



LVE



CHAMPS AUSTIN 2025

Palmer Event Center

September 9 - 11, 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>	<i>DISCOUNT RATES RECEIVED BY</i>	<i>STANDARD RATES BEGIN</i>	<i>ONSITE RATES BEGIN</i>
BOOTH PACKAGE (REQUIRED TO BE RETURNED)	8/22/2025	8/23/2025	9/5/2025
FURNITURE	8/22/2025	8/23/2025	9/5/2025
ACCESSORIES	8/22/2025	8/23/2025	9/5/2025
SHELVING UNITS	8/22/2025	8/23/2025	9/5/2025
SHOWCASES	8/22/2025	8/23/2025	9/5/2025
CARPET	8/22/2025	8/23/2025	9/5/2025
BOOTH CLEANING & PORTER SERVICE	8/22/2025	8/23/2025	9/5/2025
DISPLAY LABOR	8/22/2025	8/23/2025	9/5/2025
RENTAL BOOTH PACKAGES	8/22/2025	8/23/2025	9/5/2025
NON-ELECTRICAL HANGING SIGN - UNDER 200 LB	8/22/2025	8/23/2025	9/5/2025
ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS	8/22/2025	8/23/2025	9/5/2025

<i>MATERIAL HANDLING</i>	<i>Begins</i>	<i>Ends</i>
The warehouse will be closed Monday, September 1, 2025. Please notify your carriers.		
Advance Warehouse Shipments Standard Rates	7/30/2025	- 8/25/2025
Hanging Signs to Advance Warehouse	7/30/2025	- 8/25/2025
Late Advance Warehouse Shipments	8/26/2025	- 9/11/2025
Direct to Show Shipments Standard Rates	9/8/2025	- 9/8/2025
Late Direct to Show Shipments	Received after the show has opened	

WORK AUTHORIZATION	DEADLINE: Friday, August 22, 2025
EAC AGREEMENT & FEES	DEADLINE: Friday, August 22, 2025
VEHICLE SPOTTING SUBMISSION	DEADLINE: Friday, August 8, 2025

Specialty Furniture, 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: August 22, 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, August 22, 2025

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

CHAMPS AUSTIN 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 booth 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	Side Chair	
One	Wastebasket			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' inline 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 Silver			One	Side Chair	
One	Wastebasket			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

This is a one (1) day set up. No early move-in will be granted.

Monday, September 8, 2025

8:00 AM

8:00 PM

Exhibitor Set Up

CLEAN FLOOR POLICY WILL BE ENFORCED.

Freight left on the show floor will be removed Monday, September 8th.

Empty containers need to be tagged by 7:00 PM Monday, September 8, 2025

SHOW READY BY 8:00 PM MONDAY, SEPTEMBER 8, 2025

****** Small POV move-in only on Tuesday, September 9, 2025 8:00 AM - 10:00 AM ******

Tuesday, September 9, 2025

11:00 AM

6:00 PM

Show Hours

Wednesday, September 10, 2025

11:00 AM

6:00 PM

Show Hours

Thursday, September 11, 2025

11:00 AM

4:20 PM

Show Hours

Thursday, September 11, 2025

4:20 PM

10:00 PM

Exhibitor Move Out

EARLY TEAR DOWN OF YOUR BOOTH IS NOT PERMITTED.

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:

7:00 PM on Thursday, September 11, 2025

ALL MHA'S MUST BE COMPLETED AND TURNED IN BY:

8:00 PM on Thursday, September 11, 2025

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:

10:00 PM on Thursday, September 11, 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 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.

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

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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	Wednesday, July 30, 2025	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS
STANDARD RECEIVING RATE DEADLINE	Monday, August 25, 2025	
WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Friday, September 5, 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

The warehouse will be closed Monday, September 1, 2025. Please notify your carriers.

WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	CHAMPS AUSTIN 2025	BOOTH #	
	COMPANY		C/O	NTC/AUS Surendra - LVE
	ADDRESS	1100 E. Howard Lane, Ste 325, Austin, TX 78753		

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.

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

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING				
DAY/DATE		START TIME		END TIME
Monday, September 8, 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: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	CHAMPS AUSTIN 2025		BOOTH #
	COMPANY		c/o	LVE
	ADDRESS	Palmer Event Center 720 Barton Springs Road, Austin, TX 78704		

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

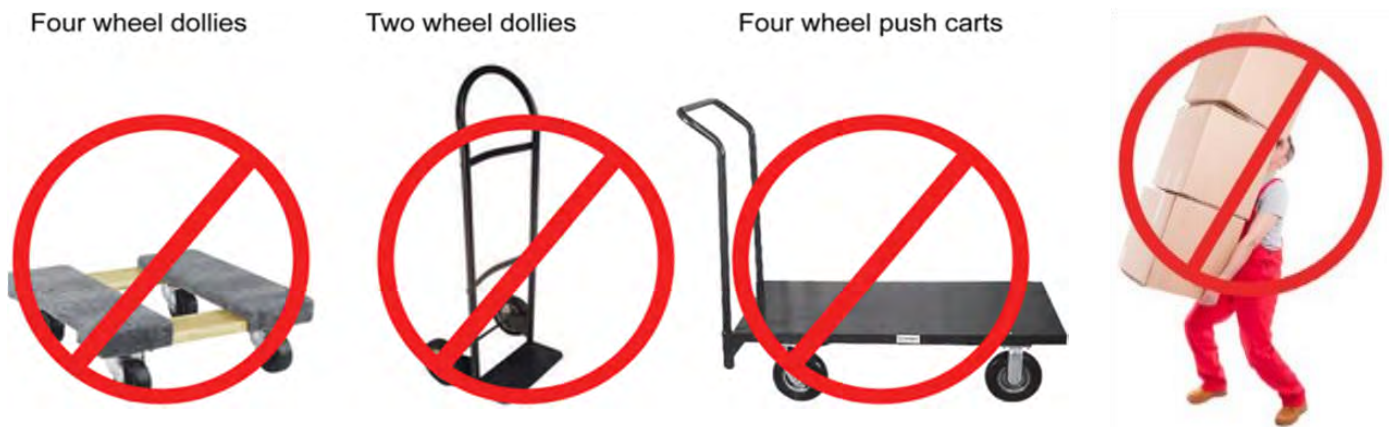
Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

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

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.



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.



HAND CARRY & PERSONAL VEHICLE (POV) GUIDELINES**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.

- Only one exhibitor per booth may hand carry items.
- The exhibitor must carry the materials by hand.
- The use of wheeled carts or dollies is NOT permitted.
- The exhibitor is limited to one trip.
- The exhibitor must NOT use the loading dock or freight doors for access.

PERSONAL VEHICLE (POV) AND CART SERVICE POLICY & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. There will be charges for this Round-Trip Service"

- A personal vehicle (POV) is defined as a small passenger car or pick-up.
- 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 4' flatbed cart supplied by the Teamster.
- Payment must be provided in advance or at the time of service.

If your material meets ALL of the POV guidelines, the following charges will apply:

- \$ 250.00 - Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
- \$ 375.00 - All other times

If you should choose not to wait for a Teamster and cart, but do use the loading dock freight doors, you will still be charged the applicable Material Handling rates for facility access.

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



NOISE ABATEMENT POLICY SOUND RESTRICTIONS

SOUND RESTRICTIONS: 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, 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:

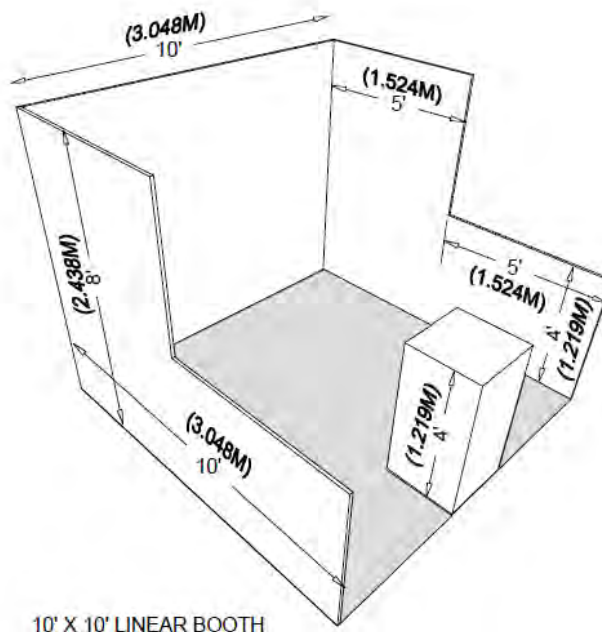
- Violating exhibitor will be given a verbal 2nd warning
- Booth power may be turned off for one day

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:



- 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 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.

