATED SERVICES	STREAMING			INCENTIVE*	BASE	ON-SITE
	SD	or HD	or UHD			
3 Mbps Dedicated	1	N/A	N/A	\$3,495	\$4,370	\$5,244
6 Mbps Dedicated	2	1	N/A	\$5,900	\$7,375	\$8,850
10 Mbps Dedicated	3	2	N/A	\$7,850	\$9,810	\$11,772
15 Mbps Dedicated	5	3	N/A	\$11,700	\$14,630	\$17,556
25 Mbps Dedicated	6	4	1	\$19,250	\$24,060	\$28,872

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

Whether you are setting up your own booth Wi-Fi, Webcasting, HD Streaming, Gaming or require Point to Point connectivity, Dedicated Internet is the way to go!

Dedicated Services Include:

- Ethernet (1) RJ45 Hardline drop with VLAN
- **Wireless and Hardline routers are permitted**
- (5) Static Public IP addresses
- Speeds up to 1 Gbps available
- Additional Static IP addresses available for purchase

ORDER NOW



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

NEED WIRELESS CONNECTIVITY?



Our **STANDARD HOTSPOT** provides **SIMPLE & SECURE WIRELESS** connectivity ideal for checking emails, browsing the web, processing payments, and light website demonstrations.

STANDARD HOTSPOT PROVIDES 3 Mbps BURSTABLE TO 5 Mbps PER DEVICE *			
DEVICE LIMIT	INCENTIVE **	BASE	ON-SITE
5 Device Limit	\$2,339	\$2,807	\$3,368
15 Device Limit	\$4,133	\$4,960	\$5,952
30 Device Limit	\$6,762	\$8,114	\$9,737
Additional Access Point Rental	\$750	\$750	\$750

* **NOT FOR STREAMING.**

** **ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW >



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

WILL YOUR BOOTH DEMO BRING OUT THE MASSES?

Our **PREMIUM HOTSPOT** combines

HIGH BANDWIDTH WIRELESS

with greater flexibility and customization options that generate smoother product demos, quicker remote connectivity and superior video streaming quality.

PREMIUM HOTSPOTS ARE NOT RATE LIMITED PER DEVICE

BANDWIDTH ALLOCATION	STREAMING			INCENTIVE *	BASE	ON-SITE
	SD	or HD	or UHD			
10 Mbps	3	N/A	N/A	\$8,800	\$10,560	\$12,672
20 Mbps	6	4	N/A	\$16,600	\$19,920	\$23,904
30 Mbps	10	6	1	\$24,200	\$29,040	\$34,848
40 Mbps	13	8	1	\$31,550	\$37,860	\$45,434
50 Mbps	16	10	2	\$39,050	\$46,860	\$56,232
Additional Access Point Rental	N/A	N/A	N/A	\$750	\$750	\$750

***ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

All Hotspots broadcast on the **5 Ghz frequency only** and include:

- (1) Custom network name or SSID
- (1) Password (8 character minimum)
- (1) Access Point - booth size may require additional Access Point rental

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
 or call 888.446.6911

orders.smartcitynetworks.com/wifi-splash-page-design

NEED TELEPHONE OR CONFERENCE SERVICES?

Our **TELEPHONE SERVICES** provide reliable **VOICE SERVICE** solutions for Single Line, Multi Line, and Conference calls.

VOICE SERVICES	INCENTIVE*	BASE	ON-SITE
Single Line Telephone - With or Without Device	\$275	\$345	\$414
Multi Line Telephone	\$415	\$520	\$624
Polycom Speaker Phone	\$465	\$575	\$690

*** ORDER 14 DAYS PRIOR TO FIRST DAY OF MOVE-IN TO GET THE INCENTIVE RATE!**

We have specialized in telephone services for over 30 years. Smart City provides reliable phone services with crystal clear connections. Our telephone services can be used for reception check-in, conference calls in meeting rooms and for credit card processing machines.

Telephone Service Information:

- Multi Line telephones include (1) Main number and (1) rollover line
- Polycom speakerphones require power source, **electrical** services may need to be ordered separately
- Domestic Long Distance is included
- International calling is billed separately

ORDER NOW 



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

FAQ

Frequently Asked Questions

DOES SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI?

