



Rock 'n' Roll Raleigh
April 8-9, 2016

WELCOME LETTER

Raleigh Convention Center
Raleigh, NC

DEAR EXHIBITOR,

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

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

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

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

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

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

We look forward to serving you!

Sincerely,

XPERT EXPOSITION SERVICES

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

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CRITICAL SHOW INFORMATION

Raleigh Convention Center
Raleigh, NC

Booth Information

Booth Package Includes:	Pipe and Drape (1) 6' skirted table - Black (2) Side Chairs, (1) Wastebasket Black booth carpet
Aisle Carpet:	N/A

Exhibit Hall Hours

Exhibitor Installation:	Thursday, April 7, 2016 Friday, April 8, 2016	10:00 A.M. - 5:00 P.M. 9:00 A.M. - 2:30 P.M.
Show Hours:	Friday, April 8, 2016 Saturday, April 9, 2016	3:00 P.M. - 7:00 P.M. 10:00 A.M. - 5:00 P.M.
Exhibitor Dismantle:	Saturday, April 9, 2016	5:00 P.M. - 10:00 P.M.
All Out By:	Saturday, April 9, 2016	10:00 P.M.

All carriers must check in no later than 8:00pm on Saturday, April 9 for freight pick up

Shipping Information

Advance Warehouse:
All materials shipped in advance to the warehouse must arrive by 3/31/2016

{Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

Direct to Show Site
First day direct shipments will be accepted is 4/7/2016

{Your booth name & number}
c/o Xpert Exposition Services
Raleigh Convention Center
500 S Salisbury St
Raleigh, NC 27601

Important Dates / Deadlines

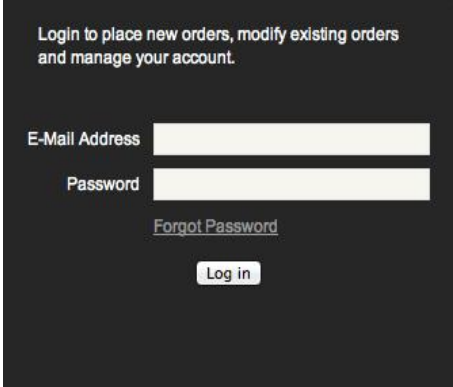
First day advance freight accepted:	3/13/2016
Discount price deadline for booth/furniture	3/17/2016
Last day advance freight accepted	3/31/2016
First day direct freight accepted	4/7/2016

ONLINE ORDERING INSTRUCTIONS

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

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



Enter your email address and password here:





Copying and pasting the password is suggested to eliminate errors.

-or-


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

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

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

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

Helpful Hints:

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

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

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

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

PAYMENT OPTIONS & POLICY

Payment Options

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

Payment by Credit Card

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

Payment by Company Check

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

Payment by Third Party

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

Payment by Wire Transfer

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

International Exhibitors

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

Payment Policy

General

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

Tax Exempt Status

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

Third Party Payment

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

Credits for Billing Discrepancies

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

Discount Pricing

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

Standard Pricing

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

Cancellation of Items or Services

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



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PAYMENT AUTHORIZATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Credit Card Policy

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

Exhibiting Company Payment Authorization

Services To Be Invoiced To Exhibitor

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

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

Account Number

Exp. Date

Security Code

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CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

Third Party Payment Authorization

Services To Be Invoiced To Third Party

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

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

Account Number

Exp. Date

Security Code

--	--	--	--	--	--

CARDHOLDER NAME (PLEASE PRINT)

BILLING ADDRESS

CITY

STATE

ZIP

COUNTRY

X

AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE



**Rock 'n' Roll Raleigh
April 8-9, 2016**

SHIPPING ADDRESSES

**Raleigh Convention Center
Raleigh, NC**

Advance Shipments to Warehouse

Direct Shipments to Show Site

To: (Exhibiting Company and booth number)

To: (Exhibiting Company and booth number)

For: **Rock 'n' Roll Raleigh**

For: **Rock 'n' Roll Raleigh**

{Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

{Your booth name & number}
c/o Xpert Exposition
Services Raleigh Convention
Center 500 S Salisbury St
Raleigh, NC 27601

Advance shipments are
accepted from 3/13/2016
through 3/31/2016

First day direct shipments
will be accepted is 4/7/16.

Any shipment arriving prior to 4/7/16 may
not be accepted and is subject to additional
handling fees.