The diagram illustrates a booth layout with the following dimensions and requirements:

- Booth Dimensions:**
 - Depth: 10' (3.05m)
 - Width: 5' (1.52m)
 - Height: 16' (4.88m) Max. Ht.
- Aisles:**
 - Side Aisle: 5' (1.52m) wide
 - Front Aisle: 5' (1.52m) wide
 - Back Aisle: 5' (1.52m) wide
- Height Requirements:**
 - Finished wall no copy: 4' (1.22m) Max. Ht.
- Legend:**
 - Gray box: 4' (1.22m) Max. Ht.
 - White box: 16' (4.88m) Max. Ht.



**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

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

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

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME

BOOTH #

FURNITURE

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT
RECEIVED BY

STANDARD
BEGINS

ONSITE
BEGINS

TOTAL

8/22/2025

8/23/2025

9/5/2025

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	☐ Green	☐ Teal	☐ Red	☐ Royal Blue	☐ Black	
	☐ Silver	☐ Burgundy	☐ Gold	☐ White	☐ 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.

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME		BOOTH #		BOOTH #	
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ACCESSORIES

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL
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	\$ 185.84	
	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	\$ 67.60	\$ 83.20	
	GRID HOOKS (CHOOSE SIZE BELOW) ☐ 2" ☐ 6" ☐ 8"		\$ 12.00	\$ 16.80	\$ 19.20	

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	\$ 64.00	
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.

CHAMPS AUSTIN 2025

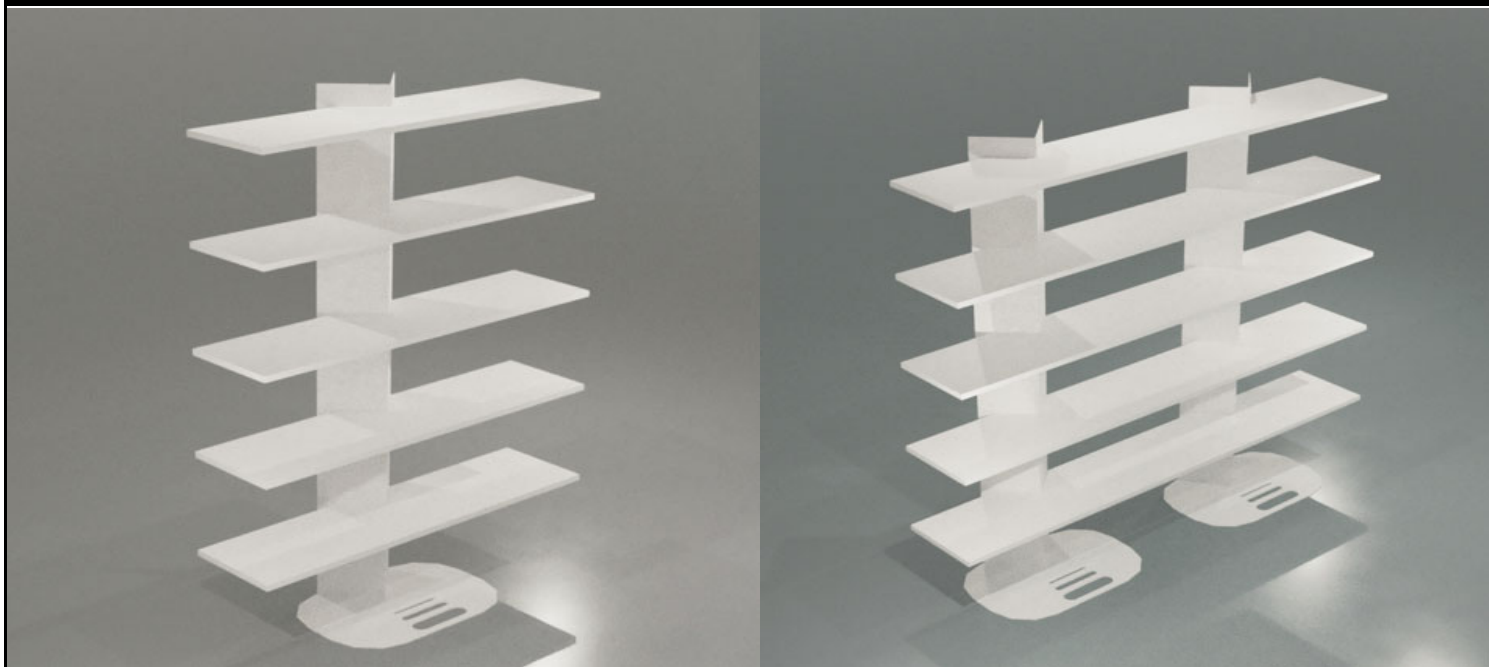
September 9 - 11, 2025

Palmer Event Center

COMPANY NAME

BOOTH #

SHELVING UNITS

DEADLINE DATE: **8/22/2025**


SINGLE SHELVING UNIT

DOUBLE SHELVING UNIT

DISCOUNT PRICE \$ 352.00

STANDARD PRICE \$ 475.20

ONSITE PRICE \$ 563.20

DISCOUNT PRICE \$ 596.00

STANDARD PRICE \$ 804.60

ONSITE PRICE \$ 953.60

SINGLE SHELVING UNIT SPECS:

UNIT: 48"W x 62 7/8"H

SHELVES: (4) 48"W x 12"D

DOUBLE SHELVING UNIT SPECS:

UNIT: 72"W x 62 7/8"H

SHELVES: (4) 72"W x 12"D

SHELVING		QUANTITY	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL
	SINGLE UNIT		\$ 352.00	\$ 475.20	\$ 563.20	
	DOUBLE UNIT		\$ 596.00	\$ 804.60	\$ 953.60	

CANCELLATION POLICY

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

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

All materials are to remain the property of LVE.

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

CHAMPS AUSTIN 2025

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BOOTH #

CARPET

STANDARD

CARPET LENGTH	QTY	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL
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	ONSITE	\$ 6.80
☐ Red ☐ Blue ☐ Black ☐ Gray ☐ Burgundy					
<i>If you order carpet but no color is selected above, black carpet will be installed.</i> <i>Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>					

PLUSH

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	ONSITE	\$ 14.00

ULTRA PLUSH

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	ONSITE	\$ 18.40

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

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COMPANY NAME

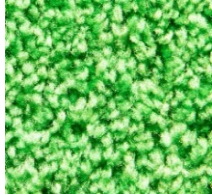
BOOTH #

CUSTOM CARPET COLORS

COLORS AVAILABLE FOR PLUSH AND ULTRA PLUSH



RED FIRE



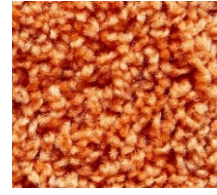
LIME



MAGENTA



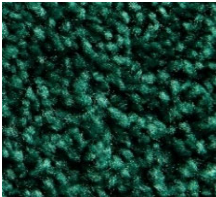
PURPLE



ORANGE



SUNSHINE



FOREST



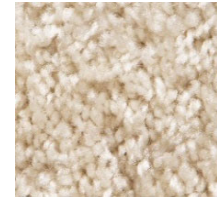
PROCESS BLUE



BRIGHT BLUE



KHAKI



CREAM



SNOWFLAKE



SILVERMOON



ALUMINUM



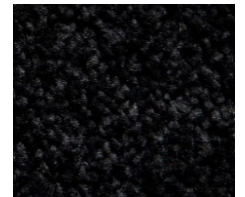
SHADOW



SLATE

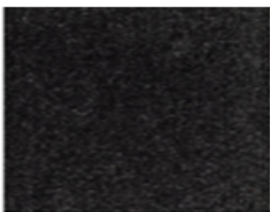


ENGLISH GRAY

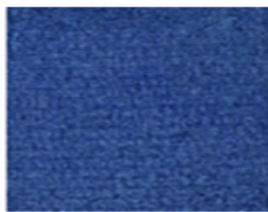


BLACK

STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED

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BOOTH #

BOOTH CLEANING & PORTER SERVICE

BOOTH CLEANING

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	\$ 1.92	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.94	\$ 3.81	\$ 4.71	X _____ *	= _____ **
	*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL
	Up to 1,000 square feet		3	\$ 310.00 per day	\$403.00 per day	\$ 496.00 per day	
	1,001 to 3,000 square feet		3	\$ 370.00 per day	\$481.00 per day	\$ 592.00 per day	
	3,001 and above		3	\$ 540.00 per day	\$702.00 per day	\$ 864.00 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite.

LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

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

CANCELLATION POLICY

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

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

No credit will be given after close of event on anything ordered but not received.

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BOOTH #

GRAPHICS & SIGNS

DISCOUNT DEADLINE:

8/22/2025

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		8/22/2025	8/23/2025	9/5/2025	
	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	\$ 72.00	\$ 96.00	3mm PVC	\$ 28.00	\$ 36.00	\$ 44.80	
3/16" FOMECOR	\$ 26.00	\$ 34.00	\$ 41.60	6mm PVC	\$ 32.00	\$ 40.00	\$ 51.20	
VINYL BANNER	\$ 20.00	\$ 28.00	\$ 40.00	FLOOR DECALS	\$ 36.00	\$ 44.00	\$ 57.60	
PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.								
ELECTRONIC FILE NAME							MATERIAL (Choose Below)	
PMS COLOR			☐ FOMECOR	☐ PVC	☐ PLEXI	☐ GATORFOAM		
APPLICATION			☐ ECO-BOARD*	☐ ULTRA-BOARD*	☐ 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.				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.



Las Vegas Expo has the capability to print digital graphics for any need. Our skilled associates will work with you to ensure the highest quality output when the job is printed. We have worked with many different types of media on an assortment of unique equipment. The end result: attractive, attention-grabbing displays and signage that are sure to start conversations.

LVE Show Graphic, our state-of-the-art graphics department, brings both vast industry knowledge and unmatched production capabilities to the table. We believe that presentation is everything. The importance of vivid eye-catching graphics during any show cannot be understated. From vibrant full color fabric graphics, to direct printed panels, we provide the highest quality graphics & signage products available.

Listed below are some of the services we can provide:

- Vinyl Banners
- Fabric Banners
- Headers
- Large-format printing
- Posters
- Desktop Publishing

- Offset Printing
- Reprographic Printing
- Logo Reproduction
- POS displays
- Backdrops
- Stickers / Decals

- Specialty Graphics
- Vinyl Lettering
- Hanging Signs
- Backlit Graphics
- Silk Screening
- Laminating

Please contact your LVE Representative to create a graphic upload link.

Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted - this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality

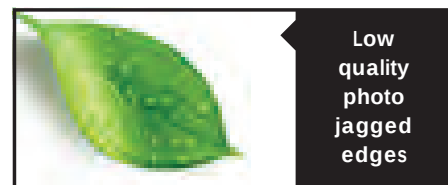

2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**
 - Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
 - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
 - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



.pdf - Adobe PDF (Fonts outlined - images embedded)
.ai - Adobe Illustrator (Fonts outlined - images embedded)
.eps - Encapsulated Post Script
.tif - (300 dpi at layout size)
.psd - Photoshop Document (All layers flattened)
.zip - Windows Compression Format

Unacceptable Art Work



.indd - InDesign
.ppt - PowerPoint
.jpg - Joint Photographic Experts Group
.gif - Graphic Interchange Format
.png - Portable Network Graphics
.cdr - CorelDraw

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME	BOOTH #	
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DISPLAY LABOR

DEADLINE DATE: 8/22/2025

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	☐ 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.
	☐ 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				☐ ADVANCED WAREHOUSE		☐ SHOW SITE	
SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	☐ YES	☐ NO	
SHOW CARRIER	☐ YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	☐ YES	☐ NO	
OWN CARRIER	☐ YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	☐ YES	☐ NO	
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	☐ YES	☐ NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	☐ YES	☐ NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	☐ YES	☐ 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	
SHOW		BOOTH #		SHOW		STATE	
CONTACT				CONTACT			
PHONE				PHONE			

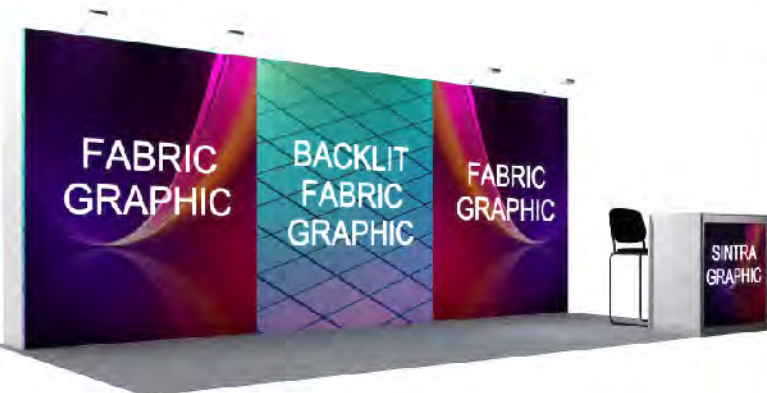
Labor orders must be sent in by the deadline date to ensure labor availability.
Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.



10' x 10' BACKLIT KIT

KIT INCLUDES:

10' Wide x 8' High Back Wall with Fabric Graphics
Center Fabric Graphic is Backlit
10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
(1) Counter with Front Sintra Graphic
(2) Arm Lights (Electrical Not Included)
(1) Black Stool
(1) Wastebasket
Transportation of rental exhibit to and from the show site
Installation and Dismantle Labor of Exhibit
Material Handling of LVE Exhibit Materials
Onsite Customer Service



10' x 20' BACKLIT KIT

KIT INCLUDES:

20' Wide x 8' High Back Wall with Fabric Graphics
Center Fabric Graphic is Backlit
10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
(1) Counter with Front Sintra Graphic
(4) Arm Lights (Electrical Not Included)
(1) Black Stool
(1) Wastebasket
Transportation of rental exhibit to and from the show site
Installation and Dismantle Labor of Exhibit
Material Handling of LVE Exhibit Materials
Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits



10' x 10' SEG KIT

KIT INCLUDES:

10' Wide x 8' High Back Wall with Fabric Graphics
 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
 (1) Counter with Front Sintra Graphic
 (2) Arm Lights *(Electrical Not Included)*
 (1) Black Stool
 (1) Wastebasket
 Transportation of rental exhibit to and from the show site
 Installation and Dismantle Labor of Exhibit
 Material Handling of LVE Exhibit Materials
 Onsite Customer Service



10' x 20' SEG KIT

KIT INCLUDES:

20' Wide x 8' High Back Wall with Fabric Graphics
 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
 (1) Counter with Front Sintra Graphic
 (4) Arm Lights *(Electrical Not Included)*
 (1) Black Stool
 (1) Wastebasket
 Transportation of rental exhibit to and from the show site
 Installation and Dismantle Labor of Exhibit
 Material Handling of LVE Exhibit Materials
 Onsite Customer Service

Included furniture style may vary from photo

***** Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories available upon request
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits



10' x 10' SLATWALL KIT

KIT INCLUDES:

- 10' Wide x 8' High Back Wall
- 10 x 10 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (2) Arm Lights (Electrical Not Included)
- (1) Black Stool
- (1) Wastebasket
- (6) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service



10' x 20' SLATWALL KIT

KIT INCLUDES:

- 20' Wide x 8' High Back Wall
- 10 x 20 of Standard Carpet
(5 choices of colors) - (Pad is Not Included)
- (4) Arm Lights (Electrical Not Included)
- (1) Black Stool
- (1) Wastebasket
- (12) Shelves with Knife Brackets - Each Approx. 36" x 12"
- Transportation of rental exhibit to and from the show site
- Installation and Dismantle Labor of Exhibit
- Material Handling of LVE Exhibit Materials
- Onsite Customer Service

**Sintra Graphics are NOT included with booth kits
but can be ordered separately.*

***** Please Note: When ordering LVE Rental Exhibit Kits**

- Client to provide print-ready production artwork
- Additional accessories and graphics may be ordered separately at an additional charge
- Electrical Power and Electrical Labor not included LVE Rental Exhibit Kits

CHAMPS AUSTIN 2025

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Palmer Event Center

COMPANY NAME

BOOTH #

MATRIX RENTAL SYSTEMS

DEADLINE DATE: 8/22/2025

MATRIX RENTAL SYSTEMS

DESCRIPTION	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		8/22/2025	8/23/2025	9/5/2025	
10' X 10' SEG KIT		\$ 3,707.65	\$ 5,523.45	N/A	
10' X 20' SEG KIT		\$ 5,865.79	\$ 8,738.85	N/A	
10' X 10' BACKLIT KIT		\$ 4,447.81	\$ 6,626.65	N/A	
10' X 20' BACKLIT KIT		\$ 8,511.60	\$ 12,681.40	N/A	
10' SEG & BACKLIT KITS INCLUDE:			20' SEG & BACKLIT KITS INCLUDE:		
10' W X 8' H Back Wall			20' W X 8' H Back Wall		
Counter with Front Graphic			Counter with Front Graphic		
10' x 10' Standard Carpet (5 choices of colors)			10' x 20' Standard Carpet (5 choices of colors)		
Circle one: <i>Black Blue Burgundy Gray Red</i>			Circle one: <i>Black Blue Burgundy Gray Red</i>		
2 Arm Lights			4 Arm Lights		
1 Stool			1 Stool		
1 Wastebasket			1 Wastebasket		
Print ready artwork must be submitted 21 days prior to move-in.					
Additional fees will apply to late submissions. See Art Submission form for instructions.					
SLATWALL KITS - Graphics not included					
DESCRIPTION	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
		8/22/2025	8/23/2025	9/5/2025	
10' X 10' SLATWALL KIT**		\$ 4,087.58	\$ 5,722.61	N/A	
10' X 20' SLATWALL KIT**		\$ 6,773.56	\$ 9,482.98	N/A	
**SLATWALL KIT DO NOT INCLUDE GRAPHICS OR ADDITIONAL ACCESSORIES					

Additional accessories available on Matrix Accessories Form.

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

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.

All materials are to remain the property of LVE.

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

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

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME

BOOTH #

SLATWALL KIT ACCESSORIES

DEADLINE DATE:

8/22/2025

OPTIONAL ADDITIONAL ACCESSORIES

SLATWALL ACCESSORIES	QTY	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	TOTAL
1 Meter Counter		\$ 400.00	\$ 560.00	\$ 640.00	
1M Shelf with Knife Brackets (WHITE)		\$ 80.00	\$ 104.00	\$ 128.00	
1M Shelf with Knife Brackets (BLACK)		\$ 80.00	\$ 104.00	\$ 128.00	
4" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
4" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
8" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
8" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
12" Slatwall Hook (BLACK)**		\$ 15.00	\$ 19.50	\$ 21.75	
12" Slatwall Hook (CHROME)**		\$ 15.00	\$ 19.50	\$ 21.75	
Waterfall Bracket 6-Ball (BLACK)**		\$ 65.00	\$ 84.50	\$ 94.25	
Waterfall Bracket 6-Ball (CHROME)**		\$ 65.00	\$ 84.50	\$ 94.25	
Light		\$ 115.00	\$ 149.50	\$ 176.00	

Electrical Power and Electrical Labor not included. Electrical forms must be sent to the Electrical Contractor

**** All Slatwall hooks and waterfall brackets will be delivered after you arrive.**

Stop the the LVE Service Desk when you arrive to set up.

SEE SAMPLE PICTURES ON FOLLOWING PAGE

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.

All materials are to remain the property of LVE.



SLATWALL HOOKS



6 BALL WATERFALL BRACKET



KNIFE BRACKET



SHELF WITH BRACKETS



FACEOUT BRACKET



LVE STEM LIGHT

CHAMPS AUSTIN 2025

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AGAM RENTAL EXHIBIT PACKAGES

DEADLINE DATE:

8/22/2025



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

10' Free Standing Display

Silver Metal /Choice of Black or White Inserts

3 Meter Header w/Company Name

2 Arm Lights

3 Shelves

Carpet Gray

Installation and Dismantle

DISPLAY INCLUDES

20' Free Standing Display

Silver Metal /Choice of Black or White Inserts

2 - 3 Meter Header w/Company Name

4 Arm Lights

6 Shelves

Carpet Gray

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

Lettering will be standard black copy, background will be white.

Be sure to clearly show spaces, upper and lowercase lettering. Logo is not included.

HEADER COPY:

OPTIONAL ACCESSORIES

		DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	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		\$ 80.00	\$ 104.00	\$ 128.00	
Slat Wall - White or Black		\$ 143.75	\$ 123.20	\$ 230.00	
Light		\$ 115.00	\$ 149.50	\$ 176.00	

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.

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

CHAMPS AUSTIN 2025

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Palmer Event Center

EAC AGREEMENT & FEES

DEADLINE DATE: 8/22/2025

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 credits 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)

☐ DISCOVER	☐ VISA	☐ MASTERCARD	☐ 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.

CHAMPS AUSTIN 2025

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WORK AUTHORIZATION

DEADLINE DATE: 8/22/2025

**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?		☐ YES	☐ 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>		☐ YES*	☐ 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.

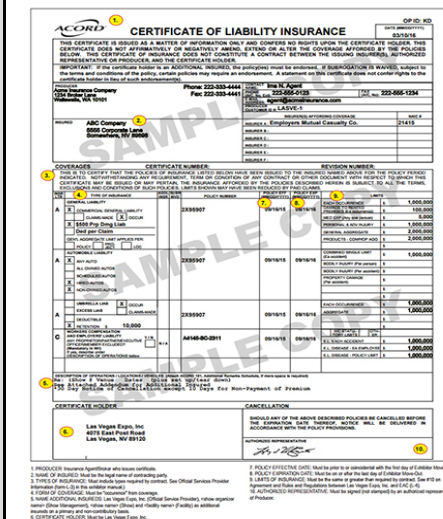
CERTIFICATE HOLDER: Must be LVE

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/>

CHAMPS AUSTIN 2025

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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 #



DISCOVER



VISA



MASTERCARD



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

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 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.

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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.

The warehouse will be closed Monday, September 1, 2025. Please notify your carriers.

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 the 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

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

SHOW SITE

☐

WAREHOUSE

☐

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.

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

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$155.00 = \$620.00

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



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, July 30, 2025 - Monday, August 25, 2025

Warehouse will be closed Monday, September 1, 2025.

TO:

EXHIBITOR NAME

c/o: NTC/AUS Surendra - LVE

1100 E. Howard Lane, Ste 325

Austin, TX 78753

EVENT: CHAMPS AUSTIN 2025

NO. _____ OF _____ PIECES

BOOTH #:



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, July 30, 2025 - Monday, August 25, 2025

Warehouse will be closed Monday, September 1, 2025.

TO:

EXHIBITOR NAME

c/o: NTC/AUS Surendra - LVE

1100 E. Howard Lane, Ste 325

Austin, TX 78753

EVENT: CHAMPS AUSTIN 2025

NO. _____ OF _____ PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, September 8, 2025 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: NTC/AUS Surendra - LVE

Palmer Event Center

720 Barton Springs Road

Austin, TX 78704

EVENT: **CHAMPS AUSTIN 2025**

NO. _____ OF _____ PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, September 8, 2025 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: NTC/AUS Surendra - LVE

Palmer Event Center

720 Barton Springs Road

Austin, TX 78704

EVENT: **CHAMPS AUSTIN 2025**

NO. _____ OF _____ PIECES

BOOTH #:

CLOSE OF SHOW INSTRUCTIONS**NO RETURN TO WAREHOUSE SERVICES AVAILABLE**

All Shipments must be picked up from LVE at the Palmer Event Center.

