

Exhibitor Service Manual

for



April 3rd - 7th, 2024

**SOUTH POINT RESORT HOTEL
LAS VEGAS NEVADA**





Keystone Event Services Welcome Letter

Dear Glass Craft & Bead Exhibitor,

Keystone Event Services is pleased to be the official service contractor for the Glass Craft & Bead Expo. We are ready to assist you with all your exhibitor needs & have developed a customized exhibitor service kit to easily order anything that will enhance your trade show experience. Be sure to send in your orders & ship your freight before the deadlines to take advantage of our discounted rates. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It is our goal at KES to ensure that your experience at the Glass Craft & Bead Expo is a great success.

Keystone forms begin on page 7 and can be completed & returned to KeystoneEventServices@Gmail.com. South Point AV forms start on page 24. All questions for the South Point and their forms should be directed to Fussellp@SouthPointCasino.com or LougharyA@SouthPointCasino.com. Edlen Electrical information is on page 33, where you can order on-line by clicking on the link or contact them at LasVegas@Edlen.com.

Keystone Logistics is the official Freight Contractor for our event and can help handle all freight in and out of the show. Using our freight service, your shipment can be received at our Advance Warehouse location 30 days prior to the event. All shipments sent directly to the South Point must arrive on April 1st or 2nd and should be sent c/o Keystone Event Services to assure prompt delivery to your booth. Although sending to Advance Warehouse is preferred & more economical, either way you choose to send your exhibit material, as long as you use the pre-made labels in the kit, your pieces will be set in your exhibit space prior to Exhibitor move-in. All empty containers will then be stored during the event and returned back to you after the close of the show. Keystone Logistics will be your most convenient & reliable freight service company during the move out. If you choose Keystone Logistics as your outbound carrier, we will complete all the paperwork for you, make your labels and even help you tape up your boxes.

We are excited to be part of the Glass Craft & Bead Expo. Keystone Event Services & Keystone Logistics will maintain a service desk to handle any questions or needs during exhibitor move in & move out. See our service desk hours on page 4. If you have any questions, please do not hesitate to contact me at 702-326-9252 or via e-mail at scott@keystoneeventservices.com.

Thanks & I'll see you at the show,

Scott Rakowski
President
Keystone Event Services

Keystone Event Service Team
2764 Tyndrum Ave
Henderson, NV 89044
Tel 702-326-9252

Important: If this kit has been address to an individual not responsible for exhibit arrangements, please forward it to the appropriate party promptly.



BOOTH INFORMATION

BOOTH DRAPE COLORS
Red & Black 8' back wall drape
w/ Black 3' side drape

BOOTH PACKAGE INCLUDES
Six Foot Black Skirted Table,
Two Chairs, ID Sign Wastebasket

EXHIBIT HALL HOURS

EXHIBITOR MOVE-IN : Wednesday April 3rd 1:00pm until 5:00pm
 EXHIBITOR MOVE-IN : Thursday April 4th 8:00am until 5:00pm Crates & fibers must be empty & tagged by 4pm

SHOW HOURS: Friday April 5th 8:00am until 6:00pm
Saturday April 6th 9:00am until 6:00pm
Sunday April 7th 10:00am until 3:00pm

Exhibitors should not start dismantling their exhibits before 3pm Sunday. Exhibitors must start to dismantle and remove their exhibit by 7:00pm Sunday night. All freight carriers must check in by 7:00pm for move out.

SHIPPING INFORMATION

ADVANCE WAREHOUSE
Keystone Event Services
c/o Sunset Transportation
3101 Marion Drive
Suite 190 - Dock Door 37
Las Vegas, NV 89115

DIRECT TO SHOWSITE
Keystone Event Services
South Point Hotel
Convention Center Dock
9777 South Las Vegas Blvd
Las Vegas, NV 89183

IMPORTANT DATES & DEADLINES

- FIRST DAY ADVANCE FREIGHT ACCEPTED - February 26th
- DISCOUNT PRICE DEADLINE FOR BOOTH ORDERS - March 22nd
- LAST DAY FREIGHT ACCEPTED WITHOUT LATE FEES - March 22nd
- LAST DAY FREIGHT ACCEPTED AT THE WAREHOUSE - March 29th
- DIRECT FREIGHT ACCEPTED AT THE SOUTH POINT - April 1st & 2nd



