TEAMWORK
7500 Exchange Drive
Orlando, FL 32809
P. (407) 438-7480 F. (407) 438-7481

TABLE OF CONTENTS

TEAMWORK EVENT SPECIALISTS

- Introduction Letter From Teamwork Event Specialists
- General Information (Move-In, Show Hours, and Move-Out Information)
- Ordering Procedures & Helpful Hints: Discount Deadline: **Monday, January 22, 2018**

Teamwork Services Order Forms

- Credit Card Authorization **(ALL EXHIBITORS MUST COMPLETE THIS FORM)**
- Third Party Payment Agreement
- Standard Furnishings
- Carpet
- Booth Cleaning
- Labor (display labor, forklift labor, non-electric hanging signs weighing up to 200 lbs.)
- Freight Rates and Shipping Instructions
- Freight Worksheet
- Freight FAQs & Handling Hints
- Advance/Direct Shipping Labels

- Exhibitor Appointed Contractor Form – Deadline for Submission: **Friday, January 12, 2018**
- Order Form - Order Recap
- Exhibitor Safety & Security

WYNN LAS VEGAS EXHIBITOR SERVICES

- Electricity/Plumbing – **Edlen** – Deadline for Submission: **Tuesday, January 16, 2018**
- Internet – **Wynn/Encore** – Deadline For Submission: **Monday, January 22, 2018**
- Floral and Green Plants – Deadline for Submission: **Monday, January 22, 2018**
- Entertainment Production Services (AV & Rigging) – Deadline for Submission: **Monday, January 22, 2018**

IMPORTANT INFORMATION ABOUT LABOR, MATERIAL HANDLING & SHIPPING

- Rules & Regulations
- Move-Out Information
- Limits of Liability
- **YRC** Exhibit Transportation (Recommended Show Carrier)

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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Dear Exhibitor:

Teamwork Event Specialists is pleased to have been chosen to serve as your Official Service Contractor for the **ATMIA US Conference 2018**. We have enclosed in this packet the necessary show services order forms to assist in your show planning. In order to guarantee the availability of the desired items, we encourage you to order early.

To qualify for discount prices on applicable Teamwork services, full payment must be included with your order and received in our office by **Monday, January 22, 2018.** Orders without payment will be held in a pending status until payment is received.

A credit card must be on file with Teamwork to ensure payment for your order and for material handling. No goods or services will be rendered without a credit card accompanying this order. Payments to your account via check or wire transfer must be received in our office no later than Monday, January 22, 2018 so as to allow adequate time for processing. A credit card must still be placed on file with us to ensure full payment of all charges outstanding at the close of the show. Please visit the Teamwork Service Desk to finalize your invoice. No adjustments will be made after the close of the show.

For assistance with renting furnishings and accessories, hiring labor to install your booth, or for shipping materials for the event, please call please contact our Event Specialist Team at: (407) 438-7480, or you may email us at Laura.Thompson@teamwork-inc.com.

Contact information and discount deadlines for services rendered by vendors other than Teamwork (such as Electricity, Audio Visual, Internet and Floral) may be found on the individual forms for each service.

Thank you, and we look forward to working with you to help make the ATMIA US Conference 2018 a tremendous success.

Sincerely,

Teamwork Event Specialists

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GENERAL INFORMATION

LOCATION & DATES

Show Location(s): Wynn Las Vegas
Lafite Ballrooms 4-9
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

Show Dates: February 6-8, 2018

EXHIBITOR MOVE – IN

Exhibitors may begin moving in according to the following date(s) and time(s):

Tuesday, February 6, 2018 8:00 AM – 4:30 PM

SHOW HOURS

The Exposition Hall will be open during the following date(s) and time(s):

Tuesday, February 6, 2018 6:30 PM – 8:30 PM*****
*****Open Reception in Exhibit Hall

Wednesday, February 7, 2018 10:30 AM – 5:30 PM
Thursday, February 8, 2018 10:45 AM – 12:45 PM

EXHIBITOR MOVE - OUT

Exhibitors may begin moving out according to the following date(s) and time(s):

Thursday, February 8, 2018 12:45 PM – 4:30 PM

Outside carriers must be checked in by 4:30 PM on Thursday, February 8, 2018. Please see the Move-Out Information sheet in this manual for more details about move-out.

Please note: Overtime rates apply Monday through Friday before 8:00 AM and after 4:30 PM, and all day Saturday and Sunday. Please refer to the Material Handling and Labor Rates is this manual and remember to budget accordingly.

STANDARD BOOTH EQUIPMENT

Each *10' x 10'* or as assigned booth includes the following standard equipment:

- 8' Backwall Drape: Burgundy/Cream/Cream/Burgundy
- 3' Side Rail Drape: Burgundy
- Wastebasket
- Booth ID Sign

Please note: The hotel ballroom is carpeted in a mulit-colored pattern.

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GENERAL INFORMATION

ADVANCE SHIPPING

Advance shipping begins Wednesday, December 27, 2017 at 8:00 AM and ends on Friday, January 26, 2018 at 3:30PM.

Advance shipping address:

YRC Transportation
C/o Teamwork
(Exhibitor Name & Booth Number)
ATMIA 2018
5049 W Post Rd.
Las Vegas, NV 89118

Contact: Event Services
Phone: (407) 438-7480

Shipments arriving after January 26 will be accepted at the advance warehouse. An off-target surcharge of 30% will apply.

PLEASE NOTE THE ADVANCED RECEIVING WAREHOUSE WILL BE CLOSED DEC. 24-25, 2017, AND JAN. 1, 2018

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

DIRECT SHIPPING

Direct Shipping will be on Tuesday, February 6, 2018 from 9:00 AM – 4:00 PM ONLY. Shipments received before or after these dates and times may be subject to off-target surcharges (see Material Handling Rate Sheet) and risk being refused and returned to sender.

Direct shipping address:

Wynn Las Vegas
Attn: Teamwork – Lafite Ballrooms 4-9
(Exhibitor Name & Booth Number)
ATMIA 2018
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

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

The Wynn Las Vegas prefers NOT TO RECEIVE Exhibitor Materials as they do not have sufficient storage space.

TEAMWORK ADVANCE ORDER DISCOUNT DEADLINE

Discount prices apply to those orders received with payment in full no later than:

Monday, January 22, 2018

For additional information, please contact our Event Specialists at 407-438-7480, or email Laura Thompson at Laura.Thompson@teamwork-inc.com.

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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ORDERING INFORMATION & HELPFUL HINTS

The Order Form for services provided by Teamwork Event Specialists consists of several forms. Please complete the parts of each section that apply to your order and return the completed pages to Teamwork Event Specialists for processing. It is not necessary to return pages for services you did not order.

PAYMENT POLICIES AND CREDIT CARD AUTHORIZATION

All Exhibitors or third parties responsible for payment for services ordered must complete this section. A credit card authorization must be on file with Teamwork Event Specialists prior to move-in to cover any additional charges incurred at show site. Orders will not be processed and materials will not be received on behalf of your booth without this information.

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

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

BOOTH FURNISHINGS AND SERVICES

- Rental items not ordered, yet found in booths, are invoiced at "Standard-Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of TEAMWORK Convention Service Contractors.

MATERIAL HANDLING AND LABOR

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

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

ORDER RECAP

The Order Recap Form gives you the opportunity to double-check your order - proactive planning can save you valuable time and money on the show floor. Also, be certain to return your order forms for Audio Visual, Internet, Cleaning and Electrical services directly to the vendors listed on the forms, as Teamwork does not provide these services.

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ATMIA US CONFERENCE 2018
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FEBRUARY 6-8, 2018

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CREDIT CARD AUTHORIZATION FORM

ORDERS WILL NOT BE ACCEPTED UNLESS A CREDIT CARD IS ON FILE. ALL ACCOUNTS MUST BE SETTLED PRIOR TO THE CLOSE OF THE SHOW. An Invoice will be prepared at the show for signature and payment. For your convenience, in addition to cash or company check (no personal checks), we accept MasterCard, Visa and American Express. At the close of the show, exhibitor freight will not be released for shipment until all unpaid invoices have been settled at the Teamwork Service Desk. Please notify your company representative who will be at show site of our payment policy.

A purchase order is not considered payment. If your company has any unpaid balances for previous services, payment in full will be required before new orders will be or can be accepted. Note that we do not accept Discover Credit Cards.

The exhibiting firm is ultimately responsible for payment of all costs incurred on its behalf (See Third Party Payment Policy form).

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

Please complete the information requested below and return this form with your orders. Your preferred method of payment will be used, if other than the credit card on file, to complete this order at the close of the show. Any show site balances or charges for outbound labor, freight or miscellaneous items not paid before the show closing will be charged to your credit card.

IMPORTANT: TO OBTAIN THE DISCOUNT PRICING, FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER AND BE RECEIVED BY TEAMWORK BY THE PUBLISHED DISCOUNT DEADLINE.