Make arrangements with your carriers to pick up from LVE at the Palmer Event Center on Thursday, September 11, 2025, by 10:00 pm.

ALL SHIPMENTS LEFT ON THE SHOW FLOOR WILL BE RE-ROUTED TO THE SHOW CARRIER AT THE EXHIBITORS EXPENSE.

Contact Exhibitor Services with any questions.



STANDARD RENTAL INCLUDES:
DEADLINE DATE: JUNE 30, 2025

- Hanging sign snap tube frame with a single or double-sided fabric graphic.
- *Labor and Hardware to hang the sign are NOT included* in the Standard Rental Price
- Custom Fabric Graphic, with carrying case (you own the graphic, yours to keep)

*** Orders received after the Discount Deadline date are subject to and will be charged late charges. ***

Circle Signs


Single Sided: \$2,279.25 / Double Sided: \$2,484.45

SNAP TUBE HANGING FRAME
Metal Fabrication
8' diameter x 36"h
Made with 1.5" round tube.
Eyebolts for hanging.
8' x 36" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,259.55 / Double Sided: \$4,598.40

SNAP TUBE HANGING FRAME
Metal Fabrication
10' diameter x 48"h
Made with 1.5" round tube.
Eyebolts for hanging.
10' x 48" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,768.50 / Double Sided: \$5,200.50

Square Signs

SNAP TUBE HANGING FRAME
Metal Fabrication
10' x 10' x 48"h
Square hanging frame
Made with 1.5" round tube.
Eyebolts for hanging
120" x 120" x 48" Square Pillowcase Single Sided Graphic

Custom Signs

Additional Sizes and Solutions Available Upon Request: For further information, please email our Exhibitor Services Department at exhibitorservices@lvexpo.com, or call our office at 888.989.3976

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.

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME		BOOTH #	
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NON-ELECTRICAL HANGING SIGN - UNDER 200 LB

DISCOUNT DATE: 8/22/2025

- *Must be shipped separately*
- *Clearly marked with enclosed hanging sign label*
- *Received by discount receiving deadline*
- *Payment form must be included with this form*
- *Placement diagrams must accompany all orders.*

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 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	# OF SIGNS	RATE	TOTAL ESTIMATED COST
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 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 175.00	\$ 262.50	\$ 350.00			

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 AUSTIN 2025

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Palmer Event Center

COMPANY NAME		BOOTH #	
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ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS

DISCOUNT DATE: 8/22/2025

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

ABOVE CONDITIONS MUST BE MET TO RECEIVE ADVANCE PRICING.

RIGGING RATES	DISCOUNT RECEIVED BY 8/22/2025	STANDARD BEGINS 8/23/2025	ONSITE BEGINS 9/5/2025	# OF SIGNS	RATE	TOTAL ESTIMATED COST
INSTALL RIGGING (per sign, per hour)	\$ 1,225.00	\$ 1,650.00	\$ 2,550.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 1,225.00	\$ 1,650.00	\$ 2,550.00	1/2 of install, minimum of 1 hr**		

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

ASSEMBLY LABOR	DISCOUNT	STANDARD	ONSITE	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 175.00	\$ 262.50	\$ 350.00			

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.

RENTAL MOTORS & ROTATORS

MOTOR DISCRIPTION	DISCOUNT	STANDARD	ONSITE	QTY	TOTAL
HALF TON HOIST MOTOR	\$ 400.00	\$ 600.00	\$ 800.00		
ONE TON HOIST MOTOR	\$ 500.00	\$ 750.00	\$ 1,000.00		
HALF TON ROTATING MOTOR	\$ 400.00	\$ 600.00	\$ 800.00		
ONE TON ROTATING MOTOR	\$ 500.00	\$ 750.00	\$ 1,000.00		

Motors ordered after the deadline are subject to availability.

We do not provide or rent video walls, you must make your own arrangements.

STRUCTURAL INTERGITY STATEMENT MUST ACCOMPANY ORDER

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.
- Show prices will apply to all labor orders placed at show site.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if deamed 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.
- Hanging anchor points must be pre-fabricated.
- RATES ARE PER HOUR, PER SIGN.
- Assembly and Ground Labor is an additional charge.

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.

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

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

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



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES

Wednesday, July 30, 2025 - Monday, August 25, 2025

Warehouse will be closed Monday, September 1, 2025.

TO:

EXHIBITOR NAME

c/o: NTC/AUS Surendra - LVE

1100 E. Howard Lane, Ste 325

Austin, TX 78753

EVENT:

CHAMPS AUSTIN 2025

NO. _____ OF _____ PIECES

BOOTH #:



RUSH - HANGING SIGN

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Austin, TX 78753

EVENT:

CHAMPS AUSTIN 2025

NO. _____ OF _____ PIECES

BOOTH #:

CHAMPS 2025

Austin, TX

September 9 - 11, 2025



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



Serving the Trade Show Industry for 35+ years!



**LATE REQUESTS AND UNSCHEDULED
ONSITE ARRIVALS WILL NOT BE
PERMITTED ON THE SHOW FLOOR**

CHAMPS AUSTIN 2025

September 9 - 11, 2025

Palmer Event Center

COMPANY NAME

BOOTH #

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: Friday, August 8, 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
2. Contact name, email address, and cell phone
3. A site plan view of the location of each vehicle to be displayed
4. A picture of each vehicle to be displayed
5. All display structures or platforms for displaying the vehicles

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:		

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

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

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 thorough 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.

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 8:00 AM - 3:30 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

2025 ACCD Exhibitor Services – Information Packet

Event: Champs Trade Shows

Event Dates: 09/07/25 to 09/11/25

Discount Rate Deadline: 08/24/25

Standard Rate Deadline: 09/03/25

Floor Rate Applies: 09/04/25

Dear Exhibitor,

Welcome to the Austin Convention Center Department (ACCD) Exhibitor Services Division. We are the exclusive provider of utility and IT services for the Austin Convention Center and the Palmer Events Center. Enclosed is an information packet containing service descriptions, order forms and service terms and conditions. Please read this document in its entirety. Pay special attention to the deadline dates for pricing and restrictions for services.

The ACCD Exhibitor Services Division offers services at a discount, standard and floor rate. To qualify for the discount rate, services must be completed online fourteen (14) days before the first contract date of the event with payment in full. Orders received thirteen (13) days to four (4) days before the first contract date of the event, with payment in full, will qualify for the standard rate. Orders received within three (3) days of the first contract date of the event will be charged at the floor rate, no exceptions. Services will not be installed until full payment is received. All outstanding balances will be collected on-site and settled prior to the close of your event.

Online ordering is available at our website www.austinconventioncenter.com under the Exhibit tab.

This is the fastest, most convenient way to order and is completely PCI compliant. Please send all diagrams for your utility and/or IT services to your designated department contacts below.

Utility Services Provided:

- Electrical
- Water and Drainage
- Compressed Air

IT Services Provided:

- Hard Line Internet
- Switching & Cabling
- VoIP Telephony Services

Should you have questions or require services not listed online or on our order forms, please call in advance. We will do our best to facilitate your needs. Thank you for using our facility.

UTILITY SERVICES CONTACT

Victoria Razo-Dobney
Senior Events & Exhibitor Services Representative
victoria.razo@austintexas.gov
512-404-4226

IT SERVICES CONTACT

Eddy Yanez
Senior Events & Exhibitor Services Representative
eddy.yanez@austintexas.gov
512-404-4233

Ordering Instructions

Online Ordering – The Preferred Method: To place your order online please visit our website www.austinconventioncenter.com under the **Exhibit** tab.

Request an Invoice: An invoiced order can be requested through the Utility Coordinator if preferred payment will be by check or bank transfer. This method should only be used if you are unable to order online. Invoices must be requested prior to the discount rate deadline on the first page of this document (14 days prior to the first contracted date of the event).