Yes! Smart City Networks provides complimentary Wi-Fi in most designated public areas of the facility, such as the concourse lobbies and food courts. Check with your specific venue for locations. This service is made available to approximately 30 million guests, visitors, and attendees at our convention centers throughout the country. There is no requirement to purchase a Smart City Networks service in order to take advantage of the complimentary Wi-Fi.

WHY DOESN'T SMART CITY NETWORKS PROVIDE COMPLIMENTARY WI-FI IN THE EXHIBIT HALLS?

Exhibit halls are not public areas since this space is typically licensed to a company, government agency, or trade association for a private event. The space license agreement governs the availability of a range of services for the event and the license may or may not call for complimentary Wi-Fi services.

WILL MY PERSONAL HOTSPOT (MI-FI) WORK IN YOUR BUILDING?

Yes – however, the capability of your personal mobile hotspot is limited by your cellular carrier by the spectrum and Internet bandwidth capacity they have made available. Cellular carrier signals penetrate into a facility either from a nearby cellular tower or via an in-building Distributed Antenna System (DAS). It is important to remember that your personal mobile hotspot is obtaining a wireless signal from a shared cellular network, so service may be disrupted or become unreliable due to user density and demand on the carrier's network. In all cases, you have the option to take advantage of the complimentary Wi-Fi throughout the public areas, or if you choose, you can purchase an upgraded package based on your service requirements.

WHAT MUST BE IDENTIFIED ON MY FLOORPLANS?

Floor plans should include the surrounding booth numbers for orientation, measurements and easy identification of all required end location(s). Be sure to distinguish your main distribution line (MDL) and additional patch cables. Please reference Smart City's Communications Floorplan Worksheet.

TIP: Most of our venue's data jacks originate from a floor pocket. Be sure to submit a completed floorplan prior to the first day show move-in to avoid any additional labor charges.



Order online at:
orders.smartcitynetworks.com
or call 888.446.6911

DO YOU OFFER INCENTIVE RATES?

Yes! Orders received along with payment by the incentive deadline date will receive our early incentive pricing.

WHY ARE ROUTERS NOT ALLOWED ON A SHARED NETWORK?

Many times, Smart City has found that routers on a shared network are installed incorrectly, which can cause problems for other users of the network. Additionally, an accurate count of the number of devices on the network is required to determine the appropriate network size and bandwidth available to the network. For more information and to request the build-out of a special system to meet your needs, contact our team today for a quote.

CAN I PROVIDE MY OWN SWITCH AND/OR CABLING?

Yes, you can provide your own switch and patch cables for in booth cabling. Unless otherwise mandated by the venue.

Please Note: Connectivity can be guaranteed only to the point where Smart City Networks' services originate in the booth. Smart City Networks cannot guarantee service on customer/exhibitor-provided cable(s) and/or equipment. Any request for trouble diagnosis or problem resolution found not to be the fault of Smart City Networks (such as faulty equipment or damaged cable) may be billed to the exhibitor at the prevailing labor rate.

HOW MUCH BANDWIDTH DO I NEED?

To identify how much bandwidth you should require, please reach out to a technical representative in your organization, review your program specifications listed with any demonstrations or downloads you plan to run.

WHAT DOES SD, HD, AND UHD STAND FOR?

SD, HD, and UHD are the abbreviated names of three video streaming formats. The basic difference between each of the formats is the number of pixels comprising the video image. The greater the pixel count the sharper and more detailed your video will be.

FORMAT	RESOLUTION	BANDWIDTH REQUIRED
Standard Definition (SD)	720x480	3.0-5.0 Mbps
High Definition (HD)	1280x720 & 1920x1080	5.0-8.0 Mbps
Ultra High Definition (UHD)	3840x2160	25 Mbps

Our Promise ★★★★★

Smart City Networks is “Where Technology Meets Hospitality”. By anticipating and responding to our clients’ needs, we continue to lead the nation in providing quality advanced technology and telecommunication solutions to the trade show and event industry. We work to build personal relationships with our clients because excellent service requires an exceptional and long-lasting commitment.

“IN A HECTIC WORLD, WE PROVIDE PEACE OF MIND.”

ATTENDEE WIRELESS SOLUTIONS

ATLANTIC CITY CONVENTION CENTER

Smart City Networks offers an array of wireless services to support our show managers' technology needs. We have extended our Complimentary Wi-Fi service from public spaces into the meeting rooms. Complimentary Wi-Fi is a great resource for the transient attendee who is looking for light internet speeds for checking their email and browsing the web. Complimentary Wi-Fi should not be used for mission critical tasks.