Credit Card Information:

CHARGE TO (check one)	☐VISA	☐MASTERCARD	☐AMERICAN EXPRESS
Card Number:		Expiration Date:	CCV
Card Holders Name:		Card Holders Signature:	

Billing Information:

Card Billing Address:			
City:	Country:	State:	ZIP:
Telephone:		Email:	
Exhibiting Company Name:		Booth No:	

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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3RD PARTY PAYMENT AUTHORIZATION FORM

Teamwork will present show site invoices to third parties for payment of services rendered to exhibitors provided the following conditions are met:

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

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

☐ALL SERVICES ☐Labor : ☐Furniture ☐Material Handling (Round Trip) ☐Carpet

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

Credit Card Information:

Exhibitor	**3rd Party**
CHARGE TO (check one) ☐VISA ☐MASTERCARD ☐AMERICAN EXPRESS	CHARGE TO (check one) ☐VISA ☐MASTERCARD ☐AMERICAN EXPRESS
Card Number:	Card Number:
Expiration Date: CCV	Expiration Date: CCV
Card Holders Name:	Card Holders Name:
Card Holders Signature:	Card Holders Signature:

Billing Information:

Card Billing Address:			Card Billing Address:		
City:	State:	ZIP:	City:	State:	ZIP:
Telephone:	Fax:		Telephone:	Fax:	
Exhibiting Company Name:		Booth No:	Exhibiting Company Name:		Booth No:
Email:			Email:		

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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STANDARD FURNISHINGS ORDER FORM

Discount Deadline: *Monday, January 22, 2018*

RENTAL PRICE INCLUDES DELIVERY & REMOVAL FROM BOOTH FOR WHOLE SHOW.

TABLES	QTY	DISC. RATE	STANDARD RATE	TOTAL
DRAPED DISPLAY TABLES				
Draping includes white vinyl top & 3 sides				
choose table size & color				
30" High				
Circle color: Blue-Black-Burgundy-Hunter Green-Gray-Red-White				
2' x 4' x 30"	( )	$127.13	$158.92	
2' x 6' x 30"	( )	$149.80	$187.25	
2' x 8' x 30"	( )	$191.06	$238.82	
4th side of table draped	( )	$50.92	$63.65	
42" High				
2' x 4' x 42"	( )	$167.64	$209.56	
2' x 6' x 42"	( )	$183.62	$229.54	
2' x 8' x 42"	( )	$205.40	$256.75	
4th side of table draped	( )	$50.92	$63.65	
UNDRAPED DISPLAY TABLES				
30" High				
2' x 4' x 30"	( )	$57.24	$71.56	
2' x 6' x 30"	( )	$67.66	$84.58	
2' x 8' x 30"	( )	$78.80	$98.50	
42" High				
2' x 4' x 42"	( )	$72.85	$91.07	
2' x 6' x 42"	( )	$87.82	$109.76	
2' x 8' x 42"	( )	$94.56	$118.20	
RISERS (white vinyl)				
4' One Step	( )	$55.38	$69.23	
6' One Step	( )	$73.92	$92.46	

SEATING	QTY	DISC. RATE	STD. RATE	TOTAL
Upholstered Arm Chair	( )	$79.16	$98.96	
Side chair	( )	$64.30	$80.38	
Padded Stool	( )	$94.42	$118.02	

ACCESSORIES	QTY	DISC. RATE	STD. RATE	TOTAL
30"high x 30" D Round Table	( )	$102.08	$127.61	
42"high x 30" D Round Table	( )	$108.16	$135.19	
Wastebasket	( )	$21.14	$26.42	
Easel	( )	$41.95	$52.45	
Bag Rack	( )	$102.45	$128.08	
Fishbowl	( )	$27.32	$34.16	
Chrome Sign Frame (22" x 28")	( )	$102.45	$128.06	
4 Sided Literature Stand	( )	$214.66	$268.33	
5 Pocket Literature Stand	( )	$127.49	$159.39	
3 Section Literature Pocket	( )	$47.81	$59.77	
4'x8' Peg Board	( )	$149.61	$187.02	

Sub Total: $_____

Tax: 8.25% $_____

TOTAL $_____

Carry this Total to Order Recap Page

PAYMENT POLICY: Payment in full for rental charges, including applicable tax, must accompany advance order and must be received by deadline date In order to qualify for discount rates. All orders placed at the Service Desk will be charged at standard rates.

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

Please print or type information below:

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

CARPET ORDER FORM

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Discount Deadline: *Monday, January 22, 2018*

STANDARD CARPET	QTY	DISC. RATE	STANDARD RATE	TOTAL
10' x 10'	( )	$178.06	$222.56	
10' x 20'	( )	$355.34	$444.18	
10' x 30'	( )	$533.76	$667.20	
10' x 40'	( )	$711.79	$889.74	

Price includes installation & taping front edge.
No guarantee of color match when ordering multiple carpets.

Circle color: Blue - Burgundy - Gray - Red - Hunter Green- Black

CUSTOM CARPETING	DISC. RATE per sq ft	STANDARD RATE per sq ft	TOTAL
BOOTH SIZE: _____ft. x _____ft. = _____ sq ft. (100 sq ft minimum)	$4.82	$6.02	

Circle color: Blue - Burgundy - Gray - Red - Hunter Green - Black

CARPET PADDING	DISC. RATE	STANDARD RATE	TOTAL
BOOTH SIZE: _____ft. x _____ft. = _____ sq ft. (100 sq ft minimum)	$2.23	$2.80	

Price includes installation

VISQUEEN (poly covering)	DISC. RATE	STANDARD RATE	TOTAL
BOOTH SIZE: _____ft. x _____ft. = _____ sq ft. (100 sq ft minimum)	$0.37	$0.47	

Price includes installation

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

All orders placed at the Service Desk will be charged at standard rates.

No telephone orders are accepted.

Full payment must accompany order.
Total items ordered and enter on recap sheet/ payment form.

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

Subtotal: $_____

8.25% Rental Tax:$ _____

TOTAL $_____
Carry this Total to Order Recap Page

Please print or type information below:

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

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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CARPET CLEANING & PORTER SERVICE

ALL VACUUMING, GENERAL CLEANING AND SHAMPOOING ORDERS ARE COMPUTED BASED ON THE GROSS SQUARE FOOTAGE OF YOUR BOOTH.

INDICATE YOUR REQUIREMENTS	Discount per sq foot	Standard per sq foot
Daily Vacuuming	$0.45	$0.47
One-time only before show opening	$0.52	$0.54
Shampoo (available upon request)		

BOOTH SIZE:

_____ ft. X _____ ft. = _____ Total Square Footage

Total Sq Ft _____ X $_____ Rate X # of Days ____ = $_____

TOTAL $_____
Carry this Total to Order Recap Page

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

All orders placed at the service desk will be charged at standard rates. All balances must be settled at the service desk prior to Show closing. All charges are payable in U.S. funds only. Check, Cash, Traveler's Checks, Visa, MasterCard and American Express are accepted.

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

Please print or type information below:

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

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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LABOR ORDER FORM

LABOR RATES FOR INSTALLATION & DISMANTLING OF EXHIBITS

Exhibitor must come to the service desk to sign in and out for labor required.

Installation & Dismantle Labor

Straight Time - 8:00 AM to 4:30 PM - Monday thru Friday — $ 99.00 Per Hour/Per Person

Overtime - Before 8:00 AM and after 4:30 PM - Monday thru Friday, all day Saturday & Sunday — $154.00 Per Hour/Per Person

Hanging Signs and Forklift Labor: Please call for quote.

One hour minimum per worker, thereafter, 1/2 hour increments.

2 Carpenters required before Apprentice work can be requested.

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

Date	Start Time	No. of People	X	Approx. Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Estimated Total Cost
Installation Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@			
								Teamwork Supervision		
								Total		

Dismantle Labor										
			x		=		@		=	
			x		=		@		=	
			x		=		@			
								Teamwork Supervision		
								Total		

Please check service required:

☐ **Teamwork Event Specialists Supervision**
Hourly rate plus 30% Supervision Charge/Minimum $45.00

☐ **Exhibitor Supervision:**
All work performed must be under the supervision of the exhibitor.

Name of Carrier_____
#Crates_____ #Cartons_____ #Skids_____

☐Teamwork Rental Carpet ☐Display Includes Carpet

Shipped to: ☐ Warehouse ☐ Show site

If Exhibitor Supervised, Exhibitor must come to the labor desk To check labor in when ready to start and out when done.

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

Please print or type information below:

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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LABOR ORDER FORM

Please complete this form and return it to Teamwork Event Specialists ONLY if your display is to be set up and/or dismantled by Teamwork Event Specialists and there will not be a labor supervisor from your company present.

INBOUND SHIPPING INFORMATION

Carrier:_____ Carrier Phone #: _____

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

From (city & state): _____

Total Number of: ☐ Crates: ☐ Cartons: ☐ Cases: ☐ Other:

SET UP INFORMATION

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

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

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

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

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

Electrical Placement: ☐ Drawing Attached ☐ Drawing with Exhibit Installed under carpet: ☐ Yes ☐ No

My exhibit has a key ☐Yes ☐No If "Yes", the key is located in:

Comments:

In case of emergency, please call: At:

OUTBOUND SHIPPING INFORMATION

At show close, please ship my exhibit to:

NAME: _____ PHONE: _____

STREET/CITY: _____STATE:_____ ZIP: _____

SHIPPING CHARGES ☐COLLECT ☐PREPAID

IF EXHIBITOR-DESIGNATED CARRIER, PROVIDE NAME & PHONE #:

DATE & TIME (pick-up scheduled):

IF CARRIER FAILS TO SHOW UP, SHOULD WE:
☐ RE-ROUTE ON A SIMILAR CARRIER **– OR–**
☐ RETURN SHIPMENT TO THE WAREHOUSE AT YOUR COMPANY'S EXPENSE

NOTE: EXHIBITOR IS RESPONSIBLE FOR CONTACTING ANY CARRIER EXCEPT THOSE RECOMMENDED IN THIS MANUAL. TEAMWORK WILL NOT BE RESPONSIBLE FOR LITERATURE/PRODUCT NOT PROPERLY PACKED AND LABELED BY EXHIBIT PERSONNEL.