Payment Method: Payment in full must accompany order. Payment may be made by check, bank transfer, or credit card. **DO NOT SEND CASH.** Make check payable to 'Austin Convention Center.' Orders without payment will not be installed. Bank transfer details can be requested through the Utility Coordinator.

Cancellation: Cancellation of services must be made 3 days prior to the first contract date of the event.

Questions: Please call 512-404-4000 and request the ACCD Exhibitor Services Division if you have any questions regarding our services or ordering procedures.

Payment Terms and Conditions

- Payment in full is required prior to service connection. All outstanding balances must be paid by the end of your event.
- Advance orders paid in full will have priority over floor orders. **ACCD cannot guarantee floor orders.**
- Exhibitor booths will be audited during the event and charged for any additional services. The additional charges will be included in the exhibitor's final bill at the floor rate.
- Any work not covered under ACCD's price schedule will be done on a time and materials basis.
- All material and equipment damaged or lost shall be the responsibility of the exhibitor and will be billed to the exhibitor for the full replacement value at the close of the event.
- All prices are rental only. All materials remain the property of ACCD unless otherwise specified.
- All rates are subject to change without notice.

Refund Terms and Conditions

- No credit will be issued to services or equipment installed but not used.
- Claims and/or Refunds will not be considered nor honored unless filed by exhibitor prior to close of event at the Utility Service Desk.
- All questions on billing must be settled prior to the closing of event.
- Refunds of less than \$50.00 will not be considered.
- Refunds for canceled services must be made 3 days prior to the first contracted day of the event.
- No refunds will be processed after the event closes. **NO EXCEPTIONS**

General Terms and Conditions

- All floor order services (or changes to installed services) must be placed at the Exhibitor Services Desk. The ACCD service staff is not permitted to accept orders directly from exhibitors.
- ACCD cannot guarantee service prior to the opening of the show for floor orders.

General Terms and Conditions Continued

- Wall and permanent building electrical or ethernet outlets are not to be used by exhibitors.
- Access to all wall outlets and floor pockets is restricted to ACCD personnel.
- Under no circumstance shall anyone other than ACCD personnel make service connections.
- The ACCD offers a limited inventory of utility services connections and rental equipment to our clients for their exclusive use on a first come first served basis. The ACCD cannot guarantee availability of utility and IT services or rental equipment.
- ACCD is not responsible for power failures or fluctuations in voltage, air, or water pressures. Equipment with strict tolerances may require regulating devices. Exhibitors must arrange regulatory values, line conditioners, backflow prevention devices, etc.
- All equipment and connections regardless of source of power must comply with federal, state and local safety codes.
- Special equipment connections requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without ACCD personnel. All service connections to ACCD utilities must be made by ACCD personnel only.
- Exhibitor agrees to indemnify and hold harmless the ACCD, City of Austin, and their respective officers, agents and employees, against and from any and all claims for property damage and personal injury including death, arising out of or in any way caused by exhibitor's negligence in the use or misuse of the utility outlets, equipment, etc., supplied to exhibitor by the ACCD under this order.
- The exhibitor will be responsible for damage to electrical, water, compressed air, and drainage network or equipment caused by exhibitor's equipment, acts, and/or omissions.
- If by any reason of default on the part of the exhibitor hereunder, it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney's fee expended or incurred by the ACCD in connection herein.

UTILITY SERVICES

Electrical Terms and Conditions

- A standard electrical outlet is a single female receptacle. Multi-outlet fixtures are available for purchase. Exhibitors are permitted to provide their own multi-outlet strips and extension cords.
- Labor
 - A. Labor is charged for:
 1. Any four (4) utility services in one (1) booth.
 2. Installation of utilities after booth display and/or carpet has been installed.
 3. Relocating/moving installed services.
 4. Re-taping electrical cords.
 5. Resetting breakers due to exhibitor equipment.
 6. Orders submitted without a booth diagram with installation instructions.
 - B. Labor (if required) is charged in increments of one (1) hour with a one (1) hour minimum.
 - C. Labor charges are NOT available at a discount.
- If special electrical connections are required, the exhibitor is responsible for furnishing the associated wiring schematics and required connectors. Exhibitor will be responsible for all labor charges involved in connecting and disconnecting wires. Please contact the ACCD Exhibitor Services Division at ACCDExhibitorServices@austintexas.gov with any special wiring requirements.
- Use of open clip sockets, latex or lamp cord wire, duplex or triplex plug is prohibited.
- All exhibitor provided cords must be of the three (3) wire grounded type. All exposed non-current carrying metal parts or fixed equipment which are liable to be energized shall be grounded.
- Electrical equipment is to be installed, operated, and maintained in a manner which does not create a hazard to life or property.
- Connection rates cover bringing the service to the booth in the manner and location most convenient to the ACCD and do not include adapters or special wiring.
- Each exhibitor must order power separately. Exhibitors are not allowed to share power sources.
- Unauthorized use of electrical services will be terminated, or exhibitor must pay utility service charges associated with service.

Installation Notice – 208/220 Volt Electrical Services

- Connecting ACCD wires directly to exhibitor equipment is prohibited. Examples include, but are not limited to, hot tubs, stoves/ovens and RV's.
- Connection rates include bringing service to the booth from the floor pocket. Does not apply to 200/400amp services.
- Connection rates do not include adapters or special wiring.
- **200/400amp services are available in specific locations. Exhibitor is responsible for providing the cable and rigging services required to connect.**
- **200/400amp services terminate in cam-lock connections.**
- If special electrical adapters or plugs are required, exhibitor must provide the wiring schematics with required connectors (male & female).
- Customers are responsible for labor charges required to connect and disconnect wires and/or adapters.
- Please contact ACCD Exhibitor Services and request the Exhibitor Services Representative for your event if you have any questions.

ADAPTER TYPE BY PRODUCT

Electrical Outlets		
Product ID	Product Description	Receptacle
E104	120 Volts 30 AMP (Only one device)	L5-30R
E203	120 Volts 20 AMP Ceiling Power	Standard
Product ID	Product Description	Receptacle
P202	208 Volts/Single Phase 20 AMP	NEMA L6-20R
P203	208 Volts/Single Phase 30 AMP	NEMA L6-30R
P206	208 Volts/Single Phase 60 AMP	Cam Locks
P210	208 Volts/Single Phase 100 AMP	Cam Locks
P302	120/208 Volts/3 Phase 20 AMP	NEMA L21-20R
P303	120/208 Volts/3 Phase 30 AMP	NEMA L21-30R
P306	120/208 Volts/3 Phase 60 AMP	Cam Locks
P310	120/208 Volts/3 Phase 100 AMP	Cam Locks
P320	120/208 Volts/3 Phase 200 AMP	Cam Locks
P340	120/208 Volts/3 Phase 400 AMP	Cam Locks
Product ID	Product Description	Receptacle
L102	Extension Cord w/ Single Plug	Standard

Compressed Air Terms and Conditions

- Exhibitor is responsible for providing the cubic feet per minute (CFM) and the pounds per square inch (PSI) requirements. Without this information, we will be unable to provide service to your exhibit. Please call ACCD Exhibitor Services Division for assistance.
- Exhibitor is responsible for providing compatible adapters to hose lines (3/8" or 5/8" fittings).

Water/Drain Terms and Conditions

- **Water**
 1. All equipment using water must have an inlet and outlet properly tagged by the exhibitor and must connect to a 3/4" hose coupler.
 2. All equipment using water must include a backflow prevention device. Without this device, the ACCD will be unable to provide service to your booth.
 3. All water supplies must be set to the off position at the end of each day.
 4. Availability of water services are subject to restrictions imposed by the City of Austin Water/Wastewater Utility.
- **Drainage**
 1. Drains are not designed to handle the discharge of large volumes of water.
 2. Drains are strictly for water. Other arrangements must be made for the disposal of materials such as grease, food products, etc.
 3. Any exhibitor using 5 gallons or more for their exhibit is required to purchase a water and drain connection.
 4. Any exhibitor that is found draining water directly into our floor pockets will automatically have the water and drain service accessed to their invoice, at the floor rate in effect.

