



LVE

***WESTERN
EVENT SERVICE***

40th Annual Tri-State Seminar

South Point

August 5 - 6, 2025

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • DENVER • DALLAS

40th Annual Tri-State Seminar

August 5 - 6, 2025
 South Point - Arena, Halls A-D

TABLE OF CONTENTS

3	IMPORTANT DATES
4	WELCOME LETTER
5 - 6	SHOW INFORMATION
7	PAYMENT AUTHORIZATION
8	FURNITURE
9	ACCESSORIES
10	CARPET ORDER & COLOR SAMPLES
11	BOOTH CLEANING & PORTER SERVICE
12	DISPLAY LABOR
13	MATERIAL HANDLING
14	WAREHOUSE DELIVERY LABELS
15	DIRECT TO SHOW SITE LABELS
16	OUTBOUND SHIPPING INFORMATION
17	PREFERRED CARRIER - LVE LOGISTICS powered by AIRWAYS
18	LARGE TRUCKS, VEHICLES, AND TRAILERS INSTRUCTIONS
19	VEHICLE SPOTTING SUBMISSION
20	HAND CARRY & POV SERVICE
21	FREQUENTLY ASKED QUESTIONS
22 - 23	LIMITS OF LIABILITY & RESPONSIBILITY
24	SHOW SITE WORK RULES
25	FIRE & SAFETY REGULATIONS
26 - 34	FACILITY EXCLUSIVE SERVICES (ELECTRICAL, AUDIO VISUAL, INTERNET, ETC.)

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

IMPORTANT DATES

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	<i>DISCOUNT RATES RECEIVED BY</i>	<i>STANDARD RATES BEGIN</i>	<i>ONSITE RATES BEGIN</i>
<i>FURNITURE</i>	7/14/2025	7/15/2025	7/31/2025
<i>ACCESSORIES</i>	7/14/2025	7/15/2025	7/31/2025
<i>CARPET</i>	7/14/2025	7/15/2025	7/31/2025
<i>BOOTH CLEANING & PORTER SERVICE</i>	7/14/2025	7/15/2025	7/31/2025
<i>DISPLAY LABOR</i>	7/14/2025	7/15/2025	7/31/2025
<i>MATERIAL HANDLING</i>	Begins		Ends
Advance Warehouse Shipments Standard Rates	6/30/2025	-	7/18/2025
Late Advance Warehouse Shipments	7/19/2025	-	8/6/2025
Direct to Show Shipments Standard Rates	8/4/2025	-	8/5/2025
Late Direct to Show Shipments	Received after the show has opened		

VEHICLE SPOTTING SUBMISSION
DEADLINE: Friday, July 11, 2025

Electrical, Internet, etc

See individual forms for deadlines

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

WELCOME LETTER

Dear Exhibitor,

Western Event Services and LVE are pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive substantial discounts on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
Our goal is to make sure your participation is a success.

BOOTH EQUIPMENT	Each 10' x 10' inline booth will consist of:			
	BACK WALL DRAPE COLOR		SIDE RAIL DRAPE COLOR	
	BLUE / WHITE / WHITE / BLUE		BLUE	
	HALL FLOORING		FACILITY IS CARPETED WITH MULTI-COLORED CARPET	
	One	6' Table Skirted Blue	Two	Side Chairs
	One	Wastebasket	One	11" x 17" Identification Sign
One 500-watt Electrical Outlet				

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Sunday, August 3, 2025	Trucks & Rolling Stock*		By Appointment ONLY
Monday, August 4, 2025	10:00 AM	6:00 PM	Exhibitor Set Up
Tuesday, August 5, 2025	8:00 AM	1:00 PM	Exhibitor Set Up
Tuesday, August 5, 2025	1:00 PM	3:00 PM	Hall Closed for Cleaning
Tuesday, August 5, 2025	3:30 PM	7:00 PM	Show Hours
Wednesday, August 6, 2025	1:30 PM	6:30 PM	Show Hours
Wednesday, August 6, 2025	6:30 PM	10:00 PM	Exhibitor Move Out
ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:		9:00 PM on Wednesday, August 6, 2025	
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:		10:00 PM on Wednesday, August 6, 2025	

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

* ALL ROLLING STOCK AND TRAILERS LONGER THAN 15' IN LENGTH MUST MOVE IN ON SUNDAY, August 3, 2025. All other heavy freight, small trailers & vehicles less than 15' in length, as well as any exhibit materials, must be moved in on Monday, August 4, 2025.