COMPLIMENTARY WI-FI

- Available in public spaces and meeting rooms only
- Account registration required
- Email verification required
- Bandwidth supported for basic web browsing and email checking

Looking for a wireless solution to support your event app, branding opportunities and event engagement? A Smart City Attendee Wireless Buyout is your solution!

We offer several wireless attendee networks, each capable of supporting unlimited user accounts, scalable bandwidth, extended signal range, and easy authentication. It is the essential option to guarantee your attendee satisfaction. The network is supported with 24/7 monitoring from our Network Operations Center (NOC), along with the on-site technical team, offering a safe wireless solution for both your attendees and event staff. Another added benefit Smart City includes at no additional cost is a revenue-generating custom splash page that can be branded for your event or to a sponsor.

WIRELESS BUYOUTS

- Promote attendee engagement
- Sponsorship opportunities
- Advanced user analytics
- Usage tracking & reporting
- Dedicated 24/7 technical support
- Increased bandwidth capabilities
- Email collection
- Interstitial sponsorship pages
- Dedicated connections
- Superior user experience
- Available facility-wide, including the show floor
- Easy 1-step connection

Sponsorship Opportunities

All Smart City Wireless Buyouts include a complimentary custom splash page, providing show management a way to generate revenue through sponsorships. Sponsorships offer an excellent approach to leverage client branding and provide your customers with enhanced visibility within the venue for their event. The wireless buyout sponsorship is the highest revenue-generating opportunity for show managers that Smart City offers.



ON-SITE WIRELESS SERVICES

ATLANTIC CITY CONVENTION CENTER

NEED WIRELESS CONNECTIVITY?

Smart City Networks offers on-site wireless services for both attendees and exhibitors. Our **Complimentary Internet** is offered free of charge and is available in all public spaces and meeting rooms. Our **Exhibitor Internet** is available facility-wide on a 5 GHz wireless network, at speeds of 3 Mbps up/down per device. Depending on where you are in the facility, you may see both SSIDs (network names), but only Exhibitor Internet is supported in all areas.

EXHIBITOR INTERNET

Exhibitor Internet is available throughout the facility. Each purchase is device specific.

1 day for \$79.99
3 days for \$227.97
5 days for \$359.95

HOW TO CONNECT TO EXHIBITOR INTERNET

1. Open Wi-Fi settings on your device and select "Exhibitor Internet".
2. First time users will be asked to create an account and select a purchase option.
3. Follow the on-screen instructions to get connected.

COMPLIMENTARY INTERNET

Complimentary Internet is a free service and is available for use in all public spaces and meeting rooms.

HOW TO CONNECT TO COMPLIMENTARY INTERNET

1. Open Wi-Fi settings on your device and select "AC Always On WIFI".

For questions regarding on-site wireless services, please call Smart City Networks at 609-449-3446. To order any other services we provide, please visit us online at: orders.smartcitynetworks.com.



**ATLANTIC
CITY**
CONVENTION
CENTER



Self-service option available through our online store – EventNow

Step 1

Visit <https://eventnow.encoreglobal.com/CHAMPS>

Step 2

Search by Name or Date

Step 3

Browse the catalog and select from a list of available products/product packages and service packages, then check out.*

- EventNow is only available more than two days prior to event load in. If ordering within two days, contact your onsite team

IMPORTANT TIPS

- ❖ If you are **TAX EXEMPT**, please contact your Encore representative to place the order. ST-4 or ST-5 Form must be completed in full and included with order request prior to arrival
- ❖ All ST-4 or ST-5 forms must be completed and addressed to the following:
Encore Group (USA) LLC
5100 N River Road
Schiller Park, IL 60176
- ❖ 20% Discount will be offered up until 3 business days prior to exhibitor load in.



AV EXHIBITOR SERVICES KIT

EventNow

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider of Atlantic City Convention Center, Encore is com-mitted to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Station
- LED Lighting
- Flipchart Packages



Need assistance or products/solutions not offered on EventNow?

Call your on-site contact directly:

Shakuwra Garrett
Sales Manager
shakuwra.garrett@encoreglobal.com
M 609-402-1530