Please print or type information below:

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

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

FREIGHT RATES AND SHIPPING INFORMATION

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Teamwork Event Specialists has been designated as the official drayage contractor with the responsibility for the unloading, delivery, reloading and processing of all Exhibitors' freight shipments.

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

WHERE TO SHIP:

Advance Shipments	Direct Shipments
YRC Transportation C/o Teamwork (Exhibitor Name & Booth Number) ATMIA 2018 5049 W Post Rd. Las Vegas, NV 89118	Wynn Las Vegas Attn: Teamwork – Lafite Ballrooms 4-9 (Exhibitor Name & Booth Number) ATMIA 2018 3131 Las Vegas Blvd. South Las Vegas, NV 89109

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

Advance Shipments to Warehouse - 200 Lb. Minimum charge per shipment

- Shipments must arrive on or before Friday, January 26, 2018 at 3:30 PM.
- If freight arrives to warehouse after advanced cutoff date, shipment will be asessed a late fee of 30%.

Crated Materials ……Weight_____ cwt x $85.00 per 100 lbs. = $_____

Uncrated/Special Handling ……..Weight_____ cwt x $110.50 per 100 lbs. = $_____

Direct Shipments to Exhibit Site – 200 Lb. Minimum charge per shipment

- Shipments must arrive Tuesday, February 6, 2018 from 9:00 AM to 4:00 PM only. Otherwise, off target surcharges may apply. Shipments arriving anytime other than Tuesday, February 6, 2018 risk being refused and returned to sender.
- All freight handled on overtime is subject to a surcharge of 30% on each occurance.

Crated Materials……Weight_____ cwt x $80.00 per 100 lbs. = $_____

Uncrated/Special Handling……..Weight_____ cwt x $104.00 per 100 lbs. = $_____

Small Packages – 25 Lb. Maximum

First Small Package ……Weight_____ @ $30.00 per 25 lbs. = $_____

Additional Small Packages on same shipment ……..Weight_____ @ $15.00 per 25 lbs. = $_____

Small Package:
Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 25 lbs. per shipment, per delivery, and includes UPS and Federal Express. All shipments received via air carrier that do not fall into the small package category may be subject to a special handling fee.

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

FREIGHT RATES AND SHIPPING INFORMATION

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

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

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

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or his representative. Teamwork assumes no responsibility for removal of containers with old empty labels, mislabeled or valuables stored inside containers while containers are in storage.

Outbound shipping labels and Bills of Lading will be available at the Service Desk. The Exhibitor or his representative must pack and label their exhibit material and turn in a Bill of Lading for each shipment at the Service Desk before leaving the Show. Teamwork will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the Show, Teamwork reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling, no liability will be assumed by Teamwork.

LIMITS OF LIABILITY AND RESPONSIBILITY

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

Surcharges:

Inbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Outbound Overtime: Additional 30% to the above rate for shipments received before 8:00 AM and/or after 4:30 PM, Monday – Friday, Saturday, Sunday, and union observed holidays. Applied to each occurrence.

Off Target: Additional 30% to the above rate for shipments received after the deadline and/or scheduled move in date.

Freight left in booth: Additional **$7.00 per CWT** for freight left in booth after the close of the show, 2 CWT minimum.

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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FREIGHT RATES AND SHIPPING INFORMATION

Use this worksheet to compute your material handling charges. You do not need to return this form to Teamwork. This is merely a tool to help you form an estimate. All material handling is billed upon receipt, and according to the date and time received, as well as the actual weight upon receipt.

Description	# of Pieces	Carrier	# of CWTs.	Price per CWT	Total Price
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				$	$
				Subtotal:	$
				TOTAL	$

Please note: Overtime rates apply before 8:00 AM and after 4:30 PM Monday – Friday, and all day Saturday and Sunday.

Please print or type information below:

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

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

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WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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FREIGHT FAQS HANDLING HINTS

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

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

What is "Freight Handling/Drayage"? – The term drayage is the moving of exhibit materials from one location to another. Whether you ship to Teamwork's warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at our warehouse or on show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Any exhibitor may bring in his own materials providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit, you would not be permitted access to the loading dock area.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Teamwork Event Specialists use Union labor to move freight. These rates can vary from city to city.

Tips on how you can save money – Read the Freight Handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time, and therefore, may be assessed a special handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – All drivers should attain certified weight tickets for materials prior to arriving at the dock - either at the warehouse or at show site. Teamwork Event Specialists reserves the right to determine weights for all shipments for which weight tickets are not provided at the time of delivery. In cases where Teamwork Event Specialists weighs the shipment, the exhibitor will be charged for double handling.

Small shipments versus large shipments. – Most Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you are planning to ship items from various locations, you may want to ship them all to a central location then forward them to the Service Contractor's warehouse and/or show site. If you ship your materials in one shipment and the carrier makes multiple deliveries to Teamwork, you will be charged for each delivery to our dock, regardless of whether or not the materials were shipped together as one shipment.

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

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

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Two of the most expensive mistakes made by exhibitors are: 1) shipping materials in several shipments, or 2) shipping via UPS or similar carriers that split a single shipment into several deliveries to our dock. Both can be very costly. Remember, each *delivery* incurs a minimum charge.

Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.

Always ship your materials crated – Loose or pad wrapped items are assessed special handling fees.

Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; 4 of 4, etc. We hope this helps you in budgeting for your material handling costs.

ADVANCE SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
NAME OF EXHIBITION

_____
BOOTH NUMBER

YRC
C/O Teamwork
5049 W Post Road
Las Vegas, NV 89118

MUST BE RECEIVED BY:
Friday, January 26, 2018 at 3:30PM

Number _____of_____pieces

ADVANCE SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
NAME OF EXHIBITION

_____
BOOTH NUMBER

YRC
C/O Teamwork
5049 W Post Road
Las Vegas, NV 89118

MUST BE RECEIVED BY:
Friday, January 26, 2018 at 3:30PM

Number _____of_____pieces

ADVANCE SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
NAME OF EXHIBITION

_____
BOOTH NUMBER

YRC
C/O Teamwork
5049 W Post Road
Las Vegas, NV 89118

MUST BE RECEIVED BY:
Friday, January 26, 2018 at 3:30PM

Number _____of_____pieces

ADVANCE SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
NAME OF EXHIBITION

_____
BOOTH NUMBER

YRC
C/O Teamwork
5049 W Post Road
Las Vegas, NV 89118

MUST BE RECEIVED BY:
Friday, January 26, 2018 at 3:30PM

Number _____of_____pieces

DIRECT SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
AME OF EXHIBITION

_____
BOOTH NUMBER

Attn: Teamwork – Lafite Ballrooms 4-9
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

Must deliver between 9:00 AM & 4:00 PM on Tuesday, February 6, 2018.

Number _____of_____pieces

DIRECT SHIPPING LABEL

FROM:

TO: _____
EXHIBITING COMPANY

ATMIA 2018
NAME OF EXHIBITION

_____
BOOTH NUMBER

Attn: Teamwork – Lafite Ballrooms 4-9
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

Must deliver between 9:00 AM & 4:00 PM on Tuesday, February 6, 2018.

Number _____of_____pieces

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ATMIA 2018
NAME OF EXHIBITION

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BOOTH NUMBER

Attn: Teamwork – Lafite Ballrooms 4-9
Wynn Las Vegas
3131 Las Vegas Blvd. South
Las Vegas, NV 89109

Must deliver between 9:00 AM & 4:00 PM on Tuesday, February 6, 2018.

Number _____of_____pieces

Exhibit Services

Reliable trade show shipping services

The show must go on!

YRC Freight is ready to customize transportation solutions for any exhibit shipment, any size load, delivering great service, savings and simplicity.

After the show, specify YRC Freight for the move out on the materials handling agreement (MHA), then give us a call. We'll take it from there.

And if others handle your trade show shipping, remember to tell them about YRC Freight savings and service.