From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o UPS Freight c/o Xpert Expo
150 International Dr
Morrisville, NC 27560

Company Name: _____

Booth Number: _____

Piece # _____ of _____

A RUSH EXHIBIT MATERIAL

**DIRECT
SHIPMENT**



From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o Xpert Exposition Services
Raleigh Convention Center
500 S Salisbury St
Raleigh, NC 27601

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o Xpert Exposition Services
Raleigh Convention Center
500 S Salisbury St
Raleigh, NC 27601

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o Xpert Exposition Services
Raleigh Convention Center
500 S Salisbury St
Raleigh, NC 27601

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

**DIRECT
SHIPMENT**



From:

Rock 'n' Roll Raleigh 2016

To: {Your booth name & number}
c/o Xpert Exposition Services
Raleigh Convention Center
500 S Salisbury St
Raleigh, NC 27601

Company Name: _____

Booth Number: _____

Piece # _____ of _____

**D RUSH
EXHIBIT MATERIAL**

MATERIAL HANDLING COSTS

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$90.00 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$117.00 per 100 lbs.**
= \$ _____

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

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x \$85.00 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$110.50 per 100 lbs.**
= \$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$115.50 per 100 lbs.**
= \$ _____

**200 lb. minimum

Small Packages
First Piece \$35.00 + _____ Additional Pieces @ \$25.00

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

Cost Estimate

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

Rate Classifications

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

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

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

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

Additional Fees May be Applicable

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

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

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

Shipments Returned to Warehouse - Shipments returned to the warehouse at close of the show will be charged an additional \$50 per cwt (1,000 lb. minimum). Shipments not picked up from the warehouse within 72 hours will be charged for storage.

Overtime

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

Shipments are received on overtime.

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

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

CART LOAD SERVICE

Caddie/Cart Load Service is a feature offered for Privately Operated Vehicles ("POVs") only. POVs are limited to cars, station wagons, vans and pickup trucks up to one ton. For a flat rate of \$115.00 per round trip, workers equipped with a flat cart will assist those exhibitors with unloading and reloading of their materials. One round trip cartload equals one inbound cart load from the unloading area to your booth and one outbound cart load from your booth to the loading area. Two round trips maximum per exhibiting company. Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. See "Material Handling" charges that will apply.

Caddie Cart Load Service is....

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

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

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

Caddie Cart Load Service Schedule

Move-In

Thursday, April 7 2016	10:00 A.M. - 5:00 P.M.
Friday, April 8, 2016	9:00 A.M. - 2:30 P.M.

Move-Out

Saturday, April 9, 2016	5:00 P.M. - 10:00 P.M.
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Exhibitors who have extensive unloading requirements must use the material handling services.

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

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

Freight must be less than:	3' high
	3' wide
	5' long

Cart is 30" x 48".





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Vehicle Spotting Form

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____ Phone _____

Batteries must be disconnected and taped
 Fuel tank must have no more than one eighth of a tank of gas
 Fuel tanks must be locked with a locking cover to prevent the escape of vapors
 Vehicles may not be moved during show hours

ROUND-TRIP RATE

DESCRIPTION	RATE
Small Vehicle- Cars or small trucks	\$150.00
Large Vehicles- Trailers, buses, dump trucks, etc.	\$225.00

MOBILE EQUIPMENT ORDER

NUMBER OF VEHICLES	TYPE OF VEHICLE	DATE	TIME	RATE	SUBTOTAL
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

TERMS & CONDITIONS

Total Due _____

Arrangements must be made with Show Management.
 This form must be forwarded to Show Management.
 Vehicles may only be displayed in accordance with local fire regulations.
 Cancelled orders will be charged 100% of total if cancelled after move-in begins.
 Orders must be paid by credit card
 *(see Order Summary/Payment Authorization Form).



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MATERIAL HANDLING AUTHORIZATION

Company Name _____

Booth Number _____

Advance Shipments to Warehouse

Crated
Shipment Weight _____ cwt x \$90.00 per 100 lbs.**
= \$ _____

Crated Additional Handling*
Shipment Weight _____ cwt x \$117.00 per 100 lbs.**
= \$ _____

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

**200 lb. minimum

Direct Shipments to Show Site

Crated
Shipment Weight _____ cwt x \$85.00 per 100 lbs.**
= \$ _____

Crated Additional Handling
Shipment Weight _____ cwt x \$110.50 per 100 lbs.**
= \$ _____

Uncrated Additional Handling
Shipment Weight _____ cwt x \$115.50 per 100 lbs.**
= \$ _____

**200 lb. minimum

Small Packages
First Piece \$35.00 + _____ Additional Pieces @ \$25.00

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

Rate Classifications

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

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

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

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

Additional Fees May be Applicable

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

Late to Warehouse Fee - Shipments arriving after "date" will be charged an additional 30% per cwt.