Exhibitor Contact Information

SHOW MANAGEMENT CONTACT INFORMATION

All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the conference should be directed to:

Las Vegas Management, Skye Jones – Tradeshow Manager
3663 East Sunset, Ste 509 Las Vegas NV 89120
Phone: 800-217-4527 Direct: 702.335.8393 Fax: 702-734-0636
E-mail: support@LVmanagement.com

GENERAL CONTRACTOR CONTACT INFORMATION

All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be directed to:

Keystone Event Services, Scott Rakowski - President
2764 Tyndrum Ave #3, Henderson, NV 89044
Direct:702-326-9252 Email: Scott@KeystoneEventServices.com

Keystone Service Desk Information

Keystone Service Desk Hours

- Tuesday April 2nd.....10:00am - 4:00pm
- Wednesday April 3rd.....10:00am - 5:00pm
- Thursday April 4th.....8:00am - 5:00pm
- Friday April 5th.....7:00am - 10:00am and by appointment
- Saturday April 6th.....by appointment only
- Sunday April 7th.....9:00am-10:00am and 1:00pm - 10:00pm

Call 702-326-9252 to make an appointment & we'll meet you at your booth

Before the Show

- Please review the Discount Deadline and take advantage of discount prices.
- Complete and submit your orders with appropriate forms
- Retain a copy of your completed order form for your records.
- Forward your order forms and payment to Keystone Event Services via email or text

During the Show

- Please visit the Keystone Service Desk on-site if there are additional items or services you need during the show.
- Keystone Event Services will distribute the **Move-Out Bulletin**. Review for important dismantle and move-out procedures.

After the Show

- Service continues after the show. Come to the service desk, we are happy to assist you with any questions or requests.
- Please turn in your bill of lading once your freight is packed and ready to go.
- If you are shipping with Keystone Logistics, your paperwork and labels all filled out for you at the service desk. Just come see us when you are ready to go.



Show Checklist

Keystone Event Services Forms

- Booth Furnishings \$ _____
- Booth Carpet/Padding (hall is carpeted) \$ _____
- Material Handling/ Advance Shipping \$ _____
- Forklift or Labor Services \$ _____
- Cart Services or Rentals \$ _____
- Display Cases \$ _____
- Floral or Plants \$ _____
- Vacuum or Cleaning Service \$ _____
- Outbound Shipping \$ _____

Estimated Grand Total \$ _____

Send Orders to KeystoneEventServices@Gmail.com

Please Submit Payment and Credit Card Authorization Form with Orders.
We also take Venmo & Zelle

Company Name _____

Booth # _____



Payment Policies

• Payment Options

Keystone Event Services, the official general service contractor for the **Glass Craft & Bead Expo** is pleased to offer you convenient ways to pay for services.

- **Checks**
- **Zelle, Venmo**
- **Credit Card**
- **Cash** - at show site only

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with Keystone Event Services, in advance, to guarantee payment. Please make all checks payable to: Keystone Event Services.
- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing Keystone Event Services and/or Keystone Logistics to charge your credit card for any and all charges incurred.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date of March 22nd. Payment must accompany your order.** Orders received after the Return Deadline Date or made at the Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with Keystone Event Services to guarantee payment. Invoices for outstanding balances will be available at the Keystone Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check upon presentation. **All payment disputes should be resolved before leaving the show site.**

If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Keystone Event Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Keystone Services will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

• Cancellation Policy

- Gladly refund 100% of orders if cancelled on or before March 27th. Orders cancelled after March 27th subject to 50% charge. No Orders will be refunded after March 31st
- Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of Keystone Event Services.