Rigging / Ceiling Power Guidelines

- **Rigging Services** – Freeman Audio Visual is the exclusive provider of rigging services for the Austin Convention Center, and preferred rigging provider for Palmer Events Center.
 - **Please contact Phil Sherrod with Freeman Audio Visual at 512-827-3200 / phillip.sherrod@freemanco.com.**
- ACCD must be made aware of any rotating signs, any signs that use a hoist/motor and any signs.
- All ceiling electrical services must be ordered through the Austin Convention Center Department Exhibitor Services Division. Online ordering is available at www.austinconventioncenter.com.
- Electrical cabling is provided for basic 120V electrical services.
- The Austin Convention Center Department does not provide labor to run cabling overhead. Please contact your General Service Contractor.
- **Electrical cabling is NOT provided for services included in the "Power for Motors or Special Equipment" price list below.** Exhibitors are responsible for providing electrical cabling and contacting Freeman Audio Visual for Rigging Services.
- Please refer to the table on page 4 of this packet for the receptacle that will be provided with each service.

2025 Utility Exhibitor Price List

Code	Description	U/M	Incentive Price	Standard Price	Floor Price
Electrical Services - Utilities (EL)					
Electrical Outlets					
E101	120 Volt Outlet 0-1000 Watts (8AMP)	EA	88.00	110.00	165.00
E102	120 Volts 15 AMP	EA	104.00	130.00	195.00
E103	120 Volts 20 AMP	EA	112.00	140.00	210.00
E104	120 Volts 30 AMP (NEMA L5-30R)	EA	152.00	190.00	285.00
E203	120 Volts 20 AMP - Ceiling Power	EA	180.00	225.00	385.00
Equipment					
L106	Adaptor	EA	50.00	50.00	50.00
L102	Extension Cord w/Single Plug	EA	25.00	25.00	25.00
L103	Multi-Outlet Strip - 6 Outlets	EA	25.00	25.00	25.00
Power for Motors or Special Equipment					
P202	208 Volts/Single Phase 20 AMP	EA	216.00	270.00	405.00
P203	208 Volts/Single Phase 30 AMP	EA	264.00	330.00	495.00
P206	208 Volts/Single Phase 60 AMP	EA	416.00	520.00	780.00
P210	208 Volts/Single Phase 100 AMP	EA	640.00	800.00	1,200.00
P302	120/208 Volts/3 Phase 20 AMP	EA	320.00	400.00	600.00
P303	120/208 Volts/3 Phase 30 AMP	EA	368.00	460.00	690.00
P306	120/208 Volts/3 Phase 60 AMP	EA	600.00	750.00	1,125.00
P310	120/208 Volts/3 Phase 100 AMP	EA	960.00	1,200.00	1,800.00
Facilities - Maintenance (FA)					
Air/Water/Gas/Drainage					
A200	Sink (Includes Water & Drain)	EA	360.00	450.00	675.00
A501	Water & Drainage	EA	240.00	300.00	450.00
A101	Compressed Air (Per connection)	EA	180.00	225.00	340.00
Labor - Standard (LA)					
Labor - Operations					
M101	Event Electrical Labor per hour	EA	65.00	65.00	65.00

IT SERVICES

Technical Services Terms and Conditions

ALL USERS OF ACCD TECHNICAL SERVICES MUST COMPLY WITH OPERATING GUIDELINES

TERMS AND CONDITIONS

- Internet Connections are charged per IP address.
- Internet addresses are provided by ACCD upon confirmation of order on a first come, first serve basis.
- Additional labor and material charges may be added for designing and installing special networks.
- The ACCD is not responsible for network saturation or failures caused by misuse, power fluctuations, etc.
- Technical service fees do not include electrical services necessary for workstation(s).
- Users are responsible for configuration of their own equipment.
- The ACCD is not responsible for network saturation or latency outside of the building.
- Acts of God and network failure outside of the building are not the responsibility of the ACCD.
- Please contact the ACCD IT Services Division at 512-404-4044 for any questions regarding ordering technical services or to obtain copies of operating guidelines.

Wi-Fi Operating Guidelines

- The Austin Convention Center Department (ACCD) is the exclusive provider for wired and wireless (Wi-Fi) services for the Austin Convention Center and Palmer Events Center. The ACCD Wi-Fi service offers internet access at speeds up to 3Mbps servicing clients, exhibitors, and attendees.
- Wireless internet service is vulnerable to interference from other wireless devices such as Wi-Fi routers, wireless cameras, cell phones and personal Wi-Fi hotspots.
- Wireless users in the Exhibit Halls may experience higher levels of interference due to the nature of the event and any electronics/equipment that may be a part of a product demonstration or display.
- If you are conducting a product demonstration, presentation or streaming video over the internet, we strongly recommend the purchase of a wired internet connection.
- ACCD requests your cooperation in the eliminating/minimizing the use of these devices to improve the quality of wireless services in our facility.

2024 Exhibitor IT Services Price List

Price List Item & Description		U/M	Incentive Price	Standard Price	Floor Price
IT Services (IT)					
Technical Services					
2300-H100	Credit Card Processing - Ethernet 1Mbps	EA	115.00	150.00	230.00
2300-H101	10Mbps Internet Service; 1 IP address. DHCP only	EA	640.00	800.00	1,280.00
2300-H102	20Mbps Internet Service; 1 IP address. DHCP only	EA	960.00	1,200.00	1,920.00
2300-H103	30Mbps Internet Service; 1 IP address. DHCP only	EA	1,280.00	1,600.00	2,360.00
2300-H104	Additional IP Address (DHCP only)	EA	160.00	200.00	320.00
2300-H105	Public/Static IP Address	EA	240.00	300.00	480.00
2300-H312	Network Patch Cable (Up to 30ft.)	EA	65.00	65.00	65.00
2300-H405	Ethernet Switch-Unmanaged	EA	225.00	300.00	450.00
Telephone					
2400-T401	Specialty Programming	EA	50.00	50.00	50.00
2400-TC201	Digital Conference Phone - Local / Long Distance (s	EA	230.00	315.00	460.00
2400-TM301	Digital Phone - Local / Long Distance (Multiline)	EA	230.00	315.00	460.00
Labor - Standard (LA)					
Labor - IT					
3001-M103	Technical Labor per hour	EA	150.00	150.00	150.00

ACCD Exhibitor Services – Floor & Booth Layout

Event: Champs Trade Shows
Discount Deadline: 08/24/25

Event Dates: 09/09/25 to 09/11/25
Floor Rate Applies: 09/04/25

Company Name	Booth Number	Booth Size

SCALE (check one)

- ☐ 1 Square = 1 Ft (Default)
- ☐ 1 Square = _____ Ft
- ☐ X = 10 x 10 Booth
- ☐ X + Y = 10 x 20 Booth
- ☐ X + Y + Z = 20 x 20 Booth

