INFORMS Analytics Conference

April 2 - 4, 2017

Caesars Palace
Hotel Las Vegas, NV

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HOLLINS Exposition Services is pleased to have been selected as the Official Service Contractor for the Informs Analytics Conference. We recognize that your participation in this event is a vital part of your firm's marketing program. Be assured we will do everything possible to insure a profitable and rewarding experience. To facilitate the reading of this "Exhibitor Service Kit", HOLLINS Exposition Services will hereafter be referred to as HOLLINS except in those instances where the full trading name is required.

We are enclosing our service order forms for your information, completion and response. Your immediate attention to and return of the appropriate forms, to the address shown on each, will insure the best service and lowest cost to you. Orders placed at the show will be honored on a limited basis and contingent upon the availability of specific furnishings and equipment.

All orders placed with HOLLINS are subject to the terms and conditions as set forth on the enclosed “Payment Policy and Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order. Please Note: You may choose to pay by check drawn on a U. S. Funds Account, MasterCard, VISA, or American Express; however, we require your credit card authorization to be on file with HOLLINS. PURCHASE ORDERS ARE NOT CONSIDERED PAYMENT.

Booth Equipment

Each booth will be provided with:

8 ft. high back wall drape (Royal Blue/Kelly Green)
3 ft. high side divider drape (Royal Blue)
one 7 in. x 44 in. booth identification sign

The exhibit hall will be carpeted.

Discount Rates

To qualify for Discount Rates, we must receive your order with full payment by Monday, February 20, 2017, unless otherwise indicated. Orders received after February 20, 2017, orders without payment and orders processed at the show will be processed at Standard Rates.

Material Handling

ADVANCE RECEIVING AT THE WAREHOUSE - HOLLINS will accept crated, boxed or skidded material up to 30 days in advance of the show set-up. The warehouse will receive shipments Monday through Friday during the hours of 8:00 a.m. - 4:30 p.m. Freight arriving at the advance warehouse AFTER Thursday, March 30, 2017 will be subject to additional handling surcharges. Refer to the Material Handling Rate Schedule for additional information.

DO NOT SHIP ADVANCE FREIGHT TO CAESAR'S PALACE. Caesar's Palace is under no obligation to receive advance freight, accepts no responsibility for freight, and may refuse it. Should any freight be received by Caesar's Palace, it will be consigned to HOLLINS and subject to the prevailing drayage rate plus any additional resort fees.

DIRECT SHIPMENTS TO THE SHOW SITE - HOLLINS will receive direct shipments to the show site beginning at 9:00 a.m. Sunday, April 2, 2017. All show site shipments must arrive no later than 4:00 p.m.

Shipping Addresses

ADVANCE SHIPMENTS TO WAREHOUSE
Company Name and Booth Number
C/o Hollins Exposition Services
UPS Freight C/O Sunset Transportation
4120 W. Windmill Lane STE 111
Las Vegas, NV 89139
Shipment must arrive by March 30, 2017.

DIRECT SHIPMENTS TO SHOW SITE
Company Name and Booth Number
C/o Hollins Exposition Services
Caesar’s Palace
3570 S. Las Vegas Blvd
Las Vegas, NV 89109
Shipment will be accepted beginning Sunday, April 2, 2017 between 9:00 a.m. - 4:00 p.m.
Third Party Billing

If you have arranged for a third party to handle your display and be billed for services, please complete, sign and return the “Third Party Billing Authorization Form” no later than February 20, 2017; otherwise, third party billing will not be processed. Kindly note, you are ultimately responsible for payment of HOLLINS charges regardless of third party billing authorization. In the event a third party fails to pay our invoice charges before the close of the show, such charges will automatically revert to you. HOLLINS will not process any split billing between you and your display house, or with another exhibitor.

Questions And Adjustments

Concerns about a possible discrepancy in items ordered versus items received as well as complaints or questions about services must be reported to the HOLLINS Service Desk on the show floor. Every effort will be made to immediately resolve issues on site and make appropriate adjustments to your account. Credits and/or adjustments will NOT be made after the close of the show. Some items, services and labor are subject to cancellation fees. Rental items not ordered, yet found in your booth, will be invoiced to you at Standard Rates.

Tax

Tax (8.15%) will be added to all rentals and materials. If you are a non-profit organization, federal tax exempt organization or tax exempt in the state of Florida a copy of your exemption certificate must accompany your order; otherwise, we must add tax.

Safety

We are committed to safety in everything that we do. Please be conscious of our efforts throughout the show. If you see something unsafe or that presents a hazard, please notify the HOLLINS Service Desk.

Exhibitor Safety and Loss Prevention Guidelines

- Treat all show areas during move-in and move-out as a construction zone; wear appropriate attire and footwear.
- Smoking is prohibited except in designated areas.
- Standing on tables, chairs or other rental furniture is PROHIBITED. This furniture is not designed to support your standing weight.
- HOLLINS forklifts and carts are for use by authorized HOLLINS employees only.
- Be aware of forklifts moving throughout the aisles or docks. Keep the aisles free and clear at all times.
- Protect your valuables. Keep expensive items secured.

We look forward to serving you and your firm. Should you have any questions regarding the enclosed information, please contact our Exhibitor Services Department at (voice) 336-315-5225.
PAYMENT POLICY

PAYMENT POLICY & CREDIT CARD CHARGE AUTHORIZATION FORM

Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express; however, we require your credit card authorization to be on file with HOLLINS.

For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by you or your representative for this event.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to Standard Rates and processed only with full payment when placed.

SHIPPING FREIGHT AND/OR ORDERING RIGGING LABOR OR INSTALLATION & Dismantle Labor:

Prior to the close of the show, an invoice will be prepared and delivered to your booth. Unless you have corrections that are brought to our attention at the HOLLINS Service Desk, or choose to pay your invoice by check, your order will be processed for payment on your credit card. NOTE: If rigging or dismantle labor is needed on move-out, these charges will be put on your credit card and your copy of the receipt and invoice will be mailed to you within ten (10) days of the close of the show.

CREDIT CARD AUTHORIZATION (Information Must Be Provided)

VERIFICATION CODE (back of card) EXPIRATION DATE

Account Number

MasterCard VISA American Express

Corporate Personal

PRINT CARDHOLDER NAME SIGNATURE OF CARDHOLDER

UNPAID BALANCES - Should there be any unpaid balance after the close of the show, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge will automatically be reduced to the maximum rate allowed, and any excess finance charge received by HOLLINS will be either applied to reduce the principle unpaid balance or refunded to you. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF VIRGINIA.

Calculation of Orders

<table>
<thead>
<tr>
<th>Purchased Services</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Furnishings &amp; Carpet</td>
<td>$</td>
</tr>
<tr>
<td>Custom Booths</td>
<td>$</td>
</tr>
<tr>
<td>Custom Signs &amp; Graphics</td>
<td>$</td>
</tr>
<tr>
<td>Cleaning Services</td>
<td>$</td>
</tr>
<tr>
<td>Installation &amp; Dismantle Labor</td>
<td>$</td>
</tr>
<tr>
<td>Material Handling (Freight)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
<tr>
<td>Other HOLLINS Services (Specify)</td>
<td>$</td>
</tr>
</tbody>
</table>

To simplify payment, send one check payable to HOLLINS EXPOSITION 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

Charge my credit card in the amount of

Check No. Date In the amount of

PLEASE TYPE OR PRINT

ALL EXHIBITORS MUST FILL OUT COMPLETE INFORMATION BELOW:

NAME OF EVENT

INFORMS Analytics Conference

EXHIBITING FIRM

BOOTH NO.

ADDRESS

CITY AND STATE ZIP CODE

AUTHORIZED BY

(Please Type or Print) (Signature) DATE

TELEPHONE NO.
THIRD PARTY BILLING AUTHORIZATION FORM

You may arrange for a third party to handle your display and be billed for services. HOLLINS will agree to this arrangement if the third party has a satisfactory payment record with us. Both Firms must complete this form, including the Third Party credit card charge authorization below. Return form by the deadline date.

It is understood and agreed that you, the exhibiting firm, are ultimately responsible for payment of charges. If the third party does not pay the invoice before the close of the show, charges will revert to you. All invoices are due and payable upon receipt.

