



LOS ANGELES CHRISTMAS CASH & CARRY GIFT SHOW

October 30 - November 1, 2015

General Information

SHOW DATES AND HOURS

Friday	October 30, 2015	10:00 AM - 5:00 PM
Saturday	October 31, 2015	10:00 AM - 5:00 PM
Sunday	November 1, 2015	10:00 AM - 4:00 PM

Exhibitors will be allowed in the exhibit area one hour prior to the opening of the exhibition.

EXHIBITOR MOVE-IN

Thursday	October 29, 2015	8:00 AM - 6:00 PM
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ENTRY INTO THE Los Angeles Convention Center After 6:00 PM Is Not Permitted.

All set-up activities will be restricted to the confines of the booth space after 5:00 PM on Thursday, October 29, 2015 to allow for crate storage, aisle carpet installation, building cleaning and show management final inspection. Exhibiting companies must check in or call the show office by 2:00 pm Thursday, October 29th to prevent booths from being reassigned to another company. Any exhibitor needing additional time for set-up must receive approval from show management in the show office and will be required to sign in and out with show security.

Booths must be finished by 9:30 AM Friday October 30, 2015

EXHIBITOR MOVE-OUT

Sunday	November 1, 2015	4:00 PM – 10:00 PM
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NO DISASSEMBLING of exhibits will be allowed until after 4:00 PM on Sunday, November 1st. **All merchandise must be removed from the Exhibition Hall Sunday night.** Check in at the loading dock for move-out assistance. Forklifts and dollies will not be permitted in the aisles until the aisle carpet has been removed. Failure to adhere to this policy will result in loss of future booth space.

EXHIBIT REGULATIONS

TERMS AND CONDITIONS

Please review all the terms and conditions associated with exhibiting in the Los Angeles Christmas Cash & Carry Gift Show. They are outlined on the backside of the "Official Show Contract."

EXHIBITOR INSURANCE

Exhibitors are urged to obtain exhibition insurance through their own insurance company to cover their personnel, exhibit material and equipment for the duration of move-in, show days, and move out including public liability, property damage, fire and theft, etc.

SHOW MANAGEMENT AND THE OFFICIAL SERVICE CONTRACTOR WILL NOT ACCEPT LIABILITY OR RESPONSIBILITY FOR ANY LOSS, DAMAGE OR INJURY OCCURRING TO EXHIBITOR PERSONNEL OR PROPERTY, OR ANY LOSS, DAMAGE OR INJURY CAUSED TO ANYONE OR ANYTHING BY THE EXHIBITORS.

PHOTOGRAPHY

Photography of any kind is strictly prohibited unless you receive prior written approval from that exhibitor.

FIRE DEPARTMENT AND SAFETY REGULATIONS

Please see the Fire Marshal's Rules and Regulations in the Xpert portion of this manual.

VIOLATIONS

As a condition for exhibiting, each exhibitor shall agree to observe the show policies. Urban Expositions reserves the right to restrict and/or expel at any time any exhibit that it deems undesirable. Any exhibitor who fails to observe these conditions of the contract, or who, in the opinion of the management of Urban Expositions conducts themselves unethically, will be dismissed from the exhibition without refund.

Complaints regarding any objectionable practice by an exhibitor or official supplier should be reported immediately to the Show Office.

All matters and questions not specifically covered by these show regulations are subject to the decision of the management of Urban Expositions, whose decisions will be final.

ATTENDANCE OF CHILDREN

To maintain the professional environment of the show, children under the age of 14 years and strollers are strongly discouraged.

EXHIBITOR SERVICES

SECURITY

Security will be provided on a 24-hour basis beginning with the first day of move-in and extending through the last day of move-out. Every precaution will be made to ensure the safety of each exhibitor's merchandise. However, it is the exhibitor's responsibility to exercise prudent judgment and to safeguard personal property and belongings. Management is not held responsible for any loss or damage to exhibitor's property.

Any lost or stolen valuables or any breach of security should be reported to the show office immediately. Exhibitors are encouraged to remove or conceal any valuable objects while their exhibit is unattended.

HOTELS & TRAVEL INFORMATION

CONNECTIONS

Urban Expositions has retained the services of CONNECTIONS to secure discounted hotel rates in the Los Angeles area and assist exhibitors and retailers with reservations at these properties. In order to take advantage of these discounts, please contact **CONNECTIONS** at **855-246-8722** and refer to the Los Angeles Christmas Cash & Carry Gift Show. OR, you can refer to the website at www.urban-expo.com under the Travel Tab for a complete listing of rooms & rates available.

**** Important Deadlines ****

Advanced Discount Pricing for Xpert Exposition Services -Please check all forms for their specific deadline	October 10, 2015
Advance Shipping to Warehouse -Last day to arrive (M-F, 8 to 4) Oct. 24, 2015	September 26, 2015
Shipping Direct to Show Site -First day to arrive, move in hours only	October 29, 2015
Advanced Discount Pricing for Convention Services -Electrical - Please check all forms for their specific deadline	October 9, 2015
Advanced Discount Pricing for Smart City -Internet - Please check all forms for their specific deadline	September 30, 2015
Exhibitor Badge Form -Fax form to 678-285-7469 or 678-831-4581	October 23, 2015
Exhibitor Show Site Information -Fax form to 678-285-7469 or 678-831-4581	October 23, 2015
Hotel & Travel Discounts	ASAP



Los Angeles Christmas Cash & Carry Gift Show Show Site Exhibitor Information

Please complete this form in case we need to contact you on your way to the Show or during the Show. Please fax to Attn: Courtney Allen at 678-285-7469 or 678-831-4581
Form Due by October 23, 2015

Company: _____
Booth # _____
Contact _____
Phone _____ **Cell #** _____
Hotel Staying _____
Alt Contact _____
Phone _____ **Cell #** _____

What day will you arrive to the Show to set up?

- Thursday October 29th
 Thursday October 29th - Late Set-up after 6pm
 Estimated time of arrival _____
 Friday October 30th – Early Set-up
 Estimated time of arrival _____

**For late set up on Thursday October 29th you must notify Management as soon as possible with expected time of arrival. Please complete the above information and fax in to 678-285-7469 or 678-831-4581. Management has the right to release booth(s) if not notified in advance. Please note that your booth(s) must be set up before the opening of the Show on Friday October 30th, at 10am.

**Los Angeles Christmas Cash & Carry Gift Show
Jewelry Vault Security Area Terms & Conditions**

LIMITS OF MANAGEMENT LIABILITY

Gift Show Management has taken every practical step to make the Vault Security Lock-Up safe and convenient. However, Management cannot be held liable for loss of merchandise.

Please read this document and sign below if you are in agreement. You must sign this document if you wish to use the Vault Security Lock-up.

Gift Show Management has agreed to provide, as an accommodation to Vault exhibitors, a nightly storage space. In the event exhibitors desire to use the storage provided by the Gift Show Management, exhibitors assume any and all risk of theft and damage relating to such storage. The undersigned agrees as follows and acknowledges that if this document is not executed the undersigned shall have no right whatsoever to use the Vault Security Lock-Up.

1. The undersigned acknowledges and agrees that it assumes all risk of theft, damage or destruction of goods while in the gift show Vault or Vault Security Lock-Up, and that Urban Expositions, LLC provides such Vault Security Lock-Up and storage space for Vault items solely as an accommodation to Vault exhibitors. The undersigned acknowledges and agrees that Urban Expositions, LLC shall not be obligated to carry insurance on account of or for the benefit of exhibitors or their merchandise. The undersigned acknowledges that neither Urban Expositions, LLC nor its agents or representatives has made or shall make any warranty or representations regarding the safety of items stored in the Vault Security Lock-Up from theft or damage, and that all risk of loss, damage or destruction shall be the risk of the undersigned. The undersigned knowingly and voluntarily waives any and all claims against Urban Expositions, LLC, its parent corporation, subsidiaries, affiliates, agents, officers, shareholders, or other representatives from any liability or expense relating to loss, theft, damage or destruction, or any other loss of any kind whatsoever, while such goods are in transit to or from or stored in the Vault area or Vault Security Lock-Up. The undersigned acknowledges and agrees to make no claim whatsoever against Urban Expositions, LLC its agents, parent corporation, subsidiaries, affiliates, officers, directors, shareholders, or other representatives arising out of loss, damage or destruction relating to storage of items or transport of items to or from the Vault or the Vault Security Lockup.

2. The undersigned agrees to the following rules and regulations and such other further rules and regulations as Urban Expositions, LLC may impose relating to the display of goods in the Vault or storage area:

- a. All goods must be stored in locked cases.
- b. Exhibitor must present a claim check to withdraw any stored item. Urban Expositions, LLC shall have no responsibility whatsoever in the case goods are withdrawn with a forged or duplicate claim check. In the event a claim check is lost or misplaced, in order to withdraw a stored item an authorized representative of the exhibiting firm must provide identification acceptable to Urban Expositions, LLC showing that it is the owner of the claimed item or items, and must sign a receipt for each claimed item as well as a disclaimer or release in favor of Urban Expositions, LLC as may be requested.

"The Vault" is a registered service mark of Urban Expositions, LLC.

This document is valid for Gift Show days: _____ through _____

Company Name: _____

Dated: _____ Booth Number(s): _____

Signed by: _____

Mail or Fax To: Urban Expositions, 1690 Roberts Blvd., NW, Suite 111, Kennesaw, GA 30144
Fax: 678-285-7469 or 678-831-4581



LOS ANGELES CASH & CARRY GIFT SHOW

Exhibitor Badges Registration Form

Due Date: October 23, 2015

If you have not submitted your form by the deadline, you can register on show site at the exhibitor registration desk and badges will be printed for you on-site.

- The badges will be available for pick-up at the Exhibitor Registration during Move-in days.
- All exhibitor personnel will be required to show personal picture ID in order to receive a badge.

PLEASE LIST ALL PERSONNEL WHO WILL BE WORKING YOUR BOOTH

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

Telephone: _____ Fax: _____

Booth Number(s): _____

IMPORTANT: If you are unable to register by the deadline, return this form to the Exhibitor Registration Desk.

Urban Expositions LLC
1690 Roberts Blvd., NW
Suite 111
Kennesaw, GA 30144
Fax: 678-285-7469 or 678-831-4581



Los Angeles Christmas Cash & Carry Gift Show October 30 - November 1, 2015

HOTELS & TRAVEL INFORMATION

Hotels:

Urban Expositions has retained the services of CONNECTIONS to secure discounted hotel rates in the Los Angeles area and assist exhibitors and retailers with reservations at these properties. In order to take advantage of these discounts, please contact **CONNECTIONS** at **855-246-8722** and refer to the Los Angeles Christmas Cash & Carry Gift Show. OR, you can refer to the website at www.urban-expo.com under the Travel tab for a complete listing of rooms & rates available.

Driving Directions:

From the South: From 110 NORTH, transition to the 10 WEST, and exit immediately from the LEFT lane to PICO Blvd. The PICO off-ramp becomes CHERRY St. Turn RIGHT into the West Hall parking garage.

Alternate from the South: From 110 NORTH, exit at 9th St. RIGHT on FLOWER St. RIGHT on 11th. LEFT on CHERRY St. LEFT into the West Hall parking garage.

From the North: From 110 SOUTH, exit at OLYMPIC Blvd. LEFT at bottom of ramp onto BLAINE. LEFT on 11th St. Immediate RIGHT on CHERRY St, and LEFT into the West Hall garage.

From the East: From 10 WEST, transition to the 110 NORTH (Downtown). EXIT at PICO Blvd. The PICO off-ramp becomes CHERRY St. Turn RIGHT into the West Hall parking garage.

From the West: From 10 EAST, exit at GRAND Ave. Turn LEFT on OLIVE St., and LEFT on PICO Blvd. Turn RIGHT on CHERRY St. and RIGHT into the West Hall parking garage.

Alternate from the West: From 10 EAST, transition to the 110 NORTH, exit at 9th St. RIGHT on FLOWER St. RIGHT on 11TH St. LEFT on CHERRY St. LEFT into the West Hall parking garage.

From the Los Angeles International Airport (LAX): Take the Century

Boulevard exit to the Century Freeway (105) East. Take the Harbor Freeway (110) North to the Santa Monica Freeway (10) West. Exit at Pico Boulevard and proceed northward.

South Hall Parking: Turn right on Pico Boulevard, turn right on Figueroa Boulevard, turn right on Venice Boulevard, turn right on Convention Center Drive and proceed to the parking entrance.

Driving Directions Continued:

West Hall Parking: Cross Pico Boulevard and make a right turn at the intersection of Cherry and 12th Street into the parking garage entrance.

From the Burbank Airport: Exit the airport via Empire Avenue. Turn left on Hollywood Way (note direction sign to the Golden State Freeway (5) South at Empire and Hollywood Way Intersection), take the Golden State Freeway (5) South to the Harbor Freeway (110) South. Exit at Olympic Boulevard. Turn left at the bottom of the off-ramp onto Blaine St. Turn left on 11th Street.

South Hall Parking: Turn right on Figueroa. Turn right on Venice. Turn right on Convention Center Drive and proceed to the parking garage entrance.

West Hall Parking: Turn right at Cherry Street. Turn left at the intersection of Cherry St. and 12th Street and into the parking garage entrance.

From the Long Beach Airport: Exit the airport via E. Donald Douglas Drive. Turn right on N. Lakewood Blvd. Take ramp onto (405) Freeway North toward Santa Monica. Take the Harbor Freeway exit onto (110) Freeway going north toward Los Angeles. Take the Santa Monica (10) Freeway and exit toward Pico Blvd. Continue on Cherry Street. Turn right on West Pico Blvd. Turn left on South Figueroa Street. Arrive at 1201 South Figueroa Street on the left.

From Union Station: By Metrolink Rail: Take the Metro Red Line. Exit at 7th Street then transfer to the Metro Blue Line (Long Beach). Exit at Pico Boulevard Station. Then walk one block west to Figueroa Street.

Commuter Express from Downtown Los Angeles: Take route 413 - From Temple/Hill (Civic Center) to 11th /Figueroa Street (LACC).

LEVY RESTAURANTS / LACC AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution



Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Los Angeles Convention Center (LACC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
 - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Los Angeles Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all applicable booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or LACC services.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the LACC and **Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted no later than .
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants.

If these services are required the following charges will assessed:

- 1. \$200.00 per day minimum for dry or refrigerated storage
- 2. \$200.00 for a small visi cooler
- 3. \$400.00 for a large double visi cooler
- 4. \$35.00 per drop off and per pick-up for steward
- 5. \$10.00 per 5 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Information must be received no later than close of business (5:00 PM EST) on _____.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Date

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

Please include: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____ Date _____
Levy Restaurants

PLEASE RETURN FORM TO LEVY RESTAURANTS BY _____, 2014 TO ENSURE CONFIRMATION AND APPROVAL.

For additional services and information, please contact Levy Restaurants:

*Levy Restaurants
1201 S. Figueroa St. | Los Angeles, CA 90015
mlopez@levyrestaurants.com
Telephone 213-765-4480 | Fax: 213-765-4476*



WELCOME LETTER

Los Angeles Convention Center
Los Angeles, CA

DEAR EXHIBITOR,

We are pleased to have been selected by Show Management as your Official Service Contractor to assist you in making sure your show participation is successful.

For online ordering go to: <https://xpert.boomerecommerce.com>

This exhibitor kit contains IMPORTANT information and order forms on the wide variety of services we offer, please review this kit carefully. If we are to serve you efficiently, it is most important that you fill out these forms and return them to us promptly.

DISCOUNTS on many decorating items and services can be realized if your orders are placed by the discount deadline dates. Please see order forms for applicable deadline dates.

XPERT EXPOSITION SERVICES requires payment in full at the time services are ordered. Purchase Orders are not considered advance payment. You can make payment by check, wire transfer or credit cards, we accept Visa, MasterCard, Diners and American Express. A credit card authorization form is enclosed for your convenience. This will be used to charge labor and material handling services not covered in your advance order. All materials are on a rental basis and remain the property of XPERT EXPOSITION SERVICES.

We realize that exhibiting in a convention can be a complicated and sometimes daunting task. It is our mission to provide you with a seamless planning process, a supporting infrastructure and be a solid information resource that will result in the successful execution of your event. Our customer service department is available to assist you with your needs prior to the event by calling 855-677-EXPO(3976) 8am . 5pm (PST) Monday . Friday or e-mail us at exhibitorservices@xpertexpo.com. Also you can visit us at show site at the Xpert Exposition Services Desk.

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

IMPORTANT: If this kit has been addressed to an individual not responsible for exhibit arrangements, PLEASE FORWARD IT TO THE APPROPRIATE PARTY PROMPTLY.

TABLE OF CONTENTS

General Show Information

- Critical Show Information
- Online Ordering Information

Payment Information

- Payment Options & Policy
- Payment Authorization

Show-site Venue & Advance Warehouse Location

- Shipping Addresses
- Advance Shipping Labels
- Direct Shipping Labels
- EFS Freight
- Material Handling Costs
- Material Handling Authorization
- Cart Load Service
- Material Handling Policy
- Material Handling Helpful Hints

Labor

- Booth Labor
- Outbound Shipping Instructions
- Exhibitor Appointed Contractor Form
- Sample Certificate of Insurance
- Forklift Labor
- Accessible Storage During Show
- Warehouse Storage and Transportaion

Xpert Furniture & Accessories

- Standard Furniture Brochure
- Standard Furniture Order Form
- Furniture Accessories Order Form
- Booth Carpet Order Form
- Showcase Order Form

Booth Rentals

- Booth Rental Brochure
- Booth Rental Order Form
- Booth Accessories Order Form

Custom Graphics

- Custom Signage Order Form

Rules & Regulations

- Union Guidelines
- Fire & Safety
- Terms & Conditions

Additional Services

- Smart City
- Internet/Voice Service

EDLEN

- Electrical
- Plumbing



CRITICAL SHOW INFORMATION

Los Angeles Convention Center
Los Angeles, CA

Booth Information

Booth Package Includes: 10'x10'
8' high back wall (black)
3' high side drape (black)
2 - side chairs, 1 - exhibitor ID sign
Direct Shipment Drayage Included

Aisle Carpet: Gray Matrix

Exhibit Hall Hours

Exhibitor Installation:	Thursday, October 29	8:00am-6:00pm
Show Hours:	Friday, October 30	10:00am-5:00pm
	Saturday, October 31	10:00am-5:00pm
	Sunday, November 1	10:00am-4:00pm
Exhibitor Dismantle:	Sunday, November 1	4:01pm-10:00pm
All Out By:	Sunday, November 1	10:00 PM

All carriers must check in no later than 8:00 PM on Sunday, November 1 for freight pick up

Shipping Information

Advance Warehouse:

All materials shipped in advance to the warehouse must arrive by 10/24/2015.

UPS Freight c/o Crane Freight & Cartage
Los Angeles Cash & Carry Show
1320 W. Holt Ave
Pomona, CA 91768

Direct to Show Site

First day direct shipments will be accepted is 10/29/2015.

c/o Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

Important Dates / Deadlines

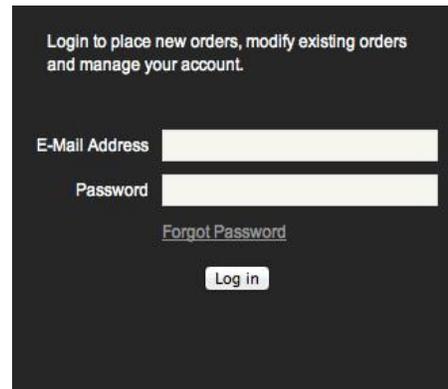
First day advance freight accepted:	9/26/2015
Discount price deadline for booth/furniture	10/10/2015
Last day advance freight accepted	10/24/2015
First day direct freight accepted	10/29/2015

ONLINE ORDERING INSTRUCTIONS

There are two options for accessing our convenient and secure online ordering system.

1. If you are the main contact provided to Xpert by your show management team, check your email, including your junk folder, for a direct link to <https://xpert.boomerecommerce.com>, our online ordering system. This Exhibitor Services email will provide the necessary login information needed to get started.

Enter your email address and password here:



Copying and pasting the password is suggested to eliminate errors.

-or-

2. Go to our website at www.xpertexpo.com

Click on  If you are not the main contact provided for the exhibiting booth, please click on  You will be required to supply both your company name and zip code to gain access and start placing orders.

Once you have located your company and set up your contact information, click on  in the My Events column next to the event you would like to place an order for.

Your shopping cart can be viewed by clicking  in the upper right hand side of the screen, at any time during the ordering process.

Helpful Hints:

If you would like to remove an item from your shopping cart, click the .

Special instruction can be added to clarify your order by clicking [Add Instruction](#) under any items ordered.

Change color of carpet, drape, or skirt or any required selections during ordering, click on [Edit Attributes](#) and proceed with changes.

After your order has been processed, you will have ability to attach any floor plans, set up instructions, or notes you feel necessary under **Available Options for your order #**

PAYMENT OPTIONS & POLICY

Payment Options

Please note, we require a valid Credit Card on file regardless of your preferred method of payment.

Payment by Credit Card

For your convenience, we accept MasterCard, Visa and American Express. Please submit your credit card information online or complete and submit Xpert's Payment Authorization form along with your orders when you are faxing or mailing them in. Credit Cards submitted are subject to charge for all goods and services provided by Xpert Exposition Services.

Payment by Company Check

Please mail your check along with your order forms to Xpert Exposition Services at the address listed below. If you are faxing your order forms, please include a signed Payment Authorization form and a photocopy of your check. Your orders will be processed immediately upon receipt of your original check. Checks must include Exhibiting Company Name, Booth number and Name of Show.

Payment by Third Party

If Xpert will be invoicing a third party, please complete and submit the Payment Authorization form. Please note, the exhibiting firm is ultimately responsible for payment of all charges by show conclusion should the third party default on payment. Exhibiting Company Credit Card is required.

Payment by Wire Transfer

Please call 702-248-8007 or email exhibitorservices@xpertexpo.com for wire transfer information.

International Exhibitors

International Exhibitors must make payment to Xpert for all amounts due in U.S. funds prior to show closing.

Payment Policy

General

In order for us to process your orders, we must have a valid Credit Card on file and full payment in advance of the show. Invoices showing activity to date will be prepared at the Xpert Service Desk for your review at show site. Final invoices can be requested via e-mail 14 days after show close.

Tax Exempt Status

If you claim tax exempt status, please submit a copy of your Tax Exempt Certificate issued by the federal government or state in which your event is taking place with your initial order.

Third Party Payment

Each exhibiting company is ultimately responsible for all charges incurred on its behalf. Xpert Exposition Services reserves the right to institute collection action against the exhibitor if the authorized third party does not pay (see third party payment).

Credits for Billing Discrepancies

Any requests for credits related to billing discrepancies must be addressed with Xpert within 30 days from the close the show.

Discount Pricing

To qualify for discount prices, full payment must be included with your order on or before the discount deadline date.

Standard Pricing

Order forms submitted after the advance discount deadline will be processed at the standard prices.

Cancellation of Items or Services

Twenty-four hour notice is required for cancellation of labor services. If such notice is not provided, a one hour minimum per laborer ordered will be charged. Items cancelled prior to exhibitor move in will not be charged, items cancelled after exhibitor move in begins will be charged at 50% of the price of the item



PAYMENT AUTHORIZATION

Exhibiting Company Name _____	Booth Number _____
Contact Person _____	E-Mail _____

Credit Card Policy

I authorize Xpert Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If my credit card is declined, Standard Show Site Rate prevails and a \$25.00 service charge will be added. Please note: **By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> All Xpert Services | <input type="checkbox"/> Furniture & Carpet | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Booth Cleaning & Porter Service |
| <input type="checkbox"/> Booth Labor | <input type="checkbox"/> Other _____ | | |

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number	Exp. Date	Security Code
<input style="width:100%" type="text"/>	<input style="width:100%" type="text"/>	<input style="width:100%" type="text"/>

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____ AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> All Xpert Services | <input type="checkbox"/> Furniture & Carpet | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Booth Cleaning & Porter Service |
| <input type="checkbox"/> Booth Labor | <input type="checkbox"/> Other _____ | | |

Payment type: MasterCard Visa Diners American Express Check \$ _____

Account Number	Exp. Date	Security Code
<input style="width:100%" type="text"/>	<input style="width:100%" type="text"/>	<input style="width:100%" type="text"/>

CARDHOLDER NAME (PLEASE PRINT) _____

BILLING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

X _____ AUTHORIZED SIGNATURE AUTHORIZED NAME (please print) DATE



Los Angeles Cash & Carry Show 2015

October 30 - November 1

SHIPPING ADDRESSES

**Los Angeles Convention Center
Los Angeles, CA**

Advance Shipments to Warehouse

To: (Exhibiting Company and booth number)

For: **Los Angeles Cash & Carry Show 2015**

UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Advance shipments are accepted from 9/26/2015 through 10/24/2015.

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

For: **Los Angeles Cash & Carry Show 2015**

Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

First day direct shipments will be accepted is 10/29/2015.

Any shipment arriving prior to 10/29/2015 may not be accepted and is subject to additional handling fees.

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Los Angeles Cash & Carry Show 2015

To:
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Los Angeles Cash & Carry Show 2015

To:
UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

Los Angeles Cash & Carry Show 2015

To: Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Los Angeles Cash & Carry Show 2015

To: Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Los Angeles Cash & Carry Show 2015

To: Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Los Angeles Cash & Carry Show 2015

To: Xpert Exposition Services
Los Angeles Convention Center
1201 South Figueroa St.
Los Angeles, CA, 90015

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H RUSH HANGING SIGN

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H RUSH HANGING SIGN

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H RUSH HANGING SIGN

From:

Los Angeles Cash & Carry Show 2015

To: UPS Freight c/o Crane Freight & Cartage
1320 W. Holt Ave
Pomona, CA 91768

Company Name: _____
Booth Number: _____
Piece # _____ of _____

H RUSH HANGING SIGN

EFS knows tradeshow shipping and our 21st century approach allows you to tailor a shipping plan that meets your specific needs. We can help you to, between and from any shows, **ANYTIME AND ANYWHERE.**

TO SHOWS:

- Full coverage of North America = pickups anywhere
- Special needs? Liftgate? Residential pick-up? Need an appointment? Just ask
- In-transit tracking = assurance of on-time delivery
- Preferred carrier status = your shipment is in your booth before you are

BETWEEN SHOWS:

- All-in caravan rates include freight cost, fuel, storage, and show site delivery
- No added wait time charges at delivery

FROM SHOWS:

- Book your outbound shipment before the show and we will have your Material Handling Agreement (MHA) at the service desk
- Ship prepaid or collect to a customer at the same low show rates

We track your shipment during transit and handle all communications needed for on-time delivery...SO YOU DON'T HAVE TO!

IT'S EASY TO GET STARTED

- Visit our website, **www.exhibitfreight.com**
- Login to your account to get a quick quote
- Set up and print inbound and/or outbound shipping documents

QUESTIONS?

Contact one of our dedicated trade show experts toll-free at 800-382-7700 or email contact@exhibitfreight.com





MATERIAL HANDLING COSTS

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Advance Shipments to Warehouse

Crated
 Shipment Weight _____ cwt x \$45.00 per 100 lbs.**
 = \$ _____

Crated Additional Handling*
 Shipment Weight _____ cwt x \$58.50 per 100 lbs.**
 = \$ _____

* Uncrated shipments will NOT be accepted at the Advance Warehouse.
 **200 lb. minimum

Direct Shipments to Show Site

Included in exhibitor booth package

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Cost Estimate

Material Handling	\$
Estimated Additional Charges	\$
Total Estimated Material Handling	\$

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.
Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.
Uncrated - Material that is shipping loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.
Late to Warehouse Fee: - Shipments arriving after %late+ will be charged an additional 30% per cwt.
Early Shipments to Warehouse - Any shipment arriving prior to %late+ will be charged an additional 30% per cwt.
Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipments are received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles (POVs) only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. Workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area.

Caddie Cart Load Service isō .

- Intended for those exhibitors requiring minimum assistance to expedite the move-in/move-out of their shipments.
- Intended as a means of allocating valuable loading space and cost-effective labor crews during the move-in/move-out process.
- Intended as an integral part of an overall plan to minimize disruptions to the ongoing movement of forklifts, crated and other large materials during the move-in/move-out process.

The loading dock is for loading and unloading only. No parking will be allowed on the loading dock. It is advisable to have two people per vehicle so that once the POV is unloaded, it can be moved immediately from the dock area.

- No personal dollies, wagons or hand trucks are allowed on the dock or show floor.
- No Xpert equipment is allowed to be used by exhibitors.

Caddie Cart Load Service Schedule

Move-In

Thursday, October 29 8:00am-6:00pm

Move-Out

Sunday, November 1 4:00pm-10:00pm

Exhibitors who have extensive unloading requirements must use the material handling services.

Exhibitors are required to carry all risk floater insurance covering their products and exhibit materials against damage, loss and other hazards. The coverage should start when the product and exhibit material leave your place of business and end upon the return to your facility after the show. This can be done by adding riders to existing insurance policies.

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the Xpert Service Desk. Xpert will be unable to adjust invoices after the close of the show.

Freight must be less than: 3qhigh
3qwide
5qlong

Cart is 30+q x 48+q





MATERIAL HANDLING AUTHORIZATION

Company Name _____

Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$45.00 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$58.50 per 100 lbs.**
= \$ _____

* *Uncrated shipments will NOT be accepted at the Advance Warehouse.*

**200 lb. minimum

Direct Shipments to Show Site

Included in booth package

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request, call for pricing.

Rate Classifications

Crated - Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

Additional Handling - Material delivered by a carrier in such a manner that it requires additional handling, such as ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, shipment integrity, alternate delivery location, loads mixed with pad wrapped material, carpet and/or pad only shipments, no documentation (including weight tickets) and shipments that require additional time, equipment or labor to unload. Federal Express, UPS, & DHL are included in this category due to their delivery procedures.

Uncrated - Material that is shipping loose or pad-wrapped, and/or un-skidded machinery without proper lifting bars or hooks.

Small Packages - A shipment of any number of pieces with a combined weight not to exceed 50 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

Off-Target - Direct Shipments that do not arrive on the date or time assigned, will be charged an additional 30% per cwt.

Late to Warehouse Fee: - Shipments arriving after %late+ will be charged an additional 30% per cwt.

Early Shipments to Warehouse - Any shipment arriving prior to %late+ will be charged an additional 30% per cwt.

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional \$50.00 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays. Please check Critical Show Information page. Based upon the material handling rates quoted above, a 30% surcharge per cwt for each occurrence will apply if:

Shipment is received on overtime.

Your advance shipment to the warehouse is received during straight time hours, but due to scheduling beyond Xpert's control, is moved into show site on overtime.

Your shipment is moved into or out of show site on overtime due to scheduling beyond Xpert's control.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

X _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE



MATERIAL HANDLING POLICY

Weight Tickets

In the event that no weight is indicated on the delivery documents presented, Xpert shall estimate the weight, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

Overtime Charges

An overtime surcharge per cwt, for each occurrence, will apply if:

- ~ Shipments are received on overtime.*
- ~ Advance shipment to the warehouse is received during straight time hours, but due to scheduling conflicts beyond Xpert's control, is moved into show site on overtime.
- ~ Shipment is moved into or out of show site on overtime due to scheduling conflicts beyond Xpert's control.

Overtime is:

- ~ Monday through Friday before to 8:00 a.m. and after 4:30 p.m.
- ~ All day Saturday, Sunday, and observed union holidays

Inbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth. Xpert Exposition Services recommends hiring security services from the facility or Show Management.

Outbound Shipment(s)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Xpert Exposition Services will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Xpert highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Xpert by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Xpert and the actual count of such items in the booth at the time of pick up.

Material Handling Forms covering outgoing shipments that are furnished to Xpert by exhibitors will be checked at the time of actual pick up from booth and corrections made where discrepancies occur.

Xpert shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control.

If found liable for any loss, XPERT's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 (USD) per pound per article with a maximum liability of \$100.00 (USD) per item, or \$1,000.00 (USD) per shipment, whichever is less.

Xpert shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Xpert by an exhibitor or by any shipper 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 in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the show floor without forwarding instructions turned into the Xpert Service Desk, will be shipped on show carrier or returned to warehouse pending re-routing, at the exhibitors expense. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED. XPERT RESERVES THE RIGHT TO SHIP MATERIALS IF CARRIERS DO NOT CHECK IN BY THE APPOINTED DATE AND TIME. XPERT CAN NOT GUARANTEE PICK UP TIMES FOR EXHIBITOR APPOINTED CARRIERS. ALL SHIPMENTS ARE MOVED OUT OF THE EXHIBIT HALL AT XPERT'S DISCRETION.

MATERIAL HANDLING HINTS

The information below summarizes the most commonly asked questions regarding freight/material handling, often referred to as drayage. This can be the most costly budget item for exhibitors. We will try to explain what drayage is and how rates are established, which may help you save money and avoid unnecessary surcharges.

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance 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 the warehouse or at 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? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

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. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional 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? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all 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 plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse 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 then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve 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.

Finally:

~ 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; etc.



BOOTH LABOR

Discount Price Deadline 10/10/2015

Company Name

Booth Number

Contact Person

E-Mail

Labor

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.
Exhibitor must check in at the Xpert Service Desk to notify Xpert that they are ready for labor and upon completion of work.

Orders placed after 10/10/2015: Add 30% to hourly rates.

LABOR RATES: **Straight time \$ 102.00** **Overtime: \$ 153.00**

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

All rates are charged at a one-hour minimum per laborer, 30 minute increments after the first hour.

Date & Time	# of Laborers	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on installation labor

Dismantle

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on dismantle labor

Total Estimated Costs	\$
------------------------------	-----------

***Xpert Supervision**

Our fee for this service is 50% of exhibitor's total labor bill.
In order to perform the labor without exhibitor's representative present, Xpert must receive detailed set-up instructions (blueprints/floor plans, etc.) with this labor order form.
Exhibitor must also fill out Outbound Shipping Instructions page.

Company Representative

Cell Phone Number

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.
By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



Los Angeles Cash & Carry Show 2015

October 30 - November 1

OUTBOUND SHIPPING INSTRUCTIONS

NOTE: ONLY submit this form if using Xpert Exposition Supervised Labor

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Outbound Shipping Instructions

Please complete this section only if Xpert Exposition will be supervising booth labor.

At close of show, exhibitor freight will be shipped to the following address:

If your freight is being forwarded to another show, be sure to include the name of show and your booth number.

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

SHIPPING METHOD

AIR GROUND

Name of Carrier:

Please note:

If an exhibitor is not using the official show freight carrier, the exhibitor is responsible for arranging for carrier to pick up at close of show.

If no carrier is named or carrier does not show up, Xpert will ship via the official show carrier at exhibitors expense.

Xpert cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Xpert's discretion.



Los Angeles Cash & Carry Show 2015

October 30 - November 1

EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 10/10/2015.

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

- All Xpert Services
- Booth Labor
- Furniture & Carpet
- Other _____
- Material Handling
- Booth Cleaning & Porter Service

Is this company authorized to order services on your behalf? YES NO

Is this company responsible for charges incurred for the show? YES* NO

*If yes, both parties must complete and sign the Third Party Payment form.

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

PRINT NAME

SIGNATURE

DATE

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
1234 Broker Lane
New York, NY 10895
Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED
Big Boom Company, Inc.
1234 Corporate Lane
New York, NY 10895
Attn: Joe Smith
Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: Hartford Insurance Company of Illinois
INSURER B: Aetna Casualty & Surety Company
INSURER C: Travelers Insurance Company
INSURER D: Royal Insurance Company
INSURER E:

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-AI1	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 300,000	
	MED EXP (Any one person)				\$ 10,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/08	01/01/09	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
PROPERTY DAMAGE	\$					
(Per accident)						
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/>				AUTO ONLY-EA ACCIDENT	\$1,000,000
					OTHER THAN AUTO ONLY:	\$
						\$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/08	01/01/09	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/08	01/01/09	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER					

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
Xpert Exposition Services (Official Service Provider) is hereby named as additional insured, except for Workers' Compensation.
Xpert Exposition Services and/or the consignors are included as Loss Payee. The insurance provided for the benefit of Xpert Exposition Services, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Xpert shall be excess and non-contributory.

CERTIFICATE HOLDER	<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
Xpert Exposition Services 3455 W. Sunset Rd. Suite L Las Vegas, NV 89118			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS
			AUTHORIZED REPRESENTATIVE John Smith, CIC John Smith, CIC



FORKLIFT LABOR

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Forklift Labor

Forklift labor usually includes a forklift and operator; however, determining a crew size is at the discretion of the official service contractor and may require an additional laborer at the labor rates outlined on the Booth Labor page.

Exhibitors ordering forklift to assemble displays or for uncrating, un-skidding, positioning and re-skidding equipment or machinery will need to estimate their needs below.

Starting time is guaranteed only in those instances where labor is requested for the start of the work day; i.e., 8:00 a.m.

Exhibitor must check in at the Xpert Service Desk to pick up forklift crew ordered, and check out at the Xpert Service Desk upon completion of work.

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined).

FORKLIFT RATES: Straight time \$ 153.00 Overtime: \$ 229.50

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time	# of Forklifts	Total Hours	Hourly Rate	Total Cost
Install				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Dismantle				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Estimated Costs				\$

Description of Work to be performed: _____

Describe largest piece to be handled:

Weight _____ lbs. Dimensions: Length _____ Width _____ Depth _____

Height to be placed _____

Show site contact: _____
NAME

CELL

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment.

By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.



HANGING SIGN LABOR

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Hanging Sign Labor

Orders for hanging of ceiling signs must be submitted with payment to Xpert Exposition Services no later than 10/18/2015.

Overhead signs must be sent in a separate container to the advance shipping warehouse no later than 10/24/2015 using the enclosed Hanging Sign+labels.

All overhead hanging signs or banners are subject to approval and must conform to show management and facility regulations. Xpert Exposition Services reserves the right to assemble, install, and lower all hanging signs with approved devices and cable to safely hang signs.

Set-up instructions must be provided for signs requiring assembly. Hanging anchor points must be pre-fabricated and ready for use.

Signs requiring electricity must be in accordance with the National Electrical Code. Please complete and return the Electrical order forms included in this manual.

Xpert Exposition Services reserves the right to refuse to hang any sign which we deem to be unsafe.

Signs requiring assembly, installation and dismantling of support devices or hoisting cable will be done on a time-and-material basis. All labor to assemble and disassemble is at exhibitor's expense, and will be charged at Xpert's Labor rates. Hanging is a separate charge. Hanging sign assembly is mandatory.

HANGING SIGN RATES: Straight time \$ 412.00 Overtime: \$ 618.00

Straight-Time: 8:00 a.m. to 4:30 p.m., Monday through Friday.

Overtime: Before 8:00 a.m. and after 4:30 p.m., Monday through Friday, and all hours on Saturday, Sunday and observed union holidays, where applicable.

Orders placed on show site: Add 30% to hourly rates.

All rates are charged at a one-hour minimum per crew, 30 minute increments after the first hour.

Date & Time Install	# of Lifts	Total Hours	Hourly Rate	Total Cost
_____	_____	_____	_____	_____
Dismantle	_____	_____	_____	_____

Assembly required?
Yes No

Supervision Required for Assembly?
Yes No

Total Estimated Costs	\$
------------------------------	-----------

Description of Sign/Banner:

Cloth/Vinyl Wood System Metal Other _____

1 . Sided 2 . Sided Pockets Grommets Number of hang points: _____

Shape:

Square Circle Triangle Rectangle Other _____

Dimensions:

Height _____ Width _____ Length _____ Weight _____ lbs.

Please note:

Credit Card Authorization must be on file with Xpert before any goods or services will be rendered regardless of your preferred method of payment. By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Terms and Conditions statements contained herein.

HANGING SIGN LAYOUT

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Hanging Sign Layout

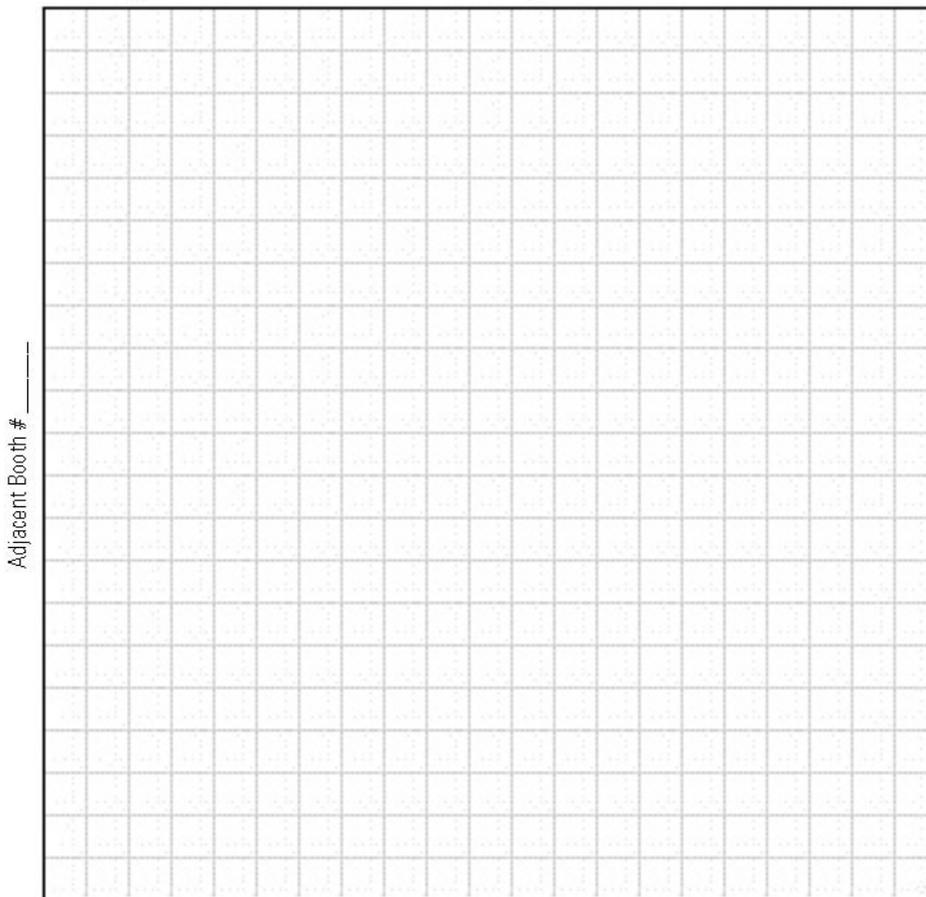
Sign Location

Center of booth See attached floor plan or grid below

Distance from floor to top of sign _____ or to maximum height allowed

Each square = 1'

Adjacent Booth # _____



Adjacent Booth # _____



BOOTH CLEANING

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Cleaning

Vacuuming of booth and emptying of wastebaskets once daily at close of show

Booth dimensions	Total area	Discount Price	Standard Price	Daily Price	
_____ x _____	= _____	x \$0.37	or \$0.47	= _____	
		Daily Price	Number of days		Cleaning Service Total Price
		_____ x	_____ =	_____	

Porter Service

Emptying of wastebaskets every two hours during show hours only.

Booth size	Cost per day	Number of days	Porter Service Total Price
up to 1000 sq. ft.	\$130.50	_____	_____
1000 to 1500 sq. ft.	\$150.50	_____	_____
1500 to 2000 sq. ft.	\$170.50	_____	_____
2000 to 2500 sq. ft.	\$190.50	_____	_____
2500 to 3000 sq. ft.	\$210.50	_____	_____
3000 to 3500 sq. ft.	\$230.50	_____	_____
3500 to 4000 sq. ft.	\$250.50	_____	_____
Over 4000 sq. ft.	\$270.50	_____	_____

Total Costs	_____
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Los Angeles Cash & Carry Show 2015

October 30 - November 1

ACCESSIBLE STORAGE DURING SHOW

Exhibitor must sign up for accessible storage at the Xpert Service Desk on-site.

Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of \$105.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$105.00 per day
32 to 64 square feet	\$155.00 per day
64 to 96 square feet	\$205.00 per day
96 to 128 square feet	\$255.00 per day
128 to 160 square feet	\$305.00 per day

Labor

Each time you access your materials, you will be charged a minimum of one-half hour of labor according to the hourly rates indicated on the booth labor form.

FURNITURE & ACCESSORIES



Side Chair



Barstool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion
(includes 7' retractable cord)



Tripod Easel



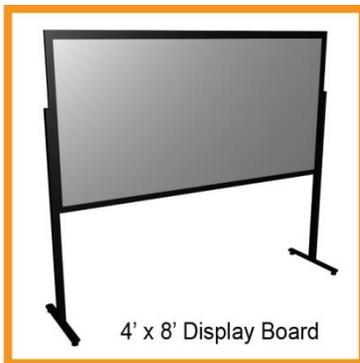
Garment Rack



Raffle Drum



Wastebasket



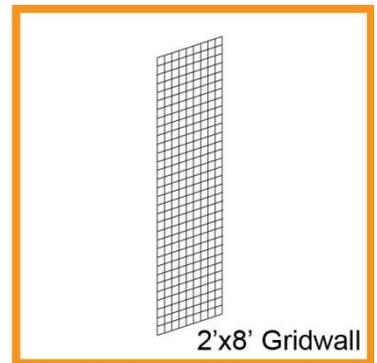
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



TABLE Package Order Form

discount deadline: 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Attention Exhibitors:

Choose a total of 3 tables, any combination for \$150.00

30" high - 4'x24" Black Skirted Table

Qty: _____

30" high - 6'x24" Black Skirted Table

Qty: _____

30" high - 8'x24" Black Skirted Table

Qty: _____

Change of skirt color is available for \$39.00 per skirt per table

Available Skirt Color:

Blue table size(s) _____ Qty _____

Burgundy table size(s) _____ Qty _____

Red table size(s) _____ Qty _____

Silver table size(s) _____ Qty _____

Green table size(s) _____ Qty _____

White table size(s) _____ Qty _____

total Qty _____ x \$39.00 = _____

TERMS & CONDITIONS

To receive Discount Rate, orders must be received & paid for by 10/24/13. Cancelled orders will be charged at 50% of total if cancelled after delivery.

No refunds will be issued on pre-order rentals that are missing from the booth space. These rental items will be charged in full if not brought to the attention of Xpert Exposition Services personnel prior to show opening.

Orders must be paid by credit card (see Order Summary/Payment Authorization Form).



STANDARD FURNITURE

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 55.00	\$ 71.50	\$ _____
Barstool	_____	\$ 97.00	\$ 126.10	\$ _____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36+x 30+High Conference Table	_____	\$ 189.00	\$ 245.70	\$ _____
36+x 40+High Cocktail Table	_____	\$ 209.00	\$ 271.70	\$ _____

30" Tables

4qx 2qx 30+High Table (un-skirted)	_____	\$ 63.00	\$ 81.90	\$ _____
6qx 2qx 30+High Table (un-skirted)	_____	\$ 83.00	\$ 107.90	\$ _____
8qx 2qx 30+High Table (un-skirted)	_____	\$ 103.00	\$ 133.90	\$ _____

40" Tables

4qx 2qx 40+High Table (un-skirted)	_____	\$ 72.00	\$ 93.60	\$ _____
6qx 2qx 40+High Table (un-skirted)	_____	\$ 95.00	\$ 123.50	\$ _____
8qx 2qx 40+High Table (un-skirted)	_____	\$ 118.00	\$ 153.40	\$ _____
Draped Riser (white only) 4q 6q	_____	\$ 56.00	\$ 72.80	\$ _____

Table skirting

Skirting Colors Black Blue Burgundy Gold Green Red Silver Teal White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30+Table Skirt	_____	\$ 39.00	\$ 50.70	\$ _____
40+Table Skirt	_____	\$ 49.00	\$ 63.70	\$ _____

Table skirts are approx. 14' in length and cover only 3 sides of the standard 6' and 8' tables

30+Table Skirt - 4 th side coverage for 6qor 8q	_____	\$ 39.00	\$ 50.70	\$ _____
40+Table Skirt - 4 th side coverage for 6qor 8q	_____	\$ 49.00	\$ 63.70	\$ _____

Total Costs	\$
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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



BOOTH CARPET

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Carpet

Carpet Colors	Black	Blue	Burgundy	Gray	Red	Teal		
			Quantity	Discount Price		Standard Price		Extended Price
10qx 10q			_____	\$144.00		\$187.20		\$ _____
10qx 20q			_____	\$288.00		\$374.40		\$ _____
10qx 30q			_____	\$432.00		\$561.60		\$ _____
10qx 40q			_____	\$576.00		\$748.80		\$ _____
10qx 50q			_____	\$720.00		\$936.00		\$ _____

Custom Cut Carpet

Carpet Colors	Black	Blue	Burgundy	Gray	Red	Teal			
							Discount Price	Standard Price	Extended price
			Booth Size	Sq. Ft.					
Per Sq Ft (minimum 100 ft.)	_____	X	_____	=	_____	X	\$2.40	or	\$3.12 = \$ _____

Plush Carpet

Carpet Colors	Black	Blue	Burgundy	Gray	Red	Teal	White			
								Discount Price	Standard Price	Extended Price
			Booth Size	Sq. Ft.						
Per Sq. Ft (minimum 100 ft.)	_____	X	_____	=	_____	X	\$3.30	or	\$4.29 = \$ _____	

Accessories

Padding (1/2 inch foam)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.)	_____ X _____	=	_____ X \$1.40	or	\$1.82 = \$ _____

Double Padding (1 inch foam)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.)	_____ X _____	=	_____ X \$2.75	or	\$3.58 = \$ _____

Visqueen (3 mil)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.)	_____ X _____	=	_____ X \$0.95	or	\$1.24 = \$ _____

Total Costs	\$
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Los Angeles Cash & Carry Show 2015

October 30 - November 1

BOOTH CARPET REMOVAL

Company Name

Booth Number

Contact Person

E-Mail

If you **DO NOT** wish to have this carpet installed, please complete and return this form

to Xpert by the discount deadline of: **10/10/2015**

If you would like to replace your booth package carpet with another color it is at your expense. Please see the Carpet order page to see color selections.

Booth size _____

Exhibitor Signature _____ Date _____

BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



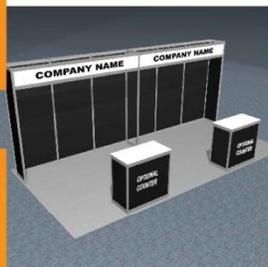
PACKAGE A



PACKAGE D



PACKAGE G



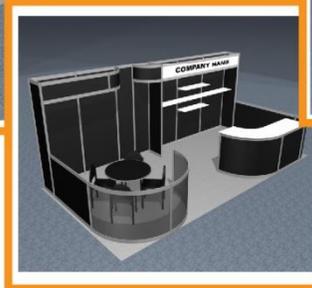
PACKAGE C



PACKAGE F



PACKAGE B



PACKAGE E



PACKAGE H

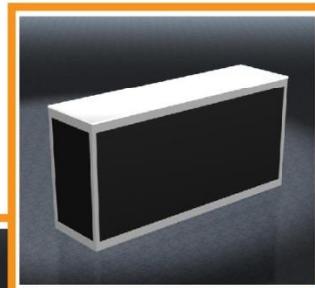
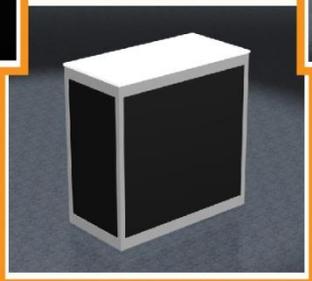
ACCESSORIES

ARM LIGHT



SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER





BOOTH RENTAL

Discount Price Deadline 10/10/2015

	Discount Price	Standard Price	Extended Price
Package A ~ header sign (not backlit) ~ standard color carpet ~ 3 arm lights (electrical labor & power not included)	\$1345.00	\$1748.50	_____
Package B ~ header sign (not backlit) ~ standard color carpet ~ 3 arm lights (electrical labor & power not included)	\$1830.00	\$2379.00	_____
Package C ~ header sign (not backlit) ~ standard color carpet ~ 6 arm lights (electrical labor & power not included)	\$2045.00	\$2658.50	_____
Package D ~ header sign (not backlit) ~ standard color carpet ~ 6 arm lights (electrical labor & power not included)	\$2557.00	\$3324.10	_____
Package E ~ header sign (not backlit) ~ standard color carpet ~ 5 arm lights (electrical labor & power not included) ~ 1 custom curved counter ~ 5 . 1 meter shelves	\$3245.00	\$4218.50	_____
Package F ~ header sign (not backlit) ~ standard color carpet ~ 4 arm lights (power not included) ~ 6 . 1 meter shelves	\$3150.00	\$4095.00	_____
Package G ~ header sign (not backlit) ~ standard color carpet ~ 8 arm lights (power not included) ~ 4 . 1 meter counters ~ 4 barstools	\$3245.00	\$4218.50	_____
Package H ~ header sign (not backlit) ~ standard color carpet ~ 8 arm lights (power not included) ~ 4 . 1 meter counters ~ 4 barstools	\$3945.00	\$5128.50	_____

Total Costs	\$
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Header copy:

Text color: Black Blue Red Grey

Panel color: White Black Grey Grey Fabric (Velcro friendly) Black Fabric (Velcro friendly)

Carpet color: Black Blue Burgundy Gray Red Teal

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.



Los Angeles Cash & Carry Show 2015

October 30 - November 1

BOOTH RENTAL ACCESSORIES

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$65.00	\$84.50	\$ _____
1 meter shelf	_____	\$49.00	\$63.70	\$ _____
1 meter counter	_____	\$245.00	\$318.50	\$ _____
1 meter curved counter	_____	\$345.00	\$448.50	\$ _____
2 meter counter	_____	\$375.00	\$487.50	\$ _____
Sliding door lock for counter	_____	\$18.00	\$23.40	\$ _____

Total Costs	\$
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***Arm lights are only able to be utilized with Xpert rental booth packages**

Please indicate shelf height and panel position. If no height is given, the shelves will be set at 48+high. Any changes will require additional labor.

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Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002

exhibitorservices@xpertexpo.com



Los Angeles Cash & Carry Show 2015

October 30 - November 1

CUSTOM SIGNAGE

Discount Price Deadline 10/10/2015

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2x 11+	_____	\$50.00	\$65.00	\$ _____
7+x 44+	_____	\$65.00	\$85.00	\$ _____
14+x 22+	_____	\$65.00	\$85.00	\$ _____
22+x 28+	_____	\$89.00	\$115.00	\$ _____
28+x 44+	_____	\$170.00	\$210.00	\$ _____
38+x 84+w/base single sided	_____	\$445.00	\$575.00	\$ _____

* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$9.00	\$11.70	\$ _____

Add your company logo / image. Artwork must be supplied by customer. If work has to be done by Xpert (i.e., scanning of artwork), there will be additional charges added. Please send all logos and/or artwork as well as any questions or quote requests to graphics@xpertexpo.com.

Sub Total \$ _____

Add 8.1% Tax \$ _____

Total Costs	\$ _____
--------------------	-----------------

Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.

3455 W. Sunset Rd. Suite L, Las Vegas, NV 89118 P (855) 677-EXPO (3976) F (702)248-8002

exhibitorservices@xpertexpo.com



Los Angeles Cash & Carry Show 2015

October 30 - November 1

WAREHOUSE STORAGE

Company Name Booth Number
Show Name Facility
Contact Person E-Mail
Address City St Zip
Phone Fax

Warehouse Storage

Xpert Exposition Services now has available storage space in the Las Vegas area with facilities and services to:

- 1. Receive and hold your equipment and/or exhibit materials.
2. Save on expensive shipping charges. (Additional charges for shipping to non Xpert events)
3. Storage freight is delivered to your booth in advance of direct shipments. (to Xpert Exposition Events only)
4. No Marshaling Yard check-in, waiting or fees. (to Xpert Exposition Events only)
5. Year round accessibility. (If using your carrier for transport: Pick-up and delivery time must be scheduled with Xpert at least 72 hours in advance)

Storage Rates

Storage: \$7.00 per cwt per month. (10 CWT or 1000 lbs. minimum)

Transportation: \$10.00 per cwt from show site to the warehouse facility. \$10.00 per cwt from warehouse facility to Las Vegas.

Handling: \$7.00 per cwt for loading/unloading exhibit materials at the warehouse. (5 CWT or 500 lb. minimum)

NOTES: Additional fees apply if storage is removed from Xpert's warehouse and shipped to shows where Xpert is not the general contractor. Please contact us at shipping@xpertexpo.com if you would like to receive a shipping quote from Xpert Shipping Services (XSS). Additional fees also apply for access to or inventory of freight while placed in storage with Xpert. Drayage rates will still apply for storage materials delivered from our facility to show site.

Transportation information but be provided on the following form with a minimum of 72 hrs prior to a Las Vegas, NV delivery and 5 business days before a delivery should arrive at its out of town destination. Please call or e-mail if a quote is needed for expedited delivery.

Monthly Storage Cost: \$7.00 x CWT x # of months \$
1,000 lb. minimum storage*
Start Date: End Date:

Signature Print Date

All storage services are subject to Xpert Exposition Services Terms and Conditions or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees will result in a lien against your property. Xpert reserves the right to dispose of any materials if unclaimed after 30 days



WAREHOUSE STORAGE FAQ

Frequently Asked Questions:

1) *Where will my items be stored?*

Items placed in storage will be housed at Xpert's Las Vegas warehouse located at 3455 W. Sunset Road, Suite L, Las Vegas, NV 89118.

2) *How should I label my items to be placed in storage?*

An Xpert Service Desk representative will provide you with specific storage labels after you have placed your order for storage services.

3) *How should I pack my items to be placed in storage?*

Loose items placed in storage must be shrink-wrapped or banded on pallets. Items placed in crates should be securely fastened. Please visit the Xpert Service Desk if you require shrink-wrap or banding services. We do not accept pad-wrapped items in storage.

4) *What happens if I need to access my storage after the show?*

Please call our Exhibitor Services team at 1-855-677-EXPO(3976) to schedule an appointment to visit the Las Vegas Warehouse. Please provide a minimum of 48 hours notice to access your storage. Additional fees will apply for inventory management.

5) *What type of payment do you accept for Storage Service?*

We will require a valid credit card at the time of your order. It is our policy not to extend credit for this service.

6) *Do you offer pro-rated fees or refunds if my Storage dates change?*

We do not offer pro-rated refunds or credits if your storage term ends before your contract expires.

7) *What happens to my stored items after my Storage Term ends?*

You are responsible for retrieving your items from the Las Vegas warehouse. Please contact Xpert Shipping Services @ 855-677-3976 to help arrange for the transportation of your storage.

Note: Xpert reserves the right to dispose of materials thirty (30) calendar days after your storage contract ends, or the current contract is not extended and paid for, without liability.

8) *Does this Storage Service take the place of the Estimated Material Handling Costs in my exhibitor kit?*

Storage Service charges are for use of the storage space and are exclusive of Material Handling costs.

9) *What type of insurance do you offer for stored items in your warehouse?*

It is understood that Xpert is not an insurer. Storage charges are for use of the space and not a form of insurance. Insurance on exhibit materials shall be obtained by the exhibitor at their sole cost and expense from a third party insurance provider.

UNION GUIDELINES

SHOW SITE WORK RULES

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

EXHIBIT LABOR

Teamsters have jurisdiction through a labor agreement with all contractors for the erection, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative materials from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed. If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

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

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

FREIGHT HANDLING

Teamsters have jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painting, and assembly of machinery and equipment and the reverse process. The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade show. An exhibitor may ~~hand~~ carry+ merchandise and ~~pop-ups~~ only provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an exhibitor chooses to ~~hand~~ carry+ materials they must utilize the hand carry doors. They are not permitted access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details. Exhibitors are allowed one hand carry trip only, multiple hand carry trips in and out of the facility are not permitted. Exhibitors may deliver materials to the loading dock/freight doors in their own personal vehicle with the following restrictions: 1) the General Contractor has complete control of the loading dock at all times; 2) exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicles may be towed; 3) all material must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

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

IN GENERAL

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regards to the Union's jurisdiction or practices must be directed to the General Contractor and the Union. Should you have any questions regarding the above please call Xpert Exposition Services at 702-248-8007.

FIRE & SAFETY**FIRE AND SAFETY REGULATIONS**

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

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.

2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.

3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or $\frac{1}{4}$ of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible and accessible at all times.

6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE-WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, $\frac{3}{4}$ zip Cords+are not permitted other than factory installed appliance connectors; these may not exceed six (6) feet in length and must be UL approved with built in over-load protectors.

9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.

10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type $\frac{3}{4}$ SO+cord, insulated to qualify for $\frac{3}{4}$ xtra hard usage+, must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.

12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.

13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.

14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electric cables or junction boxes.

15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



TERMS & CONDITIONS

The placing of an order for services and/or equipment by an exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of XPERT EXPOSITION SERVICES in its sole discretion. Upon participation of any XPERT EXPOSITION SERVICES show or event, the Exhibitor and its agents shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once XPERT EXPOSITION SERVICES has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to XPERT EXPOSITION SERVICES or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.

2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage of any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

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

4. XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.

5. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.

6. XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.

7. XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.

8. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.

9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

10. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

11. Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

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

13. Dry and Cold Storage . Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.

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

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

Network Security Declaration

Center: Los Angeles CC (005) - CA

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2015 - 005 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Device(s) Operating System: _____ Total # of Devices Connecting to Smart City's Network: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated - Date: ____ / ____ / ____ Security Updates Last Performed - Date: ____ / ____ / ____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA Company Name: _____
 Show: _____ Booth / Room #: _____
 Customer / Ref #: 2015 - 005 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (MDL) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".
I / H / PC / C = Location of primary Internet Service "I", Hubs "H" and / or Switches "S", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs / switches, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____ . **Scale** = 1 Box is equal to _____ ft.



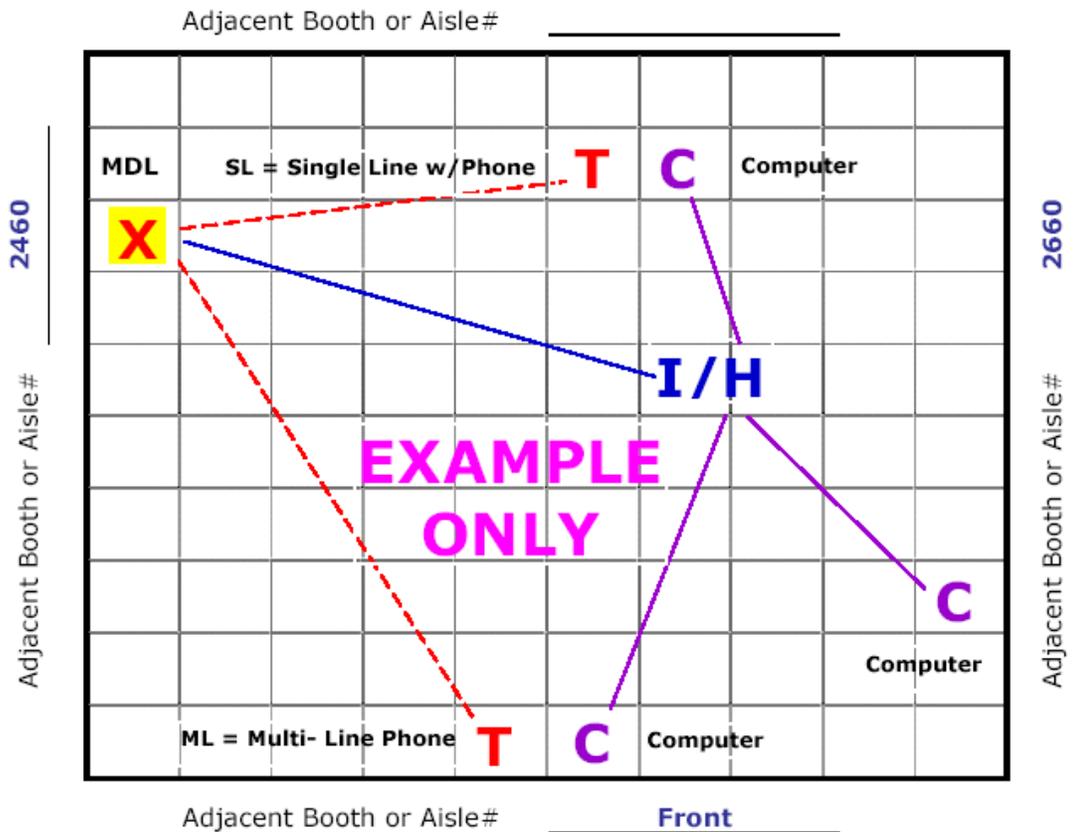
Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
 Booth / Room #: 1 2 3 4
 Customer / Ref #: 2015 - 005 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

Smart City WiFi Services | Los Angeles Convention Center

AVAILABLE WIFI OPTIONS

Each purchase is limited to one device. One account cannot be shared among multiple devices simultaneously.



FREE Internet

Ideal for light web browsing and emails.

Up to 256K up/256K down

- Public Spaces

Exhibitor Internet (5 GHz only)

Ideal for remote desktop, medium size downloads, and most internet business application.

Up to 512K up/1.54Mbps down

- Exhibit Halls
- Meeting Rooms
- Lobby Areas
- Cafés

Instant Internet

Ideal for web browsing, emails, small downloads, and low-key internet based applications.

Up to 256K up/512K down

- Meeting Rooms
- Lobby Areas
- Cafés

WIFI QUICK ACCESS GUIDE



A self-service product you purchase onsite!

All wireless services have private IP addresses.

HAVE QUESTIONS?

For questions regarding wireless services or any wired internet and telephone services we provide, please call

Smart City at **(213) 765-4647** or visit

www.smartcitynetworks.com

1. Connect to the network name (i.e. Exhibitor Internet/Instant Internet) by following your computer's procedure for choosing available wireless networks.
2. Open your browser (Internet Explorer, Firefox, Safari, or other standard browser).
3. If this is your initial purchase, click on **BUY NOW**.
4. If you have already created an account and are returning for an additional session, enter your login (email) and password, then click on **LOGIN**.



IN A HECTIC WORLD, WE PROVIDE
PEACE OF MIND

ELECTRICAL ORDER FORM

Advance Payment Deadline Date: 10/09/15



ELECTRICAL EXHIBITION SERVICES
 1201 South Figueroa St., Los Angeles, CA 90015
 Ph: (213) 765-4676 Fax: (213) 765-4679
 LACC@edlen.com

COMPANY:		BTH #	
EVENT:	LA Christmas Cash & Carry Gift Show		
FACILITY:	Los Angeles Convention Center		
DATES:	October 30-November 1, 2015	EVENT #:	105215LA

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.

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.

208/480VOLT SERVICES

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.

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.

LIGHTING

Overhead lights are installed on time and material basis. In the event 1000 watt overhead quartz lights cannot be mounted to existing catwalks in the convention hall, lift charges will apply. Call for quote. Pole lights are installed at rear or side rail of in-line booths. Time and material applies to all other locations.

Form 120-0314LACC

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

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)	_____	_____	115.00	173.00	_____
1000 WATTS (10 AMPS)	_____	_____	209.00	314.00	_____
1500 WATTS (15 AMPS)	_____	_____	234.00	351.00	_____
2000 WATTS (20 AMPS)	_____	_____	260.00	390.00	_____
MISC. REQUIREMENTS					
_____	_____	_____			_____
_____	_____	_____			_____
_____	_____	_____			_____

LIGHTS (Cost of Arm & Pole lights include power and 1 hour labor to install and remove)

1000 WATT OVERHEAD LIGHT	_____	247.00	372.00	_____
8' POLE LIGHT WITH 1 FIXTURE	_____	115.00	174.00	_____
8' POLE LIGHT WITH 2 FIXTURES	_____	153.00	230.00	_____

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

15' EXTENSION CORD	_____	23.00	_____
POWER STRIP	_____	23.00	_____

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm, excluding holidays)	_____	104.00	_____
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	_____	208.00	_____
LIFT (Only required if outlets are dropped from overhead. Cost does not include operator.)	_____	130.00	_____

PLACE TOTAL HERE

PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:
TERMS & CONDITIONS: I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.	

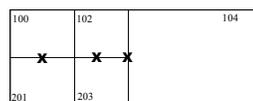
The "Method of Payment" form must be completed and returned with this order form.

TERMS & CONDITIONS

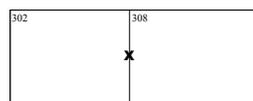
1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the front of this form for advance payment rates to apply. Orders faxed or mailed without payment and required floor plan will not be guaranteed 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.
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?

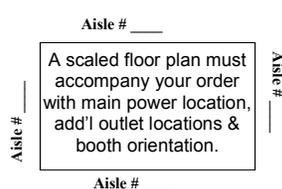
Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



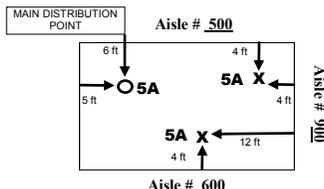
(IN-LINE BTHS) (PENINSULA)



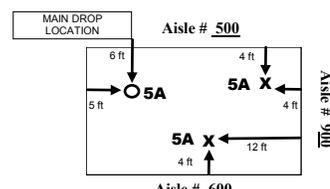
(BACK TO BACK PENINSULAS)



ISLAND BOOTHS



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

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

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 10/09/15

EDLEN
The Power People
ELECTRICAL EXHIBITION SERVICES
1201 South Figueroa St., Los Angeles, CA 90015
Ph: (213) 765-4676 Fax: (213) 765-4679
LACC@edlen.com

COMPANY:		BTH #	
EVENT:	LA Christmas Cash & Carry Gift Show		
FACILITY:	Los Angeles Convention Center		
DATES:	October 30-November 1, 2015		

ELECTRICAL JURISDICTION

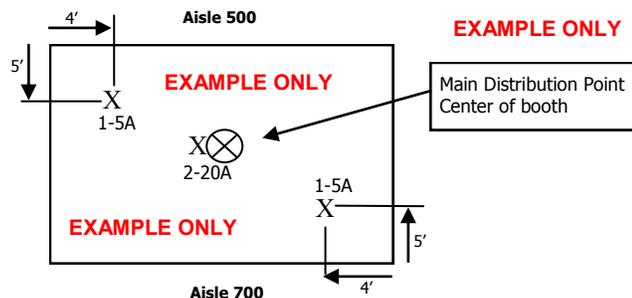
The work described below falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

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

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

1. Floor Plan layout of your booth space:
 - A. Floor plans must include exact outlet locations with dimensions or be to scale.
 - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
 - C. Power comes from the floor. Identify a main power location we can deliver the power to. Power is distributed from that point.

The Following Illustration is an Example: 20x30 Island Booth



2. Date you will begin building your booth _____ Estimated time _____
3. Show Site Contact with authority to make additions or changes to your order
 Contact Name _____
 Contact Company _____
 Contact Cell # _____
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your method of payment form.

PLEASE USE THE BACK OF THIS FORM TO REQUEST ALL OTHER ELECTRICAL LABOR

ELECTRICAL LABOR FORM

Advance Payment Deadline Date: 10/09/15



ELECTRICAL EXHIBITION SERVICES
 1201 South Figueroa St., Los Angeles, CA 90015
 Ph: (213) 765-4676 Fax: (213) 765-4679
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DATES:	October 30-November 1, 2015		

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-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that 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 104.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
 Overtime 208.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & Holidays

LIFT RATES

Lift 130.00 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. Call for a quote.

LABOR REQUIRMENTS (Please complete all the sections below)

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

Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____
Day	_____	Date	_____	# Men	_____	Time	_____	Work required	_____

SHOW SITE SUPERVISOR

Contact Name: _____	Company: _____
Cell Number: _____	Email address: _____

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.

METHOD OF PAYMENT FORM

Advance Payment Deadline Date: 10/09/15



The Power People

ELECTRICAL EXHIBITION SERVICES

1201 South Figueroa St., Los Angeles, CA 90015

Ph: (213) 765-4676 Fax: (213) 765-4679

LACC@edlen.com

COMPANY:		BTH #	
EVENT:	LA Christmas Cash & Carry Gift Show		
FACILITY:	Los Angeles Convention Center		
DATES:	October 30-November 1, 2015	EVENT #:	105215LA

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.

<input type="checkbox"/> 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.	<input type="checkbox"/> BANK WIRE TRANSFER INFORMATION * Bank transfer to Bank of America <u>Wire Transfer:</u> ABA#: 026009593 Acct: 33855214 <u>International Wire Transfer:</u> Swift Code: BOFAUS3N Acct: 33855214 * \$25 processing fee MUST be included with transfer.
<input type="checkbox"/> 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.	<input type="checkbox"/> ACH ELECTRONIC PAYMENT TRANSFER <u>Bank of America</u> 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.
<input type="checkbox"/> VISA <input type="checkbox"/> MASTER CARD <input type="checkbox"/> AMX <input type="checkbox"/> DISCOVER	

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	

Welcome



2015

Exhibitor Hospitality Menu

Los Angeles Convention Center
1201 S. Figueroa Street
Los Angeles, CA 90015
213-765-4480
213-765-4476 fax

Levy Restaurants

Los Angeles Convention Center Food Services

Levy Restaurants is thrilled to have you as an exhibitor at the Los Angeles Convention Center. It is our hope that we will meet and exceed your expectations of your food services.

When making your plans for the show floor, please remember that we are the exclusive food and beverage provider, therefore any food and beverage sampling and giveaways require written authorization from a Catering Sales Manager.

Thank you in advance.

Please take a moment to read the follow notes:

- Make sure to get your orders in 3 weeks before the event, as a 10% late fee applies to all orders received after this time. Also, some items may not be available once on-site during the show.
- This is the Exhibitor Catering Menu. A separate menu is available upon request for more extensive catering services or once you arrive on site.
- Payment via check needs to be received 14 days prior to start of service. Payment via credit card may be received 7 days prior to start of service.
A credit card must be on file for any on-site orders.
- Don't forget the details! If you are ordering catering in a booth or on the show floor, you are responsible for providing:
 - Electricity for water coolers, coffee kits, ice cream carts, ovens, etc.
 - Tables for catering services, this includes buffet tables and rounds for seating.
 - Scullery Area, some services required a "behind the scenes" area for dishing, serving, clearing and storage. A Catering Sales Manager will discuss effective solutions (such as pipe and drape) which are available to you through your show decorator.

Please note all prices are based on a "drop-off, biodegradable & compostable" service, and are exclusive of service charge, administrative fee and sales tax.

Levy Restaurants

Made to Order Mornings

Traditional Continental Breakfast

Orange and cranberry juices, a selection of seasonal fruits and berries, breakfast breads and muffin tops, sweet butter and fresh fruit preserves.

Coffee and an assortment of hot teas.

17.00 per person (minimum order of 12 persons)

Lighter Side of L.A.

Orange and cranberry juice, house made granola with dried fruits and low fat Greek yogurt, Chef's selection of bakery fresh muffin tops, sweet butter and fruit preserves.

Coffee and an assortment of hot teas.

19.00 per person (minimum order of 12 persons)

Morning Commute

Seasonal fruits and berries, scrambled eggs, breakfast sausage, bacon strips, breakfast potatoes, selection of bakery fresh muffin tops, flaky butter and chocolate croissants served with sweet butter and fruit preserves.

Coffee and an assortment of hot teas.

28.00 per person (minimum order of 12 persons)

Taste of L.A. Breakfast Burrito

Filled with farm fresh scrambled eggs, pico de gallo, cheddar cheese, breakfast potatoes and your choice of bacon, sausage or chorizo.

7.00 per person (minimum order of 12 persons)

Breakfast Enhancements

(minimum order of 12 per item)

Fresh Baked Breakfast Pastries

Assorted breakfast pastries, scones

Sweet butter and fruit preserves

40.00 per dozen

Assorted Bagels & Cream Cheese

Cream cheese, sweet butter and

Fruit preserves

42.00 per dozen

Assorted Doughnuts

36.00 per dozen

Cold Cereals & Milk

Served with 2% Milk

6.00 per person

(minimum order of 12 per item)

Individual Fruit Flavored Yogurt

Assorted Flavors

4.00 each

(minimum order of 12 per item)

Whole Fresh Fruit

3.00 each

Levy Restaurants

Beverage Service

Hot

Gourmet Regular or Decaf Coffee	65.00/gallon
Gourmet Hot Tea (includes tea bags)	55.00/gallon

Cold

Fresh Orange Juice	55.00/gallon
Lemonade or Fruit Punch	40.00/gallon
Assorted Bottled Juices	4.00 each
Milk (½ pint, whole, nonfat & chocolate)	3.00 each
Assorted Soft Drinks	4.00 each
Lipton Iced Tea	4.00 each
Bottled Water (16 oz.)	4.00 each
Sparkling Water	4.00 each
Arrowhead 5-Gallon Water Jug	45.00 each
Electric Water Cooler	35.00/day

(Requires 110 volt, 20 amp electrical. Exhibitor to provide)

Sweet and Savory

Fresh baked cookies	36.00/dz	Homemade kettle chips	60.00/lb.
Chocolate fudge brownies	40.00/dz	Roasted garlic parmesan dip	
Gourmet dessert bars	40.00/dz	Tortilla chips & salsa Fresca	60.00/lb.
Assorted Doughnuts	36.00/dz	Deluxe mixed nuts	30.00/lb.
Novelty Ice Cream Bars	48.00/dz	Levy snack mix	20.00/lb.
Jolly Rancher Candies	18.00 /bag	* Savory Items (serve 12)	
Hershey's Kisses or Minis	18.00 /bag		

Levy Restaurants

Lunch with Personality

Mini Sandwich Platter

An assortment of freshly made sandwiches including roasted turkey, honey ham, roast beef and grilled vegetables served with wholegrain mustard and savory aioli.
144.00 (serves 12)

Mini Tuscan Sandwiches

Freshly made sandwiches on focaccia bread including roast sirloin of beef, grilled chicken and roasted vegetables with sweet onion jam, roasted red peppers, and spinach with herb aioli.
175.00 (serves 12)

Wrap Platter

Turkey, ham and roast beef with cheddar on spinach and herb tortilla wraps.
140.00 (serves 12)

Complete your order..

Choose a platter from above and then add (1) enhancement and (1) sweet ending!

Enhancements

Southern coleslaw
Kettle style chips
Classic potato salad
Pesto pasta salad
California mixed greens

Sweet Endings

Fudge Brownies
Assorted Cookies
Fruit Salad
Berry Cobbler
Gourmet Dessert Bars

ADD 98.00 to price of platter (serves 12)

Levy Restaurants

Boxed Lunches

(Minimum order of 12 boxed lunches per selection)

Each boxed lunch includes whole fruit, pasta salad, bag of kettle style chips, fresh baked cookie and a bottle of water.

Select (1) Sandwich

- Smoked turkey on wheat bread with bacon, tomato, lettuce and herb aioli
- Roast sirloin of beef on focaccia with tomatoes, sweet onion jam and Boursin cheese
- Chicken tarragon salad on a roll with lettuce, tomato, lemon aioli
- Grilled chicken on focaccia with spinach, herb aioli and Provolone cheese
- Ham and Swiss cheese on pretzel bread with grain mustard
- "ZLT" flatbread sandwich, grilled zucchini, tomatoes, jalapeño Jack cheese and sundried tomato pesto

25.00 each

Bistro Boxes

(Minimum order of 12 bistro boxes per selection)

- Artisan cheese, gourmet crackers, dried fruit, roasted almonds and apple slices
- Seasonal vegetable crudité with roasted pepper hummus, sea salted edamame and pita chips
- Fresh mozzarella and vine ripe tomato with balsamic, roasted red bell pepper, Kalamata olives, pickled carrot, onion and cauliflower served with basil pesto
- Dry aged salami, prosciutto, coppa ham, aged provolone, cherry peppers, grilled focaccia and sun dried tomato oil

27.00 each

Levy Restaurants

Receptions Reinvented

(Serves 12 guests)

Platters

Garden Fresh Vegetables

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus, crackers and breadsticks.

78.00 (serves 12)

Fresh Fruit

Seasonal local and tropical fresh fruits and berries served with vanilla yogurt dip.

78.00 (serves 12)

California Artisan Cheeseboard

Artisan selection of hand crafted cheeses accompanied by house made chutneys, honey, artisan breads and crackers

102.00 (serves 12)

Antipasti

Imported cured meats, cheeses, local seasonal vegetables, marinated olives served with a variety of flat breads, crostini's and breadsticks

108.00 (serves 12)

Stations

Trio of Bruschetta D' Parma

Tomato basil, Kalamata olives with goat cheese and roasted wild mushrooms with Gorgonzola served with toasted crostini

10.00 per person (minimum order of 25 guests)

Mediterranean Table

Hummus assortment – lemon-garlic, roasted red pepper basil, marinated feta cheese, lemon scented olives, babaganoush and tabbouleh, accompanied by toasted pita chips and flat breads

10.00 per person (minimum order of 25 guests)

Levy Restaurants

Chef's Table Hot Lunch

30.00 per person

Bienvenido Tuesday

Tortilla Chips and Salsa Fresca

Roasted Corn Salad

Carne Asada

Mushroom and Spinach Quesadillas

Spanish Rice

Ranchero Beans

Corn and Flour Tortillas

Churros and Chocolate Sauce

Paradise Ice Tea

Picnic Thursday

Seasonal Fruit Salad

Roasted Gold Yukon Potato Salad

House Green Salad with Ranch

Fried Chicken

BBQ Pulled Pork

Grilled Vegetables

Assorted Rolls

Fresh Baked Cookies

Paradise Ice Tea

Asian Sizzle Wednesday

Chinois Salad

Glass Noodle Salad

Crispy Vegetable Spring Rolls

Kung Pao Noodles with Chicken

Vegetable Fried Rice

Beef and Broccoli

Vegetable Stir Fry

Almond and Fortune Cookies

Paradise Ice Tea

Levy Restaurants

Show Stoppers

Please allow 3 weeks lead time for all specialty services.

Two-Flavor Soft Serve Ice Cream Service (attendant included)

3,000.00 per day (750 – 5 oz. servings)

4.00 per serving after 750

Choice of Flavors:

Chocolate, Vanilla & Strawberry

Choose four of the following toppings:

Granola, Peanuts, and Coconut Shaving, Carob Chips, Whipped Cream,

Chocolate Fudge, M&M's, Pecans or Cherries

Specifications: 160 lbs; Requirements: Electrical and 5' x 6' operating space

Exhibitor to provide a single dedicated 208 volt, 30 amp circuit

Cappuccino Service (attendant included)

2,500.00 per day (500 - 8 oz. servings)

4.50 per serving after 500

Espresso, Cappuccino, Mocha, Latte & Americano

Specifications: 140 lbs; Requirements: Electrical and 5' x 6' operating space

Exhibitor to provide a two dedicated 110 volt, 20 amp circuit

Frozen Flavored Beverages (attendant included)

2,500.00/day - 2 flavors (500 – 5 oz servings)

4.50 per serving after 500

Specifications: 140 lbs

Requirements: Electrical and 5' x 6' operating space

Exhibitor to provide a single dedicated 115 volt, 20 amp for each machine,

Each flavor requires one machine.

Single-Cup Gourmet Coffee Brewer

Brew your favorite cup in seconds!

75.00 rental per day

60.00 per Box of 25 Cups (selections below)

Regular Coffees: Breakfast Blend, or French Roast

Flavored Coffees: French Vanilla or Hazelnut

Decaffeinated Coffees: Breakfast Blend, or French Roast

Teas: Earl Grey or Green Tea

Exhibitor to provide: Each machine requires a single dedicated 110 volt, 20 amp circuit

Logo Sheet Cake

300.00 Full Sheet (serves 90)

180.00 Half Sheet (serves 45)

200.00 Logo Artwork Set-up Fee, two-color artwork

Levy Restaurants

Prices are subject to change without notice

Bar Selections

(150 per bartender labor fee will be applied to all bar services)

PRICE LIST – Cash and Hosted Bars

Includes disposable cups, napkins and mixers

Deluxe Cocktails	10.00
Platinum Cocktails	12.00
House Wine – by the glass	7.00
Imported Beer	8.00
Angel City Kraft Beer	8.00
Domestic Beer	7.00
Bottled Water – still	4.00
Bottled Water – sparkling	5.00
Assorted soft drinks	4.00

ADDITIONAL ITEMS

Imported beer by the keg	625.00
Domestic beer by the keg	450.00
Sangria (3 gal container, 30-35 servings)	280.00
Glassware upgrade – Rocks, martini, goblets, wine glasses	3.00 per person

Bottled Water with Your Logo

Get your company's name into everyone's hands!

Your water will be on-site waiting for you. Avoid shipping and handling!

1 pallet	1680 bottles or less	4.00 each
2-3 pallets	3360-5040 bottles	3.50 each
4+ pallets	6720 +	3.00 each

Please allow 3 weeks lead time for bottled water service.

** Your order, accompanied by camera-ready artwork, must be received by the Food and Beverage Department three weeks prior to your event to ensure on-time delivery. There is a \$200.00 artwork fee (two-color logo). Price of artwork fee may vary depending on complexity of logo artwork. Price includes room temperature storage and delivery (max of 3 pallets per day) to your booth.

** Minimum order of 25 cases (600 bottles)

** If you are bringing in your own logo bottled water, please contact a sales representative to discuss waiver/corkage fees. Please remember that unauthorized bottled water is prohibited; unauthorized bottled water entry is subject to a fee; this policy is strictly enforced.

Levy Restaurants

Plan with Ease..

The Levy Difference: Thousand Detail Dining

We believe that every occasion should be extraordinary. It's all about the food and the thousands of details that surround it. Your dedicated catering sales manager will partner with you to shape an experience that stands out. Together we look forward to delivering the Levy Difference.

Guarantees

In order to provide the highest quality and service a guaranteed number of attendees / quantities of food is required. Please refer to your catering agreement for more details. If the guarantee is not received (7) business days prior to your event, Levy Restaurants will assume the number of persons / quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

Labor Fees

Unless otherwise noted, all services are drop-off and do not include service staff to maintain and clean your exhibit booth until after the show has ended.

For a more personalized and dedicated service, consider adding attendants or for more substantial all-day services; a dedicated manager.

Dedicated Attendant	150.00	(4-hours, \$45/hr each hour thereafter)
Bartender	150.00	(4-hours, \$45/hr each hour thereafter)
Culinary Attendant	175.00	(4-hours, \$75/hr each hour thereafter)
Stewarding Attendant	175.00	(4-hours, \$75/hr each hour thereafter)
Dedicated Manager	500.00	(8-hours, \$100/hr each hour thereafter)

China Service

Meal services in the exhibit hall are accompanied by compostable service ware. China may be substituted for an additional charge of 3.00 per person.

Sampling

Distributing samples of products manufactured, processed, distributed by and germane to the business will be permitted under strict guidelines. Please refer to the Authorization to Distribute and Sample Food and Beverage Form for more info and consult your Catering Sales Manager if you intend to sample or giveaway any food and beverage items.

All prices presented in this menu are subject to change without notice

The logo for Levy Restaurants, featuring the brand name in a red, cursive script font.



Levy Restaurants

**Los Angeles Convention Center
Levy Restaurants**

1201 S. Figueroa St.
Los Angeles, CA 90015
213-765-4480
Fax 213-765-4476

Name of Convention _____
 Company Name _____
 Contact Name _____ Title _____
 Address _____ City _____ State _____ ZIP _____
 Phone _____ Fax _____ Cell Phone _____
 On-Site Contact _____ Cell Phone _____
 Booth Number _____ Hall _____ Number of Guests _____
 Email _____

DAY OF WEEK/DATE	DELIVERY TIME	QUANTITY	ITEM DESCRIPTION	ITEM PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Please contact Levy Restaurants for any of your catering needs 213-765-4480
Or email ALL of our sales managers so we may assist you in a timelier manner
mlopez@levyrestaruants.com
khoward@levyrestaurants.com
tcarr@levyrestaurants.com

17 % Service Charge (% of subtotal) \$ _____
 3 % Administrative Fee (% of subtotal) \$ _____
 9 % Sales Tax (% of total) \$ _____
 Food & Beverage Total \$ _____

FORM OF PAYMENT

- Company Check (Credit Card must be on file for add-ons)
- Visa Master Card American Express Discover

Card Number: _____

Expiration Date: _____

Cardholder's Name: _____

I hereby authorize LEVY RESTAURANTS to apply all charges for services rendered for the above company to my credit card.

Cardholder's Signature: _____

IMPORTANT INFORMATION

The Los Angeles Convention Center Food Services Department (LEVY RESTAURANTS) is the exclusive caterer. Absolutely no food or beverage, candy, logo water, etc are allowed to be brought into the Los Angeles Convention Center without prior authorization.

DEADLINE

All catering orders must be received by **3 WEEKS PRIOR TO EVENT**. A 10% late charge will be charged for orders received after deadline.

PAYMENT POLICY

Full Payment is required prior to commencement of services. A credit card must be on file for any re-orders on site.

OTHER CHARGES

A 25.00 delivery charge will apply to each delivery. Multiple services per day will require a staff fee of 150.00

ADDITIONAL SERVICES

There will be an additional charge for china service on the exhibit floor. Please ask your Sales Manager for more information.

TABLES AND ELECTRICAL REQUIREMENTS

Food Services does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