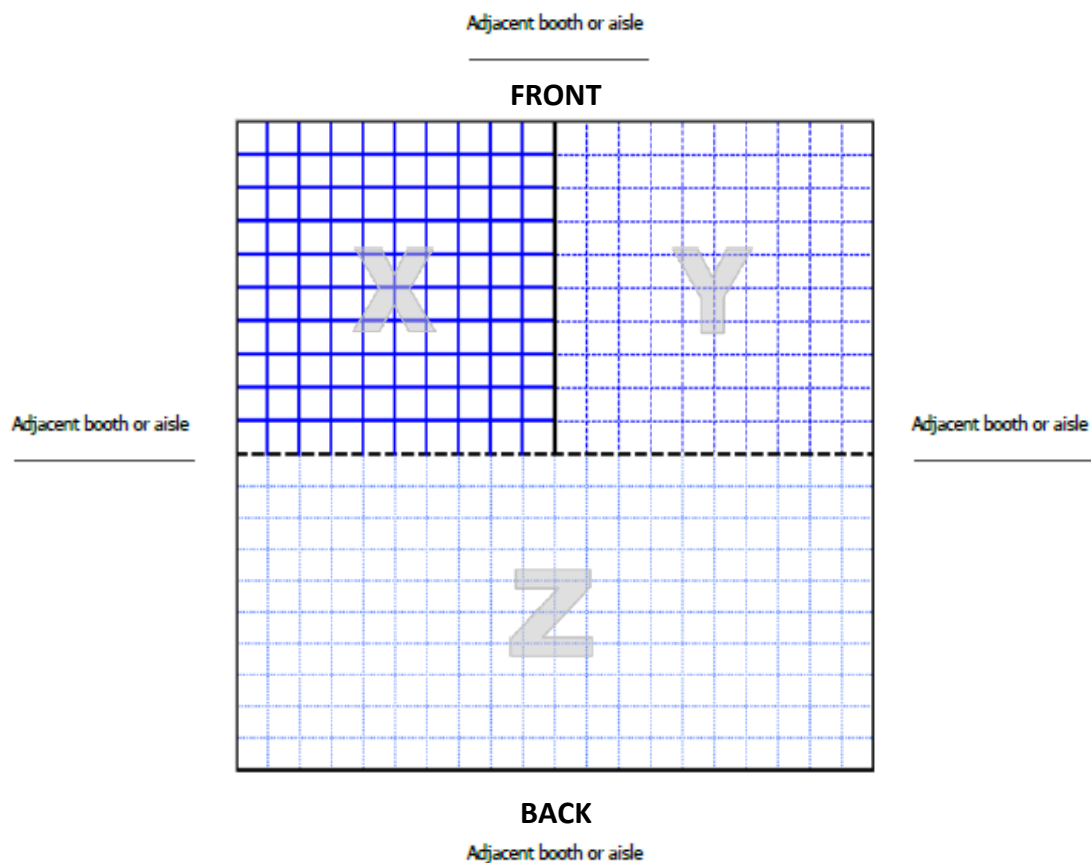
IMPORTANT INFORMATION

- Labor charges apply to orders with four (4) or more services.
- Mark the adjoining booth number and/or aisles for orientation.
- Use the coordinates or the boxes as a scale for placement of services.
- Grids submitted without orientation will default to marked "FRONT" and "BACK" booth orientation shown below.

LEGEND

- X** Power Outlet
- I** Internet
- P** Phone
- Water
- ▲** Air

Exhibitors may contact show management for a copy of the exhibit show floor plan



Client & Exhibitor Service Yard and Entry Rules

PLEASE ENSURE EXHIBITORS ARE PROVIDED WITH THESE RULES

- ID or credentials required to enter at the services entrance of the ACCD – all persons entering must check in with ACCD Security.
- No possession or use of alcohol or illegal substances.
- All containers, packages and vehicles subject to inspection.
- The unlicensed possession of weapons by persons on ACCD property is a felony.
- Event or show requests to demonstrate, trade, display or sell any firearms, simulated firearms, or dangerous weapons must be made in writing to the ACCD (90) days prior to the first contract date.
- Children under 17 are prohibited from ACCD service yards and Exhibit Halls during move in/out.
- The ACCD service yard is closed during show hours except for ACCD business. Due to safety and security, exhibitors and attendees are prohibited from using the service yard entrances and exits while the show is in progress.
- No animals other than trained service dogs or with prior ACCD approval
- All pedestrians must use the pedestrian gate when entering the service yard.
- No speeding or reckless use of vehicles, forklifts, carts or equipment. Clients, service contractors and exhibitors must comply with all federal, state and municipal fire codes that apply to a place of public assembly, as well as Occupational Safety and Health Association (OSHA) regulations.

Questions? Please contact a Security Coordinator or Austin Convention Center Security Control at (512) 404-4111.



Sampling Request Form 2025

Sampling is not permissible unless all criteria are met and approval is granted.

Items sampled must be products directly associated with the exhibiting company (booth exhibitor).

Examples include: manufactured, marketed, sold or distributed by the exhibiting company.

Traffic promoters not directly associated with the exhibiting company must be purchased through Austin Convention Center Catering

Sample Sizes

All items are limited to SAMPLE SIZE. The maximum sample sizes are as follows:

Food Items limited to 1 ounce "bite size".

Beverage items limited to 3 ounces.

If the exhibiting company wishes to distribute larger portion sizes, approval must be granted and a fee may be applied.

No Alcohol Permitted

Under no circumstances may outside alcohol be brought on premise. All alcoholic beverages must be purchased through and served by Austin Convention Center Catering.

Cooking on Premise and Sterno Use

Exhibitor cooking is not permitted unless approved in advance by the Austin Convention Center, Catering Manager and the AFD Fire Marshal.

Sterno may be used in approved booths following appropriate requirements outlined by the Fire Marshal.

Temporary Food Event Permit

The City of Austin / Travis County Health Department requires the show management (not the individual exhibitor) to submit a Temporary Food Event Application. If approved, they will be issued a Permit to Operate.

Provide your tradeshow contact person with the details of your sampling so they may apply on your behalf.

Fees will be assessed by the City of Austin / Travis County Health Department for each sampling booth.

Please visit <https://www.austintexas.gov/department/temporary-food-events> for current rates.

The individual booth must have the original copy of the Temporary Food Service - Permit to Operate displayed at their booth.

The applicant agrees to indemnify and hold harmless Austin Convention Center Catering, the Austin Convention Center Department and the City of Austin from all liabilities, damages, losses, costs, or expenses resulting directly or indirectly from disposition of such items.

Food and beverages for on-site consumption MAY NOT BE SOLD on the premises.

This form only represents approval from the Austin Convention Center & Palmer Events Center.

Confirm with show management that a Temporary Food Permit has been secured for your booth.

Name of Event:

Event Dates:

Booth Name:

Booth #:

Applicant Name:

Email:

Phone:

Onsite Contact Name:

Phone:

Product(s) you wish to dispense:

Size of portion to be dispensed:

Sterno or heat source to be used

Yes

No

In signing below, I understand and agree to the terms and conditions above:

Applicant Signature:

Date:

Approval Signature:

Date:

Contact your sales representative:

Kerry Craig

kcraig@levyrestaurants.com

512-404-4137

AUSTIN
CONVENTION CENTER
CATERING

Booth Responsible Party Identification

Each individual booth operator or responsible party is required to complete and submit the following form as part of a complete application. Please print and use additional sheets if applicable.

Booth Responsible Party: _____

Booth Name: _____
(Ex. Business Name or Name for individual booth)

Is this a mobile vending unit? ☐ Yes ☐ No Where is the mobile vending unit permitted? _____
**Supervisor approval may be required*

Mobile vending VIN number _____ **Will your booth set up be outside your unit:** ☐Yes ☐No
**Required for submission*

Type of food/beverages to be served (check all that apply) Please be general i.e (BBQ Meats, Condiments)

☐ Hot foods: _____

☐ Colds foods: _____

☐ Beverages: _____

The food will be obtained from the following approved sources (check all that apply):

☐ I operate from/own a permitted food facility (such as a restaurant).

Food Facility Name: _____

Food Facility Address: _____

Address	City	State	Zip
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☐ I will purchase food from a permitted food facility (such as a grocery store or restaurant) on the day of the event and bring the food directly to the event. **I will maintain my receipts from the purchase on-site at the event for verification.**

Food Facility Name: _____

Food Facility Address: _____

Address	City	State	Zip
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I hereby certify that I have received the guidelines for temporary food service requirements provided by the Austin Public Health. I understand that, as a condition of my operation at this event, I am responsible to ensure that these guidelines are strictly adhered to at all times. I will conform to these guidelines and ensure that all individuals involved in this operation conform to these guidelines. Failure to do so may result in the immediate suspension of my operation at this event and may result in a complaint being filed against me in the Municipal Court of the City of Austin for a violation of these guidelines and the Code of the City of Austin, Travis County Precinct Court, or municipality where event is held. I understand that such a complaint may result in a fine of up to \$2,000 on conviction.

Signature: _____ **Printed Name:** _____ **Date:** _____

Mailing Address:

Address	City	State	Zip
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Driver's License: _____ **Date of Birth:** _____ **Phone Number:** _____

DL # _____ State _____