<table>
<thead>
<tr>
<th>Exhibiting Firm</th>
<th>PLEASE TYPE OR PRINT</th>
<th>Third Party</th>
<th>PLEASE TYPE OR PRINT</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Exhibiting Firm)</td>
<td></td>
<td>(Third Party)</td>
<td></td>
</tr>
<tr>
<td>(Address)</td>
<td></td>
<td>(Address)</td>
<td></td>
</tr>
<tr>
<td>(City)</td>
<td>(State)</td>
<td>(City)</td>
<td>(State)</td>
</tr>
<tr>
<td>(State)</td>
<td>(Zip)</td>
<td>(Zip)</td>
<td></td>
</tr>
<tr>
<td>(Phone)</td>
<td>(Fax)</td>
<td>(Phone)</td>
<td>(Fax)</td>
</tr>
<tr>
<td>Authorized By</td>
<td></td>
<td>Authorized By</td>
<td></td>
</tr>
<tr>
<td>- Please Type or Print</td>
<td></td>
<td>- Please Type or Print</td>
<td></td>
</tr>
<tr>
<td>X</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Authorized Signature</td>
<td></td>
<td>Authorized Signature</td>
<td></td>
</tr>
</tbody>
</table>

Credit Card Charge Authorization

(Information Must Be Provided)

<table>
<thead>
<tr>
<th>EXPIRATION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>❑ Corporate</td>
</tr>
<tr>
<td>❑ Personal</td>
</tr>
</tbody>
</table>

Account Number

| ❑ MasterCard |
| ❑ VISA       |
| ❑ American Express |

VERIFICATION CODE (back of card)

| ❑ Corporate     |
| ❑ Personal      |

Account Number

| ❑ MasterCard |
| ❑ VISA       |
| ❑ American Express |

VERIFICATION CODE (back of card)

Cardholder Name

| ❑ Furnishings & Carpet |
| ❑ I & D Labor          |
| ❑ Custom Booths        |
| ❑ In-Booth Forklift & Labor |
| ❑ Custom Signs & Graphics |
| ❑ Material Handling In & Out |
| ❑ Hanging Sign/Truss   |
| ❑ All Services         |
| ❑ Cleaning Services    |
| ❑ Other (Please Specify) |

X

(Cardholder Signature)

| ❑ Furnishings & Carpet |
| ❑ I & D Labor          |
| ❑ Custom Booths        |
| ❑ In-Booth Forklift & Labor |
| ❑ Custom Signs & Graphics |
| ❑ Material Handling In & Out |
| ❑ Hanging Sign/Truss   |
| ❑ All Services         |
| ❑ Cleaning Services    |
| ❑ Other (Please Specify) |

X

(Cardholder Signature)

NAME OF EVENT INFORMS Analytics Conference

BOOTH NO. ____________
**ORDERS FORM FOR FURNISHINGS & CARPET**

Deadline Date For Discount Rates: February 20, 2017

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Orders will be entered as checked below. Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom-cut carpet cancelled after being cut will be charged 100% of original price.

### SEATING - chrome frame, padded bottom and back

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brown Leather Chair</td>
<td>$175.00</td>
<td>$262.50</td>
</tr>
<tr>
<td>Upholstered Arm Chair</td>
<td>80.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Upholstered Side Chair</td>
<td>80.00</td>
<td>120.00</td>
</tr>
<tr>
<td>Upholstered Stool with Back (30” high)</td>
<td>100.00</td>
<td>150.00</td>
</tr>
</tbody>
</table>

### SKIRTED DISPLAY TABLES & COUNTERS - rectangular

**Skirting includes white vinyl top and pleated skirt on 3 sides.**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>2’ x 4’w Table (skirted 4 sides)</td>
<td>$135.00</td>
<td>$202.50</td>
</tr>
<tr>
<td>2’ x 6’w Table</td>
<td>185.00</td>
<td>277.50</td>
</tr>
<tr>
<td>2’ x 8’w Table</td>
<td>225.00</td>
<td>337.50</td>
</tr>
<tr>
<td>4th Side Skirted (optional)</td>
<td>125.00</td>
<td>187.50</td>
</tr>
</tbody>
</table>

**Skirting Color Preferred:** (If no color is selected, white will be provided.)
- Red
- Royal Blue
- Kelly Green
- Hunter Green
- Gold
- White
- Black
- Orange
- Burgundy
- Silver
- Teal
- Beige
- Plum
- Berry
- Dusty Rose

### SKIRTED TABLE TOP RISERS - rectangular

**Skirting includes white vinyl top and white pleated skirt on 4 sides.**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1’ x 4’w x 1’ h Riser</td>
<td>95.00</td>
<td>142.50</td>
</tr>
<tr>
<td>1’ x 6’w x 1’ h Riser</td>
<td>105.00</td>
<td>157.50</td>
</tr>
</tbody>
</table>

### DISPLAY PANELS

- Tack/Velcro Board (dove gray) 150.00 225.00
- Pegboard (white - 1/4” hole) 150.00 225.00
- Wire Grid (chrome): 2’ w x 6’ h - stands 6’ - includes feet 125.00 187.50

### DRAPE - other than booth drape provided

- 8’ h Drape - per linear ft. Color: _________ 8.25 11.55
- 3’ h Drape - per linear ft. Color: _________ 6.25 8.75

**Colors:**
- Red
- Royal Blue
- Kelly Green
- Hunter Green
- Gold
- Black
- Burgundy
- Silver
- Teal
- Beige
- Plum
- Peach

### PAYMENT POLICY:

We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**

**INFORMS Analytics Conference**

**NAME OF FIRM**

**BOOTH NO._**

**CARE OF**

(If Other Than Exhibiting Firm)

**ADDRESS**

(Street)  (P. O. Box)  (City)  (State)  (Zip)

**ORDERED BY**

(Please Type or Print)  (Signature)  **DATE**

**PHONE (______)**

---

**PAYMENT IN FULL, INCLUDING TAX, MUST ACcompany YOUR ORDER TO QUALIFY FOR DISCOUNT RATES.**
## Color Chart

### Drape Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td><img src="image" alt="RED" /></td>
<td>ROYAL BLUE</td>
<td><img src="image" alt="ROYAL BLUE" /></td>
<td>KELLY GREEN</td>
<td><img src="image" alt="KELLY GREEN" /></td>
</tr>
<tr>
<td>HUNTER GREEN</td>
<td><img src="image" alt="HUNTER GREEN" /></td>
<td>GOLD</td>
<td><img src="image" alt="GOLD" /></td>
<td>WHITE</td>
<td><img src="image" alt="WHITE" /></td>
</tr>
<tr>
<td>BLACK</td>
<td><img src="image" alt="BLACK" /></td>
<td>BURGUNDY</td>
<td><img src="image" alt="BURGUNDY" /></td>
<td>SILVER</td>
<td><img src="image" alt="SILVER" /></td>
</tr>
<tr>
<td>TEAL</td>
<td><img src="image" alt="TEAL" /></td>
<td>BEIGE</td>
<td><img src="image" alt="BEIGE" /></td>
<td>PLUM</td>
<td><img src="image" alt="PLUM" /></td>
</tr>
<tr>
<td>PEACH</td>
<td><img src="image" alt="PEACH" /></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table Skirt Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td><img src="image" alt="RED" /></td>
<td>ROYAL BLUE</td>
<td><img src="image" alt="ROYAL BLUE" /></td>
<td>KELLY GREEN</td>
<td><img src="image" alt="KELLY GREEN" /></td>
<td>HUNTER GREEN</td>
<td><img src="image" alt="HUNTER GREEN" /></td>
</tr>
<tr>
<td>GOLD</td>
<td><img src="image" alt="GOLD" /></td>
<td>WHITE</td>
<td><img src="image" alt="WHITE" /></td>
<td>BLACK</td>
<td><img src="image" alt="BLACK" /></td>
<td>ORANGE</td>
<td><img src="image" alt="ORANGE" /></td>
</tr>
<tr>
<td>BURGUNDY</td>
<td><img src="image" alt="BURGUNDY" /></td>
<td>SILVER</td>
<td><img src="image" alt="SILVER" /></td>
<td>TEAL</td>
<td><img src="image" alt="TEAL" /></td>
<td>BEIGE</td>
<td><img src="image" alt="BEIGE" /></td>
</tr>
<tr>
<td>PLUM</td>
<td><img src="image" alt="PLUM" /></td>
<td>BERRY</td>
<td><img src="image" alt="BERRY" /></td>
<td>DUSTY ROSE</td>
<td><img src="image" alt="DUSTY ROSE" /></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Carpet Colors