Delivering confidence at the show

- 100% inbound service guarantee* at no additional cost
- On-site Exhibit managers monitor your inbound shipments for on-time, smooth move ins
- Time-Critical expedited
- Comprehensive North American coverage and online visibility

Giving you more for your money

- Lowest trade show shipping fees in the industry
- 30 days free storage prior to the show; a great way to save when moving from show to show
- No detention fees at trade shows
- No extra fees for weekend/after-hour pickups

Keeping it simple for you

- Exhibit customer service representatives available 24/7; call 1-800-531-EXPO (3976)
- Around-the-clock assistance with quotes, bookings, tracking or expediting
- Single-shipment transportation for your entire display
- Online shipment visibility throughout the move on my.yrcfreight.com
- Specialized Brokerage services designed specifically for cross-border trade show shipping needs

* Subject to applicable Tariffs and Rules and Conditions publications.

yrcfreight.com | 800.531.EXPO (3976) | Live Chat

YRC FREIGHT

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WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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ORDER RECAP

Discount Deadline: *Monday, January 22, 2018*

1. Please complete the information requested and return payment in full with this form and your order.
2. You may choose to pay by credit card or check. All exhibitors must fill out and return the credit card authorization form in this Manual regardless of payment method. If you are paying by check, please make check payable to **Teamwork Event Specialists.**
3. Mail your check and all applicable forms to:

Teamwork Event Specialists
23 Norfolk Ave
South Easton, MA 02375

CALCULATION OF ORDERS (total from each **Teamwork Event Specialists** order form):

STANDARD FURNISHINGS ORDER FORM	.....	**$**
CARPET ORDER FORM	.....	**$**
BOOTH CLEANING	.....	
LABOR ORDER FORM	.....	**$**
FREIGHT WORKSHEET	.....	**$**
OTHER TEAMWORK SERVICES (AS QUOTED)	.....	**$**
Sub Total		**$**
TOTAL DUE TO TEAMWORK EVENT SPECIALISTS		**$**

PAYMENT METHOD:

☐ **Credit Card:** ☐ **VISA** ☐ **MASTERCARD** ☐ **AMERICAN EXPRESS**

☐ **Check: #_____ Dated _____/_____/_____ in the amount of $_____**

Please print or type information below:

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

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

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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EXHIBITOR APPOINTED CONTRACTOR

Discount For Submission: *Friday, January 12, 2018*

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

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and received by Teamwork Event Specialists no later than ***Friday, January 12, 2018.*** An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors of its lease with **Wynn Las Vegas.** For services such as electrical, plumbing, telephone, drayage, rigging, and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Teamwork Event Specialists with **Certificates of Insurance naming Teamwork Event Specialists, ATMIA US Conference 2018, and Wynn Las Vegas additional insured's** at the time that a request for an exception is made. These Certificates of Insurance must include public liability and property damage insurance for at least $1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Teamwork Event Specialists to set up and dismantle their exhibits must fill out this form and return to us no later than the date shown above. If this form and the original certificate of insurance from the non-official contractor are not received by ***Friday, January 12, 2018,*** your non-official contractor will be allowed to supervise only. **All labor must then be hired from Teamwork Event Specialists for installation and dismantling of the exhibit**. There are **NO** exceptions after the deadline date.

We urge that you require your EAC to send their certificate of insurance certified by Priority Mail, Federal Express, UPS, etc. to obtain proof of delivery.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Please print or type information below:

Event or Show:		
Exhibiting Company Name:	Email:	
Contracting Company:		Booth #:
Contracting Company Address:		
City:	State:	ZIP:
Telephone:	Fax:	
Estimated Arrival to Show:	# of Workers:	
Authorized By:	Title:	

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EXHIBITOR SAFETY AND SECURITY

EXHIBITOR SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Teamwork Event Specialists cannot be responsible for injuries, falls, or damage caused by the improper use of rental furniture or equipment. If assistance is required in assembling your booth, please order labor on the Teamwork Order Form and the necessary ladders and tools will be provided. Please assist in our efforts to provide a SAFE WORKING ENVIRONMENT for everyone.

All exhibitors must set up their displays within their booth boundaries. Booths extending into the aisle are subject to Fire Marshal Jurisdiction and an exhibitor may be fined for aisle encroachment. The booth sizes stated are outside measurements. Allow a six inch leeway when installing hard wall displays.

Any person involved in moving equipment, supplies, or goods into or out of the facility is prohibited from consuming alcohol or being under the influence of alcohol.

Booth construction must conform to applicable building codes including electrical, plumbing, etc. All work carried out on booths on-site must conform to facility regulations. Please contact the event's On-Site Safety Representative through your Show Manager for further information.

In the event of an emergency evacuation, security staff will help direct you to the nearest emergency exit, so be sure to familiarize yourself with the layout of the facility.

Use extreme caution if you are in show areas where forklifts and vehicle traffic are operating during move-in and move-out.

EXHIBITOR SECURITY

- Do not assume the exhibit hall is secure. Each exhibitor must take responsibility for the security of all the items in his or her booth. Teamwork Event Specialist, Show Management, facility personnel, and the security contractor try to guard against theft and damage, but the ultimate burden falls on the exhibitor. Move-in and move-out are particularly vulnerable times. Be sure to carefully safeguard your exhibit materials.
- Do not list the contents of crates and cartons on your shipping labels. A label that reads "27" color monitor" is an open invitation for thieves.
- Never display "one-of-a-kind" items or irreplaceable samples unless someone is present at all times to keep an eye on them. For example, plasma screens are a high theft item. Teamwork strongly recommends that you insure plasma screens, as **NO** liability for theft is assumed by show management, the facility, or Teamwork Event Specialists. We also recommend that the shipping containers are not marked 'PLASMA SCREEN'.
- Do not leave your booth unattended during the hectic and heavily populated move-in and move-out times.
- Consider covering your exhibit with some sort of cloth at the close of each day. The psychological deterrent makes it more difficult for people to handle merchandise. Criminals often look for the easy mark first.
- Business tools such as laptop computers, recorders, calculators, and give-away items are the things most often stolen. They should be guarded and stored safely at night.
- Thieves will also take personal items such as purses, suit coats, and toolboxes. Do not leave personal items unprotected in your booth.
- Never store items in containers marked "Empty".
- Show management provides a 24-hour security system to prevent entry to the exhibit area by anyone not authorized. This security service does not guarantee exhibitors against loss. Nor does it imply an assumption of liability for an exhibitor's property by Teamwork Event Specialists, Show Management, or their agents.
- INSURE YOUR BOOTH! Your exhibit materials should be insured from the time they leave your facility until the time they return. Consult with your insurance agency about adding a rider to your existing policy

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RULES AND REGULATIONS

Please follow the guidelines listed below as they will help you plan for you upcoming exhibit. Union Labor is required for certain aspects of exhibit handling. Reading the following rules will assist you in your planning for the event.

EXHIBIT INSTALLATION & DISMANTLE

Teamwork Event Specialists is the designated contractor for the erection, touch-up, dismantling, and repair of all exhibits when work is done by persons other than your full-time company personnel.

If full-time company personnel are utilized to set an exhibit, they must carry company identification such as a medical identification card or a payroll stub.

The utilization of workers hired from a non-union agency or company is prohibited.

To secure labor, please complete the labor forms located within this service manual.

MATERIAL HANDLING

Teamwork Event Specialists is responsible for the loading and unloading of all trucks, trailers, and common and contract carriers as well as the handling of empty containers and the operation of material handling equipment. It also has the responsibility for the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment as well as the reverse process.

Teamwork Event Specialists has the responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. Teamwork Event Specialists will not be responsible for any material it does not handle.

Exhibitors may “hand carry” material provided they do not use material handling equipment to assist them. When exhibitors choose to “hand carry” material, they may not be permitted access to the loading dock/freight door areas.

TIPPING

Teamwork Event Specialists company policies prohibit the solicitation and/or acceptance of any tips by our employees. Our employees receive excellent hourly wages denoting a professional status, and tipping of any form is not allowed. Should you as an exhibitor be solicited in any way for a gratuity, you should report such activity immediately to our Teamwork Service Desk.

ATMIA US CONFERENCE 2018
WYNN LAS VEGAS
FEBRUARY 6-8, 2018

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MOVE-OUT INFORMATION

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

Thursday, February 8, 2018 at 12:45 PM Exhibitor Move-Out officially begins.

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

Thursday, February 8, 2018 at 4:30 PM – Deadline for driver check-in.

Exhibitors who wish to ship materials by any carrier other than the official carriers should advise their carrier(s) to be checked in with the Teamwork Dock Supervisor by **4:30 PM**. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Teamwork Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in at the loading dock by **4:30 PM,** Teamwork Event Specialists reserves the right to re-route the shipment via the official show carrier as necessary. Neither Teamwork nor Show Management assumes any liability as a result of such re-routing.

Thursday, February 8, 2018 at 4:30 PM – Exhibits packed and Bills of Lading turned in to TEAMWORK.

All Bills of Lading must be turned in to the Teamwork Service Desk to be validated. Do not leave Bill of Lading in your booth, and do not turn in your Bill of Lading until your shipment is packed and ready to be loaded. Bills of Lading and additional labels will be available at the Teamwork Service Desk at your convenience. No Bills of Lading will be issued until your balance is paid in full.

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

Final Payments

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

Thursday, February 8, 2018 at 4:30 PM – Final clean up. Items remaining on the show floor with no Bill Of Lading turned in will be forced onto the official show carrier at the exhibitor's expense.

THE EXHIBIT HALL MUST BE COMPLETELY CLEARED BY Thursday, February 8, 2018 at 4:30 PM.

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LIMITS OF LIABILITY

1. Teamwork Event Specialists shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

2. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. Teamwork Event Specialists shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bills of Lading covering outgoing shipments, which are furnished by Teamwork Event Specialists to exhibitor, will be checked at time of actual pick-up from the booth, and corrections made where discrepancies occur.

4. Teamwork Event Specialists shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts, or work stoppages of any kind or to any causes beyond its control.