40th Annual Tri-State Seminar

August 5 - 6, 2025
South Point - Arena, Halls A-D

SHOW INFORMATION CONTINUED

ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Monday, June 30, 2025	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Friday, July 18, 2025		
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Thursday, July 31, 2025		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	TRI-STATE 2025	BOOTH #	
	COMPANY		C/O	LVE-IT Vegas
	ADDRESS	6225 Annie Oakley Drive, Las Vegas, NV 89120		

If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.

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

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING					
DAY/DATE		START TIME		END TIME	
Monday, August 4, 2025		10:00 AM		5:00 PM	
Monday, May 5, 2025		8:00 AM		1:00 PM	
Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE			
Material shipped direct to the facility will be turned over to LVE and incur additional charges.					
Do not ship your materials to arrive prior to the dates above.					
SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	TRI-STATE 2025			BOOTH #
	COMPANY		C/O	LVE-IT Vegas	
	ADDRESS	South Point - Arena, Halls A-D 9777 S. Las Vegas Blvd., Las Vegas, NV 89183			

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

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

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.** CONVENIENCE FEE - All orders paid with a credit card will incur an additional **non-refundable 3% fee.**

CONTACT	COMPANY NAME				CLIENT NAME			
	ADDRESS				BOOTH #			
	CITY		STATE		ZIP		PHONE	
	EMAIL				FAX			

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

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				FURNITURE & ACCESSORIES
				CARPET
				CLEANING
				LABOR
				ESTIMATED MATERIAL HANDLING
				OTHER EXPO SERVICES
				TAX
TOTAL	TOTAL	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.	

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

FURNITURE

ORDER ONLINE
order.lvexpo.com

QTY

 DISCOUNT
RECEIVED BY

 STANDARD
BEGINS

 ONSITE
BEGINS

TOTAL

7/14/2025

7/15/2025

7/31/2025

CHAIRS

SIDE CHAIR

\$ 74.75

\$ 97.75

\$ 119.60

ARM CHAIR

\$ 80.50

\$ 104.65

\$ 129.28

STOOL COUNTER HEIGHT

\$ 92.00

\$ 119.60

\$ 147.20

TABLES

4'L x 30"H x 24"W TABLE SKIRTED*

\$ 110.40

\$ 143.75

\$ 176.64

6'L x 30"H x 24"W TABLE SKIRTED*

\$ 144.90

\$ 188.60

\$ 231.84

8'L x 30"H x 24"W TABLE SKIRTED*

\$ 179.40

\$ 227.70

\$ 287.04

4'L x 30"H x 24"W TABLE UNSKIRTED

\$ 71.30

\$ 93.15

\$ 114.08

6'L x 30"H x 24"W TABLE UNSKIRTED

\$ 94.30

\$ 121.90

\$ 150.88

8'L x 30"H x 24"W TABLE UNSKIRTED

\$ 117.30

\$ 227.70

\$ 187.68

COUNTER TABLES

4'L x 42"H x 24"W COUNTER SKIRTED*

\$ 132.25

\$ 172.50

\$ 212.40

6'L x 42"H x 24"W COUNTER SKIRTED*

\$ 166.75

\$ 216.20

\$ 266.80

8'L x 42"H x 24"W COUNTER SKIRTED*

\$ 201.25

\$ 261.05

\$ 322.00

4'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 92.00

\$ 119.60

\$ 147.20

6'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 103.50

\$ 134.55

\$ 165.60

8'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 125.00

\$ 165.00

\$ 200.00

CAFÉ

TABLE ROUND 36"W x 30"H

\$ 110.40

\$ 143.75

\$ 176.64

TABLE ROUND 36"W x 42"H

\$ 121.90

\$ 142.60

\$ 195.04

ACCESSORIES

4th SIDE TABLE SKIRT*

\$ 57.50

\$ 69.00

\$ 92.00

4th SIDE COUNTER SKIRT*

\$ 57.50

\$ 69.00

\$ 92.00

RISER FOR TABLE TOP 4'L x 14"H

\$ 57.50

\$ 74.75

\$ 92.00

RISER FOR TABLE TOP 6'L x 14"H

\$ 92.00

\$ 119.60

\$ 147.20

*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.