<table>
<thead>
<tr>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
<th>Color</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td>RED</td>
<td><img src="image" alt="RED" /></td>
<td>ROYAL BLUE</td>
<td><img src="image" alt="ROYAL BLUE" /></td>
<td>KELLY GREEN</td>
<td><img src="image" alt="KELLY GREEN" /></td>
</tr>
<tr>
<td>HUNTER GREEN</td>
<td><img src="image" alt="HUNTER GREEN" /></td>
<td>GOLD</td>
<td><img src="image" alt="GOLD" /></td>
<td>SILVER</td>
<td><img src="image" alt="SILVER" /></td>
</tr>
<tr>
<td>CHARCOAL</td>
<td><img src="image" alt="CHARCOAL" /></td>
<td>BLACK</td>
<td><img src="image" alt="BLACK" /></td>
<td>BROWN</td>
<td><img src="image" alt="BROWN" /></td>
</tr>
<tr>
<td>PLUM</td>
<td><img src="image" alt="PLUM" /></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## ORDER FORM FOR CUSTOM BOOTH RENTAL

**Deadline Date**

For Return of This Form

February 20, 2017

Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

---

### Package No. 1

- Hard Backwall - 10'w x 8'h
- Hard Wing Walls - 19’d x 8’h
- Header (blank') - 8’w x 1’h
- Carpet
- Two Stem Lights

*To order header graphics see "Custom Graphics for Headers".*

### Package No. 2

- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank') - 8’w x 1’h
- Carpet
- Two Stem Lights
- One Counter - 19’d x 38”w x 42”h

*To order header graphics see "Custom Graphics for Headers".*

### Package No. 3

- Hard Backwall - 10’w x 8’h
- Hard Wing Walls - 19’d x 8’h
- Header (blank') - 8’w x 1’h
- Carpet
- Two Stem Lights
- Two Counters - 19’d x 19”w x 42”h

*To order header graphics see "Custom Graphics for Headers".*

---

### Charges include placing in booth ready for use. **Equipment is on a rental basis.** Mail one copy to us at the address above. Retain a copy for your files. **CANCELLATION POLICY:** Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation. Custom graphics cancelled less than two weeks prior to installation will be charged 100% of original price.

---

### Payment Policy

We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed “Payment Policy & Credit Card Charge Authorization Form”. Completed and signed Authorization Form must accompany your order.

---

**NAME OF EVENT**

**INFORMS Analytics Conference**

**NAME OF FIRM**

**BOOTH NO.**

**CARE OF**

(If Other Than Exhibiting Firm)

**ADDRESS**

(Street) ____________

(P. O. Box) ____________

(City) ____________

(State) ____________

(Zip) ____________

**ORDERED BY**

(Please Type or Print) ____________

(Signature) ____________

**PHONE** (__________) ____________

**DATE** ____________

---

**SUB TOTAL $**

**8.15% Sales Tax $**

**TOTAL $**

---

### Options:

- Counter - 19’d x 19”w x 42’h 280.00
- Counter - 19’d x 38’w x 42’h 350.00
- Counter - 19’d x 76”w x 42’h 400.00
- Backwall shelf - 1’d x 6’w (white only) 105.00
- Add doors to counters 150.00

(Doors not available for 19’d x 19”w counter.)

---

### Add Custom Graphics to Counters:

- Counter - 19’d x 38”w x 42’h 295.00
- Counter - 19’d x 76”w x 42’h 450.00

**Wall & Counter Color Preferred:**

- White
- Gray
- Black
- Blue

**Carpet Color Preferred:**

- Red
- Royal Blue
- Kelly Green
- Hunter Green
- Silver
- Charcoal
- Black

---

### Custom Graphics for Headers:

- Black Copy on White 225.00
- Color Print with Logo 300.00
- Backlit Transparency 400.00

**Header Copy To Read:**

________________________________________________________

---

### ORDERED BY

(Please Type or Print) ____________

(Signature) ____________

**DATE** ____________
VINYL SIGNS

Sign rates are based on up to 10 words per sign, one color copy on white background, and delivery to the booth exclusive of installation or hanging.

**STANDARD SIGN SIZES: (Choose Your Size)**

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$28.75</td>
<td>$40.25</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>29.25</td>
<td>40.95</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>31.50</td>
<td>44.10</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>37.25</td>
<td>52.15</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>41.25</td>
<td>57.75</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>53.50</td>
<td>74.90</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>55.50</td>
<td>77.70</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>71.50</td>
<td>100.10</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot; (White Only)</td>
<td></td>
<td>117.25</td>
<td>164.15</td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot; (White Only)</td>
<td></td>
<td>148.50</td>
<td>207.90</td>
<td></td>
</tr>
</tbody>
</table>

**ADDITIONAL SERVICES AVAILABLE:**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over 10 Words</td>
<td>$2.75 per word</td>
<td>$3.85</td>
<td></td>
</tr>
<tr>
<td>Colored Showcard</td>
<td>8.25 per sign</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Change in Color of Copy</td>
<td>8.25 per change</td>
<td>11.55</td>
<td></td>
</tr>
<tr>
<td>Easel Back on Sign</td>
<td>5.25 per sign</td>
<td>7.35</td>
<td></td>
</tr>
<tr>
<td>Weather Protection</td>
<td>15.00 per sq. ft.</td>
<td>21.00</td>
<td></td>
</tr>
<tr>
<td>Logo Sign</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banner</td>
<td>Quoted on Request</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**CHOOSE YOUR STYLE AND COLOR:**

- Vertical
- Horizontal
- Use Your Judgement for Layout

**INKJET PRINTED SIGNS**

Signs printed and mounted on white foamcore. Other materials available.

**STANDARD SIGN SIZES: (Choose Your Size)**

<table>
<thead>
<tr>
<th>Size</th>
<th>Quantity</th>
<th>Discount Rates</th>
<th>Standard Rates</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>7&quot; x 11&quot;</td>
<td></td>
<td>$34.75</td>
<td>$48.65</td>
<td></td>
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<tr>
<td>7&quot; x 22&quot;</td>
<td></td>
<td>36.50</td>
<td>51.10</td>
<td></td>
</tr>
<tr>
<td>7&quot; x 44&quot;</td>
<td></td>
<td>38.25</td>
<td>53.55</td>
<td></td>
</tr>
<tr>
<td>11&quot; x 14&quot;</td>
<td></td>
<td>44.50</td>
<td>63.30</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 22&quot;</td>
<td></td>
<td>50.00</td>
<td>70.00</td>
<td></td>
</tr>
<tr>
<td>14&quot; x 44&quot;</td>
<td></td>
<td>63.75</td>
<td>89.25</td>
<td></td>
</tr>
<tr>
<td>22&quot; x 28&quot;</td>
<td></td>
<td>66.00</td>
<td>92.40</td>
<td></td>
</tr>
<tr>
<td>24&quot; x 36&quot;</td>
<td></td>
<td>86.00</td>
<td>120.40</td>
<td></td>
</tr>
<tr>
<td>20&quot; x 60&quot;</td>
<td></td>
<td>144.50</td>
<td>202.30</td>
<td></td>
</tr>
<tr>
<td>40&quot; x 60&quot;</td>
<td></td>
<td>177.75</td>
<td>248.85</td>
<td></td>
</tr>
<tr>
<td>Other Size Signage</td>
<td>14.50/sq.ft.</td>
<td>20.30/sq.ft.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Banners</td>
<td>16.25/sq.ft.</td>
<td>22.75/sq.ft.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full, including tax, must accompany your order to qualify for Discount Rates. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**

**INFORMS Analytics Conference**

**NAME OF FIRM**

**BOOTH NO.**

**ADDRESS**

**ORDERED BY**

**PHONE (Please Type or Print) (Signature) DATE**
Orders must be received by deadline date to qualify for "Discount Rate" and to insure work will be ready by show opening.