5. Teamwork Event Specialists' liability shall be limited to the physical loss or damage to the specific article that is lost or damaged. In any event, Teamwork Event Specialist's maximum liability shall be limited to $.30 per pound, per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. Teamwork Event Specialists shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to Teamwork Event Specialists by an exhibitor or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

PROTECTION OF ALL MATERIALS BELONGING TO THE EXHIBITOR IS THE SOLE RESPONSIBILITY OF THE EXHIBITOR. REMEMBER TO INSURE YOUR EXHIBIT AND ALL COLLATERAL MATERIAL FROM THE TIME IT LEAVES YOUR FIRM UNTIL THEY ARE RETURNED AFTER THE SHOW. A "RIDER" TO AN EXISTING INSURANCE POLICY CAN USUALLY DO THIS.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 01/16/18

EDLEN
The Power People

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave, Las Vegas, NV 89119
Phone: (702)385-6911 Fax: (702)385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	**ATMIA US Conference 2018**		
FACILITY:	**Wynn Resort**		
DATES:	**February 6-9, 2018**	EVENT **#028001LV**	

EXHIBITOR INFORMATION

COMPANY NAME:		PHONE:
ADDRESS:		FAX:
CITY:	ST:	ZIP:
COUNTRY:		CELL:
EMAIL:		

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card, Visa, Discover, ACH and Wire Transfers. Indicate form of payment below.

☐ **COMPANY CHECK**

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. For those booths that require labor a credit card must be on file. Please reference the Event # listed above on your remittance.

☐ **BANK WIRE TRANSFER INFORMATION ***

Bank transfer to Bank of America
Wire Transfer:
ABA#: 026009593 Acct: 33855214
International Wire Transfer:
Swift Code: BOFAUS3N Acct: 33855214

*** $25 processing fee MUST be included with transfer.**

☐ **CREDIT CARD**

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ **VISA** ☐ **MASTER CARD** ☐ **AMX** ☐ **DISCOVER**

☐ **ACH ELECTRONIC PAYMENT TRANSFER**

Bank of America ABA# 125000024 Acct: 33855214
6900 Westcliff Drive, Las Vegas, NV 89145
Phone: 888.852.5000 Ext 6007

Please note the financial institution MUST be based in the US. In order to avoid a transfer fee, you must notify the financial institution that you wish to make an ACH electronic payment transfer.

CHECK AND CREDIT CARD INFORMATION

CHECK #				
CREDIT CARD NUMBER:			EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:			
EMAIL ADDRESS:		THIRD PARTY: YES or NO		
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE				
ADDRESS:	CITY:	ST:	ZIP:	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN		
	AUTHORIZED SIGNATURE	
	PRINT NAME	DATE

SERVICE TOTALS

ELECTRICAL/LABOR/MATERIAL	
PLUMBING	
LIGHTING	
TOTAL DUE	

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 01/16/18

E ☐ M ☐

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY
The cost of 120-Volt outlets includes delivery to one location in island booths and to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete and return the Electrical Labor Order Form along with a floor plan layout of your booth space indicating outlet locations.

208/480V POWER DELIVERY AND CONNECTIONS
If you require 208 volt or higher services please call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Please complete the Electrical Labor Order Form to schedule your estimated connection time and return it with this order form.

ISLAND BOOTHS
Include a floor plan layout of your booth space indicating all outlet locations with measurements and orientation. If a main power drop/delivery location is not indicated on the floor plan, Edlen will deliver to the most convenient location.

24 HOUR SERVICES
Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS
For a dedicated outlet order a 20 amp outlet.

MATERIAL DELIVERY
Material requested on this order form must be picked up by the exhibitor at the Edlen service desk on show site.

CANCELLATIONS
Credits will not be issued for services delivered and not used. See back of form for additional details.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

Form 120/208/480-08-2015

1037ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			102.00	153.00	
1000 WATTS (10 AMPS)			187.00	281.00	
1500 WATTS (15 AMPS)			209.00	314.00	
2000 WATTS (20 AMPS)			237.00	356.00	
208 VOLT SINGLE PHASE					
20 AMPS			432.00	648.00	
30 AMPS			515.00	773.00	
60 AMPS			660.00	990.00	
208 VOLT THREE PHASE					
20 AMPS			579.00	869.00	
30 AMPS			691.00	1037.00	
60 AMPS			889.00	1334.00	
100 AMPS			1192.00	1788.00	
200 AMPS			1762.00	2643.00	
480 VOLT THREE PHASE					
60 AMPS			1804.00	2706.00	
100 AMPS			2476.00	3714.00	

TRANSFORMER(S) Boost 208 Volt to 230 Volt

Transformer (20 amp minimum charge) Total Amps: _____ x 5.00 = _____

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		26.00	
POWER STRIP		26.00	
EUROPEAN POWER STRIP		45.00	

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)		102.00	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		204.00	
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)		250.00	

PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

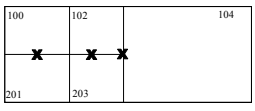
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

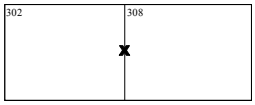
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
3. Outlet rates listed include bringing the services to one location in island booths and to one location at the rear of in-line and peninsula booths.
4. Outlet rates listed ***do not*** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations *regardless of booth type* require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
5. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. A separate outlet must be ordered for temporary motor power.
6. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
7. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
8. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift and labor charges will apply. Please contact our local office to discuss any additional charges.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than $50.00 unless specifically requested in writing.
18. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
19. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
20. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
21. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A $25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
22. By signing this and/or the Method of Payment form, exhibitor hereby agrees to all terms and conditions on this order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

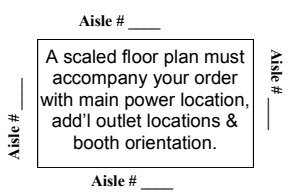
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



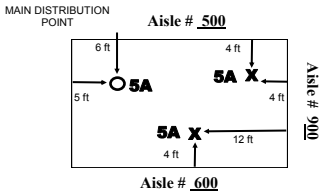
(IN-LINE BTHS) (PENINSULA)



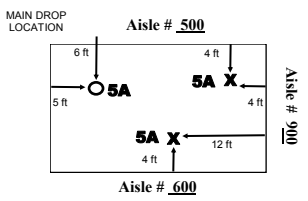
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEBSITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)

ELECTRICAL EXHIBITION SERVICES
6705 S. Eastern Ave, Las Vegas, NV 89119
Phone: (702)385-6911 Fax: (702)385-1810
lasvegas@edlen.com

COMPANY:		BTH #	
EVENT:	**ATMIA US Conference 2018**		
FACILITY:	**Wynn Resort**		
DATES:	**February 6-9, 2018**	EVENT **#028001LV**	

ELECTRICAL JURISDICTION

The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

1. Electrical distribution under carpet
2. Data/network cable under carpet
3. Connection of all 208V or higher services
4. Wiring of overhead signs
5. Installation of lighting requiring tools for installation
6. Overhead power distribution
7. Overhead coaxial (network) cable distribution
8. Assembly & Installation of lighting hung from truss or ceiling
9. Hardwiring of any electrical apparatus

ELECTRICAL DISTRIBUTION UNDER CARPET - PLEASE COMPLETE

Island booths MUST complete the information below. Inline and peninsula booths only need to complete this information if they require power at any other location than the rear of their booth space. Complete the next page of this form for all other electrical installation needs.

1. Island Booths should provide the following information on their floor plan or Electrical Layout Form:
   A. Provide exact outlet locations with dimensions and must be to scale. The power required at each location should be noted.
   B. Floor plan must reflect booth orientation. Please note surrounding booth or aisle numbers.
   C. Identify a main power location. Power is distributed from that point. Power may come from the ceiling.
2. Inline or Peninsula booths should provide the same information with the exception of main power location. Your main power location will be located at the rear of your booth space.
3. Date you will begin building your booth _____ Estimated time _____
4. Are you renting your carpet through the decorator Yes_____ No _____ Bringing own _____
5. Show Site Contact with authority to make additions or changes to your order:
   Contact Name _____
   Contact Company _____
   Contact Cell # _____
6. By providing this information, it allows Edlen the opportunity to expedite your move-in by having your power distribution complete prior to your scheduled move-in time. Please note that Edlen will make every attempt to complete the work prior to your arrival. Material and labor charges will apply. There is a minimum 1 hour installation cost and a 1/2 hour dismantle cost.
7. Credit card information must be on file before any labor begins in your booth space. Please provide this information on the method of payment form.

SCHEDULE ALL OTHER ELECTICAL LABOR ON NEXT PAGE

ELECTRICAL LABOR FORM

(Complete & return with the electrical order form if applicable)

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SCHEDULE ALL OTHER ELECTRICAL LABOR BELOW EXCEPT DISTRIBUTION UNDER CARPET

If you require any additional electrical work in your booth, please provide us with a production schedule with the dates, times, number of men required and the type of work requested. This will assist us in accommodating your labor needs.