COLOR

☐

Green

☐

Teal

☐

Red

☐

Royal Blue

☐

Black

☐

Silver

☐

Burgundy

☐

Gold

☐

White

☐

Beige

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

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

No credit will be given after close of event on items or services ordered but not received.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

BOOTH #

ACCESSORIES

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT
RECEIVED BY
7/14/2025

STANDARD
BEGINS
7/15/2025

ONSITE
BEGINS
7/31/2025

TOTAL

ACCESSORIES

WASTEBASKET

\$ 27.60

\$ 36.80

\$ 44.10

EASEL

\$ 46.00

\$ 59.80

\$ 89.70

BAG RACK

\$ 109.25

\$ 142.60

\$ 182.00

GARMENT RACK

\$ 175.00

\$ 245.00

\$ 280.00

WATERFALL CLOTHING RACK 4 - ARM

\$ 116.15

\$ 151.00

\$ 185.84

LITERATURE RACK (FREE STANDING)

\$ 109.25

\$ 142.60

\$ 174.80

SIGN HOLDER 22" x 28"

\$ 107.53

\$ 139.79

\$ 172.05

TACKBOARD 4' x 6' VERTICAL

\$ 161.00

\$ 209.30

\$ 257.60

TACKBOARD 6' x 4' HORIZONTAL

\$ 161.00

\$ 209.30

\$ 257.60

GRID 2' x 8'

\$ 245.00

\$ 343.00

\$ 392.00

GRID 2' x 8' WITH LEGS

\$ 285.00

\$ 399.00

\$ 456.00

18" WATERFALL ARM FOR GRID

\$ 52.00

\$ 67.60

\$ 83.20

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 2"

☐ 6"

☐ 8"

\$ 12.00

\$ 15.60

\$ 19.20

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

\$ 22.00

\$ 28.60

\$ 35.20

8' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 40.00

\$ 52.00

\$ 64.00

12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)

\$ 75.00

\$ 97.50

\$ 64.00

6' - 10' TELESCOPIC ROD (NO DRAPE)

\$ 29.90

\$ 38.87

\$ 47.84

ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2

\$ 90.00

\$ 117.00

\$ 144.00

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

☐ Silver

☐ Black

☐ White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

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

No credit will be given after close of event on items or services ordered but not received.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT RECEIVED BY		STANDARD BEGINS		ONSITE BEGINS		TOTAL	
			7/14/2025		7/15/2025		7/31/2025			
	10'		\$ 287.50		\$ 373.75		\$ 403.00			
	20'		\$ 517.50		\$ 672.75		\$ 806.00			
	30'		\$ 747.50		\$ 971.75		\$ 1,196.00			
COLOR	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH		WIDTH		TOTAL SQ FT			
			DISCOUNT	\$ 3.73	STANDARD	\$ 4.85	ONSITE	\$ 5.74	TOTAL	
	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy									
	If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.									
ACCESSORIES	PADDING PER SQ FT*			\$ 2.00		\$ 2.60		\$ 3.12		
	VISQUEEN PER SQ FT*			\$ 1.15		\$ 1.89		\$ 2.16		
	DOUBLE PADDING PER SQ FT*			\$ 4.00		\$ 5.20		\$ 6.24		
	* 100 Square Feet Minimum Order									

CANCELLATION POLICY

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

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

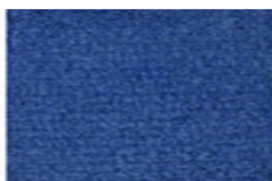
Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

BOOTH CLEANING & PORTER SERVICE

BOOTH CLEANING

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY 7/14/2025	STANDARD BEGINS 7/15/2025	ONSITE BEGINS 7/31/2025	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 0.78	\$ 1.01	\$ 1.56	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 1.44	\$ 1.88	\$ 2.54	X _____ *	= _____ **
	*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____					

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY 7/14/2025	STANDARD BEGINS 7/15/2025	ONSITE BEGINS 7/31/2025	TOTAL
	Up to 1,000 square feet		2	\$ 310.00 per day	\$403.00 per day	\$ 496.00 per day	
	1,001 to 3,000 square feet		2	\$ 370.00 per day	\$481.00 per day	\$ 592.00 per day	
	3,001 and above		2	\$ 540.00 per day	\$702.00 per day	\$ 864.00 per day	
How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____ <i>Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.</i> <i>Porter Service does NOT include wiping down of booth.</i> Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.							
ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING: <ul style="list-style-type: none"> Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees. Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal. 							
CANCELLATION POLICY <i>Services cancelled after the discount deadline date will be charged 50% of ordered price.</i> <i>Services cancelled after show move-in begins will be charged 100% of ordered price.</i> <i>No credit will be given after close of event on anything ordered but not received.</i>							