COPY TO READ AS FOLLOWS: (Attach all logos, trademarks, color samples, etc.)

SUBMITTING ARTWORK

ON DISK: Artwork should be submitted on the following PC/MAC formatted disks: CD or DVD. Please consult our Exhibitor Services Department for other formats.

 VIA E-MAIL: (Compress large files before e-mailing: see below for file types.) Artwork should be e-mailed to: service@hollins-expo.com

FILE TYPES: We can accept the following file types ONLY:

.ep (Encapsulated Post Script)
.jpg (JPEG)
.psd (Photoshop Document)
.sit (Stuffit)
.tif (Tagged Image Format)
.zip (WINZIP)

When submitting a raster file, the optimal resolution is 150 dpi for a 1 to 1 output ratio. Depending on the scale, lower resolutions may result in a decrease in image quality and/or increase in setup charges. The higher the resolution, the better the final output.

HARD COPY:
• Send CAMERA READY artwork ONLY.
• Include PMS colors.
• Include registration marks and crop marks if applicable.
• Artwork MUST be clean and sharp to obtain an accurate, detailed reproduction.
• Photocopies, faxes, letterheads and business cards are NOT acceptable.

Artwork not following the above specifications will delay the job processing time and increase your final cost.

ORDERING TIPS

• On your disk, indicate the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Mark the disk with your company name, event name, contact person and telephone number.

• If sending artwork via e-mail, please indicate the following in the body of your message: the disk format (MAC or PC), file type (e.g., .eps, .jpg) and compression format (e.g., .zip, .sit). Please include your company name, event name, contact person and telephone number.

• Include a printed color copy of artwork and PMS colors.

• All files should be scaled proportionately to the final output size.

• All text should be converted to curves, or embed fonts if possible.

• Indicate output size(s) and quantity of each.

• Include a complete list of the files on your disk or e-mail and specify the file(s) you wish to output.

• Remember to order in advance to save time and money. Orders received after the deadline date or without payment will be charged at "Standard Rates".

• Should you need any additional assistance, please call our Exhibitor Services Department.
Mail one copy to us at the address above. Retain a copy for your files.

The cleaning services provided by the exhibit hall include only a general sweeping of the aisles. Any cleaning services required within your exhibit space, including disposal of debris generated during set-up, is your responsibility.

Note: All rental carpets ordered from HOLLINS are installed in clean condition.

Please indicate services desired

Booth Cleaning — All rates based on gross booth area
(100 Sq. Ft. Minimum Per Day)

- DAILY - Vacuum, empty wastebaskets, general cleaning before initial opening of the show and DAILY thereafter. $0.60 per sq. ft. Per Day
- ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show. $0.80 per sq. ft.
- ONCE - Vacuum, empty wastebaskets, general cleaning before initial opening of the show for space with more than 1,000 sq. ft. $0.80 per sq. ft.
- ONCE - Shampoo before initial opening of the show. $1.25 per sq. ft.

Special instructions or other services required

Size of Booth: _____ x _____ = _________ SQ. FT. x RATE: _____ x NO. OF DAYS: _____ = $ _________

No credits will be considered for services unless you notify the HOLLINS Service Desk that the service(s) were not performed prior to the opening of the show each day. There will be an additional charge for cleaning carpets that are subjected to excessive wear and tear such as wood or metal shavings generated by demonstrations in the booth, or food sampling.

Payment policy: We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

Name of event: INFORMS Analytics Conference

Name of firm: ________________________ Booth No. __________

Care of (If Other Than Exhibiting Firm)

Address: ____________________________ ___________ ___________

Ordered by: ___________________________ (Signature)

Phone: (________) ___________ ___________ Date ___________
Mail one copy to us at the address above. Retain a copy for your files.

**PLEASE TYPE OR PRINT**

### RATES:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straight Time, 8:00 AM to 4:30 PM</td>
<td>$100.00/HR</td>
</tr>
<tr>
<td>Overtime, 4:30 PM to 12:00 AM</td>
<td>$150.00/HR</td>
</tr>
<tr>
<td>Doubletime, 12:00 AM to 8:00 AM</td>
<td>$200.00/HR</td>
</tr>
</tbody>
</table>

--- RATES ARE PER MAN PER HOUR --- ONE HOUR MINIMUM PER MAN ---

### PLAN A - SUPERVISION BY HOLLINS

This plan is offered to have your exhibit set prior to your arrival. In order to reduce your at-show expenses and save time, supervision is provided by HOLLINS. Specially trained craftsmen perform the work on straight time where possible. The charge for this service is 40% of the total labor bill, with a minimum of one (1) hour on installation and one (1) hour on dismantle.

To complete your exhibit to your satisfaction, we must receive the following information:

- **Total No. of:** Crates_________ Cartons_________ Fiber Cases_________ Other_________
- **Carpet:** With Exhibit [ ] Ordered from HOLLINS [ ]
- **Color**
- **Size**
- **Set-Up Plan/Photo:** Attached [ ] In Crate [ ] Exhibit Shipped To: Warehouse [ ] Show Site [ ]
- **Supervisor will be:**

Please provide an emergency contact: Name________________________ Telephone No. (______)________________________

Return shipping instructions are as follows:

<table>
<thead>
<tr>
<th>Via:</th>
<th>Common Carrier [ ] Air Freight [ ] Other [ ] Prepaid [ ] Collect [ ]</th>
</tr>
</thead>
</table>

**Please Note:** HOLLINS will not be responsible for materials improperly packed or labeled by you or your representative.

### PLAN B - SUPERVISION BY YOU OR YOUR REPRESENTATIVE

Starting time can be guaranteed only in those instances where men are requested for the start of the working day, which is 8:00 AM unless official set-up time is to begin later in the day.

It is important that you check in at the HOLLINS Service Desk to pick up men ordered. You must also check men out at the HOLLINS Service Desk upon completion of work. All work to be done under your supervision or the supervision of your representative. If no date and time is indicated, no men will be assigned until you check in at the HOLLINS Service Desk.

**If you fail to pick up men at time ordered, a ONE HOUR PER MAN NO-SHOW FEE will be charged unless a written cancellation notice is received by 11:00 AM prior to the day labor is requested.**

### INSTALLATION & DISMANTLE LABOR

<table>
<thead>
<tr>
<th>No. of Men</th>
<th>Approx. Hrs.</th>
<th>Rate</th>
<th>PLAN B</th>
<th>SUPERVISION</th>
<th>PLAN A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**PAYMENT POLICY:** We require your credit card authorization to be on file with HOLLINS. Payment in full must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**NAME OF EVENT**  **INFORMS Analytics Conference**

**NAME OF FIRM**

**BOOTH NO.**

**CARE OF**

**ADDRESS**

<table>
<thead>
<tr>
<th>Street</th>
<th>(P. O. Box)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
</tr>
</thead>
</table>

**ORDERED BY**

<table>
<thead>
<tr>
<th>(Please Type or Print)</th>
<th>(Signature)</th>
</tr>
</thead>
</table>

**PHONE**

<table>
<thead>
<tr>
<th>(______)</th>
<th></th>
</tr>
</thead>
</table>

**DATE**

<table>
<thead>
<tr>
<th>(______)</th>
<th></th>
</tr>
</thead>
</table>
INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR NOTICE

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management.

1. The Exhibitor Appointed Contractor must agree to abide by the regulations as set forth in the "Exhibitor Appointed Contractor Regulations" document which follows this form.

2. Should you choose to use an Exhibitor Appointed Contractor you must complete and sign this form. It must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

3. The Exhibitor Appointed Contractor must provide HOLLINS with an original "Certificate of Insurance". This certificate must be received at the HOLLINS offices in Greensboro, NC no later than the deadline date shown above. No extensions or exceptions will be granted after the published deadline.

4. Failure to provide HOLLINS with the above items No. 2 and No. 3 will result in said firms being required to hire installation and dismantle labor from HOLLINS and the Exhibitor Appointed Contractor providing supervision only.

5. In addition to complying with Show Management requirements, all representatives of the Exhibitor Appointed Contractor must obtain an "Exhibitor Appointed Contractor Badge" at the HOLLINS Service Desk to gain show floor access.

INFORMS Analytics Conference

Name of Event: INFORMS Analytics Conference

Exhibiting Firm: ___________________________ Booth No. _______________

Authorized Name and Title: ___________________________ (Please Type or Print)

Authorized Signature: ___________________________ X

Full Name of Exhibitor Appointed Contractor: ___________________________

Complete Address: __________________________________________

City, State: ___________________________ Zip Code: __________________

Phone Number: ___________________________ Fax Number: __________________

Exhibitor Appointed Contractor "Show Site" Representative: ___________________________ (Please Type or Print)

Type of Service to be Performed: ___________________________________________
EXHIBITOR APPOINTED CONTRACTOR REGULATIONS

An Exhibitor Appointed Contractor is any contractor other than the Official Contractors appointed by Show Management. Exhibitor Appointed Contractors typically provide services such as exhibit installation and dismantling, floral, photography, audio visual, display rental, display house services, etc. You, the exhibitor, must notify HOLLINS in writing, no later than 30 days prior to the first day of move-in, of your intent to use an outside contractor. You must furnish the name, address and telephone number of the contractor.

The following rules have been established to insure the proper operation of the show and the satisfaction of the participants.

1. You may not use a utility service contractor (electrical, telephone or plumbing) other than those officially contracted for by Show Management.

2. You may use an outside contractor to install and dismantle your display but may not use an outside drayage contractor.

3. It is your responsibility to provide the Exhibitor Appointed Contractor with information pertinent to the installation and servicing of the exhibit; e.g., utilities, service order forms, installation and dismantling dates, target dates, shipping instructions, labels, display regulations, work passes, etc. You agree that you are ultimately responsible for all services in connection with your exhibit; including freight, drayage, rentals and labor.

4. The Exhibitor Appointed Contractor shall have the right to provide services requested by you. However, the Exhibitor Appointed Contractor shall conform to the following rules and guidelines.

   A. The Exhibitor Appointed Contractor shall use only his or her own bona fide full-time employees on the show floor.

   B. The Exhibitor Appointed Contractor shall have a valid work order from you in advance of the show installation date, and shall be prepared to present this upon request at the show.

   C. The Exhibitor Appointed Contractor shall not solicit business on the show floor. Work will be allowed only on exhibits for which prior notification has been received and approved.

   D. The Exhibitor Appointed Contractor shall have in his or her possession, and have a copy on file with HOLLINS, a public liability and property damage insurance policy naming Show Management, HOLLINS, the facility and other particular parties that may be required, as the insured in the amount specified by the facility or $2,000,000.00, whichever is greater. This information shall be on file no later than 30 days prior to the first day of move-in.

   E. A letter shall be provided to HOLLINS, no later than 30 days prior to the first day of move-in, listing the exhibitors who have retained the services of the Exhibitor Appointed Contractor. HOLLINS will keep this information confidential.

   F. Prior to starting work, the Exhibitor Appointed Contractor shall have all business licenses, permits and workers compensation insurance required by the state, city governments and exhibit facility management, and shall provide HOLLINS with the evidence of compliance.

   G. Prior to starting work, the Exhibitor Appointed Contractor shall furnish HOLLINS with the names of all employees who will be working in the exhibit hall, as well as the names, addresses and telephone numbers of key executives for emergency contact. Upon notification by you of your intent to use an Exhibitor Appointed Contractor, the contractor will be supplied with the appropriate forms for response.

   H. Prior to starting work, the Exhibitor Appointed Contractor shall obtain badges from Show Management and HOLLINS. Anyone found not wearing the appropriate badge will be required to leave the show floor.

   I. The Exhibitor Appointed Contractor shall be responsible for adherence to all rules of ingress and egress, and shall complete his or her work in a timely and professional manner within the prescribed time limits.

   J. The Exhibitor Appointed Contractor shall remain within the perimeter of the booth(s) he or she is erecting. Work will not be allowed in the aisles or other unused areas of the exhibit hall.

   K. The Exhibitor Appointed Contractor shall cooperate fully with HOLLINS and, when necessary, assist HOLLINS in meeting schedule requirements.

   L. The Exhibitor Appointed Contractor shall refrain from interfering with the efficient utilization of labor by HOLLINS.

   M. When necessary, the Exhibitor Appointed Contractor shall share with HOLLINS all reasonable costs related to his or her work; including the payment of union stewards, the restoration of exhibit space to its initial condition, etc.

5. Failure to comply with the terms set forth in this document will be grounds for the Exhibitor Appointed Contractor not being allowed to work in the exhibit hall, or work being stopped and the Exhibitor Appointed Contractor required to leave the show floor.
IMPORTANT
PLEASE READ

All freight shipped in advance of show must be shipped.....

TO:  (Exhibitor's Firm Name and Booth Number)
FOR:  INFORMS Analytics Conference
C/O:  HOLLINS EXPOSITION SERVICES
      UPS Freight c/o Sunset Transportation
      4120 W. Windmill Lane, STE 111
      Las Vegas, NV 89139

DO NOT SHIP ADVANCE FREIGHT TO THE
CAESAR'S PALACE

HOLLINS has exclusive rights to drayage services on all freight
shipped to show site.

Any and all freight received by Caesar's Palace will be
consigned to HOLLINS and subject to the prevailing drayage
rate.

We urge you to ship your materials in advance.
By doing so, your materials will be in your booth Sunday, April 2, 2017, at 12:00 PM for
you to begin set-up.
SHIPPING INSTRUCTIONS & MATERIAL HANDLING RATE SCHEDULE

ADDRESS ADVANCE SHIPMENTS TO WAREHOUSE

TO: (Your Firm’s Name and Booth Number)
FOR: INFORMS Analytics Conference
C/O: HOLLINS EXPOSITION SERVICES
UPS Freight c/o Sunset Transportation
4120 W. Windmill Lane STE 111
Las Vegas, NV 89139

Deadline for receiving advance shipments at warehouse: March 30, 2017

SHIPMENTS RETURNED TO WAREHOUSE - STORAGE FEES - CONTAINER STORAGE

• Shipments returned to the warehouse will be charged an additional $100.00 per one-hundred pounds (100 lbs.) – $200.00 minimum. • Storage will be charged if shipments are not picked up after four (4) days. Storage fees prior to thirty (30) days before the show, and/or after four (4) days following the show will be an additional $100.00 per one-hundred pounds (100 lbs.) per day – $200.00 minimum. • Show site container storage for freight not brought in by HOLLINS will be $150.00 per piece.

200 lb. minimum charge applies to each shipment HOLLINS receives.

Example 1: You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound (200 lbs.) charge.

Example 2: You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This will result in TWO minimum two-hundred pound (200 lbs.) charges.

NOTE: Billed weight is based on incoming weight only, whether the above services are used in whole or in part. The weight is rounded up to the next one-hundred pounds (100 lbs.) and is taken from the INBOUND “bill of lading” and/or the “certified weight ticket”. Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by HOLLINS. This weight estimate will prevail.

SMALL PACKAGE HANDLING

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition.

Maximum weight is 50 lbs. - per shipment, per delivery
$ 85.00 for the first carton - per shipment, per delivery
$ 45.00 for each additional carton - per shipment, per delivery

SPECIAL SERVICES

Rates quoted above do not include the following services.

- Local Pickups and Deliveries: Labor (1 hr. minimum) plus appropriate cwt weight charge (200 lbs. minimum).
- Banding $ 20.00 per ft. plus labor (1/2 hr. minimum)
- Shrinkwrap $ 80.00 per pallet plus labor (1/2 hr. minimum)

SHIPPING INSTRUCTIONS & MATERIAL HANDLING RATE SCHEDULE

ADDRESS DIRECT SHIPMENTS TO SHOW SITE

TO: (Your Firm’s Name and Booth Number)
FOR: INFORMS Analytics Conference
C/O: HOLLINS EXPOSITION SERVICES
Caesar’s Palace
3570 S. Las Vegas Blvd.
Las Vegas, NV 89109

Shipments to show site will not be accepted prior to: Sunday, April 2, 2017
The show site has no provisions to accept shipments prior to the SHOW SET-UP PERIOD.