Example

Day	Date	# Men	Time	Work required
Monday	1/5	4	8:00 AM	Assemble & hang truss/lights
Tuesday	1/6	1	12:30 PM	Wire electric sign

Day	Date	# Men	Time	Work required

SHOW SITE SUPERVISOR

Contact Name: _____ Company: _____

Cell Number: _____ Email address: _____

ELECTRICAL LABOR/LIFT RATES & RULES

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come, first-served basis. A representative must come to Edlen's Service Desk prior to each individual labor call to confirm the booth is ready for such labor. If labor is dispatched at the requested time and no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

LABOR RATES

Straight time ..... 105.00 per hour

Monday-Friday 8:00 AM - 4:30 PM, excluding holidays

Overtime ..... 210.00 per hour

Monday-Friday 4:30PM - 8:00 AM, all day Saturday, Sunday & Holidays

LIFT RATES

Lift ..... 250.00 per hour

Lift charges will apply to for all overhead work such as: light installation overhead, power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

PLEASE PROVIDE CREDIT CARD INFORMATION
ON THE METHOD OF PAYMENT FORM

Credit card information must be on file before any of the requested labor is performed

ELECTRICAL LAYOUT FORM

Advance Payment Deadline Date: 01/16/18

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FACILITY: **Wynn Resort**

DATES: **February 6-9, 2018** EVENT **#028001LV**

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

Indicate booth type: Island ☐ Peninsula ☐ Inline ☐ Provide aisle or adjacent booth #'s for orientation

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

X = Main Distribution Point ◆ = 5amp/500watt ▲ = 10amp/1000watt ★ = 15amp/1500watt ● = 20amp/2000 watt

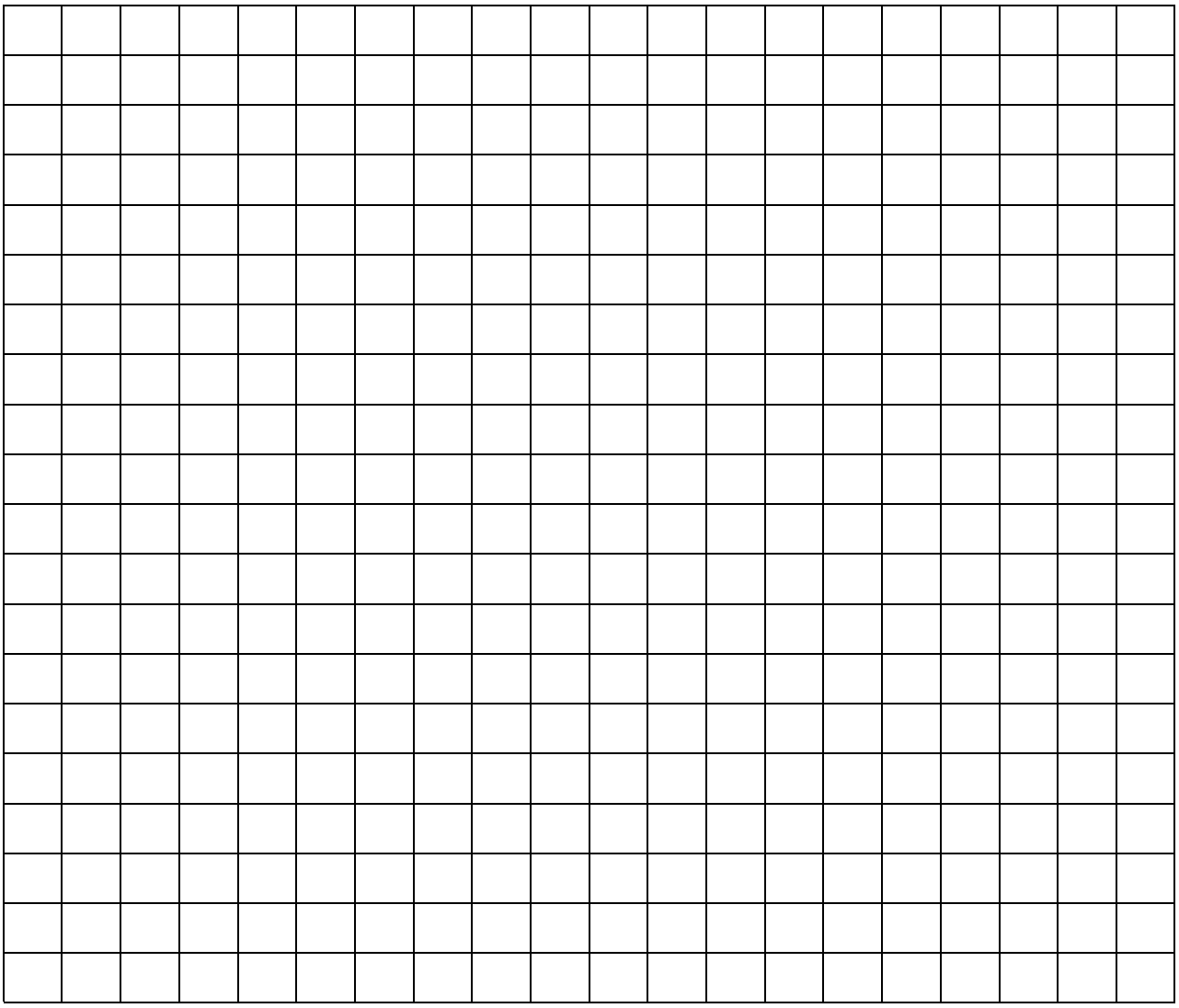
Indicate the layout scale and total square footage. Example: 1 Square = 1 Foot

_____Square = _____Ft Total Square Footage = _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____

Adjacent Booth or Aisle # _____



Adjacent Booth or Aisle # _____

PLUMBING ORDER FORM

Advance Payment Deadline Date: 01/16/18

E ☐ M ☐

EDLEN
The Power People

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FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS
There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

ADDITIONAL CONNECTIONS
If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you *must order another outlet.*

OUTLET DISTRIBUTION
Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS
All service connections are to be made by Edlen plumbers. Material and labor charges may apply.

AIR LINE RESPONSIBILITIES
Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE
Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the Exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER
If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS
I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

		Advance	Regular	Total
COMPRESSED AIR: 90-100 LBS. Psi				
____	Air Outlet	440.00	660.00	
____	Additional Connections within 20' of Outlet	213.00	320.00	
____	CFM requirements (There is a 5 CFM min. charge per outlet/ connection)	45.00/cfm	67.50/cfm	

Remember to order CFM with air services. **Connection size see # 9 on back of form.**

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

____	Water Outlet	440.00	660.00	
____	Additional Connections within 20' of Outlet	213.00	320.00	

# of connections required: _____ Size of connection: _____

PSI required: _____ GPM Required: _____

DRAIN LINES

____	Drain Outlet	440.00	660.00	
____	Additional Connections within 20' of Outlet	213.00	320.00	

Number of connections required: _____ Size of connection required: _____

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

____	1 – 50 Gallons	128.00	192.00	
____	51 – 200 Gallons	340.00	510.00	
____	201 – 500 Gallons	425.00	638.00	
____	**Each additional** 100 Gallons up to 1,000 Gallons	43.00	128.00	

LABOR/LIFT (Labor is required for delivery and removal of air, water & drain outlets)

____	ST (Monday-Friday 8:00 PM – 4:30 PM (except holidays)	90.00	
____	OT (Mon - Fri 4:30 PM – 8:00 AM (all day Sat, Sun, & Holidays)	180.00	
____	LIFT (Only required if outlets are dropped from overhead)	227.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a Quote)

_____ $ _____

TOTAL PAYMENT	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. Order with payment and accurate floor plan must be received a minimum of 21 days prior to the scheduled event opening for advanced payment rates. Orders received without payment will not guarantee advance rates. Orders received less than 21 days prior to scheduled event opening will be charged the regular rate.
2. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
3. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the Exhibitor.
4. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
5. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
6. The CFM (Cubic Feet per Minute) requirements determine the volume of air required to properly operate Exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
7. In some instances a pump is required to drain services out of an Exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
8. Edlen plumbers make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
9. Service outlet size is determined by the volume required. Air line size and fitting are determined by the CFM requirements.
10. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
11. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by Exhibitors.
12. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
13. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the Exhibitor should arrange to have a pressure regulator valve installed.
14. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when available.
15. Gas & Cylinders: Credit will not be provided on unused cylinders.
16. All equipment using water must have inlet and outlet properly tagged.
17. All equipment must comply with state and local codes.
18. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
19. For gas cylinders or any other special requirements call Edlen for a quote at the number on the front of the form. Delivery charges will apply to any specialty equipment delivered and removed from the Exhibitor booths.
20. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
21. Claims will not be considered or adjustments made unless filed by the Exhibitor in writing prior to close of the event, no exceptions.
22. Credit will not be given for outlets installed or connections made and not used.
23. Payment in full for all plumbing services provided must be made prior to close of the event.
24. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
25. A service charge of $25.00 will be assessed for all returned checks or declined credit cards.
26. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM

For Further Information please visit our website at www.edlen.com
or call the number on the front of this form

Wynn Las Vegas and Encore
Advanced Convention Services
3131 Las Vegas Blvd. South • Las Vegas, NV 89109 • (702) 545-1225
Fax (702) 823-3705

Event Name:	Company:
Event Start Date: / / End Date: / /	Contact Name:
Booth/Room #:	Billing Address:
Install Date & Time:	
Removal Date & Time:	City: State: Zip:
On-site Person:	Phone #:
On-site Mobile #:	Email:

***Advanced pricing – Ordering and payment must be received 14 days prior to the listed event date. On-site orders are subject to a 15% Expedite Fee.**