Payment and Credit Card Authorization Form

WE ACCEPT

Venmo:
venmo/@Scott-Rakowski-1
702-326-9252

Zelle:
702.326.9252
Scott@KeystoneEventServices.com

CARDS, CHECKS & CASH
(on-site)

If using a credit card, please fill out & return the form below

ORDER RECAP
Enter totals from each completed form
Note that some items taxable in the State of Nevada

Standard Booth Furnishings	\$	
Booth Carpet/Padding	\$	
Display Labor Order Form	\$	
Booth Cleaning/Vacuuming	\$	
Accessible Storage	\$	
Material Handling / Shipping	\$	
Floral and/or Plants	\$	
Porter Service	\$	
Cart Services for POV's	\$	
TOTAL AMOUNT DUE →		\$

**Email completed form to
KeystoneEventServices@Gmail.com**

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with Keystone Event Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

Card Number	<input type="text"/>	Exp. Date	<input type="text"/>
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Please enter the CVV2 (security) Code on your card:

Cardholder's Name (print or type):
Cardholder's Billing Address:
City: State ZIP:
Company Name: Booth #:
Phone #: Fax #:
Ordered By: E-Mail:
Signature: Date:



Limits of Liability and Responsibility

1. Keystone Event Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Keystone Event Services to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Keystone Event Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Keystone Event Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Keystone Event Services maximum liability shall be limited to \$.50 per pound per shipment based on the weight of the freight lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. Keystone Event Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to Keystone Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Standard Booth Furnishings Order Form

Use Standard Pricing After March 22nd

RENTAL EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$45	\$55	\$
	Stool	\$105	\$125	\$
	Wastebasket	\$12	\$15	\$
	Easel	\$35	\$45	\$
	Garment Rack	\$85	\$105	\$
	Bag Stand	\$85	\$ 105	\$
	Literature Rack	\$85	\$ 105	\$
	Display Cube 24x24x42"	\$160	\$ 225	\$
	4 Ft. Table Shelf	\$35	\$ 45	\$
	6 Ft. Table Shelf	\$40	\$ 50	\$
	8 Ft Table Shelf	\$45	\$ 55	\$
	Rope & Stanchion	\$85	\$105	\$
	4' x 8' Poster Board	\$175	\$ 225	\$
	Raffle Drum	\$75	\$ 100	\$
	Fish Bowl	\$40	\$ 60	\$
	Refrigerator (small)	\$110	\$ 140	\$
	8' Masking (per 10')	\$40	\$ 55	\$
	Park Bench	\$100	\$ 125	
	Item not listed _____			\$

DISPLAY TABLES WITH SKIRT AND TOPPING				
Tables skirted Black unless indicated by circling choice below: Blue, Yellow, Red , Green, Silver and White				
Qty	Description	Advance Rate	Standard Rate	Total
	2' x 4' x 30" High	\$ 95	\$ 125	\$
	2' x 6' x 30" High	\$115	\$ 145	\$
	2' x 8' x 30" High	\$ 135	\$165	\$
	2' x 4' x 42" High	\$ 105	\$135	\$
	2' x 6' x 42" High	\$ 125	\$155	\$
	2' x 8' x 42" High	\$145	\$175	\$
UNSKIRTED DISPLAY TABLES				
	2' x 4' x 30" High	\$75	\$100	\$
	2' x 6' x 30" High	\$95	\$120	\$
	2' x 8' x 30" High	\$115	\$140	\$
	2' x 4' x 42" High	\$85	\$110	\$
	2' x 6' x 42" High	\$105	\$130	\$
	2' x 8' x 42" High	\$125	\$150	\$
CAFÉ ROUND TABLES (w/ stretch cover)				
	Café Table 30"x30"	\$125	\$155	
	Café Table 30"x40"	\$145	\$175	
FUN STUFF				
	Arcade Machine	\$ 575	\$725	\$
	Putting Green with Putter & Balls	\$ 95	\$ 135	\$
	"Spin 2 Win" Wheel	\$75	\$105	\$
	Bowl of Candy, Chips or Chocolates	\$55	\$85	

Email completed form to:
KeystoneEventServices@Gmail.com

Company Name:	Booth #:
Ordered By:	Phone #:

Sub-Total \$
8.8% NV Sales Tax \$
TOTAL AMOUNT → \$



Additional Booth Carpet/Padding Order Form
Advance pricing deadline is March 22nd

CARPET					
Colors Available: Black, Blue, Gray, Red, Green. Ballroom is Carpeted					
Quantity	Color	Size	Advance Rate	Standard Rate	Amount
		10' x 10'	\$ 160.00	\$ 220.00	\$
		10' x 20'	\$ 270.00	\$ 340.00	\$
PADDING UNDERNEATH CARPET					
Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.		\$80.00 per 10x10	\$100 per 10x10	\$
VISQUEEN					
Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.	ft.	\$.90 sq. ft.	\$ 1.5/ sq. ft.	\$
			Sub-Total	\$	
			8.8% NV Sales Tax	\$	
			TOTAL AMOUNT DUE	\$	

Display Case Order Form
Advance pricing deadline is March 22nd

DISPLAY CASES			
Quantity	Color	Size	Amount
		60"x20"x40" Display Counter	\$
		40"x20x40" Display Counter	\$
		20"x20"x96" Display Counter	\$
		40"x20"x96" Display Counter	\$
			Sub-Total
			8.8% NV Sales Tax
			TOTAL AMOUNT DUE



Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional Keystone labor to load/unload.

SMALL PACKAGES - Referred to as a package, carton or envelope.

- Any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, Airborne Express, etc.

SPECIAL HANDLING

Shipments delivered by a moving van or shipments by any truck which because of the height of the truck bed, cannot be unloaded at the docks.

Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments. Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

Materials must be moved "by hand" to the booth due to facility situations beyond Keystone Event Services control (height/width limits in hallways, or small elevators, rooms where forklifts cannot be used, etc.)

Small package carriers such as FedEx, UPS, DHL

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments. See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED: (Generic Example Only)

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from Keystone for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using Keystone Logistics, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

Failure to follow these steps could result in freight being re-routed through Keystone Logistics and assessed additional shipping charges.

Be sure to pack all freight properly to avoid damage in transit.



F.A.Q.

HOW DO I SHIP TO WAREHOUSE?

(i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do accept collect shipments. We will Collect an additional 40% Surcharge
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- If you shipped using Keystone Logistics will store your empties
- Pick up "Empty Labels" at the Keystone Service Desk. Place a label on each container. Please consolidate containers if possible. 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 booths in random order. Depending upon the size of the show, this process may take several hours.

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

- For your convenience, Keystone Logistics will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the Keystone Service Desk.)
- Do Not leave freight in booth unattended until you turn in your Bill of Lading.
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Service Desk. DO NOT leave the bill of landing in your booth or on your freight.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through Keystone Logistics.
- You must notify your carrier of the dates & times of pick-up if you are not using Keystone Logistics.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



Material Handling Order Form

Shipments to the Warehouse can Arrive Starting February 26th until March 29th. Shipments to the Show Site at South Point can Arrive on April 1st & 2nd. Shipments arriving to Advanced Warehouse after March 22nd are considered late and subject to 30% surcharge.

Shipments to WAREHOUSE:

Keystone Event Services
c/o Sunset Transportation
3101 Marion Drive
Suite 109 Dock Door 37
Las Vegas, NV 89115

Shipments to SHOW SITE:

Keystone Event Services
South Point Hotel
Convention Center Dock
9777 South Las Vegas Blvd
Las Vegas NV 89183

• The Show Name, Your Company Name and Booth Number must be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Keystone Event Services to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that Keystone Event Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Keystone Event Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Keystone Event Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Keystone Event Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Keystone Event Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Keystone Event Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Description: _____

Name of Event: Glass Craft & Bead	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



Material Handling Rate Schedule

DISPLAY MATERIALS RATE SCHEDULE

All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.

Small Package Rate - \$60 per shipment under 50 lbs.
\$30 each additional piece per shipment

Exhibitor Advanced Warehouse \$95.00 per cwt Freight above 50lbs.

Exhibitor Show site shipments \$95.00 per cwt Freight above 50lbs.

Freight will be in booth when exhibitor arrives Wednesday.
Advance Freight can arrive up to 30 days before show opening.
200 lb. minimum applies to all shipments over 50 lbs.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to shipments packed in such a manner as to require special handling including loose display parts, fragile pieces, heavy pieces that must be lifted, uncrated and/or poorly wrapped freight. Freight received late incurs a 30% surcharge.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.

All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties. Shipments arriving COD will be accepted, and subject to 40% Surcharge.



Reverse Side of Material Handling Order Form

Please read carefully!

You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between Keystone Event Services /Logistics, and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by Keystone Event Services.

1. **DEFINITIONS.** The name Keystone shall be construed within the meaning of this contract as Keystone Logistic Services, or and their employees, officer, agents, and assigns including any subcontractors that Keystone may appoint. The term EXHIBITOR refers to any party who contracts for services with Keystone.

2. **Keystone RESPONSIBILITIES.** Keystone shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. Keystone assumes no responsibilities for any persons, parties, or other contracting firms not under Keystone direct supervision and control. Keystone shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Keystone reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that Keystone is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Keystone with a release of subrogation to the extent that any insurance Keystone settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to Keystone prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against Keystone more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend Keystone and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through Keystone or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).
- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Keystone equipment.
- EXHIBITOR'S violation of Federal, State, or Local ordinances.
- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** Keystone shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials Keystone shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Keystone shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. Keystone assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

Keystone's **LIABILITY LIMITS.** If found liable for any loss or damage, Keystone's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. Keystone shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which Keystone specifically acknowledges receipt in writing. Keystone shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will Keystone be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and Keystone relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to Keystone as an offset against the amount of the alleged loss or damage. Any claim against Keystone shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment (s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. Keystone is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. Keystone shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to Keystone by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. Keystone assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. Keystone loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Keystone assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show Keystone shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



**TO: Keystone Event Services
c/o Sunset Transportation
3101 Marion Drive
Suite 109 Dock Door 37
Las Vegas, NV 89115**

*Arrive anytime between February 26th until March 29th
Shipments arriving after March 22nd incur a 30% late charge*

Exhibitor

Booth #

Arrive February 26th until March 29th

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



**TO: Keystone Event Services
c/o Sunset Transportation
3101 Marion Drive
Suite 109 Dock Door 37
Las Vegas, NV 89115**

*Arrive anytime between February 26th until March 29th
Shipments arriving after March 22nd incur a 30% late charge*

Exhibitor

Booth

Arrive February 26th until March 29th

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

Please note that Warehouse is not temperature controlled.

Direct to SOUTH POINT

EXHIBIT MATERIAL



**TO: Keystone Event Services
c/o SOUTH POINT HOTEL
Convention Center Dock
9777 South Las Vegas Blvd
Las Vegas, NV 89183
Attn: Scott Rakowski 702-326-9252**

Exhibitor

Booth #

Arrive April 1st & 2nd



Direct to SOUTH POINT

EXHIBIT MATERIAL



**TO: Keystone Event Services
c/o SOUTH POINT HOTEL
Convention Center Dock
9777 South Las Vegas Blvd
Las Vegas, NV 89183
Attn: Scott Rakowski 702-326-9252**

Exhibitor

Booth #

Arrive April 1st & 2nd



- These shipping labels are provided for your convenience to assist in preparing shipments.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Please note that warehouse is not temperature controlled



Display Labor & Forklift Order Form

Labor Rates

Display Labor for Installation and Dismantling of Exhibits		
Straight Time	\$ 72.00 per hour, one hour minimum per worker, thereafter 1hr. increments.	8:00 am to 4:30 pm Monday through Friday.
Over Time	\$72.00 per hour, one hour minimum per worker, thereafter 1 hr. increments	Monday through Friday after 5:00pm Saturday and Sundays

NOTE: 8:00 am during move-in is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- EXHIBITOR'S SUPERVISION – All work performed under the supervision of the Exhibitor.
- Keystone Event Services Supervision – Hourly rate plus 30% Supervision charge. Detailed set-up and outbound shipping instructions must be sent in advance or provided at show site.

Forklift Rates

Forklift Labor for Installation and Dismantling of Exhibits		
Straight Time	\$ 280.00 per hour, one hour minimum per operator, thereafter 1hr. Increments.	8:00 am to 4:30 pm Monday through Friday.
Over Time	\$280.00 per hour, one hour minimum per operator, thereafter 1 hr. increments	Monday through Friday after 5:00pm Saturday and Sundays
EXHIBIT MATERIAL STILL SUBJECT TO MATERIAL HANDLING CHARGES CONTACT US IF FORKLIFT IS NEEDED FOR LESS OR GREATER THAN ONE HOUR.		

Dates Required	Date Needed	# of Workers Requested	Forklift Needed	Time of Day Requested	Est. # of Hours Per Worker	Estimated Amount
MOVE IN - April 3rd or 4th			Y/N			\$
MOVE OUT - Sunday April 7th			Y/N			\$
TOTAL AMOUNT						\$

Cancellation Policy: Display labor service or forklift orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service or forklift orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:



Booth Vacuuming & Cleaning Order Form

BOOTH VACUUMING & PORTER SERVICE

Vacuumping—Fully vacuum your booth daily or on individual days. The show floor will be cleaned completely on Thursday night after set-up. If you would like vacuuming on Friday, Saturday or Sunday morning, please order using this form.

Porter Service—Daily cleaning and organizing of booth area morning of and throughout the show. Emptying wastebasket during show hours. Does not include Vacuuming.

Daily Vacuuming Service Rates					
Booth Dimensions	X	Advanced and show Rate	X	# of Days Needed	Amount
	X	\$45.00 per day, per 10x10	X		\$
Booth Cleaning Service (daily cleaning inside your booth)					
	X	\$45.00 per day, per 10x10	X		\$
Sub-Total					\$
TOTAL AMOUNT →					\$

Company Name:	Booth #:
Ordered By:	Phone #:



Non-Official Contractor Request Form

For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from Keystone Event Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

- Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Booth • Cleaning • Catering*

PLEASE NOTE: A valid and current copy of Exhibitor’s Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor’s services.

Complete this form only if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

**Have your labor company return this form along with
Certificate of Insurance by March 26th**

Event Name: GLASS CRAFT & BEAD EXPO		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:	Date:	



Floral & Plants

Fresh Floral Arrangements	Advance Price	Standard Price	Quantity
Small Floral Arrangements	\$80.00	\$90.00	
Medium Floral Arrangements	\$100.00	\$110.00	
Large Floral Arrangements	\$120.00	\$130.00	
Live Green Plants			
2 Foot Green Plant	\$65.00	\$70.00	
3 Foot Green Plant	\$80.00	\$85.00	
4 Foot Green Plant	\$95.00	\$100.00	
5 Foot Green Plant	\$110.00	\$115.00	
6 Foot Green Plant	\$125.00	\$135.00	
Tax 8.8% \$			
Total		\$	

Push Cart Service & Rental

Cart Service

Keystone Event Services is pleased to offer affordable Cartage Service for the show. KES workers will be positioned to assist in unloading vehicles to expedite show move in & out. Items unloaded will be set in the exhibitor's booth while the exhibitors park their cars. Cost is a flat \$55 per cartload inbound and \$55 per outbound. Exhibitors have the option of pre-ordering porter service and scheduling a specific move in time. Round trip cart service available for \$100 for both in & out.

Time Requested for unloading -- _____pm/am

Amount of loads _____

Cart Rental

Keystone Event Services is pleased to offer Push Cart Rentals for the show. By pre-ordering, your Push Cart will be available when you arrive for move-in or when you are ready. Cost is \$40 per rental. Round trip pre-ordered Cart Rental available for \$70 for both in & out.

of Carts _____ x \$40/\$75 Total \$ _____

Total \$ _____ Exhibiting Company _____ Booth Number _____

Contact _____

Cell Number _____



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE!

Keystone Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Keystone Event Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Smoking or vaping is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is strictly prohibited. The furniture is not designed to support standing weight.
- Forklifts, push carts and four wheel dollies are to be used by authorized personnel only. Please do not operate this equipment. Please ask for help.
- Be aware of forklifts and workers with pallet jacks moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Watch your step in the aisles and around the loading docks. There are hazards throughout the hall during set-up and move out. Please watch where you step.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets. We cannot be responsible for lost or stolen items.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



Move-Out Instructions

**The Glass Craft & Bead Expo closes
on Sunday April 7th at 3pm
There should be no dismantling of
exhibits before this time.**

**Outbound forms must be completed and turned
into the Keystone service desk, after your
freight is packed and ready to ship.**

**DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR
WITHOUT SEEING US AT THE SERVICE DESK.**

**If you choose to make your own arrangements for outbound
shipping, you must take everything with you. It is your respon-
sibility to get all packages to UPS or FEDEX from the show.**

**Thank you for reading the exhibitor kit. Should there be any services
or items not found within this kit that we may provide for you, please
do not hesitate to let us know. We look forward to helping you in any
way needed, and wish you great success at the show.**



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

2024 Exhibitor Kit



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

AV Power Services



Any power needed for booths on an expo floor needs must be ordered through:

EDLEN ELECTRICAL

6705 S. Eastern Avenue Las Vegas, NV. 89119 Toll-free: (800) 553-3536

Phone: (702) 385-6911 Fax: (702) 385-1810

Email: lasvegas@edlen.com

www.Edlen.com





2024 AUDIO VISUAL SERVICES 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:** _____

Internet 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:*

INTERNET SERVICES & EQUIPMENT	DESCRIPTION	FLAT FEE – per event	QTY
Wired Internet <i>(Private Wired) Includes installation</i>	Static IP Address <i>no Wi-Fi network</i>	\$400.00	
Custom Wireless Wi-Fi Access	To order service, fill out information below	\$300.00	
Wi-Fi Name: _____	Custom Password: _____ (At least 8 characters long)		
Custom artwork 'splash' Page for Wi-Fi	Wi-Fi access combined with custom artwork	\$500.00	
10/100 Ethernet Switch – NO WIRELESS ACCESS	8, 16, OR 24-Port Switch	\$100.00	
Cat6e Cable <i>(for wired service)</i>	Cat6e <i>(up to 50 feet per cable)</i>	\$30.00	
Dedicated On-site Technician	Reserve a dedicated technician	\$100/per hour 4/hr min.	
Expedite Fee <i>Orders must be received at least three (3) business days prior to Event to avoid an Expedite Fee.</i>		\$125.00	
AV Technician	For Set-up and Strike of any wired equipment	\$75.00	

****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.***

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

AV Production Rigging Services

RIGGING & BANNER / SIGNAGE INSTALL			
DESCRIPTION	ADVANCE	STANDARD	SHOW SITE
1/2 Ton Chain Motor		\$135.00	
12" x 12" x 10' Box Truss (Black)		\$100.00	
Scissor Lift (32 feet)		\$250.00	
Sign Hanging	\$400.00	\$500.00	\$600.00
* Aisle/ Booth Sign Labor		\$90.00 / hour	
* Banner (No Lift)	\$75.00	\$75.00	\$75.00
* Electrical (Power needs to be ordered through Edlen)			
* Other (_____)			

Hanging Sign Services

TYPE OF SIGN / RIGGING NEEDED:

Aisle/Booth
 Banner
 Electrical
 Truss
 Other

SHAPE OF SIGN:

Square
 Rectangle
 Triangle
 Circle
 Other
 Special Rigging Required

DIMENSIONS & WEIGHT OF SIGN / RIGGING:

Width _____ Length _____ Height _____ Weight _____

Number of structural pick points _____

Hanging height of the top of the sign from the floor (in feet) _____

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

Does your sign require assembly? 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.

Weekly Rental is defined as – 3 or more days of operation. This does not include setup and/or strike days.

VIDEO		
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
48" TV with Stand	\$250.00	\$750.00
60" TV with Rolling Stand	\$350.00	\$1,050.00
80" TV with Rolling Stand	\$450.00	\$1350.00
Up/Down Cross Converter (Mac - W11)	\$80.00	\$240.00
AUDIO		
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
Table or Lectern Microphone	\$45.00	\$135.00
Wireless Microphone	\$150.00	\$450.00
Instrumental - Band Direct Box	\$50.00	\$150.00
PCDI Laptop Sound Adapter	\$35.00	\$105.00
Audio Mixer (8-12 Channel)	\$175.00	\$750.00
Digital Mixer (32-Channel)	\$225.00	\$675.00
Press Feed / Multi-Out Box	\$100.00	\$300.00
10" Powered Speaker/Monitor	\$75.00	\$225.00
Powered Speaker, KLA Line Array	\$250.00	\$750.00
18" Powered Sub	\$150.00	\$450.00
Speaker Stand (Tripod)	\$25.00	\$75.00
Microphone Stand	\$25.00	\$75.00

MEETING SUPPORT		
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
Flip Chart with Standard Paper & Markers	\$40.00	
* Upgrade to 3M "Post It" Pad.	\$25.00	N/A
* Additional Pad of Standard Paper	\$20.00	N/A
White Board with Markers & Eraser	\$40.00	\$120.00
Projector Table with Power	\$50.00	\$150.00
Power Cord with 6 Outlet Power Strip (NO OUTSIDE POWER ALLOWED) Over 10 drops: Contact EDLEN electrical	\$50.00	\$150.00
MSI Presentation Laptop	\$200.00	\$600.00
MacBook with Playback Pro	\$350.00	\$1,050.00
USB Wireless Presenter (Clicker)	\$35.00	\$140.00
Additional Cable Request (HDMI, XLR, Cat5/6 etc.)	\$25.00	\$75.00
Apple Adapter for iPad / iPhone	\$35.00	\$105.00
LIGHTING		
DESCRIPTION	DAILY RENTAL	WEEKLY RENTAL
ETC Par Bars (Six Lights Per Bar)	\$250.00	N/A
Standard LEKO Theatrical Light	\$50.00	N/A
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

PLEASE FILL OUT YOUR AUDIO VISUAL NEEDS BELOW			
ITEMS	QUANTITY	DATE RANGE	TOTAL



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/outs 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</i>)	\$75.00 per hour	N/A
Technical Operators (<i>audio, video, lighting, or graphics</i>) (<i>Four hour minimum</i>)	\$90.00 per hour	\$135.00 per hour
Rigger 2 person (<i>Four-hour minimum</i>)	\$90.00 per hour	\$135.00 per hour
Banner Hanging (<i>2 person minimum</i>)	\$90.00 per hour	\$135.00 per hour

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



2024 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.



2024 SMALL PACKAGE HANDLING SERVICES

For the convenience of our hotel guests, we are happy to advise the South Point Business Center offers a variety of services such as computers with high-speed internet access, photocopying, faxing, notary services, and package handling. The hours of operation are:

Monday through Friday	8 a.m. to 6 p.m.
Saturday and Sunday	8 a.m. to 4 p.m.

Due to our storage space limitations and a high volume of conventions, packages should be sent to arrive no more than one (1) week prior to your hotel arrival. Daily storage fees will apply if packages are received more than seven (7) days before pick-up. If a package has not been claimed within thirty (30) days of receipt and no contact information is provided, the package will be returned to the sender and the sender will be responsible for all additional shipping fees incurred.

This service is not meant to circumvent your designated Show Decorator or drayage company. All freight should be handled as specified by Show Management. In these cases, the South Point reserves the right to release any received shipments directly to the Show Decorator which could result in handling charges from both the South Point and the Show Decorator. In the event you have a small package to ship to the Hotel, it should be addressed as follows:

ATTN: *(Name of hotel guest)*
ARRIVAL DATE: *(The hotel guest scheduled check-in date at the South Point)*
c/o South Point Hotel & Casino
9777 Las Vegas Boulevard South
Las Vegas, Nevada 89183

All packages and boxes (incoming and outgoing) are subject to package handling charges:

Flat Envelope	\$2.00 per envelope
0.0 - 5.0 lbs	\$5.00 per piece
5.1 - 15.0 lbs.	\$10.00 per piece
15.1 - 25.0 lbs.	\$20.00 per piece
25.1 - 50.0 lbs.	\$25.00 per piece
50.1 – 75.0 lbs.	\$35.00 per piece
75.1 lbs. and over.	\$.075 per lb.

A \$50 labor fee will apply for excessive package handling/moving. This charge may be applied each time a move is requested by guest.

You must be a registered South Point hotel guest and arrangements for payment must be made at the time of pick-up. Charges may be applied to your guest room account. Prices are subject to change.



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 \$2.00 each with Popcorn machine Rental at \$100.00 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		
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



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