Material Handled Into And Out Of Exhibit Area Minimum Charge Per Shipment

<table>
<thead>
<tr>
<th>Material Handled Into And Out Of Exhibit Area</th>
<th>Minimum Charge Per Shipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 120.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 140.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 140.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
<tr>
<td>$ 205.00 per 100 lb.</td>
<td>200 lbs.</td>
</tr>
</tbody>
</table>

INBOUND

ADVANCE WAREHOUSE SHIPMENTS (Includes thirty (30) days storage)
Receive ONLY crated, boxed or palletized shipments at the warehouse and store up to thirty (30) days prior to the show. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

SHOWN SITE SHIPMENTS - COMMON CARRIER (THIS INCLUDES OVERTIME RATE)
Receive ONLY crated, boxed or palletized shipments at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

SHOWN SITE SHIPMENTS - VAN LINE, POV/COMPANY TRUCK, SPECIALIZED CARRIER

(Crated, Boxed or Palletized Shipments)
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return empty crates/boxes/pallets. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

(Loose, Uncrated or Pad Wrapped Shipments) This includes UPS Ground & FedEx
Receive at the show site DURING SET-UP PERIOD. Deliver to the booth, remove, store and return packing material. Includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

LATE SHIPMENTS
Material received at the warehouse AFTER the above deadline date, and material received at the show site AFTER the show opens.

Example 1:
You shipped the same two boxes weighing seventy-five pounds (75 lbs.) each. The boxes arrive separately, at two separate times. This entire shipment will result in TWO minimum two-hundred pound (200 lbs.) charges.

Example 2:
You shipped two boxes together weighing seventy-five pounds (75 lbs.) each. The boxes arrive as one shipment. This entire shipment will result in ONE minimum two-hundred pound (200 lbs.) charge.
HOLLINS EXPOSITION SERVICES' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described in this document.

LIMITATIONS OF HOLLINS EXPOSITION SERVICES’ LIABILITY AND RESPONSIBILITY

1) HOLLINS shall not be responsible for damage to un-crated materials, materials improperly packed or concealed damage.

2) HOLLINS shall not be responsible for loss, theft or disappearance of your materials after they have been delivered to your booth.

3) HOLLINS shall not be responsible for loss, theft or disappearance of materials before they are picked up from your booth for loading out after the show. "Bills of lading" furnished to HOLLINS by you that cover outgoing shipments will be checked at time of pickup from the booth and corrections made where discrepancies occur.

4) HOLLINS 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 loss or damage to your material which may make it impossible or impractical to exhibit same.

5) The consignment or delivery of a shipment to HOLLINS by you, or by any shipper on your behalf, shall be construed as an acceptance by you, and/or other shipper, of the terms and conditions as set forth in this document.

6) HOLLINS shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. HOLLINS shall not be liable for loss or damage by fire, acts of God, strikes or causes beyond its control. HOLLINS' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of HOLLINS is limited to thirty cents ($0.30) per pound per article, with a maximum of fifty dollars ($50.00) per item, and a maximum of one thousand dollars ($1,000.00) per shipment. This applies while said goods are in HOLLINS' warehouse, vehicles for delivery or possession at show site.

7) Claims for loss or damage which are not submitted to HOLLINS within thirty (30) days of the show at which the loss or damage occurred, shall be considered waived. No suit or action shall be brought against HOLLINS or its subcontractors more than one (1) year after the accrual of the cause of action therefor.

8) Shipments received without receipts, freight bills or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc. - such as UPS or van lines), will be delivered to your booth without guarantee of piece count or condition. No liability will be assumed by HOLLINS for such shipments.

9) Empty container labels will be available at the HOLLINS Service Desk. Affixing the labels is your responsibility. All previous labels should be removed or completely covered. HOLLINS assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without HOLLINS labels, improper information on empty labels, or valuables stored in containers with empty labels.

10) You should arrange for outgoing shipments during the show or immediately after its close. HOLLINS will assist in the preparation of "bills of lading". Be sure your material is carefully crated or packed, and properly tagged or marked.

11) To expedite removal of materials, HOLLINS shall have the authority (without further clearance from you) to change designated carriers.

12) Labor and services ordered on your behalf by a display builder or other party must be authorized in a letter from you. Payment for all labor and services will be your responsibility.

13) You are responsible for all material handling charges for shipments consigned to you or your booth. Also, you are responsible for all material handling charges for shipments from you or your booth. You may not assign this responsibility to suppliers or customers. Any financial penalty incurred because of an inappropriate address, collect shipment, early arrival causing reconsignment charges, storage, etc., will be your responsibility.

14) Where you indicate a choice of carrier for pickup other than the Official Show Carrier, it is your responsibility to arrange with said carrier for pickup. If the carrier does not pick up on April 12th, before 5:30pm, we reserve the right to forward the material by the shipping method of our choice, or to remove the material to our warehouse for disposition - at an additional charge to you in accordance with prevailing rates for the service performed.

15) HOLLINS will not be responsible for material left behind without orders placed at the HOLLINS Service Desk. Material left behind without orders placed at the HOLLINS Service Desk may be classified as abandoned.

16) HOLLINS will not be responsible for any delay of shipments. We will expedite shipments to the best of our ability; but, will not assume any financial responsibility for shipments which do not arrive at their destination at a specified time.

17) YOU ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards - from the time shipments are made prior to the show, until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood HOLLINS is not an insurer. Insurance, if any, must be obtained by you. The amounts payable to HOLLINS hereunder are based on the value of the material handling services. The scope of HOLLINS' liability is set forth in this document.
**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM**

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

Attach separate Order Forms for multiple shipments.

**INBOUND SHIPPING INFORMATION**

<table>
<thead>
<tr>
<th>NUMBER OF PIECES</th>
<th>ESTIMATED WEIGHT</th>
<th>CARRIER(S)</th>
<th>TRACKING # (Please provide pro number)</th>
<th>ESTIMATED COST (Of Material Handling) (200 lbs. min. per shipment)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADVANCE SHIPMENTS (Warehouse)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DIRECT SHIPMENTS (Show Site)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SHIPPED FROM: (City)_________________________ (State)_________________________

DATE SHIPPED: ___________________ ESTIMATED DATE OF ARRIVAL: ___________________

**OUTBOUND SHIPPING INFORMATION**

A "bill of lading" for all OUTBOUND SHIPMENTS must be completed and turned in at the HOLLINS Service Desk.

DO NOT LEAVE YOUR "BILL OF LADING" AT YOUR BOOTH!

In the event a "bill of lading" is not turned in at the HOLLINS Service Desk, the unidentifiable shipment will be discarded.

**PAYMENT POLICY:** For material handling we require your credit card authorization to be on file with HOLLINS. Estimated payment must accompany your order. Payment may be made by check drawn on a U.S. Funds Account, MasterCard, VISA or American Express, and is subject to the terms and conditions as set forth in the enclosed "Payment Policy & Credit Card Charge Authorization Form". Completed and signed Authorization Form must accompany your order.

**PLEASE FILL OUT THE INFORMATION BELOW ON EACH ORDER FORM**

I have read and understand the "Shipping Instructions & Material Handling Rate Schedule" as well as the "Material Handling Limits of Liability" document and by my signature below agree to the conditions as set forth therein.