DATA Services		Advanced (based on duration)	Standard	Quantity	Total
Business Select: Bandwidth: Up to 10 Mbps Internet access for two devices at a single location. Your choice of wired or wireless connection. (If more than one Starter package please indicate type of connections in notes section on second page.)	Connections: Wired: ☐ Wireless: ☐	2 days or less $776.00	2 days or less $930.00		
		3 to 7 days $1,195.00	3 to 7 days $1,435.00		
Business Professional: Bandwidth: Up to 10 Mbps A private VLAN-based solution. Includes 30 wireless Internet connections at 3 locations and 3 static IP addresses. Wireless connections can be changed to wired by adding Cable rental to the order. Please provide drop location(s) in notes section on second page. (custom wired/wireless solutions available upon request)		2 days or less $3,060.00	2 days or less $3,672.00		
		3 to 7 days $5,100.00	3 to 7 days $6,120.00		

Wireless services are 802.11ac (Best Effort) implementations

Additional Products and Services	Advanced	Standard	Quantity	Total
Additional Location (For Business Support and Preferred packages only) Adds one location where you can use your connections.	$350.00	$420.00 each		
Access Point Rental ($200 replacement fee if not returned) Adds one access point; used for high density wireless areas.	$150.00 + tax	$180.00 + tax		
Cable Rental (Ethernet patch cable up to 100 feet) Use to change an additional device to wired connection.	$25.00 + tax	$30.00 + tax		
Static IP Address Use for your server or network printer; cable included.	$125.00 + tax	$150.00 + tax		
Speed Upgrade - up to 100Mbps (For Business Select or Professional only) Increases the speed of the package.	$3,000.00	$3,600.00		

Printer networking services are available from the Business Center (Wynn: 702-770-2370 / Encore: 702-770-4340)

Sub-Total	
Equipment rentals are the only items subject to sales tax. **Tax (8.1%)**	
Other	
Grand Total	

Please fax completed order form to: 702-823-3705
If you have any questions, please call our Sales & Support Line: 702-545-1225

Payment Type: Please select one.

☐ **Master Account Number** Please provide master account # or comp #: _____

☐ **Check** **Payable to: Cox** *(Checks must be received at least 10 days prior to the event.)*
Mail to: ATTN: Alicia Pelzer-Williams (ACS), Cox Communications, 1700 Vegas Drive, Las Vegas, NV 89106

The undersigned represents that he/she is the Customer or is the Authorized Customer Representative identified above and is authorized to sign this Agreement on behalf of Customer for the services in this Agreement. The undersigned further represents that the Customer Information and the Authorized Customer Representative Information is true and correct. This Agreement binds Customer to the Rates, Terms and Conditions of Service applicable to each of the services selected above, including any termination penalties that may apply. All Services are subject to the Terms and Conditions on Page 2 attached hereto. Prices listed do not include applicable taxes, fees, assessments or surcharges. Until this Agreement is signed by Hospitality Network, it serves as a proposal which may be withdrawn or changed at any time by Hospitality Network. Hospitality Network will honor the prices in this proposal provided Customer delivers a signed contract to Hospitality Network within thirty days from the contract date above. If Customer terminates any Service that is part of a bundle offering, the remaining Services shall be subject to price increase for the remaining Service term. Customer agrees that Hospitality Network may execute this Agreement using an electronic signature.

Customer's Signature	Customer's Name (print)	Date

Notes

Please indicate any notes here.

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox,a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer not any Customer may resell any portion of the Services to any other party.

6. Default If Customer or any Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are canceled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY. COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF $5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or a Customer's use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/businesspolicies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-general-terms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

ENTERTAINMENT PRODUCTION SERVICES
EXHIBITOR ORDER FORM

Fax completed forms to 702.770.1560 Questions, please call 702.770.2860
Email completed forms to Julie.Hoffman@WynnLasVegas.com

To receive advance show rate, EPS must receive your order, along with full credit card payment, within fourteen (14) of event

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
23" Monitor with Tabletop Stand		$ 200.00		$ 0.00
32" Monitor with Tabletop Stand		$ 250.00		$ 0.00
42" Monitorwith Floor Stand		$ 450.00		$ 0.00
50" Monitor with Floor Stand		$ 500.00		$ 0.00
60" Monitor with Floor Stand		$ 550.00		$ 0.00
70" Monitor available. Call for quote.				
80" Monitor available. Call for quote.				
Video Projection	**Qty.**	**Daily Rate**	**# of Days**	**Total**
5K SD Projector		$ 500.00		$ 0.00
7K HD Projector		$ 750.00		$ 0.00
Cradle Screen 10'		$ 125.00		$ 0.00
Tripod Projection Screen 8'		$ 80.00		$ 0.00
Other Screen Sizes Available . Call for quote.				
Video Equipment	**Qty.**	**Daily Rate**	**# of Days**	**Total**
DVD Player		$ 50.00		$ 0.00
Blu-ray Player		$ 75.00		$ 0.00
Data/Video Interface	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Extron Video Distribution Amplifier (1 in x 4 out)		$ 80.00		$ 0.00
Extron VGA Switcher (Standard, 1 x 4 or 1 x 6)		$ 100.00		$ 0.00
Folsum Presentation Pro Video Switcher		$ 325.00		$ 0.00
Folsum Image Pro Video Switcher		$ 500.00		$ 0.00
Audio	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Power Speakers on Stand (Pair)		$ 220.00		$ 0.00
Powered Speaker on Stand		$ 175.00		$ 0.00
Wired Microphone on Stand		$ 50.00		$ 0.00
Wireless Microphone on Stand (Lavaliere or Handheld)		$ 125.00		$ 0.00
CD Player		$ 40.00		$ 0.00
12 Channel Audio Mixer		$ 100.00		$ 0.00
iPod/Computer Connection		$ 35.00		$ 0.00
A/V Support	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Laptop Computer		$ 275.00		$ 0.00
Speaker Timer		$ 150.00		$ 0.00
Wireless Mouse*		$ 50.00		$ 0.00
Laser Pointer*		$ 35.00		$ 0.00
24" or 42" Skirted Cart - Or Similar size.		$ 40.00		$ 0.00
Flip Chart w/ Pad & Markers		$ 45.00		$ 0.00
Flip Chart w/ Adhesive Flip Chart Pads & Markers		$ 70.00		$ 0.00
Rolling White Board (6' x 4' w/ Markers; Cork on one side)		$ 65.00		$ 0.00
Labor charges may apply ***If items are not returned, a $125 fee will be applied to the final bill.***				

Rigged Banners	Qty.	Daily Rate	# of Days	Total
Banners Size. Call for Quote				
Cable TV	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Basic Cable with Tuner - Standard Definition		$ 150.00		$ 0.00
Wynn Power	**Qty.**	**Daily Rate**	**# of Days**	**Total**
15 Amp Power Drop w/Cable and 6 Way Power Strip		$ 95.00		$ 0.00
30 Amp Power Drop w/Cable and (1) Dog House		$ 250.00		$ 0.00
Additional AV Equipment Not Listed	**Qty.**	**Daily Rate**	**# of Days**	**Total**
Labor	**Qty.**	**Hourly Rate**	**# of Hours**	**Total**
AV Technician/s to Set (4 Hour Minimum)		$ 75.00		$ 0.00
AV Technician/s to Strike (4 Hour Minimum)		$ 75.00		$ 0.00

Wynn Production Services (EPS) is not responsible for voltage fluctuation or power failure due to temporary conditions including but not limited to losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty exhibitor equipment or overloads caused by exhibitor. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by an EPS technican. EPS will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation , connection, or plugging in of any electrical outlet by persons other than an EPS technician.

EQUIPMENT SUBTOTAL:	$ 0.00
LABOR SUBTOTAL:	$ 0.00
TOTAL:	$ 0.00

ORDER FORMATION

Booth #

Event Name: **Event Date/s:**

Company Name:

On Site Contact: **Phone Number:**

Email Address:

Delivery Location:

Delivery & Pick Up: Day: **Date:**

Delivery Time: **EPS Contact:**

*****A representative will contact you via email with credit card portal*****

Cardholder's Name: **Cardholder's Email:**

Cardholder's Address:

Phone Number: **Fax Number:**

REQUEST FOR VOICE SERVICES

- This completed form along with a room/booth layout showing drop locations should be emailed to PABXMGRS@wynnlasvegas.com Orders can also be faxed to the attention of Wynn Las Vegas Telecommunications/PABX Services FAX 702-770-1568 - PHONE 702-770-2337 - 3131 Las Vegas Blvd. South, Las Vegas, Nevada 89109
- If other special telecommunication equipment or voice services are required which are not detailed on this form, please fax or email along with this request.
- Do Not enter Credit Card information on this form unless returned via fax. A separate email will be sent for electronic Credit Card billing via email.
- Orders will be fulfilled in the order they were received.