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME	BOOTH #	
--------------	---------	--

DISPLAY LABOR
DEADLINE DATE: 7/14/2025
EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR

ESTIMATED CHARGES		HOURS	COST PER HOUR		TOTAL
STRAIGHT TIME (ST) - One Hour Minimum			\$	144.00	
OVERTIME (OT) - One Hour Minimum			\$	216.00	
DOUBLE TIME (DT) - One Hour Minimum			\$	288.00	
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00					
MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.					
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.					

EQUIPMENT

	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
FORKLIFT w/operator 0 to 4,000 lbs		\$ 211.20	\$ 316.80	\$ 422.40	
If specific equipment is needed, please contact Exhibitor Services for a quote.					
If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.					

SUPERVISION	<input type="checkbox"/>	DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/>	OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE		<input type="checkbox"/> SHOW SITE	
SPECIAL INSTRUCTIONS							
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO	
CONSIGNEE (Where your freight is being shipped to when the show closes)				BILLING INFORMATION (Responsible party paying your carrier's shipping charges)			
CO. NAME				CO. NAME			
ADDRESS				ADDRESS			
CITY		STATE		ZIP		CITY	
SHOW		BOOTH #		SHOW		STATE	
CONTACT				CONTACT			
PHONE				PHONE			

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME		BOOTH #	
--------------	--	---------	--

MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

MATERIAL HANDLING	300 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 156.20 Per 100 lbs	\$ 171.60 Per 100 lbs	\$ 161.80 Per 100 lbs	\$ 177.20 Per 100 lbs
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
	300 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	SHOW-SITE	\$ 162.80 Per 100 lbs	\$ 178.20 Per 100 lbs	\$ 182.60 Per 100 lbs	\$ 198.00 Per 100 lbs
	Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

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

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 38.50	\$ 38.50	\$ 38.50	\$ 38.50
	30% Late fee if received after deadline date Maximum weight per shipment is 25lbs.				
	Items received without documentation will be delivered without guarantee of piece count or condition.				

TOTALS	WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
		<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS	All material handling rates include delivery to booth		All shipping charges must be prepaid	
	Materials must arrive during published dates to avoid additional charges		No collect shipments. "COD"	
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge			
	SPECIAL HANDLING			
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents	
	Material with no certified weights		Materials with no pick points received	
	OVERTIME (OT)			
	PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.			
	Formula for estimating freight between 25 lbs. and 300 lbs.: Round up to minimum 300 lbs.			
	Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$156.20 per 100 lbs = minimum charge of \$468.60.			
Formula to estimate charges over 300 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.				
Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$156.20 = \$624.80.				



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, June 30, 2025 - Friday, July 18, 2025

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: TRI-STATE 2025

NO. OF PIECES

BOOTH #:



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, June 30, 2025 - Friday, July 18, 2025

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

6225 Annie Oakley Drive
Las Vegas, NV 89120

EVENT: TRI-STATE 2025

NO. OF PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, August 4, 2025 : 10:00 AM - 5:00 PM

Monday, May 5, 2025 : 8:00 AM - 1:00 PM

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

South Point - Arena, Halls A-D

9777 S. Las Vegas Blvd.

La Vegas, NV 89183

EVENT:

TRI-STATE 2025

NO. _____ OF _____ PIECES

BOOTH #:



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Monday, August 4, 2025 : 10:00 AM - 5:00 PM

Monday, May 5, 2025 : 8:00 AM - 1:00 PM

TO:

EXHIBITOR NAME

C/O: LVE-IT Vegas

South Point - Arena, Halls A-D

9777 S. Las Vegas Blvd.

La Vegas, NV 89183

EVENT:

TRI-STATE 2025

NO. _____ OF _____ PIECES

BOOTH #:

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite. Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

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

In the event your selected carrier does not show please select one of the following here below.

☐ RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR ☐ RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE

WAREHOUSE

Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

RETURN TO WAREHOUSE DRAYAGE & HANDLING			
SHIPMENTS OVER 50 POUNDS	\$	50.00	per 100 lbs. (\$200.00 minimum)
SHIPMENTS LESS THAN 50 POUNDS	\$	200.00	Flat Fee Per shipment

The exhibitor is responsible to provide their own insurance. LVE provides only Limited Liability. See Limits of Liability forms. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$	11.00	per 100 lbs.
WAREHOUSE HANDLING	\$	9.50	per 100 lbs.

Monthly storage rate is billed quarterly, at \$33.00 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

Save on expensive shipping charges.
Storage freight is delivered to the show in advance of direct shipment.
No Marshalling Yard, Check-in, or waiting
Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form

40th Annual Tri-State Seminar



Official Freight Carrier & Customs Broker Worldwide Trade Show Transportation

- Domestic & International
- Next or Second-Day Air
- Customs Broker on Staff
- LTL or Full Truckload
- Ocean LCL or Full Container
- 24/7/365 Customer Service



Priority freight handling by our partners at:



For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com



Serving the Trade Show Industry for 35+ years!

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

LARGE VEHICLE ARRIVAL TIME**LARGE VEHICLE ARRIVAL TIME
SPECIAL INFORMATION**

All Exhibitors Displaying Trucks, Vehicles, and Trailers as part of their booth exhibit, **MUST** fill out the Vehicle Spotting Form found within the Exhibitor Service Manual and return it to LVE no later than **FRIDAY, JULY 11, 2025**. Forms received after this date will be charged a 50% additional surcharge.

Truck, Vehicles, and Trailers arriving onsite without the Vehicle Spotting Form on file will be assessed 50% additional charges

- All trucks and trailers over 15' in length that are to be displayed in your booth must arrive on Sunday, August 3rd.
- All Exhibitors exhibiting trucks and trailers must fill out the Spotting Vehicle Form included in this Exhibitor Service Manual and follow all of the guidelines listed within.
- After receipt of your form, we will contact you to schedule your move-in time on Sunday, August 3rd.
- If you miss your assigned move-in time slot, additional charges will apply and you may not be able to display your vehicle(s).
- Trailers and vehicles 15' and less in size may be brought into the exhibit hall on Monday, August 4th between 10:00 AM and 3:00 PM.
- All trucks and trailers must have Visqueen floor protection to protect facility carpet.

RECAP:

Trucks, Vehicles, Trailers over 15'L move in Sunday, August 3rd by appointment

Trucks, Vehicles, Trailers under 15'L move in Monday, August 4th between 10:00 AM - 3:00 PM

The Vehicle Spotting Form is required for ALL Trucks, Vehicles, and Trailers by Friday, July 11th.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

COMPANY NAME

BOOTH #

VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Friday, July 11, 2025**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

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

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.

\$ 226.60 For each four wheel vehicle. **Forms submitted late or onsite will incur at 50% additional surcharge.**

Exhibitors will be responsible for the following vehicle requirements:

A set of keys must be left with Exhibitor Services.

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE	MODEL	YEAR
VIN #	DIMS	COST

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

40th Annual Tri-State SeminarAugust 5 - 6, 2025
South Point - Arena, Halls A-D**HAND CARRY & PERSONAL VEHICLE (POV) GUIDELINES****HAND CARRY POLICY**

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall.

Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

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

PERSONAL VEHICLE (POV) AND CART SERVICE POLICY & FEES

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

- A personal vehicle (POV) is defined as a small passenger car or pick-up.
- You must hire a Teamster and cart to unload vehicle.
- Entire load must weigh less than 300 pounds to qualify for POV fees.
- Entire load must fit on one 2 1/2' x 4' flatbed cart supplied by the Teamster.
- Payment must be provided in advance or at the time of service.

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

- \$ 133.40 - Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
- \$ 165.60 - All other times

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

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

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

FREQUENTLY ASKED FREIGHT QUESTIONS**WHEN CAN I SHIP TO THE WAREHOUSE?**

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 8:00 AM - 3:30 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.

At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.

40th Annual Tri-State Seminar**August 5 - 6, 2025****South Point - Arena, Halls A-D****LIMITS OF LIABILITY & RESPONSIBILITY****I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 thorough 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

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

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

40th Annual Tri-State Seminar**August 5 - 6, 2025
South Point - Arena, Halls A-D****LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED****III. LIMITATION OF LIABILITY**

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

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

6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.

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

* * * * *

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

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

SHOW SITE WORK RULES****ATTENTION******UNION JURISDICTION**

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

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

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

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

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

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

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

40th Annual Tri-State Seminar

August 5 - 6, 2025

South Point - Arena, Halls A-D

FIRE & SAFETY REGULATIONS

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

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.



9777 S. Las Vegas Blvd. Las Vegas, NV 89183

2025 Exhibitor Kit



Chris Johnson
Audio Visual Production Manager
Direct Line: 702-797-8066
Email: johnsonc@southpointcasino.com



2025 Audio Visual Order Form

South Point Convention Production Services is a full-service Audio Visual Department.

The following forms include a list of our most commonly rented packages, and individual items.

Please provide your request to the Audio Visual Production Manager.

Prices are based on South Point owned equipment, per day, and per room.

Rates are subject to the current State of Nevada sales tax. Any sub-rented items will incur additional costs.

Event Name: _____ Event Dates: _____

Client or Group Name: _____ Location / Booth # _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Office Telephone: _____ Email: _____

On-Site Contact: _____ On-Site Contact Cell: _____

Load-In: Date / Time: _____ Load-Out: Date / Time: _____

PLEASE FILL OUT YOUR AUDIO VISUAL NEEDS BELOW

ITEMS	QUANTITY	DATE RANGE	TOTAL

Before this order is processed, prepayment is required		TOTAL : \$
ORDERED BY (Please Print Name) :	CUSTOMER AUTHORIZED SIGNATURE:	DATE:

AUDIO VISUAL LABOR

All Scheduled Technical Operator(s) require a four-hour minimum call time. Overtime begins after 10 hours. Rates are billed in half hour increments at time and one-half until release.

Breakout Rooms of 3 or more will require an AV Technician at the *Basic Hourly Rate* while the rooms are in use for the duration of the event.

At **South Point Hotel & Casino**, you are free to bring in external equipment and services for your event and/or meeting (Ex: DJ's). However if this results in multiple calls for assistance from the South Point Audio Visual Team, additional labor fees will be added at the *Basic Hourly Rate*.

Groups utilizing outside production companies, will require a South Point AV Technician in the room during load in/out at the *Basic Hourly Rate*.

***Labor is not included in equipment prices
and will be added to your BEO & Audio Visual quote.***

AUDIO - VISUAL LABOR		
DESCRIPTION	BASIC HOURLY RATE	OVERTIME & HOLIDAY RATE
AV Technician (<i>Set-up & Strike Per Room, Per Tech</i>)	\$80.00 per hour	N/A
Technical Operators (audio, video, lighting, or graphics) (<i>Four hour minimum</i>)	\$95.00 per hour	\$135.00 per hour
Rigger 2 person (<i>Four-hour minimum</i>)	\$95.00 per hour	\$135.00 per hour
Banner Hanging (<i>2 person minimum</i>)	\$95.00 per hour	\$135.00 per hour

Audio Visual Equipment Services

VIDEO			MEETING SUPPORT		
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL	DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
48" TV with Table Stand	\$250.00	\$750.00	Podium (Freestanding Upright)	\$50.00	\$150.00
60" TV with Rolling Stand	\$350.00	\$1,050.00	Podium (Plexiglas)	\$75.00	\$225.00
5,000 Lumens Laser Projector	\$500.00	\$1,500.00	Flip Chart with One Pad Paper & Markers	\$40.00	N/A
10,000 Lumens Laser Projector	\$950.00	\$2,850.00	* Upgrade to 3M "Post It" Pad.	\$25.00	N/A
12,000 Lumens Laser Projector	\$1,500.00	\$4,500.00	* Additional Pad of Standard Paper	\$20.00	N/A
Video Scan Converter/Switcher	\$350.00	\$1,050.00	White Board with Markers & Eraser	\$40.00	\$120.00
Up/Down Cross Converter (Mac - W11)	\$80.00	\$240.00	Projector Table with Power	\$50.00	\$150.00
SD Card Audio / Video Recorder	\$225.00	\$675.00	Power Cord with 6 Outlet Power Strip (NO OUTSIDE POWER ALLOWED) <i>Over 10 drops: Contact EDLEN electrical</i>	\$50.00	\$150.00
Ground Classroom Screen – All Sizes 6', 8' Tripod Screens 8'x11' Wide Format Screen	\$80.00	\$240.00	Presentation Laptop	\$200.00	\$600.00
Flown Wide Format Screen – All Sizes 8'x14', 9'x16', 11'x21'	\$275.00	\$825.00	MacBook with Playback Pro	\$350.00	\$1,050.00
AUDIO			USB Wireless Presenter (Clicker)	\$35.00	\$140.00
			Hybrid Meeting OWL	\$225.00	N/A
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL	Additional Cables (HDMI, XLR, Cat5/6 etc.)	\$25.00	\$75.00
			Digital Speaker Timer (Large)	\$125.00	\$375.00
Table or Lectern Microphone	\$45.00	\$135.00	Perfect Cue	\$100.00	\$300.00
Wireless Microphone	\$150.00	\$450.00	Drape Velour	-	-
Instrumental - Band Direct Box	\$50.00	\$150.00	* Black or Grey (1 Panel - 22' H x 10' W)	\$90.00	\$360.00
PCDI Laptop Sound Adapter	\$35.00	\$105.00	* Red (1 Panel – 8' H x 2' W)	\$30.00	\$90.00
Audio Mixer (8-12 Channel)	\$175.00	\$750.00	Apple Adapter for iPad / iPhone	\$35.00	\$105.00
Digital Mixer (32-Channel)	\$225.00	\$675.00	Dance Floor (up to 24' x 24')	\$250.00	N/A
House Background Music	\$100.00	\$300.00	6' x 8' Riser (no charge up to 12'x16'x24")	\$100.00	N/A
Press Feed / Multi-Out Box	\$100.00	\$300.00	LIGHTING		
10" Powered Speaker/Monitor	\$75.00	\$225.00			
Powered Speaker, KLA Line Array	\$250.00	\$750.00	DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
18" Powered Sub	\$150.00	\$450.00	ETC Par Bars (Six Lights Per Bar)	\$250.00	N/A
Speaker Stand (Tripod)	\$25.00	\$75.00	Standard LEKO Theatrical Light	\$50.00	N/A
Microphone Stand	\$25.00	\$75.00	LEKO Light for GOBO	\$75.00	N/A
			LED Battery Powered Up Light	\$40.00	N/A
			House Light Controller	\$150.00	N/A
			Light Board Controller	\$250.00	N/A

Internet / Phone Services

For the convenience of our guests, we offer complimentary Wi-Fi in our meeting and exhibit areas. To access Wi-Fi, connect to: **SouthPointMeetingRooms**

Custom options are available below:

****Due to the nature of Wi-Fi Access and use, we do not allow outside Wi-Fi routers, switches, or cellular boxes in use in any of our meeting rooms or the exhibit hall.**

INTERNET / PHONE SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE – per event
Wired Internet <i>(Private Wired) Includes installation</i>	Wired IP Address (No Wi-Fi network)	\$400.00
10/100 Ethernet Switch	8, 16, OR 24-Port Switch (No Wi-Fi network)	\$100.00
Cat6e Cable <i>(for wired service)</i>	Cat6e <i>(up to 50 feet per cable)</i>	\$30.00
Isolated Custom Wi-Fi Access Wi-Fi Name: _____	Internet Access Only Custom Password: _____ (At least 8 characters long)	\$300.00
Splash Page for Wi-Fi Access	Client's logo / artwork for Splash Page (Sponsors)	\$200.00
Custom VLAN for Wi-Fi Access	Networking Access for Wi-Fi	\$500.00
Polycom Phone		\$200.00
Expedite Fee	Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.	\$250.00

AV Production Rigging Services

RIGGING & BANNER / SIGNAGE INSTALL		
DESCRIPTION	STANDARD	SHOW SITE
1/2 Ton Chain Motor	\$135.00	\$270.00
12" x 12" x 10' Box Truss <i>(Black)</i>	\$100.00	\$200.00
Scissor Lift <i>(32 feet)</i>	\$250.00	\$500.00
* Flown Aisle & Directional Sign Labor	\$75.00 per sign	\$150.00 per sign
* Banner <i>(Ground Supported Pipe & Drape Uprights)</i>	\$75.00	\$75.00
* Electrical <i>(Power needs to be ordered through Edlen)</i>		

Hanging Sign Services

TYPE OF SIGN / RIGGING

☐ Aisle/Booth ☐ Banner ☐ Electrical ☐ Truss ☐ Other

SHAPE OF

☐ Square ☐ Rectangle ☐ Triangle ☐ Circle ☐ Other ☐ Special Rigging Required

DIMENSIONS & WEIGHT OF SIGN / RIGGING:

Width _____ Length _____ Height _____ Weight _____

Number of structural pick points _____

Does your sign require assembly? ☐ Yes ☐ No *NOTE: If assembly is required, please reach out to Expo Company.*

Does your sign require electricity? ☐ Yes ☐ No *NOTE: Power must be ordered separately through Edlen.*

Is your sign motor driven? ☐ Yes ☐ No

Sign will be hung in accordance to the physical space of the venue where your event is taking place.
If there are no hanging hardware points to attach cables, **we reserve the right to not install.**

It is your responsibility to be available or have a representative available at the time of install.

2025 POLICIES FOR OUTSIDE AUDIO VISUAL COMPANIES

South Point Convention Production Services manages and oversees all Audio Visual Production Companies providing services within the South Point to insure standards are met. A South Point Technical Supervisor will be assigned to your Production Company for the duration of your Show at the discretion of the South Point Production Services Manager.

The South Point Convention Production Services is the **exclusive provider** for all rigging including supervision, assembly, installation, removal of signs, and trusses supported in any ceiling area to include any Uni-strut. Only ground supported trussing can be rigged/installed by outside Audio Visual companies/providers. A minimum of one high and one ground rigger are required for both load-in and load-out of all equipment that is to be hung in or attached to the ceiling.

Rigging point charges are \$100.00 per point for the run of the Show. A point is defined as each location a cable, strap, chain, or hanger is attached to the ceiling or grid.

Electrical power is an **exclusive service** of the South Point Hotel and Casino provided by Edlen for the Exhibit Hall and Convention Area when exhibit power is required. Table power and stage power requirements in the Convention Area are an **exclusive service** of the South Point Convention Production Services AV department and may require additional Edlen services based on electrical needs.

Please contact South Point Audio Visual Production Service Manager a minimum of forty-five (45) days prior to your Event with the preliminary production schedule and we will work with you to coordinate your needs and prepare an estimate for your review. A final production schedule will be due no later than twenty-one (21) days prior to your first Event date.



EXHIBITOR FOOD & BEVERAGE ORDER FORM

Please email completed form to Catering Office
 Ashley Loughary | lougharya@southpointcasino.com | 702-797-8060
 Violeta Rosales | rosalesv@southpointcasino.com | 702-797-8060

EXHIBITOR INFORMATION					
EXHIBIT SHOW NAME:					
COMPANY NAME:				PHONE:	
CONTACT NAME:				CELL:	
EMAIL ADDRESS:					
ADDRESS:					
CITY:		ST:		ZIP:	
BOOTH #					
DATE(S):		START TIME:		END TIME:	

Pricing is per day

For more options please check out our Catering Menu <https://southpointmeetings.com/catering/>

FOOD & BEVERAGE ORDER	QTY	PRICE
Popcorn Minimum 100 at \$4.00 each with Popcorn machine maker at \$75.00 per day		
Hot Dogs Minimum 100 at \$4.00 each with Hot Dog warmer Rental at \$50.00 per day		
Pretzel Bites in cup Minimum 100 at \$3.00 each		
Cotton Candy Minimum 100 at \$2.00 each with Cotton Candy machine rental at \$100.00 per day		
Ice Cream Bars at \$60.00 per dozen		
Ben & Jerry's Cups at \$72.00 per dozen		
Slush Machine Minimum 100 at \$2.00 each with machine rental at \$100.00 per day Slush flavors available upon request		
Food Attendant required for food and slush items above		\$150 each
Kegged Beer – Domestic () Budweiser () Bud Light () Coors Light		\$500 each
Kegged Beer – Premium () Blue Moon () Shock Top () Samuel Adams () Goose IPA () Dogfish Head 90 Minute () Sierra Nevada Big Little Thing		\$625 each
Jockey Box *required for Kegged Beer		\$150 each
Bartender - *required for Kegged Beer (4 hour minimum)		\$200 each
Additional hour for Bartender		\$50 per hour



Tri-State Seminar 2025

August 5-6, 2025

SOUTH POINT

ELECTRICAL & PLUMBING

ORDER ONLINE TODAY!

Take advantage of discounted rates!

Order your electrical & plumbing services online by

07 / 15 / 2025

ORDERING.EDLEN.COM

Quick, secure, and easy to use!

Booth Includes: 1 – 5 AMP Outlet

You may receive an email to finalize your order from

ExhibitorServices-LasVegas@edlen.com

EDLEN
The Power People

Edlen Electrical Exhibition Services

6705 South Eastern Avenue, Las Vegas, NV 89119

702.385.6911 • lasvegas@edlen.com • www.edlen.com