**NAME OF EVENT** INFORMS Analytics Conference

**NAME OF FIRM** __________________________ BOOTH NO. ________________________

**ADDRESS**

<table>
<thead>
<tr>
<th>(Street)</th>
<th>(P. O. Box)</th>
<th>(City)</th>
<th>(State)</th>
<th>(Zip)</th>
</tr>
</thead>
</table>

**ORDERED BY** ____________________________

(Please Type or Print) (Signature) DATE ______________

**PHONE** ____________________________
| TO: (Name of Exhibiting Company) |
| C/O: UPS Freight c/o Sunset Transport |
| HOLLINS EXPOSITION SERVICES |
| 4120 W. Windmill Ln STE 111 |
| Las Vegas, NV 89139 |

**WAREHOUSE**  
**EVENT:** INFORMS Analytics Conference  
**BOOTH NO.**_________ **NO.**___**OF**___**PCS.**  
**CARRIER:** __________________________

---

| TO: (Name of Exhibiting Company) |
| C/O: UPS Freight c/o Sunset Transport |
| HOLLINS EXPOSITION SERVICES |
| 4120 W. Windmill Ln STE 111 |
| Las Vegas, NV 89139 |

**WAREHOUSE**  
**EVENT:** INFORMS Analytics Conference  
**BOOTH NO.**_________ **NO.**___**OF**___**PCS.**  
**CARRIER:** __________________________

---

| TO: (Name of Exhibiting Company) |
| C/O: UPS Freight c/o Sunset Transport |
| HOLLINS EXPOSITION SERVICES |
| 4120 W. Windmill Ln STE 111 |
| Las Vegas, NV 89139 |

**WAREHOUSE**  
**EVENT:** INFORMS Analytics Conference  
**BOOTH NO.**_________ **NO.**___**OF**___**PCS.**  
**CARRIER:** __________________________

---

| TO: (Name of Exhibiting Company) |
| C/O: UPS Freight c/o Sunset Transport |
| HOLLINS EXPOSITION SERVICES |
| 4120 W. Windmill Ln STE 111 |
| Las Vegas, NV 89139 |

**WAREHOUSE**  
**EVENT:** INFORMS Analytics Conference  
**BOOTH NO.**_________ **NO.**___**OF**___**PCS.**  
**CARRIER:** __________________________

---

**THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.**  
**PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.**
TO: ________________________________

C/O: HOLLINS EXPOSITION SERVICES
Caesar's Palace
3570 S. Las Vegas Blvd.
Las Vegas, NV 89109

SHOW SITE

INFORMS Analytics Conference

EVENT: __________________________________________

BOOTH NO.__________ NO. ___ OF ___PCS.

CARRIER: __________________________________________

CANNOT ARRIVE BEFORE: April 2, 2017

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY. IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.
ATTENTION

DO NOT RETURN
the forms that follow this page to HOLLINS.

Should you require these services, please return the respective form(s) to the appropriate vendor.
Booth Number: 

EVENT NAME: 

EVENT DATES: 

INSTALL LOCATION IN ROOM/BOOTH: 

EXHIBITING COMPANY NAME: 

BILLING ADDRESS: 

STATE: 
ZIP: 
ON-SITE CONTACT: 

TELEPHONE NUMBER: 
FAX NUMBER: 
ON-SITE PHONE: 

ORDERED BY: 
EMAIL ADDRESS: 

CREDIT CARD TYPE: 
EXP. DATE: 
CREDIT CARD NUMBER: 

CARDHOLDERS SIGNATURE: 
PRINT CARDHOLDERS NAME: 

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost equipment, component computer hardware or software and/or any damage or injury to any person, caused by the installation, connection, or plugging into any electrical by persons other than our personnel. Please call for additional services that are not listed on this order form, or for custom quotes for large orders. Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed. Installation cannot begin until order is finalized and payment method has been received.

Please submit a floor plan for all island booths and under carpet electrical runs.

<table>
<thead>
<tr>
<th>ELECTRICAL SERVICES</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>120 VOLTS - 500 WATTS OR 5 AMPS</td>
<td>$110.00</td>
<td>$137.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 1000 WATTS OR 10 AMPS</td>
<td>$180.00</td>
<td>$223.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>120 VOLTS - 2000 WATTS OR 20 AMPS</td>
<td>$258.00</td>
<td>$320.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS</td>
<td>$475.00</td>
<td>$595.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ELECTRICAL MATERIALS</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' OUTLET PLUG STRIP</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25' EXTENSION CORD</td>
<td>$25.00</td>
<td>$30.00</td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>ADDITIONAL ELECTRICAL SERVICES</th>
<th>ADVANCED ORDER RATE</th>
<th>STANDARD ORDER RATE</th>
<th>QUANTITY</th>
<th>QUANTITY OF 24 HOUR POWER</th>
<th>SUBTOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>208 VOLTS SINGLE PHASE 30 AMPS</td>
<td>$535.00</td>
<td>$670.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 60 AMPS</td>
<td>$830.00</td>
<td>$1,035.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>208 VOLTS SINGLE PHASE 100 AMPS</td>
<td>$1,320.00</td>
<td>$1,625.00</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS**

**PRICING IS BASED ON A 3 DAY SHOW. ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE**

**ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE**

**ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR**

**MATERIAL AND SERVICES TOTAL**

**MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE**

**LABOR TOTAL**

**GRAND TOTAL**

Setup/Disconnect labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

**ELECTRICAL IS AN EXCLUSIVE SERVICE**

Prices Subject to change without Notice

Rev 3/1/15
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.

3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.

6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.

16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ASSOCIATED WITH THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.
Exhibitor Price Guide

Exhibiting Company Name__________________________
Exhibiting Company Address________________________
City__________________________State____________________Zip Code____________________
Country__________________________Ordered by__________________________
Phone (______)______________________Ext______________________Fax (______)__________________
Email__________________________Event Name__________________________
Room #__________________________On-Site Contact__________________________BEO/REF#__________________
Deliver Date__________________________Time__________________________
Pickup Date__________________________Time__________________________

EXHIBITOR CREDIT CARD AUTHORIZATION

Type of Card  O Visa  O Mastercard  O AmEx  O Discover

Credit Card Account #__________________________Expiration: Month_______Year________

Vcode*__________________________Card Holder Name__________________________

* 3 digit number on back of Visa, MC and Discover or 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/ or services detailed in this agreement, and for any client approved add-ons and change orders.

Your Order Total__________________________Digital Signature__________________________
## POPULAR PACKAGES

Exhibitor Price Guide

### Package 1
- Meeting Room Screen
- Projection Cart
- Electrical Power & Cables

*Additional Options* (Click to add)
- Wireless Lav Mic & Audio Mixer (+$420)
- Computer Audio Patch (+$50)
- Wireless Mouse USB (+$145)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Days</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$158.00</td>
<td></td>
</tr>
</tbody>
</table>

### Package 2
- Meeting Room LCD Projector & Screen
- Projection Cart/ Stand
- All Cabling, Extension Cords, Etc.

*Additional Options* (Click to add)
- Wireless Lav Mic & Audio Mixer (+$420)
- Computer Audio Patch (+$50)
- Wireless Mouse USB (+$145)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Days</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$883.00</td>
<td></td>
</tr>
</tbody>
</table>

### Package 3
- Standing Podium
- Podium Microphone & Mixer
- Electrical Power & Cables

*Additional Options* (Click to add)
- Wireless Lavalier Mic (+$235)
- Flipchart Package w/3M paper (+$80)
- CD Player (+$95)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Days</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$310.00</td>
<td></td>
</tr>
</tbody>
</table>

### Package 4
- DVD Combo Player
- 42" Plasma Monitor with Stand
- All Cabling, Extension Cords, Etc.

*Additional Options* (Click to add)
- Additional 42" Monitor (+$700)
- Wireless Lav & Audio Mixer (+$420)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Days</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$735.00</td>
<td></td>
</tr>
</tbody>
</table>

### Package 5
- 50" Plasma Monitor with Stand
- DVD Combo Player
- All Cabling, Extension Cords, Etc.

*Additional Options* (Click to add)
- Additional 50" Monitor (+$860)
- Wireless Lav & Audio Mixer (+$420)

<table>
<thead>
<tr>
<th>Qty</th>
<th>Days</th>
<th>Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$950.00</td>
<td></td>
</tr>
</tbody>
</table>

*Prices reflect daily rates unless otherwise noted. Equipment pricing and service fee charges are subject to sales tax.*
AV PRICING

Exhibitor Price Guide

### Video Components

**VIDEO/DATA MONITORS**
- 22" LCD Computer Monitor: $225.00
- 32" Monitor: $330.00
- 42" Monitor: $700.00
- 50" Monitor: $860.00
- 80" Monitor: $1,500.00
- DVD Player: $90.00

**VIDEO/DATA PROJECTORS**
- 4K-5K Projector: $610.00
- 6K-7K Projector: $1,125.00
- 10K-12K Projector: Call for price

### Screens & Drape

**STANDARD SCREENS**
- 6’X6’ Tripod Screen: $75.00
- 8’X8’ Tripod Screen: $75.00
- 10’X10’ Cradle Base: $95.00
- 12’X12’ Cradle Base: $105.00

**FAST FOLD SCREENS**
- 6’X11’ Fast Fold Screen: $170.00
- 7.5’X13’ Fast Fold Screen: $365.00
- 9’X16’ Fast Fold Screen: $485.00
- 10’X18’ Fast Fold Screen: $670.00

**DRAPE**
- 16’X10’ Black Drape (Labor not included): $210.00 per week
- 22’X10’ Black Drape (Labor not included): $210.00 per week

### Audio Components

**MICROPHONES**
- UHF Wireless Microphoning System: $235.00
- Wired Microphone: $47.00

**MIXERS/AMPLIFIERS**
- 12 Channel Stereo Mixer: $185.00
- 16 Channel Stereo Mixer: $210.00

**SPEAKERS & PLAYERS/RECORDERS**
- Full Range Powered Speaker w/ Tripod Stand: $125.00
- Computer, iPod, or iPad Audio Patch: $30.00
- CD Player: $95.00

### Event Support Equipment

**MISCELLANEOUS**
- Podium: $155.00
- Flipchart w/ Markers & Paper: $60.00
- Whiteboard and Markers: $60.00
- AC Cord: $15.00
- Power Strip: $15.00

**COMPUTERS**
- Laptop Computer (Advance Order): $250.00
- Wireless Mouse/ Laser Pointer: $145.00

### Your Order Totals

<table>
<thead>
<tr>
<th>Services/Equipment Sub Total</th>
<th>$2,460.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor (min. $198, 2 hours @$99/hr. for load in/out)</td>
<td>$396.00</td>
</tr>
<tr>
<td>24% of Equipment Sub Total ($24 minimum)</td>
<td>$590.80</td>
</tr>
<tr>
<td>Additional Hourly Labor/Facility/Handling if Required</td>
<td>$210.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3,556.80</strong></td>
</tr>
</tbody>
</table>

* Prices reflect daily rates unless otherwise noted. Equipment pricing and service fee charges are subject sales tax.*

Please fax completed form to 702-866-1741

Encore Event Technologies


www.encore-us.com

P: 702-866-1133
F: 702-866-1741

E: Caesars@encore-us.com

**CANCELLATION**
Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account. To ensure availability, please reserve equipment 30 days in advance. Premium charges may apply to orders placed within 48 hours of meeting date.
1. PAYMENT TERMS
Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on the Rental Contract whether in advance or due at the time of pick-up of any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

2. ESTIMATES
In connection with this Rental Contract or any contract entered into between Encore and Lessee, Encore reserves the right to charge Lessee in addition to the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

3. DAMAGE WAIVER
All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

4. SUBLEASE
With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance, on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

5. TITLE
The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

6. SURRENDER / EQUIPMENT HANDLING
On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

7. CANCELLATION
Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

8. DEFAULT
If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:
(a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing;
(b) Sue to recover all rents and any other amounts owed or accruing to Encore;
(c) Terminate this Rental Contract as to any or all items of Equipment; and/or
(d) Exercise any other remedy at law or equity.
All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

9. CREDIT TERMS
All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, equipment recovery costs, storage charges, attorneys' fees and court costs.

10. CHOICE OF LAW AND VENUE
The interpretation and application of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court, situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

11. ATTORNEY'S FEES
In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

12. CONDITION OF EQUIPMENT
Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

13. LIMITATION OF LIABILITY AND INSURANCE
Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising related to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

14. SEVERABILITY
In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part hereof.

15. CONSTRUCTION CLAUSE
For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

16. SURVIVAL
All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

17. ENTIRE AGREEMENT
This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.
### INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders. NO REFUNDS ONCE SERVICE INSTALLATION BEGINS. Installation cannot begin until order is finalized and payment method has been received.

#### INTERNET SERVICES

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Advanced Event Rate</th>
<th>Standard Event Rate</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 3Mbps bandwidth</td>
<td>$300.00</td>
<td>$450.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 5Mbps bandwidth</td>
<td>$500.00</td>
<td>$750.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room/Booth Connect - 1 device, single location, up to 10 Mbps via shared VLAN, wired Ethernet connection.</td>
<td>$1,000.00</td>
<td>$1,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 20Mbps dedicated bandwidth</td>
<td>$5,000.00</td>
<td>$7,500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Devices - (Booth Connect &amp; Event Connect only)</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Locations - (Event Connect only)</td>
<td>$250.00</td>
<td>$330.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Bandwidth - (Event Connect only) 5Mbps bandwidth</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hub Rental - 8.16 or 24 port 10/100 Hub ($100 replacement value)</td>
<td>$100.00</td>
<td>$150.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable Rental - Cat5e patch cable up to 50' length</td>
<td>$50.00</td>
<td>$75.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technician Labor - Hourly Rate - Straight Time</td>
<td>$100.00</td>
<td>$125.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Services Total**

**ALL MATERIALS AND SERVICES WILL REQUIRE AN ADDITIONAL 10% SERVICE FEE**

**10% Service Fee**

**LABOR IS INCLUDED WITH ORDERED SERVICES - LABOR IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED**

**Subtotal**

**LABOR FEE**

**NO ROUTERS OR WIRELESS DEVICES OF ANY KIND WILL BE PERMITTED WITHOUT WRITTEN AUTHORIZATION**

**GRAND TOTAL**

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**INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF CAESARS PALACE**

Prices Subject to change without Notice

Rev 3/15
Terms and Conditions:

1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.

2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.

3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers or wired and wireless routers.

4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.

5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement without offering any refunds.

6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50’ distance from the drop point will require an additional location and incur an additional fee.

7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.

8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.

9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.

10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.

11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.

12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.

13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies, Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.

14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.

15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client’s sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies’ prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:
## WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders.

**NO REFUNDS ONCE SERVICE INSTALLATION BEGINS**

### Installation cannot begin until order is finalized and payment method has been received.

<table>
<thead>
<tr>
<th>WIRELESS INTERNET PACKAGES</th>
<th>Advanced Event Rate</th>
<th>Standard Event Rate</th>
<th>Quantity</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PACKAGE #1</strong> UP TO 10 CONCURRENT DEVICES</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent devices in a single area, with no expansion. Total package bandwidth at 10Mbps. User control via password access.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PACKAGE #2</strong> UP TO 25 CONCURRENT DEVICES</td>
<td>$1,750.00</td>
<td>$2,187.50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package #2 includes one (1) wireless access point configured for up to 25 concurrent devices in a single area, with no expansion. Total package bandwidth at 10 Mbps. User control via password access. See additional services below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PACKAGE #3</strong> UP TO 50 CONCURRENT DEVICES</td>
<td>$3,500.00</td>
<td>$4,375.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent devices in one contiguous area. Total bandwidth at 20Mbps, recommend per user rate limit. User control via password access. See additional services below.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL BANDWIDTH</strong> Includes 5Mbps of additional bandwidth to the existing network/location.</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL 25 CONCURRENT DEVICES</strong> Sold only as an additional service to Package #3. Adds additional concurrent devices to the main network.</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ADDITIONAL COVERAGE AREA/SEPARATE LOCATION</strong> Sold only as an additional service to Package #3. Includes one (1) additional access point for devices expanding the single contiguous area of the main network.</td>
<td>$1,000.00</td>
<td>$1,250.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### CUSTOM SPLASH PAGE

Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

**CALL FOR PRICING**

### CUSTOM LANDING PAGE

Customized landing page web site that each user would be directed to once token (password) is inputted and wireless access is granted to Internet connectivity.

**CALL FOR PRICING**

**Technician Labor** - Hourly Rate - Straight Time

- **Labor** - $100.00
- ** Straight Time** - $125.00

**NOC ENGINEER** - Daily Rate

- **Labor** - $1,000.00
- ** Straight Time** - $1,250.00

**NETWORK ENGINEER** - Daily Rate

- **Labor** - $1,500.00
- ** Straight Time** - $1,875.00

Onsite Network/NOC Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent devices

Double time rates will apply for labor after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays.

### ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE

**SERVICE TOTAL**

**10% Service Fee**

**SUBTOTAL**

**GRAND TOTAL**

**Caesars Palace and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.**

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Rev 2/25/15
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