Event Name _____

Contact _____ E-Mail _____

Telephone Number _____ Fax Number _____

Address _____

City _____ State _____ Zip Code _____

Group _____ Room/Booth _____

Install Date Install Time Remove Date Remove Time

ALL INFORMATION ABOVE MUST BE COMPLETED IN ORDER TO PROCESS REQUEST

Voice Services (Per Event)	Quantity: Restricted In-House Only	Quantity: Restricted Local & Toll Free Only	Quantity: Unrestricted Long Distance	Cost	Total
Standard Telephone (Two-Lines)				$ 250.00	
Additional Rollover Line (Multi-line up to 24 lines)				$ 100.00	
Additional Extension (Same Phone)				$ 150.00	
Fax/Modem Line (Line ONLY – does not include machine)				$ 250.00	
Phone Long Distance Access Security Code				$ 50.00	
Polycom Speaker Phone ($500 refundable deposit required)				$ 375.00	
Relocation / Change Fee				$ 100.00	
T-1 extended from demark *(Customer must order T-1 from Sprint or other vendor. Vendor can only drop T-1 to demarcation point in Technology Center)*	X	X		$ 500.00	
Other				$	
				GRAND TOTAL	

All Telephone Equipment must be returned to Wynn Las Vegas Telecommunications/PABX Department

Name of Cardholder _____

Credit Card Number _____ Expiration Date _____

Type of Card ☐ American Express ☐ Visa ☐ Mastercard ☐ Discover ☐ Other _____

Wynn Las Vegas Master Account Number _____

Card Holder Signature/Agreement _____

I authorize the charges detailed within this request form to be charged to my credit card listed here. By signing I also agree that I have read and agree to the terms and conditions set forth for these services by Wynn Las Vegas Telecommunications/PABX Department.

TERMS AND CONDITIONS

a) Client agrees not to misuse Wynn Las Vegas Telecommunications equipment. Wynn Las Vegas Telecommunications/PABX Department reserves the right to disconnect any client if they are found to have violated this usage agreement.
b) Wynn Las Vegas Telecommunications/PABX is not responsible for the loss or damage to any equipment provided by a client or a third party.
c) CANCELLATION POLICY Any order or portion of an order that is cancelled by the customer after Wynn Las Vegas Telecommunications/PABX Department has completed processing said order, will be subject to a cancellation fee of 10% of the cancelled portion. When installation of the ordered services has been completed, no canceled order will receive a refund of any percentage of the canceled portion.
d) Choice of Law: Wynn Las Vegas Telecommunications/PABX Department is a department of Wynn Las Vegas, a Nevada Limited Liability Company. This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the exclusive place of venue and jurisdiction shall be the county of Clark in the State of Nevada.
e) Modification: This agreement shall not be modified or amended by the parties except by written instrument signed by the parties.
f) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto respecting the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
g) Acceptance of Terms: Clients expressly acknowledges by receipt of Services and/or Products delivered by Wynn Las Vegas Telecommunications/PABX Department to Client or its designee, to the terms and conditions herein contained.
h) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
i) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment accessories, remote controls, cables, knobs, switches, and cases are included in equipment responsibility.
j) Equipment procedures:
    1) Phone instruments will be delivered to your location.
    2) Exhibitors will be responsible for the protection of any equipment rented from Wynn Las Vegas Telecommunications/PABX and will ensure that all equipment is returned to Wynn Las Vegas Telecommunications/PABX. Wynn Las Vegas Telecommunications/PABX reserves the right to charge the customer for any lost equipment.
    3) Rental equipment provided by Wynn Las Vegas Telecommunications/PABX Department for this order will remain the property of Wynn Las Vegas Telecommunications/PABX Department.
    4) Only Wynn Las Vegas Telecommunications/PABX or Wynn Las Vegas EPS personnel are authorized to modify system wiring or cabling within the facility.
    5) All equipment must comply with F.C.C. regulations.
    6) Long distance service is provided by Sprint

PHONE USAGE CHARGES

Long distance and phone usage are billed by Resort through Sprint. Standard phone usage charges applied are as follows:

There will be a $1.25 access surcharge for credit card, collect, and third party calls (in addition to the actual cost of the calls).

Local and Toll-Free Calls (800, 888, 877, and 866 prefixes): $1.25 per call for the first 30 minutes and $0.15 per minute for each additional minute.

All direct dialed Long Distance and International calls will be charged AT&T Operator Assisted rates plus a hotel surcharge of 45%.

Directory Assistance: $1.50 (Local or Long Distance)

Operator Services for this phone are provided by: ASC Telecom, P.O. Box 709 Winona, MN 55987-0709

Any complaints regarding telephone charges and services can be directed to:

The Federal Communications Commissions
Common Carrier Bureau, Enforcement Division
445 12th Street, SW
Washington DC 20554

It is illegal for any party to transmit or download copyrighted material. Under new laws Internet Service Providers may be prosecuted for any material that is transmitted on their network. In order to prevent our company being prosecuted, Wynn Las Vegas EPS will take action against any customer found to be violating copyright laws.

Digital Millennium Copyright ACT ("DMCA") Notice. In operating the Service, we may act as a "services provider" (as defined in the DMCA) and offer services as an online provider of materials and links to third party web sites. As a result, third party materials that are not owned or controlled by us may be transmitted, stored, accessed or otherwise made available using the Service. If you believe any material available via the Service infringes a copyright, you should notify us using the notice procedure for claimed infringement under the DMCA. We will respond expeditiously to remove or disable access to material we determine may be infringing and will follow the procedures specified in the DMCA to resolve the claim between the notifying party and the alleged infringer who provided the applicable content. The address for infringement notices under the DMCA is Wynn Las Vegas, LLC, 3131 Las Vegas Blvd, South, Las Vegas, NV 89109.

Floral Order Form

ALL ORDERS MUST BE PLACED 2 WEEKS PRIOR OF EVENT
Any Orders after this date will be subject to a 25% surcharge
Send to: catering@wynnlasvegas.com or via fax at (702) 770-1550

GROUP NAME:

Select: ☐ Ceramic Vase ☐ Glass Vase

Type: ☐ Modern/Architectural ☐ Country/Garden ☐ Elegant/Rich ☐ Eclectic/Funky

Do you have a special flower preference? Y / N

If Yes:

Or a Seasonal Arrangement? Y / N

If Yes:

Flower color preferences:

Comments:

Sizing Options: Please indicate number of each next to the appropriate size.

_____ *Small:* Appropriate for intimate cocktail table.
Arrangement approx. 8" tall x 4.5" wide. **Cost $110**

_____ *Medium:* Appropriate for large 6' or 8' round table or reg. desk.
Arrangement approx. 30" tall x 10" wide. **Cost $200**

_____ *Large:* Appropriate for a corner booth or as an accent piece.
Arrangement approx. 36" tall x 18' wide. **Cost $385**

_____ *Extra Large:* Appropriate as the focal point of a booth or exhibit.
Arrangement approx. 48" tall x 36" wide. **Cost $550**

Total Number: Total Cost:

Service Call: Your arrangement will stay fresh for two days.
Do you want to schedule for a Refresh Service Call to replace water and trim wilted flowers? Y / N
Small: ***$45*** *per refresh* *Large:* ***$65*** *per refresh*
Medium: ***$55*** *per refresh* *Extra Large:* ***$85*** *per refresh*

Date and times requested for refresh: _____ / _____

Contact Name: _____

E-mail Address: _____

Contact Phone: _____

Once your floral order has been received, you will be contacted via e-mail with confirmation and payment instructions

Show Name: _____

Deliver to: _____ Room Name. _____

Booth No. _____ Date/Time _____

Receiving Signature _____

Please send completed forms to catering@wynnlasvegas.com or via fax at (702) 770-1550

RENTAL - GREEN PLANTS

All plants include the following decorative planters: ☐White ☐Black ☐ Terra Cotta	Cost Each 1 – 3 Days	Cost Each 4 – 5 Days	Quantity	Total
Mum Plants: ☐ Yellow ☐ White ☐ Lavender	30.00	40.00		
Bromeliad	30.00	40.00		
Green Table Plant	30.00	40.00		
Regular Fern	25.00	35.00		
Large Fern	30.00	40.00		
3 – Foot Green Plant	35.00	45.00		
4 – Foot Green Plant	35.00	45.00		
5 – Foot Green Plant	43.00	60.00		
6 – Foot Green Plant	50.00	63.00		
8 – Foot Green Plant	60.00	85.00		
Ficus Grouping: 1 – 6 ft Ficus, 2 – 4 ft Ficus, 2 – 3 ft Arbs	195.00	275.00		
Palm Grouping: 1 – 6 ft Palm, 2 – 4 ft Palms, 2 – 3 ft Palms	195.00	275.00		
Lights on Trees	25.00	25.00		
Delivery				
Total				

Please send completed form to: catering@wynnlasvegas.com or via fax at (702) 770-1550

If you do not receive a confirmation within 7 days of sending the fax, please call 702-770-7900.

ALL ORDERS MUST BE PLACED TWO (2) WEEKS PRIOR TO EVENT DATE

** Any Orders after this date will be subject to a 25% surcharge and based on availability**

Delivery/Pick-up fee is $50 per order

Delivery/Pick-up fee for orders received less than 7 days prior to event date, delivery/pick up fee is $150 per order

Delivery/Pick-up after 9pm is an additional $50.00

Cancellations received less than 48 hours of delivery time, will be charged full rental price

Company Name:	
Contact Name:	
Company Address:	
Phone Number:	
Email Address:	

PAYMENT: Full pre-payment of the order is due two weeks prior to event date. Once your plant order is received, you will be contacted via email with confirmation and payment instructions.

Name of Event or Conference:	
Delivery Date:	Pick Up Date:
Delivery Time:	Pick Up Time:
Location:	Booth Number: