



Senior Market Advisor Expo
Mandalay Bay
Las Vegas, NV.
August 24 - 26, 2011

Dear Exhibitor:

CC Expo Services is pleased to have been selected as the Official Service Contractor for the upcoming **Senior Market Advisor Expo**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The CC Expo forms are to be returned to our office; the others to the specific contractors who are providing the services. Please review and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed "**GENERAL INFORMATION**" sheet for vital facts and information about this event. If you have any additional questions about CC Expo services, please do not hesitate to call (321) 507-7677 or e-mail CJ. Duplantis at CJ@CCExposervices.com

CC Expo representative will be available in the Exhibitor Center throughout the show. If there is anything you forgot to order, or have any last minute requirements during the show, we will be happy to answer your questions and assist you.

We look forward to serving you and your company to have a successful show.

Thank you.



Contact Information

CC EXPO Customer Service

- CJ. Duplantis • Phone: (321) 507-7677 • Fax (504) 208-4928
- Email - CJ@CCExposervices.com
- Office hours: 8:30AM - 4:30PM (*Eastern Time*)
- Questions regarding table & drape, booth furnishings, carpet, skilled labor, material handling, CC Expo rental exhibits, booth cleaning, hanging signs, signs and forklift.
- No telephone orders accepted; please use the online shopping cart or fax your order and credit card information to CC Expo.

Association Contact:

- **Director of Event Operations**
Felicia Candelaria
407-674-7642
fcandelaria@sbmedia.com
- **Sponsorship Operation Manager**
Nicole Pucci
646-476-8864
npucci@sbmedia.com
- **Publisher**
Tashawna Rodwell
720-895-4989
trodwell@seniormarketadvisor.com
- **Account Executive**
Candi Thomas
720-895-1533
cthomas@seniormarketadvisor.com
- **Account Executive**
Sean Tyhurst
720-895-4986
styhurst@seniormarketadvisor.com
- **Registration**
Customer Service
800-831-8333
summitevents@sbmedia.com



Quick Facts

Important Dates		
Tuesday	July 26, 2011	Shipments may start arriving at the CC Expo warehouse.
Wednesday	August 10, 2011	Discount Deadline CC Expo orders received with payment.
Monday	August 22, 2011	Last day for shipments to arrive at CC Expo warehouse without surcharges.

Shipping Addresses	
Advance to Warehouse	Direct to Show Site
UPS Freight c/o CC Expo Senior Market Advisor Expo Company Name & Booth # 6555 S. Tenaya Way, Suite 500 Las Vegas, NV 89113	Mandalay Bay c/o CC Expo Company Name & Booth # Hold for Senior Market Advisor Expo 3950 Las Vegas Boulevard South Las Vegas, NV 89119
DO NOT SHIP TO WAREHOUSE AFTER TO AUGUST 22, 2011	DO NOT SHIP TO SHOW SITE PRIOR TO AUGUST 23, 2011

- UPS Freight Trade Show will be on location if you would like to ship with the Show carrier.
- Please inform your drivers to be checked in at the loading area by **6:00pm on August 25, 2011**.
- Freight not picked up by **12:00pm on August 26, 2011** will be redirected.
(Please refer to page 13 regarding redirected and or Forced Freight.)
- Stop by the CC Expo Desk during move-out and get an out bound bill of lading.

Shipments arriving at show site before the designated move-in date will be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at show site and by CC Expo. Shipping prior to move in could delay your shipment to your booth. Please follow the outlined shipping guidelines.

All Booths Include:	Show Colors:
<ul style="list-style-type: none"> • 6' - Skirted Table • Chairs - 2 • Wastebasket • ID Sign 	<ul style="list-style-type: none"> • Back-wall Drapery: Black • Side-wall Drapery: Black • Carpet Color: Multi-Color • Booth Size: 10' x 10' <i>except noted</i>



General Show Information

Registration Information:

All sponsors and exhibitors must register its booth representatives for name badges. Without the proper name badge credentials no one is allowed on the exhibit floor before the exhibit hall opens.

Please follow the link below, to register your company representatives for badge credentials:

1. Visit – <http://www.seniormarketexpo.com/registration/>
2. Click the Register tab
3. Complete all required registration tabs.
4. You will receive a confirmation via email when you are complete.

For questions or help with registration please contact our Registration Department at 800-831-8333.

Registration Hours:

Day	Date	Time	Location
Tuesday	August 23rd	12:00pm – 5:00pm	Bay View Court South
Wednesday	August 24th	7:00am – 7:00pm	Bay View Court South
Thursday	August 25th	8:00am – 6:30pm	Bay View Court South
Friday	August 26th	9:00am – 11:15am	Bay View Court South

Hotel Information:

The official host hotel for the 2011 Senior Market Advisor Expo is the Mandalay Bay. Reservations can be made on-line using the link below or by phone. If calling to make your hotel reservations, please make sure to mention you are attending the Senior Market Advisor Expo, SMAX11, to insure you receive the discounted group rate. Reserve your room soon as they are on a first come first served bases. **After Monday, August 1, 2011 room rates are subject to the hotel's prevailing rates.**

Mandalay Bay
 3950 Las Vegas Boulevard South
 Las Vegas, NV 89119
Phone #: 702-632-7473
Group Rate = \$149

[Click Here for Senior Market Advisor Expo Online Hotel Reservations](#)



Exhibit Hall Schedule

Set Up			
	Date	Time	Location
Exhibitor Move-In	Tuesday, August 23 th , 2011	12:00pm - 5:00pm	South Pacific Ballroom
Exhibitor Move-In	Wednesday, August 24 th , 2011	8:00am - 3:00pm	South Pacific Ballroom
Exhibit Hall Hours			
	Date	Time	Location
	Wednesday, August 24 th , 2011	5:00pm - 7:00pm	South Pacific Ballroom
	Thursday, August 25 th , 2011	8:30am - 9:30am	South Pacific Ballroom
	Thursday, August 25 th , 2011	12:30pm - 2:30pm	South Pacific Ballroom
	Thursday, August 25 th , 2011	5:00pm - 6:30pm	South Pacific Ballroom
Dismantle			
Exhibitor Move-Out	Thursday, August 25 th , 2011	6:30pm - 11:59pm	South Pacific Ballroom
Exhibitor Move-Out	Friday, August 26 th , 2011	8:00am - 12:00pm	South Pacific Ballroom

All Booths Include:	Show Colors:
<ul style="list-style-type: none"> • 6' - Skirted Table • Chairs – 2 • Wastebasket • ID Sign 	<ul style="list-style-type: none"> • Back-wall Drape: Black • Side-wall Drape: Black • Carpet Color: Multi-Color • Booth Size: 10' x 10' except noted

REDIRECTED FREIGHT: Freight not picked up by 12:00 pm on August 26, 2011 **will incur additional charges** and be redirected to the CC Expo Warehouse. Please refer to page 13 for details on costs & procedure for **SHIPMENTS RETURNED TO THE CC EXPO WAREHOUSE.**



PAYMENT & CREDIT CARD CHARGE AUTHORIZATION

Credit Card Charge Authorization <i>(All Information Must Be Provided)</i>		
<input type="checkbox"/> Master Card	<input type="checkbox"/> American Express	<input type="checkbox"/> Corporate
<input type="checkbox"/> Visa	<input type="checkbox"/> Personal	
Card Number: _____		Expiration Date: _____
Card Security Code: _____ <i>(Generally Located on the back of the Credit Card)</i>		
Card Holder Name:		
Billing Address:		
City:	State:	Zip:
Phone Number:	Fax Number:	
Email Address:		
Card Holder Signature:		
Company Name:		Booth Number:
Calculation of Orders		
<u>Services Ordered</u>	Total	
Material Handling	\$	
Installation & Dismantle Labor	\$	
Standard Furnishings & Accessories	\$	
Custom Furniture Rental	\$	
CC Expo Rental Exhibits	\$	
Floral Service	\$	
Booth Cleaning	\$	
Other	\$	
	\$	
Total:		
To simplify payment, send a check payable to CC Expo Services for your entire order or note the amount to be charged to your credit card.		
FULL PAYMENT in U.S. funds drawn on a U.S. Bank	\$	
Check Number:		
Please list all authorized persons for credit card use at show site below.		
Name(s)		
EXHIBITING COMPANY:		BOOTH#:



Payment Policy

<u>Payment for Services</u>	<u>Third Party Billing</u>
<p>CC Expo requires payment in full at the time services are ordered. CC Expo requires that you provide a credit card authorization with your initial order. For your convenience, CC Expo will use this authorization to charge your account for services which may include labor & material handling not covered by your first payment.</p> <p>For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative for products and services rendered to your company for this event.</p>	<p>Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. CC Expo reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.</p>
<u>Method of Payment</u>	<u>Tax Exempt</u>
<p>CC Expo accepts MasterCard, VISA, Discover, American Express, & Check. Purchase orders are not considered payment. All payments must be made in U.S. Funds drawn on a U.S. Bank. Exhibitors will be charged a \$25.00 fee for returned NSF checks.</p>	<p>If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information with your orders for the show. CC Expo must receive your certificate with your order; otherwise tax will appear on your invoice.</p>
<u>Adjustments and Cancellations</u>	
<p>Adjustments to your invoice will not be made after the close of show. Some items services and labor are subject to cancellation fees. Cancellation fees will apply if written notice of cancellation is not received within 15 business days of the show move-in. No credits will be issued after delivery or attempted delivery.</p>	
<p><i>If you have any questions regarding our payment policy, please call exhibitor services at 504-717-7532 or visit our Service Desk during setup and move-out. Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with CC Expo. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the Show, or balance left without appropriate credit card on file.</i></p>	



THIRD PARTY PAYMENT AND STATEMENT OF TERMS

CC Expo will present invoices to third parties at the Show site for payment of all services rendered to exhibitors provided the following conditions are met :

1. The exhibitor is required to complete the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form located on page 16 of this manual.
2. The payment record of the third party must be acceptable to CC Expo. Also, the charge card information must be completed and submitted to CC Expo as a deposit for the Show.
3. If there is any doubt as who is to be invoiced for a service, the charges for the service will be charged to the exhibitor. The exhibiting firm is ultimately responsible for the payment of all charges. If the Non-Official Contractor requires CC Expo to fax an invoice from the Show Facility, a \$75.00 service charge will be added.
4. The following form is to be completed, signed and returned by both parties by the deadline date indicated at the bottom of this page. Otherwise, the request will be denied.

Please do not forget to fill out the credit card authorization form.

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

ALL INVOICES MUST BE SETTLED BY THE CLOSE OF THE SHOW.

Please fill out the form below completely.

EXHIBITING COMPANY:			BOOTH#:
AUTHORIZED NAME & TITLE:			
AUTHORIZED SIGNATURE:			
DISPLAY HOUSE NAME/THIRD PARTY PAYER:			
COMPLETE ADDRESS:			
CITY, STATE:		ZIP CODE:	
AUTHORIZED NAME & TITLE:			
AUTHORIZED SIGNATURE:			
PHONE NUMBER:		FAX NUMBER:	
ITEMS TO BE BILLED TO THIRD PARTY:			
<input type="checkbox"/> Master Card	<input type="checkbox"/> VISA	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> AMERICAN EXPRESS
Card Number: _____			Expiration Date: _____
Card Security Code: _____ <i>(Generally Located on the back of the Credit Card)</i>			
NAME ON CARD:			
SIGNATURE:			
COMPANY NAME:			BOOTH #:
COMPANY ADDRESS:			
CITY, STATE:		ZIP CODE:	
PHONE NUMBER:		FAX NUMBER:	



SHIPPING INSTRUCTIONS

ADVANCE SHIPMENTS TO THE WAREHOUSE	SHIPMENTS TO SHOW SITE
<ul style="list-style-type: none"> Shipments must be sent PRE-PAID. All collect shipments will be refused. Crated shipments may be sent to the warehouse in advance up to thirty (30) days prior to the Show move-in date. Such shipments can begin arriving to the advance warehouse on July 26th, 2011 between 8:00am & 4:00pm Monday through Friday. No shipments will be received at the warehouse on weekends or holidays. To trace the arrival of a shipment, call 321-507-7677. Have pro number and carrier information available. NOTE: Shipments that arrive at the warehouse after Show move-in has begun will be charged an additional 25% overtime rate of the advance warehouse rate. Label each package or crate as follows: <p style="text-align: center;">TO ARRIVE ON OR BEFORE August 22, 2011</p> <p style="text-align: center;">UPS Freight c/o CC Expo Senior Market Advisor Expo Company Name & Booth # 6555 S. Tenaya Way, Suite 500 Las Vegas, NV 89113</p>	<ul style="list-style-type: none"> All shipments arriving at the facility prior to August 23, 2011 will be refused & rerouted. NOTE: Shipments will only be received at the Show site during the move-in periods. As an exhibitor, it is your responsibility to instruct your carrier of the proper date for direct deliveries to the Show facility. Bills of Lading indicating weight must accompany freight delivery. The driver's signature on the Show site receiving report will verify the total count and weight. NOTE: Shipments arriving at Show site before the designated move-in date will be refused, rerouted, or held by the facility. You're responsible for all related charges incurred at site & by CC Expo. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines. <p style="text-align: center;">DO NOT DELIVER PRIOR TO August 23, 2011</p> <p style="text-align: center;">Mandalay Bay c/o CC Expo Company Name & Booth # Hold for Senior Market Advisor Expo 3950 Las Vegas Boulevard South Las Vegas, NV 89119</p>
<p>Please note the following general shipping information:</p> <ul style="list-style-type: none"> Shipments received without receipts, freight bills or specified unit counts on the receipts or freight bills, such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of the piece count or condition. No liability will be assumed by CC Expo for such shipments. Crated materials will be received at the warehouse up to 30 days in advance and delivered to respective booths at the Show facility. Empty containers will be removed from the booth, placed in storage and returned to the booth at the close of the Show. Material is then moved from the booth to the dock and reloaded on designated vehicles. Charges will be based on in-bound weight only. <p>IMPORTANT: Refer to the "MATERIAL HANDLING RATES" in the Exhibitor Service Manual for rate information.</p>	



SHIPPING LABELS

----- Cut along line and tape label to shipment -----

FREIGHT LABEL		<p>SHIP TO ADVANCE WAREHOUSE: UPS Freight c/o CC Expo Senior Market Advisor Expo Company Name & Booth # 6555 S. Tenaya Way, Suite 500 Las Vegas, NV 89113</p>
	<p>Senior Market Advisor Expo Mandalay Bay Las Vegas, NV August 24 - 26, 2011</p>	<p>EXHIBITOR: _____</p> <p>BOOTH #: _____</p> <p>CARRIER: _____</p>

----- Cut along line and tape label to shipment -----

FREIGHT LABEL		<p>SHIP TO SHOW SITE: Mandalay Bay c/o CC Expo Company Name & Booth # Hold for Senior Market Advisor Expo 3950 Las Vegas Boulevard South Las Vegas, NV 89119</p>
	<p>Senior Market Advisor Expo Mandalay Bay Las Vegas, NV August 24 - 26, 2011</p>	<p>EXHIBITOR: _____</p> <p>BOOTH #: _____</p> <p>CARRIER: _____</p>

**The above labels are provided for your convenience.
 Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
 If more labels are needed, copies are acceptable.**



MATERIAL HANDLING RECAP

Please indicate where your shipment will arrive:		<input type="checkbox"/> CC Expo Warehouse	<input type="checkbox"/> Show Site
We will ship ____ pieces @ ____ lbs. @ \$125.00 per 100 lbs. (200 lb. minimum)		\$	
Small Package Charge @ \$50.00 (25 lb. maximum)		\$	
Loose/Uncrated/Pad Wrapped @ \$165.00 per 100 lbs. (200 lb. minimum)		\$	
NOTE: We understand that your calculation is only an estimate. Invoicing will be completed from the actual weight as listed on the inbound Bills of Lading. Adjustments will be made accordingly, and must be paid at Show site. If you have any questions about material handling, please call 321-507-7677.		Material Handling Total	\$
<p align="center">For complete information and instructions on shipping and material handling, refer to the "SHIPPING INSTRUCTIONS" and "MATERIAL HANDLING RATES."</p> <p>* When recording weight, round up to the next one hundred (100) pounds. * Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition.</p>			
<u>FREIGHT INFORMATION GUIDE</u>			
<p>PLEASE NOTE: To enable our tracking delayed shipments, please fax duplicate Bills of Lading to 504 208-4928.</p> <p align="center">COLLECT SHIPMENTS WILL NOT BE RECEIVED</p> <p>Shipments arriving at Show site before the designated move-in date could be refused, rerouted, or held by the facility. You are responsible for all related charges incurred at Show site and by CC Expo. Shipping prior to move-in could delay your shipment to your booth. Please follow the outlined shipping guidelines.</p>			
INSTRUCTIONS FOR OUTGOING SHIPMENTS AFTER THE SHOW			
Consign to (Company Name):			
Street Address:		Phone:	
City, State:		Zip:	
Carrier:	Check one	<input type="checkbox"/> PREPAID	<input type="checkbox"/> COLLECT
Total Number of Containers:		Total Weight of Shipment:	
INCOMING SHIPMENT		INCOMING SHIPMENT	
Origin of Shipment:		Origin of Shipment:	
Shipping Date:		Shipping Date:	
Approximate Arrival Date:		Approximate Arrival Date:	
Total Number of Containers:		Total Number of Containers:	
Total Weight of Shipment:		Total Weight of Shipment:	
Carrier:		Carrier:	
Pro #:		Pro #:	
EXHIBITING COMPANY:			BOOTH#:



MATERIAL HANDLING RATES

RATES
<ul style="list-style-type: none"> • \$125.00 per hundred weigh (or fraction thereof). • Minimum of \$250.00 per shipment delivered - 200 lb. minimum. • When recording weight, round up to the next one hundred (100) pounds. • Rates are calculated on a round trip basis.
SMALL PACKAGE SHIPMENTS
Shipments received without individual/carrier receipts or freight bills, such as UPS, FEDERAL EXPRESS, EXPRESS MAIL, PARCEL POST, or PRIVATE VEHICLE, etc., will be delivered to the booth without guarantee of the piece count or condition. CC Expo will assume no liability for these shipments. \$50.00 per shipment will be charged for packages 25 pounds and under.
LABOR AND EQUIPMENT
Labor will be available for un-crating, un-skidding, assembling, positioning, leveling, dismantling, re-crating, and re-skidding machinery and/or equipment of exhibitors. Please see the "INSTALLATION AND DISMANTLING LABOR ORDER FORM" in this manual.
SPECIAL HANDLING
Add 50% to the quoted Show facility rate for un-crated or loose display shipments or shipments by any truck which, because of height or truck bed, cannot be unloaded at the docks. Un-crated and loose display shipments will not be received at the warehouse. This form of shipment should be sent directly to the Show facility, scheduled to arrive during the move-in time. These shipments will not be accepted prior to the move-in dates. Un-crated and loose display shipments are defined as open displays (not crated or cased) or un-skidded machinery on an open flatbed truck without proper lifting bars or hooks. If the crated materials are combined with un-crated or loose materials in the same shipment, and the Bill of Lading does not identify the various classifications, the whole shipment will be charged at the special handling rate.
INBOUND BILL OF LADING OR DELIVERY RECEIPT
All shipments must have a Bill of Lading or delivery receipt showing number of pieces, weight and description of merchandise. The charges will be computed based on this weight. In the event that no weight is indicated on the documents presented, CC Expo shall estimate the weight, and all charges will be based on these estimates. The estimates will be binding on both parties. A \$25 fee will be applied to your invoice if CC Expo finds it necessary to provide this weigh scale service. No adjustments will be made after the Show closes. Copies of the Bills of Lading, including pro number, should be mailed to CC Expo as soon as shipments are made.
EMPTY CONTAINER LABELS
Empty labels for storage of containers during the Show will be available at the Exhibitor Service Center. Affixing the labels is the sole responsibility of the exhibitor or representative. All previous labels should be removed. CC Expo assumes no liability for errors to the above procedure, removal of containers with old labels, improper information or valuables stored in containers with old empty labels. Empty crates or containers will not be accessible after removal unless prior arrangements are made for accessible storage at the Exhibitor Service Center.
SPECIAL RATES AND SERVICES
<ul style="list-style-type: none"> • Steel banding is available at \$0.95 per linear foot, plus one-half hour minimum labor. • Mobile equipment will be moved in & out of the exhibit hall on a time & material basis with a minimum \$250 charge per round trip.
Continues to next page



MATERIAL HANDLING RATES (Continued)

AGREEMENT OF TERMS
The exhibitor accepts responsibility for the payment of charges in connection with the handling of shipments and guarantees payment to CC Expo for the incurred services described herewith.
OUTBOUND SHIPPING
Each exhibitor or his representative will be expected to label his exhibit materials and furnish shipping information. Labels and Bills of Lading will be available at the Exhibitor Service Center. Previous shipping labels should be removed. CC Expo accepts no responsibility for misdirected shipments as a result of old shipping labels remaining on containers. CC Expo will route all shipments unless special advance arrangements are made. Exhibits and materials for which arrangements have not been made with CC Expo, or which have not been removed from the exhibit area on removal day, will be transported to our warehouse, at an additional charge, to await disposition. CC Expo reserves the right to route exhibit material via an alternate carrier in the event that the requested carrier fails to pick up the shipment or refuses to accept shipments within five (5) business days following the close of the Show. No liability will be assumed by CC Expo as a result of such re-routing or handling. Any freight brought back to the warehouse for special pick-up will be given an additional charge.
REDIRECTED FREIGHT SHIPMENTS RETURNED TO THE CC EXPO WAREHOUSE
At the close of the Show, should shipments need to be brought back for any reason, there will be an additional charge of \$95.00 per CWT for straight time and \$190.00 per CWT for overtime, with a 500 lb. minimum.
LIMITS OF LIABILITY
<p>All shipments should be insured by the exhibitor from the time they leave their firm until they are returned after the Show. All exhibits or materials handled by CC Expo and insured by the exhibitor are not to exceed a value of \$0.25 per pound and are not to exceed a maximum of \$50.00 per item or \$1000.00 per claim, whichever is less. CC Expo and its subcontractors are not insurers. The amounts paid to CC Expo are based on the value of the material handling services and are unrelated to the value of the property being handled.</p> <p>CC Expo and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppage, fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearances or other causes beyond its control, or for ordinary wear and tear in handling of equipment. CC Expo and its subcontractors shall not be responsible for the materials after they have been delivered to the booth, or before they have been picked up for loading at the exhibit hall. CC Expo shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage. All Bills of Lading covering outgoing shipments, which are given to CC Expo by exhibitors, will be checked at the time of pickup from the booth, at which time corrections will be made where discrepancies exist. Furthermore, the exhibitor recognizes there may be a lapse of time between the completion of packing and the actual pickup of materials from the booth for loading onto a carrier. During such time, the materials will not be under the care or responsibility of CC Expo. CC Expo and its subcontractors shall not be liable to any extent whatsoever for potential or assumed loss of profits or revenues for any collateral costs, which may make it impossible or impractical to exhibit. Same claims for loss or damage which are not submitted to CC Expo within thirty (30) days of the close of the Show shall be considered waived.</p> <p>No suit or action shall be brought against CC Expo or its subcontractors more than one year after accrual of the cause or action thereof. In order to expedite removal of materials from the Show site, CC Expo shall have the authority to change designated carriers if such carriers do not pick up on time. Where the exhibitor makes no disposition, materials will be either taken to a warehouse to await exhibitor's shipping instructions (in which case extra charges will be the responsibility of the exhibitor) or shipped to the exhibitor's address.</p> <p>The consignment or delivery of a shipment to CC Expo or its subcontractors by the 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 the above section.</p>



INSTALLATION AND DISMANTLING LABOR ORDER

LABOR RATES			
Straight Time: \$130.00 per personnel hour		Over Time: \$195.00 per personnel hour	
<i>Overtime rates prevail before 8AM and after 4PM, daily and all day on Saturdays, Sundays & Holidays. A minimum charge is one hour per labor personnel</i>			
PLAN A: Installation and dismantling of display under the supervision of CC Expo I&D.		PLAN B: Installation and dismantling of display under the supervision of Exhibitor.	
<i>Please note the following:</i> <ul style="list-style-type: none"> In addition to the above listed rates, a 35% supervision fee will apply to the above rates with a \$50.00 minimum charge. Work will be done on a straight time basis if possible. However, overtime charges will be invoiced, if necessary. Notice of cancellation should be made at least 24 hours prior to the move-in to avoid a one-hour minimum charge. 		<i>Please note the following:</i> <ul style="list-style-type: none"> Labor personnel must be picked up at CC Expo Exhibitor Service Center when under exhibitor supervision. A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered. Notice of cancellation should be made at least 24 hours prior to the Show move-in to avoid a one-hour charge per requested personnel. 	
<i>Workers are assigned to orders at 8 AM daily and completion time of first assignments is uncertain. Therefore, starting times after 8 AM cannot be guaranteed, although every effort will be made to provide labor at requested times.</i>			
FORKLIFT ORDER			
Straight Time: \$130 per personnel hour		Overtime: \$190 per personnel hour	Forklift: \$85 per hour
A forklift crew will consist of one forklift, one driver and one spotter. Please note that a forklift crew should be ordered if you need equipment spotted in your booth area, removed from crates, positioned or repositioned once it is in your booth area. Forklift crews do not need to be ordered if it is part of the Material Handling Process. The same rules and regulations apply to forklift crew labor as to all other labor services.			
INSTALL & DISMANTLE ORDER			
Please check the appropriate box below:			
<input type="checkbox"/> CC Expo Supervision		<input type="checkbox"/> Exhibitor Supervision	<input type="checkbox"/> Forklift Crew
Install		Dismantle	
Date:	Time:	Date:	Time:
Total Laborers:		Total Laborers:	
Hours per Laborer:	\$	Hours per Laborer:	\$
CC Expo Supervision Install 35%		CC Expo Supervision Dismantle 35%	
Forklift Fee: \$85.00 per hour			\$
ESTIMATED COST FOR INSTALLATION, DISMANTLE LABOR, AND/OR FORKLIFT LABOR:			TOTAL \$
EXHIBITING COMPANY:			BOOTH#:



LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. CC Expo Services, its successors and/or assigns, and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.
2. CC Expo Services, its successors and/or assigns, and its subcontractors shall not be responsible for loss, injury or damage cause by laborers or equipment furnished by CC Expo Services, or its subcontractors, except when such laborers are working or operating equipment under direct supervision of a supervisor designated by CC Expo Services or its subcontractor.
3. CC Expo Services, its successors and/or assigns, and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss, injury or damage to an exhibitor's material or personnel, which may make it impossible or impractical to exhibit exhibitor's materials.
4. Claims for loss, injury or damage which are not submitted to CC Expo Services, within thirty (30) days of the close of the Show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against CC Expo Services, its successors and/or assigns, or its subcontractor more than one year after the accrual of the cause of action.
5. CC Expo Services will not be responsible for improper packing of exhibitor materials and products or incorrect labeling if working under the supervision of the exhibitor.
6. CC Expo Services will not be responsible for improperly packed or concealed damages to exhibits.
7. The placing of an order for the services or laborers and the use of equipment by an exhibitor, or any agent of the exhibitor shall, be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Section 1 through 6 above.



INTENT TO USE NON-OFFICIAL CONTRACTORS

NON-OFFICIAL CONTRACTORS RULES & REGULATIONS	INTENT TO USE NON-OFFICIAL CONTRACTORS
<p align="center">CC Expo Services (CCES) has been selected as the Official Service Contractor and must be used for all material handling, furniture rental, signs, rigging, cleaning, and installation and dismantling of decorations.</p>	
<p align="center">A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site, and does not represent one or more of the official contractors.</p>	
<ol style="list-style-type: none"> 1. Each representative on a Non-Official Contractor must physically pick up, in person, an "Exhibit Crew" badge at the CCES Exhibitor Service Center. If a representative of a Non-Official Contractor does not have any identification which verifies his/her employment by a Non-Official Contractor he/she must be accompanied to the CCES Exhibitor Service Center by a representative who has verifying identification. 2. These services shall not conflict with existing labor regulations or contracts, and in fulfilling his obligations, the representative of a Non-Official Contractor shall adhere to the regulations set up by the hall and show management regarding entrance. 3. The representative of a Non-Official Contractor shall have a true and valid order for service from an exhibitor in advance of the move-in date and shall not solicit business on the Show floor. 4. The representative of a Non-Official Contractor will share with the Official Service Contractor all reasonable costs related to his operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. 	<ul style="list-style-type: none"> • Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received by CCES, no later than the deadline date. No extensions or exceptions will be granted after the official published deadline. • The Non-Official Contractor must provide CCES with a copy of valid "Certificate of Insurance." This certificate must be received no later than the deadline date. No extensions or exceptions will be granted after the official published deadline. • Failure to provide CCES with items 1 and 2 above will result in said firms being required to hire installation and dismantling labor from CCES. Non-Official Contractors will be able to provide supervision only. <p>All representatives of the Non-Official Contractor must obtain an "Exhibit Crew" badge at the CC Expo Exhibitor Service Center.</p> <p>Liability "Certificate of Insurance" form which names CC Expo Services, LLC, a Louisiana limited liability company, its successors, and/or assigns, as their interest may appear, as additionally insured for each Non-Official Contractor firm being utilized. <i>(Note: The exhibitor-appointed contractor must maintain at least \$2 million in Employer's Liability, General Liability, Automobile Liability & Worker's Compensation as required in the state the exposition is located.)</i></p>
<p align="center">If both the "INTENT TO USE NON-OFFICIAL CONTRACTORS" form and "CERTIFICATE OF INSURANCE" are not supplied to CCES by August 10, 2011, then any representative of the Exhibiting Firm or Non-Official Contractor will be required to order labor from CC Expo.</p>	
<p align="right">Continues to next page</p>	



INTENT TO USE NON-OFFICIAL CONTRACTORS

INTENT TO USE NON-OFFICIAL CONTRACTORS NOTIFICATION DEADLINE: August 10, 2011		
EXHIBITING FIRM:	BOOTH #:	
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
FULL NAME OF NON-OFFICIAL CONTRACTOR:		
COMPLETE ADDRESS: _____ _____		
CITY:	STATE:	ZIP CODE:
AUTHORIZED NAME AND TITLE:		
AUTHORIZED SIGNATURE:		
PHONE NUMBER:		
FAX NUMBER:		
NON-OFFICIAL CONTRACTOR "SHOW SITE" REPRESENTATIVE <i>(if not same as above)</i>		
DIRECT PHONE NUMBER:		
TYPE OF SERVICE TO BE PERFORMED:		



ADDITIONAL FURNISHINGS & ACCESSORIES

CHAIRS AND ACCESSORIES				
Quantity	Description	Discount Price	Standard Price	Total
	Side Chair	\$42.00	\$57.00	
	Basic Stool with Back	\$120.00	\$135.00	
	Literature Stand	\$120.00	\$145.00	
	Waste Basket	\$15.00	\$20.00	
	Easel, Chrome	\$32.00	\$40.00	
	Tack Board	\$155.00	\$185.00	
	42" High Round Table	\$185.00	\$225.00	
	Bag Rack	\$65.00	\$85.00	
SPECIAL DRAPERY BACKGROUNDS - Ordered In 10' Increments				
Quantity	Description	Discount Price	Standard Price	Total
	3' Drapery Installed, per linear foot	\$10.00	\$14.00	
	8' Drapery Installed, per linear foot	\$12.00	\$19.00	
Indicate Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White				
DRAPED DISPLAY TABLES - 30" High x 24" Wide				
Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$100.00	\$120.00	
	6' Draped	\$110.00	\$140.00	
	8' Draped	\$120.00	\$160.00	
	4 th Side Draped	\$22.00	\$30.00	
Indicate Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Burgundy				
DRAPED DISPLAY COUNTERS - 42" High x 24" Wide				
Quantity	Description	Discount Price	Standard Price	Total
	4' Draped	\$100.00	\$135.00	
	6' Draped	\$115.00	\$155.00	
	8' Draped	\$125.00	\$165.00	
	4 th Side Draped	\$22.00	\$30.00	
Indicate Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Burgundy				
TABLE RISERS AND DRAPING				
Quantity	Description	Discount Price	Standard Price	Total
	4' x 10" x 12" Draped	\$39.00	\$50.00	
	6' x 10" x 12" Draped	\$45.00	\$65.00	
	8' x 10" x 12" Draped	\$65.00	\$75.00	
Indicate Color: <input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Grey <input type="checkbox"/> White <input type="checkbox"/> Burgundy				
For any additional furnishings not listed above, please contact your project manager at CC Expo for ordering and pricing details.			Subtotal	\$
			Tax @ 8.25%	\$
			Total	\$
EXHIBITING COMPANY:			BOOTH#:	



CC EXPO RENTAL EXHIBITS ORDER FORM

All CC Expo Rental Exhibit Packages Include:			
<ul style="list-style-type: none"> • Standard Booth Carpeting • One 6' Skirted Table • Two Chairs • One Wastebasket • Installation and Dismantle Labor • Header Copy - <i>(in black)</i> • Daily Booth Vacuuming 			
CC Expo Basic Rental – option 1			
10' x 10' Exhibit	<i>(Please indicate instructions for header below)</i>		
Panels Selections	<input type="checkbox"/> Standard White Panels \$1000.00	<input type="checkbox"/> Velcro Panels \$1425.00	Total \$ _____
Header to Read:	_____		
	<i>(Please Print Header Copy) (Header Copy Must Be Received by August 10, 2011)</i>		
Indicate Colors Below:			
Velcro Color:	<input type="checkbox"/> Black <input type="checkbox"/> Silver		
Carpet Color:	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey		
Drape Color:	<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Grey <input type="checkbox"/> Black <input type="checkbox"/> White		
<i>(Optional)</i> Shelves:	Quantity: _____ \$65.00ea	Total	\$ _____
Pop Booth Rental – option 2			
8' Pop up Display Package:	<input type="checkbox"/> \$800.00ea	Total	\$ _____
Please Note: Pop Up Displays include Pop Up Display, Pedestal, Labor to Install and Dismantle and Spotlights only.			
		Add Totals from above:	Sub Total \$ _____
		<i>All rental orders received after the deadline date of August 10, 2011 will be charged an additional 50%.</i>	Tax @ 8.25% \$ _____
			Total \$ _____
EXHIBITING COMPANY:		BOOTH#:	



CARPET ORDER FORM

STANDARD CARPET					
<i>(Carpet Ordered in Multiples are not Guaranteed a Color Match)</i>					
Indicate Color:	<input type="checkbox"/> Red	<input type="checkbox"/> Blue	<input type="checkbox"/> Black	<input type="checkbox"/> Grey	<input type="checkbox"/> Burgundy
Quantity:	Description	Discount Price	Standard Price	Total	
	10' x 10'	\$150.00	\$185.00	\$ _____	
	10' x 20'	\$260.00	\$350.00	\$ _____	
	10' x 30'	\$400.00	\$530.00	\$ _____	
	10' x 40'	\$510.00	\$675.00	\$ _____	
	Carpet Padding per 10' x 10'	\$100.00 x _____	\$125.00 x _____	\$ _____	
DELUXE & SPECIAL CUT CARPET ORDER					
<p>Enhance the impression of your booth and enjoy the added choices of designer colors, by ordering our custom carpeting. It is available for one-time rental or outright purchase for use at future shows, at a very reasonable price. Other colors may be available; please call the number below for additional colors and prices. Also consider foam padding for comfort and added luxury feeling.</p>					
Indicate Color:	<input type="checkbox"/> Gunmetal	<input type="checkbox"/> Misty Grey	<input type="checkbox"/> Bay Water	<input type="checkbox"/> Cherry Red	
	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Silver Mist	<input type="checkbox"/> Baby Blue	<input type="checkbox"/> Ebony	
	<input type="checkbox"/> Navy	<input type="checkbox"/> Sky Blue	<input type="checkbox"/> Dusty Rose	<input type="checkbox"/> Light Teal	
<p>Please fill out your choice below. There is a minimum order of 200 square feet for custom carpet. If additional carpet is required to cover steps, skids and display cases, please send a floor plan. A quotation will be forwarded to you before we proceed.</p>					
Order includes installation, carpet padding, poly covering and removal.					
RENTAL PRICE					
Carpet Color: _____	Booth Size: _____ x _____ = _____ Sq. Ft. @ \$5.25/Sq. Ft.			\$ _____	
CARPET PADDING	Order includes installation and disposing of padding. Padding is only offered at the purchase price.				
	Booth Size: _____ x _____ = _____ Sq. Ft. @ \$1.25/Sq. Ft.			\$ _____	
Sub Total				\$ _____	
Tax @ 8.25%				\$ _____	
Total				\$ _____	
EXHIBITING COMPANY:			BOOTH#:		



FLORAL SERVICE ORDER FORM

Quantity:	Item Description	Unit Price	Total
	Flower Arrangement	\$110.00	\$ _____
	Seasonal Flowering Plants (i.e. Mums, Azalea, etc.)	\$65.00	\$ _____
	Large Fern	\$65.00	\$ _____
	2' Green Plant	\$65.00	\$ _____
	3' Green Plant	\$75.00	\$ _____
	4' Green Plant	\$88.00	\$ _____
	5' Green Plant	\$97.00	\$ _____
	6' Green Plant	\$118.00	\$ _____
Sub Total			\$ _____
Tax @ 8.25%			\$ _____
Total			\$ _____
EXHIBITING COMPANY:		BOOTH#:	

Audio Visual Partners, Inc.

5075 Forsyth Commerce Road

Orlando, FL 32807

TOLL FREE: 800-287-9755

Contact: Steve Roberts/ Exhibit Sales

Email: Steve@avpusa.com

"Your local resource for ALL your display needs!"

SMAX Senior Market Advisor Expo

August 24-26, 2011

Mandalay Bay

Las Vegas, NV

EXHIBITOR RENTAL ORDER FORM

DATA DISPLAY EQUIPMENT	QTY	"SHOW" RATE	TOTAL
20" LCD Flatscreen Monitor VIDEO/DATA	_____	\$175.00	_____
32" LCD Flatscreen Monitor (16:9 Aspect Ratio/ 1024x768 Res.)	_____	\$300.00	_____
42" LCD Flatscreen Monitor (16:9 Aspect Ratio/ 1024x768 Res.)	_____	\$450.00	_____
50" LCD Display (16:9 Aspect Ratio/ 1280x768 Res.)	_____	\$600.00	_____
61" Plasma Display (16:9 Aspect Ratio/ 1365x768 Res.)	_____	\$900.00	_____
Dual Post Floor Stand for Plasma/LCD	_____	\$150.00	_____
Shelf for Dual Post Floor Stand	_____	\$30.00	_____

AUDIO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
Wireless Microphone (Handheld/Lav,Headset)	_____	\$275.00	_____
Small Powered Speaker	_____	\$125.00	_____
Medium Powered Speaker	_____	\$165.00	_____
Small Audio Mixer	_____	\$75.00	_____
ALD System (Assisted Listening Transmitter w/ Wireless Headsets)	_____	\$500.00	_____
System price includes 15 wireless receivers/headsets			

VIDEO EQUIPMENT	QTY	"SHOW" RATE	TOTAL
20" Television Monitor	_____	\$150.00	_____
20" TV/VCR Combo Unit	_____	\$200.00	_____
1/2 VHS Player w/Auto Repeat	_____	\$125.00	_____
DVD Player	_____	\$145.00	_____
54" Roll Cart w/ skirt	_____	\$75.00	_____
3000 Lumen LCD Projector	_____	\$350.00	_____

COMPUTER SYSTEMS & PERIPHERALS	QTY	"SHOW" RATE	TOTAL
PC Desktop Pentium IV/ 2.8 GHz/ 512 MBRAM/40 Gig HD/DVD	_____	\$250.00	_____
PC Laptop Pentium IV/2.0 GHz/ 512 MBRAM/ 40 Gig HD/DVD	_____	\$300.00	_____
MAC G4 Laptop 1.25 GHz/ 512 MBRAM/ 40 Gig HD/DVD	_____	\$350.00	_____
HP 5000 Series LaserJet Printer	_____	\$250.00	_____
Attendee Response Keypad Systems		CALL	

*** All prices listed are for the entire show and include Setup and Strike***

We also have a full line of Audio and Video equipment. Please call for additional equipment rental needs !

ORDERING INFORMATION

* Payment is due prior to show		
* Cancellation within 72 hours of delivery date will be charged at 100%	<i>Total Equipment</i>	_____
* Plasma and Data monitors include VGA cable, AC extension/powerstrip		
* You will receive a confirmation of your order	<i>Delivery/Pickup (includes Union Fees)</i>	\$100.00
* Technical assistance is just a phone call away	<i>8.25% Sales Tax</i>	_____
* Client must be on site at time of delivery. Any re-attempted deliveries after set delivery time will result in an additional delivery charge	TOTAL DUE	_____

****Drayage,Riggers,Carpenters, Electricians, or any applicable union charges will be billed directly to the exhibitor******CUSTOMER INFORMATION**

Delivery Date: _____ Delivery Time: _____ Pickup Date: _____ Pickup Time: _____

Exhibitor /Company Name: _____ Booth Number: _____

OnSite Contact: _____ Phone Number: _____ Email: _____

Address: _____ City/State/Zip: _____

Credit Card #: _____ CVV Code: _____ Exp: _____

Cardholders Billing Zip Code: _____ Cardholders Signature: _____

FAX Completed Form to 407-658-9433

◆ SAVE MONEY \$\$\$

Save money by placing your orders twenty-one (21) days prior to show opening! Full payment must be included **with the orders** to receive the Advance Rate. Orders received after the Cut-Off date will be charged the Show Rate where applicable.

◆ SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website or on an order form which can be sent via email or fax. Telephone orders will not be accepted.

TRY OUR NEW ON-LINE ORDERING AT www.mandalaybayexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or Fax: (702)669-4575

Email: mandalaybayexhibitorservices@mandalaybay.com

◆ SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

If your booth number changes prior to move-in, you must notify MBCC in writing with the following information:

◆ Company Name

◆ Previous Booth Number

◆ New Booth Number

◆ METHOD OF PAYMENT

MBCC accepts the following methods of payment:

◆ CREDIT CARD

- Please place credit card information on the order form.

◆ BANK TRANSFER

- Please mark Wire Transfer on the order form and you will be contacted by MBCC Exhibitor Services with the information required to submit Bank or Wire Transfers. A credit card will be required to be on file for overages.

◆ COMPANY CHECK

- **Make checks payable to: Mandalay Bay Resort & Casino. The name of the Show and your booth number MUST be referenced on the check. Checks must be drawn on US Banks and in US Funds. Mandalay Bay will NOT accept personal checks.**
- **No checks will be accepted for orders placed within twenty-one (21) days prior to show opening.**
- Keep in mind when sending a check, it can take 14-21 days for it to reach our office even when overnighted. Your pricing will be based on when the package is RECEIVED.
- Checks received without order forms, backup or instructions as to what the payment applies to will be returned to the sender and will delay processing of your order(s).
- Checks (with order forms) should be mailed to:

MANDALAY BAY RESORT & CASINO, LOCKBOX SERVICES, BANK OF AMERICA
FILE 50519
LOS ANGELES, CA 90074

◆ PAYMENT & CANCELLATION PROCEDURES

No credits will be issued on services installed as ordered even though not used.

No credits will be issued after show closing. Please review invoice prior to departure.

Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

◆ REPORTING TROUBLE WITH SERVICES

In order to allow MBCC the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** to the MBCC personnel at the Mandalay Bay Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

◆ PLACING ORDERS ON-SITE

Onsite orders will be placed in person at the Mandalay Bay Service Desk. The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MBCC is not able to take phone orders, as payment and a signature is required before service is delivered.

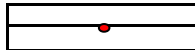
◆ EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Following are the standard installations for each type:

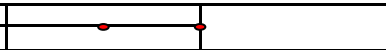
ISLAND



IN-LINE



PENINSULA



Please send detailed floor plans indicating where you require Telecommunications service, Internet service and Cable installation. Standard installation for services are indicated above. In-line booths and peninsula booths will have all lines installed at the back of the booth. For island booths, you should send a floor plan that indicates where you would like the main location for your services. If a floor plan is not received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. **Changes in service location & multiple locations for service will be charged the appropriate time and material rate.**

◆ EDLEN ELECTRICAL ORDERS

Edlen Electrical is the exclusive contractor for your electrical, lighting, air and water needs, please send your order form and payment directly to them, or visit them on-line at www.edlen.com. We have provided their order forms at the back of our brochure for your convenience.

◆ ALLOW US TO HELP YOU

You may contact us toll free at (855) 408-1349 or send your inquiry via email to mandalaybayexhibitorservices@mandalaybay.com

THIRD PARTY AGENT FORM

Event Name:			BOOTH #
Event Dates:			
Third Party Agent Company Name:			
Third Party Agent Company Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
Signature:		Print Name:	
Contact's e-mail:		E-mail for Receipts:	

For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MBCC agrees to charge this Third Party Agent. However, this form must be completed by **both** the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCC. The Exhibiting Company is ultimately responsible for payment of charges. This form does not exclude either party from payment policies which are listed below.

TO BE COMPLETED BY THE EXHIBITING COMPANY: (This section must be signed to complete the order process)

We understand and agree that we, the Exhibiting Company, are ultimately responsible for payment of charges. In the event that the named Third Party Agent does not make payment for the services provided, prior to show close, charges will revert to the Exhibiting Company. All balances are due and payable upon receipt by either party.

PLEASE SPECIFY SERVICES TO BE PAID FOR BY THIRD PARTY:

<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>
-------------------------------	-------------------------------

Exhibiting Company Name:			
Exhibiting Company Street Address:	City:	State:	Postal Code:
Phone #:	Ext:	Fax #	
YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THE MBCC SERVICES BROCHURE. MBCC IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.			
Exhibiting Company Representative (PRINT NAME):		Signature:	

All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. To receive Advance Rate discounts, we must receive your order, with FULL payment, twenty-one (21) calendar days prior to show opening date. All other orders will be processed at the Show Rate. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMMirage Corp. to fax Exhibitor at this fax number or to email at this email address.

FLOOR PLAN

Please use this grid if you do not have your own floor plan to send in for Telephone location, Internet line, & Cable outlet location.

Include booth layout (with surrounding booth AND aisles) with service locations on diagram. All lines are wired from the floor. A relocation fee will be charged for any moves required. After installation, labor charges will apply if additional work is needed. Please call (702)322-3000 for current labor rates.

OUTLET GRID

Please use this grid if you do not have your own floor plan to

- Mark the adjacent booth #s for orientation
- Write in measurements or use boxes as a scale for outlet locations

Each square = _____ feet

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Adjacent Booth or aisle # _____

Event Name: _____ Company Name: _____
Event Dates: _____ Contact Name: _____
Booth #: _____ Contact Number: _____

BOOTH CLEANING

VISIT US AT www.mandalaybayexhibitorservices.com for new On-line ordering!

UnitedService™
Companies

The official cleaning contractor for the Mandalay Bay Convention Center, United National Maintenance provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the MBCC Exhibitor Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Booth cleaning is NOT a part of your booth package. If you would like your booth cleaned each night, services must be ordered on the order form.

If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.

FLOOR CLEANING

Floor Cleaning charges are based on the size of your BOOTH in Square Feet. If your show is based in Square Meters, please convert to Square Feet before submitting.

To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X \$.32 X 3 days = \$96)

Booths are generally cleaned nightly, depending on the show schedule. Cleaning times may vary by show

MBCC does NOT provide trash cans for your booth. Please refer to your General Service Contractor for these items.

ALL RATES BASED ON GROSS BOOTH SQUARE FOOTAGE - 100 SQUARE FOOT MINIMUM

		Advance Rate	Show Rate
BC01	Booth Vacuuming & Empty Trash Can	\$.32 p/Sq Ft	\$.42 p/Sq Ft
BC02	Damp Mop - for custom flooring - this does not include deep cleaning or waxing	\$.36 p/Sq Ft	\$.52 p/Sq Ft
BC03	Shampoo Service	\$ 1.07 p/Sq Ft	\$ 1.42 p/Sq Ft
	*Carpet is shampooed 1 day prior to show open & vacuumed to be show ready		
BC04	Spot Shampoo Carpet (up to 100 sq ft)	\$ 36.00 each	\$ 36.00 each
BC05	Spot Shampoo Carpet (101 sq ft & above)	\$.50 p/Sq Ft	\$.75 p/Sq Ft
BC07	Concrete Waxing Service - Concrete will be deep cleaned and shined	\$.75 p/Sq Ft	\$.95 p/Sq Ft
BC08	Concrete Cleaning Service - Concrete is deep cleaned & mopped (waxing not included)	\$.75 p/Sq Ft	\$.95 p/Sq Ft
BC09	Anti-Static Treatment - treatment to remove static from carpet	\$.31 p/Sq Ft	\$.41 p/Sq Ft

PERIODIC PORTER SERVICE

Periodic Porter service is performed by a cleaning attendant approximately every ninety (90) minutes.

		Advance Rate	Show Rate
PP01	Periodic Porter (up to 1000 sq ft)	\$ 48.00 p/day	\$ 60.00 p/day
PP02	Periodic Porter (1001 - 3000 sq ft)	\$ 70.00 p/day	\$100.00 p/day
PP03	Periodic Porter (3001 sq ft & above)	\$110.00 p/day	\$155.00 p/day
PP01R	Rigging Porter (up to 1000 sq ft)	\$ 48.00 p/day	\$ 60.00 p/day
PP02R	Rigging Porter (1001 - 3000 sq ft)	\$ 70.00 p/day	\$100.00 p/day
PP03R	Rigging Porter (3001 sq ft & above)	\$110.00 p/day	\$155.00 p/day

Rigging Porter service will be performed once installation of all rigging is completed in the booth. This service is required if the booth is located in the Bayside Hall.

ALL DAY PORTER SERVICE

An All Day Porter will be assigned to your booth for the length of the Show hours for each day service is ordered.

		Advance Rate	Show Rate
ADP01	All Day Porter (up to 1000 sq ft)	\$120.00 p/day	\$135.00 p/day
ADP02	All Day Porter (1001 - 3000 sq ft)	\$240.00 p/day	\$270.00 p/day
ADP03	All Day Porter (3001 sq ft & above)	\$360.00 p/day	\$405.00 p/day

MBCC shall not be liable to renter any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the services or any inadequacy thereof for any purpose, delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused by MBCC shall not, by virtue of having rented the equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the services.

For any additional ordering questions, please contact the Exhibitor Services department toll free at (855) 408-1349.

INTERNET & DATA SERVICES

VISIT US AT www.mandalaybayexhibitorservices.com for new On-line ordering!

EXHIBITORS MUST VISIT THE MANDALAY BAY SERVICE DESK TO RECEIVE THE IP ADDRESSES AND ANY RENTAL EQUIPMENT ORDERED.

Please include a floor plan to indicate the location of the line. If you do not have a floor plan you can include the floor plan from page 7 with your order.

INTERNET

		Advance Price	Show Rate
ISE	Standard Ethernet Connection (10/100BaseTX-CAT5) with one IP address	\$ 1150.00 per line	\$ 1350.00 per line
IW	Wireless 802.11b/g Connection - Provides only one (1) Wireless code Discount available if ordering more than two (2) please call for pricing.	\$ 500.00 per code	\$ 525.00 per code
ISH	High Speed 1.5MB Internet Service (Ethernet bandwidth equiv of T1 w/61 Static Public IPs and first drop)	\$3,900.00 p/service	\$4,400.00 p/service
IWC	Custom Wireless packages	CALL FOR QUOTE	

RENTAL - Please order additional electrical needs from Edlen for HUB rentals

		Advance Price	Show Rate
I15	Patch Cables - CAT 5 (cable only - see below for labor costs)	\$ 1.00 per foot	\$ 1.00 per foot
IH1	8 Port Ethernet 10/100 BaseTX hub rental (price includes \$125 deposit)	\$ 295.00 each	\$ 295.00 each
IH2	16 Port Ethernet 10/100 BaseTX hub rental (prices includes \$125 deposit)	\$ 395.00 each	\$ 395.00 each

SPECIAL SERVICES

		Advance Price	Show Rate
ICU	Custom configurations / Point to point networking / Network Engineering	CALL FOR QUOTE	
IE1	Customer provided T1 extended from demarc to booth	\$ 595.00 per line	CALL FOR QUOTE
IMV	Line Relocation Charge (after installation)	N/A	\$ 75.00 per line
ISIB	Intra-Booth Networking / Floor Work	\$ 200.00 per line	\$ 300.00 per line
ISVP	VLAN Port Connection Charge	\$ 350.00 each	\$ 500.00 each
ISD	Provides one (1) additional physical connection for the VLAN option	\$ 350.00 each	\$ 500.00 each
IP1	One (1) Additional IP address If ordering more than one, please call for pricing. Switch and additional cables required	\$ 125.00 each	\$ 125.00 each

TERMS & CONDITIONS

Any additional cost incurred by MBCC to assist in diagnosis or problem resolution found not to be fault of MBCC, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate. Any problem relating to the services provided should be reported immediately to the MBCC Service Desk. Rental equipment must be picked up at the MBCC Service Desk. Unused deposits will be refunded in the same manner as payment was made. Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show. All rental equipment remains the property of MBCC, and is not available for sale. Only MBCC staff are authorized to make any change or modification to the cabling infrastructure of MBCC. Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time. Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

Internet Performance Disclaimer: MBCC does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MBCC demarcation point. Internet Security Disclaimer: MBCC does not provide security for any data circuit or connection we provide. Exhibitor has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MBCC, Mandalay Corp, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MBCC may only be used by the officers, directors, and agents of the company purchasing the services, including it's guests and consultants if performing a service to the company. Mandalay Bay network or Internet services may not be resold, or make available for use by another company, individual or exhibitor.

All users of Mandalay Bay's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks. Users of Mandalay Bay data services shall not disrupt other users of Mandalay Bay data services. Any device that is suspected of disrupting or interfering with MGM Mirage Corp owned and operated hardware or software will be disconnected and/or shutdown without notice. MBCC controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGM Mirage Corp. Mandalay Bay data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using Mandalay Bay data services for Internet connectivity shall be required to obtain a Mandalay Bay assigned IP address. **(NO NAT OR PAT - INCLUDING ROUTERS).**

Some broadband circuits cannot be cancelled once ordered. In this case, customer will be charged the full listed/quoted price. Refunds will not be given for any service installed but not used. **IMPORTANT NOTES:** Labor charges may apply. Customer provided/ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MBCC with the circuit ID number and provider name. All services are terminated 1 hour after closing on the final day of the event. MBCC does not guarantee any level of performance or connectivity beyond our gateway. T1/DS-3 orders must be placed 45 days prior to show move-in. Rates include an IP address and bringing the services to the booth by the most convenient manner. It does not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers or laptops. The choice of ISP is at the discretion of MBCC.

Standard Ethernet services are provided to the customer on RJ-45 jacks using unshielded twisted pair (UTP) cabling - except where specifically noted.

Please contact the Internet Services Department for any services not listed (702) 322-3008

 MANDALAY BAY RESORT AND CASINO

ELECTRICAL ORDER FORM
MAIL OR FAX TO

Questions? Visit www.edlen.com



3950 Las Vegas Blvd. South, Las Vegas, NV 89119
Ph: (702) 322-5707 Fax (702) 318-8220
mandalaybay@edlen.com

COMPANY:		BTH #	
EVENT:	Senior Market Advisor Expo		
FACILITY:			
DATES:	August 24-25, 2011	EVENT#	081082MB

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

	QUANTITY (For Show Hours Only)	QUANTITY (For 24hrs/day Double price)	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
0 - 500 WATTS (5 AMPS)	_____	_____	89.00	134.00	_____
501 - 1000 WATTS (10 AMPS)	_____	_____	152.00	228.00	_____
1001 - 1500 WATTS (15 AMPS)	_____	_____	188.00	282.00	_____
1501 - 2000 WATTS (20 AMPS)	_____	_____	218.00	327.00	_____
208 VOLT SINGLE PHASE					
5 AMPS	_____	_____	190.00	285.00	_____
10 AMPS	_____	_____	267.00	401.00	_____
15 AMPS	_____	_____	316.00	474.00	_____
20 AMPS	_____	_____	376.00	564.00	_____
30 AMPS	_____	_____	432.00	648.00	_____
60 AMPS	_____	_____	550.00	825.00	_____
100 AMPS	_____	_____	808.00	1212.00	_____
208 VOLT THREE PHASE					
5 AMPS	_____	_____	268.00	402.00	_____
10 AMPS	_____	_____	320.00	480.00	_____
15 AMPS	_____	_____	368.00	552.00	_____
20 AMPS	_____	_____	443.00	665.00	_____
30 AMPS	_____	_____	547.00	821.00	_____
60 AMPS	_____	_____	748.00	1122.00	_____
100 AMPS	_____	_____	928.00	1392.00	_____

TRANSFORMER TO BOOST 208V up to approx. 230V - \$3 per amp with 20 amp min.

LIGHTING EQUIPMENT (Including current consumed) Include drawing showing light location.

100 WATT ARM LIGHT ¹	_____	_____	125.00	188.00	_____
120 WATT FLOOD LIGHT ²	_____	_____	125.00	188.00	_____
120 WATT DBL POLE LIGHT ²	_____	_____	165.00	248.00	_____

1. Require hard wall for installation. 2. Cost includes installation at rear or side rail of in-line booths. Other locations require labor & material. 3. Time & material will apply when lift is required to mount overhead. Please see #7 on back.

MATERIAL (Electricity not included. Materials should be picked up at the service desk)

15' EXTENSION CORD	_____	_____	21.00	_____	_____
MULTI OUTLET STRIP	_____	_____	21.00	_____	_____

LABOR

ST (Mon - Fri 8:00 - 4:30 pm, excluding Holidays)	_____	_____	89.00	_____	_____
OT (Mon - Fri 4:30 pm - 8:00 am, Sat, Sun & _____)	_____	_____	178.00	_____	_____

FOR ADVANCE PAYMENT PRICE to apply we must receive your order, payment and floor plan showing main power location and distribution points (see item #1 on reverse) prior to this

DEADLINE DATE OF:

August 3, 2011

Avoid Duplication !!

If you fax this form with credit card info, do not mail the original form or send another form of payment.

ONLINE ORDERING

This show may be available on line. Visit www.edlen.com. Use the event # above as your password.

ISLAND BOOTHS

There is a minimum labor charge of (1) hour to deliver power to all Island booths. All additional distribution is done by Edlen electricians on a time & material basis.

208V & HIGHER VOLTAGES

There is a minimum labor charge of (1) hour for installation & 1/2 hour for removal of all high voltage services. Material charges may apply. If you require services not listed on this form please call for a quote.

DEDICATED OUTLETS

Dedicated outlets require a 20 amp outlet.

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.

BY SIGNING THIS FORM, EXHIBITOR HEREBY AGREES TO ALL TERMS AND CONDITIONS
SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS

FOR OFFICE USE ONLY

DATE RECEIVED	_____
PAYMENT METHOD	_____
AMOUNT RECEIVED	_____
RECEIPTED BY:	_____

PLACE YOUR TOTAL PAYMENT HERE

All foreign checks must be drawn on U.S. Banks Only. Edlen reserves the right to correct orders figured incorrectly.

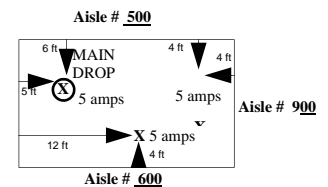
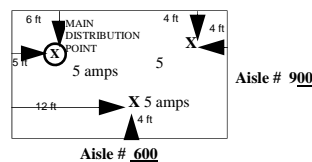
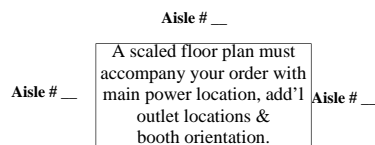
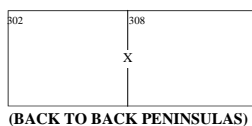
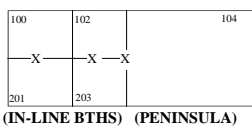
COMPANY NAME:	PHONE:	FAX:
ADDRESS:	CITY:	ST: ZIP:
SIGNATURE:	PRINT NAME:	Country:
EMAIL ADDRESS:		
PAID BY: CK AMX VISA MC DISC DINER	EXP DATE:	
CARD HOLDER SIGN:	PRINT NAME:	
CREDIT CARD BILLING ADDRESS (If different from address above) FOR WIRE TRANSFERS, PLEASE CALL (702) 322-5707 for more information		
ADDRESS:	CITY:	ST: ZIP:

VERY IMPORTANT TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received prior to 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 that the totals are calculated incorrectly on the front of this form, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by fax of any such corrections.
3. Outlet rates listed include bringing the services to one location at the rear of all in-line or peninsula booths. All services provided to island booths require labor and material for distribution. If floor plan showing main power location is not submitted prior to Edlen move-in date, Edlen will bring the main power to a convenient location at Edlen's discretion. Please refer to item #6.
4. Outlet rates listed **do not** include the connection of any equipment, special wiring, distribution of electrical services or labor. Distribution from the power source to all other locations in a booth space *regardless of booth type* requires 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. If you require a hoist, a separate electrical service must be ordered for your motor power.
6. 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.
7. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
8. Edlen is the exclusive provider of all material & 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.
9. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk.
10. Standard wall and other permanent building utility outlets or sockets are not part of booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
11. 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.
12. 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.
13. All Exhibitor's 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.
14. 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.
15. 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 21 calendar days prior to show opening. Edlen will not refund overpayment, except sales tax, in amounts less than \$50.00 unless specifically requested in writing.
16. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
17. 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.
18. 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.
19. 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.
20. By signing this 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.



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

ELECTRICAL LABOR ORDER FORM



IMPORTANT!!

THE REVERSE SIDE OF THIS FORM MUST BE COMPLETED AND RETURNED WITH ELECTRICAL ORDER FORM

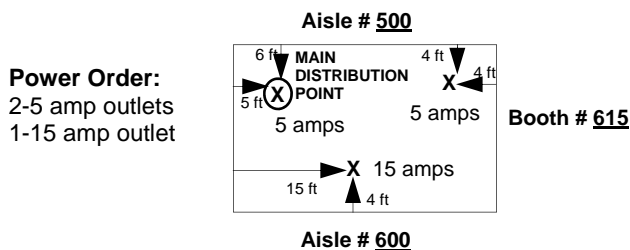
Step 1 Please read the list of work below. If you require any of this work to be performed in your booth space, it must be performed by Edlen Electricians. This work falls within the jurisdiction of the electrical union and cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

WORK REQUIRED	IMPORTANT RULES AND INFORMATION
<ol style="list-style-type: none"> 1. Electrical distribution under carpet and flooring. 2. Electrical distribution overhead and/or through booth structure. 3. Connection and hard-wiring of all 208 or higher voltage services, electrical motors, dimmers, disconnects or sound and projection equipment. 4. Lighting used as spot or flood lights. 5. Wiring of overhead signs. 6. Condor (for installation of electrical signs and/or rotators). 7. Forklift (for installation of electrical headers and/or light boxes) 8. Assembly and hanging of all static lighting and truss. 	<ol style="list-style-type: none"> 1. Please be advised that whenever possible, Edlen requests an authorized supervisor to accompany our electrician to the labor desk when they have completed their work in your booth, in order to sign out the electrician. 2. The minimum labor charge will equal one (1) hour per man for installation and one-half (1/2) hour per man or one half the installation time for dismantle. Please refer to the Electrical Order Form for labor rates and terms. 3. When an electrician goes to a booth for requested labor "With Supervision" and no supervision is available, there will be a minimum charge of one (1) hour labor per man requested. 4. If lift equipment is required to hang special lighting, signs, etc., the exhibitor will be charged an hourly rate for the lift and its operator. 5. Time must be allowed for the electrician to gather necessary equipment, have their work checked by the exhibitor and return tools and equipment to the supply office prior to being signed out.

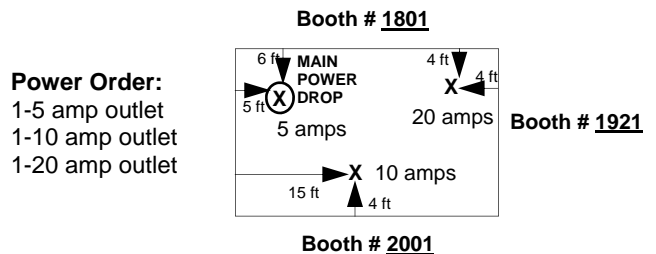
Step 2 If any of the work listed above is required, the following information **MUST** be provided in order to avoid delay of electrical installation:

A scaled floor plan with exact outlet locations, including dimensions, booth orientation reflecting surrounding booth or aisle numbers & main power drop location for island booths. You can download blank floor plan grids from our website at www.edlen.com. Power comes from the ceiling in the North & Central Halls of the Las Vegas Convention Center & Cashman Center. Power comes from the floor in the South Halls of the Las Vegas Convention Center & various hotels.

You must order a separate outlet for each outlet location on your floor plan. *Example:*



EXAMPLE-FLOOR POWER



EXAMPLE-CEILING POWER

REVERSE SIDE MUST BE COMPLETED

ELECTRICAL LABOR ORDER FORM

Mail or Fax Order to:



3950 Las Vegas Blvd. South, Las Vegas, NV 89119
 Ph: (702) 322-5707 Fax (702) 318-8220
 mandalaybay@edlen.com

Company:		Bth#	
Contact:			
Phone:		Fax:	
Event: Senior Market Advisor Expo			
Facility: MANDALAY BAY			
Dates: August 24-25, 2011		Event # 081082MB	

BE SURE TO COMPLETE COMPANY INFORMATION ABOVE

Step 3 If none of the work listed on the reverse of this form is required in your booth, please sign below and return with the Electrical Order Form.

I have read the "Work Required" list on the front of this form. My booth does not require electrical labor.

Authorized Signature _____ Date _____

Step 4 Complete the credit card information below. No labor is performed without this information. The credit card information is a guarantee for services rendered. It may be exchanged for cash, a company check or a different credit card in settling final charges before the close of the show.

Credit Card Information: [] Master Card [] Visa [] American Express [] Diners Club [] Discover

Credit Card # _____ Expiration Date _____

Authorized Signature: _____ Print Name: _____

Step 5 Exhibitors requiring distribution under carpet or flooring should complete the "Authorized to Proceed-Without Supervision" below. **This allows Edlen to distribute your electrical services on the floor prior to your arrival, expediting your carpet installation, freight move-in and booth installation.** If you or your representative prefer to be present during electrical distribution, complete step 6 below.

AUTHORIZED TO PROCEED-WITHOUT SUPERVISION, per the attached floor plan. Edlen will proceed on straight time whenever possible, however, Edlen must follow event installation schedules which may require overtime installation.

Authorized Signature: _____ Print Name: _____

Estimated date and time of booth installation: Date: _____ Time: _____

Step 6 Authorized to Proceed With Supervision, per the attached floor plan. Edlen will proceed on straight time whenever possible. However, Edlen must follow event installation schedules. Please be advised that all supervised labor will be provided on a first-come, first-served basis. You must check in at the Edlen Service Desk at least one hour prior to the time you request below to confirm your labor call.

I or my representative wish to be present during electrical distribution.

Estimated Date: _____ Time: _____ # of electricians: _____ Please come to the Edlen Service Desk at least one hour prior to requested date and time to confirm labor call.

Name of Supervisor: _____ Authorized Signature: _____

I & D House: _____ Telephone Number: _____

Step 7 If you require any additional electrical work in your booth, please provide us with a production schedule or complete the section below. This will assist us in accommodating labor requirements. Example:

Day Monday Date 1/5 # of electricians 2 Time 8am Work requested Hang track lights

Day Monday Date 1/5 # of electricians 1 Time 2pm Work requested Hook up 208 volt service

Day Tuesday Date 1/6 # of electricians 4 Time 8am Work requested Hang and power up static lighting

Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____
Day _____	Date _____	# of electricians _____	Time _____	Work requested _____

Please be advised that labor will not be automatically dispatched according to production schedule. A representative must come to Edlen's Service Desk at least one hour prior to each individual labor call to confirm that booth is ready for such labor.