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

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

Overtime

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

Shipment is received on overtime.

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

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

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

X _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME (please print)

DATE

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

exhibitorservices@xpertexpo.com

MATERIAL HANDLING POLICY

Weight Tickets

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

Overtime Charges

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

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

Overtime is:

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

Inbound Shipment(s)

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

Outbound Shipment(s)

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

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

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

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

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

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

MATERIAL HANDLING HINTS

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

What is "Material Handling/Drayage"? – The term "drayage" is the moving of exhibit materials from one location to another. Whether you ship to the advance warehouse or directly to show site, your materials still need to get to your booth location. Drayage services include the accepting of your material either at the warehouse or at show site, delivery to your booth, storage of empty containers during the show, returning empty containers at the close of the show, picking up your packaged materials, returning them to the dock, and loading on the carrier of your choice.

Can I carry my own materials to my booth? – Usually, an exhibitor may bring in his own materials providing such materials can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. Read the Union Rules & Regulations for the specific rules regarding the show/facility.

How are rates determined? – Drayage charges are based on a number of factors including Union labor rates, facility dock access, and the show schedule, to name just a few. Xpert Exposition Services is a Union company and therefore must use Union labor to move freight. These rates vary from city to city.

Tips on how you can save money! – Read the shipping and material handling section of your service kit carefully. Be aware of any surcharges that may be assessed for special handling or late shipments. Pay special attention to deadline dates. If you ship in advance to our warehouse and your shipment arrives after the published deadline date, you may be assessed a surcharge. Crated materials are the easiest to unload, therefore, have the least expensive drayage charge. Loose, pad wrapped and uncrated materials require more labor time and therefore may be assessed an additional handling fee. It may be cost effective for you to build crates for any portion of your exhibit that is not crated.

How is the weight of my shipment determined? – Certified weight tickets, which should be attained by all drivers for materials prior to arrival at the warehouse or show site dock, are used to determine billable weight. Xpert Exposition Services reserves the right to determine weights for all shipments for which weight tickets are not provided with delivery. If you would like the materials reweighed by Xpert Exposition Services to verify weights, there will be an additional charge.

Small shipments vs. large shipments: Most all Service Contractors have a minimum of 200 lbs. per shipment. It is best to send your freight as one large shipment versus several small shipments. For instance, if you send one 45 lb. and one 55 lb. package separately, you are charged the minimum on each shipment. If you plan to ship items from various locations, you may want to consolidate them at a central location then forward them to the advance warehouse or directly to show site. However, if you ship your materials in one shipment and the carrier makes multiple deliveries, you will be charged for each delivery to the dock, regardless of whether or not the materials were shipped together as one shipment.

Advance warehouse vs. direct to show site shipments: In general, it is best to ship your materials to the advance warehouse address. The charge for this may be slightly higher than shipping direct to show site but the benefit far outweighs the cost. You can (and should) confirm that we have received your materials well in advance of the show installation; if there is a problem it can then be solved prior to the show. When shipping direct, if there is a problem there is seldom time to resolve the problem prior to show opening. Another advantage to advance shipments is that your materials will be in your booth when you arrive and you can begin installation immediately, thus saving you time and frustration at show site.

Should I insure my exhibit? – The answer is YES! It is your responsibility to make sure your freight is insured from the time that it leaves your office until it returns. A rider to your existing policy can usually do this. Check with your insurance carrier for details.

Finally:

- Always be aware of freight receiving deadlines. You will be assessed a late charge if your shipment arrives after the deadline date. Inform your shipper that all items must arrive prior to a specific date.
- Always ship your materials crated; loose or pad-wrapped items are assessed special handling fees.
- Make sure all materials are labeled properly to avoid any delivery delays. All pieces should have the recipient's name and address, the show name, your company name, and your booth number. Remove old labels after every show to avoid any future confusion. If you are shipping multiple pieces, label them as such: 1 of 4; 2 of 4; 3 of 4; etc.



Rock 'n' Roll Raleigh
April 8-9, 2016

BOOTH LABOR

Discount Price Deadline 3/17/2016

Company Name

Booth Number

Contact Person

E-Mail

Labor

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

Orders placed after 3/17/2016: Add 30% to hourly rates.

LABOR RATES: **Straight time \$ 78.00** **Overtime: \$ 117.00**

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

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

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

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

Xpert Supervision* on installation labor

Dismantle

_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Xpert Supervision* on dismantle labor

Total Estimated Costs	\$
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***Xpert Supervision**

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

Company Representative

Cell Phone Number

Please note:

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



Rock 'n' Roll Raleigh
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OUTBOUND SHIPPING INSTRUCTIONS

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

Company Name _____ Booth Number _____

Contact Person _____ E-Mail _____

Outbound Shipping Instructions

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

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

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

Company Name / Show _____ Booth # _____

Address _____

City _____ State _____ Zip _____ Country _____

Attention: _____

Phone _____ Fax _____

SHIPPING METHOD

- AIR
- GROUND

Name of Carrier:

Please note:

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

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

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



Rock 'n' Roll Raleigh
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EXHIBITOR APPOINTED CONTRACTOR NOTIFICATION

Exhibiting Company Name

Booth Number

Contact Person

E-Mail

Authorization

Exhibiting Company will be utilizing the services of the following Exhibitor-Appointed Contractor(s) (EACs). Exhibiting Company will notify the EAC that a General Liability Insurance Certificate is required by Show Management no later than 3/17/2016.

EAC COMPANY NAME

EAC CONTACT NAME

STREET ADDRESS

CITY

STATE

ZIP

COUNTRY

TELEPHONE

FAX

EMAIL

Services to be provided

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

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

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

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

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

PRINT NAME

SIGNATURE

DATE

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

PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE
INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:

COVERAGES

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

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

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

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

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



**Rock 'n' Roll Raleigh
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FORKLIFT LABOR

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Forklift Labor

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

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

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

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

5,000 lb. maximum capacity. Larger forklift and crane service is available by advance request (additional pricing to be determined). **FORKLIFT RATES: Straight time \$ 260.00 Overtime: \$ 390.00**

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

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

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

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

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

Description of Work to be performed: _____

Describe largest piece to be handled:

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

Height to be placed _____

Show site contact: _____
NAME

CELL

Please note:

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

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



**Rock 'n' Roll Raleigh
April 8-9, 2016**

BOOTH CLEANING

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Cleaning

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

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

Porter Service

Emptying of wastebaskets every two hours during show hours only.

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

Total Costs _____

ACCESSIBLE STORAGE DURING SHOW

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

Accessible storage is unsecured

Set-Up Fee

There is a one-time set up fee of \$126.00

Storage Fee

Based upon square footage required for storage

Up to 32 square feet	\$126.00 per day
32 to 64 square feet	\$205.00 per day
64 to 96 square feet	\$246.00 per day
96 to 128 square feet	\$306.00 per day
128 to 160 square feet	\$366.00 per day

Labor

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



**Rock 'n' Roll Raleigh
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WAREHOUSE STORAGE

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

Warehouse Storage

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

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

Storage Rates

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

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

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

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

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

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

Signature _____ Print _____ Date _____

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



WAREHOUSE STORAGE FAQ

Frequently Asked Questions:

1) *Where will my items be stored?*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

FURNITURE & ACCESSORIES



Side Chair



Stool



36" x 30" High Conference Table



Tables with Skirting



Chrome Bag Stand



Chrome Sign Stand



Literature Rack



Stanchion
(includes 7' retractable cord)



Tripod Easel



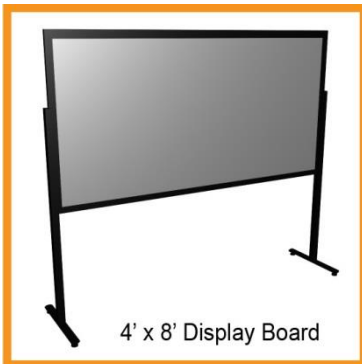
Garment Rack



Raffle Drum



Wastebasket



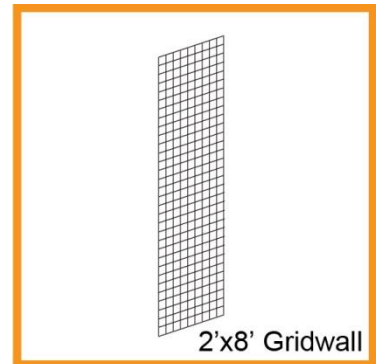
4' x 8' Display Board



8' Upright Pole & Base



6' - 10' Crossbar



2'x8' Gridwall



Rock 'n' Roll Raleigh
April 8-9, 2016

STANDARD FURNITURE

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Furniture

Seating

	Quantity	Discount Price	Standard Price	Extended Price
Side Chair	_____	\$ 66.00	\$ 86.00	\$ _____
Barstool	_____	\$ 117.00	\$ 151.50	\$ _____

Round Tables

	Quantity	Discount Price	Standard Price	Extended Price
36" x 30" High Conference Table	_____	\$ 227.00	\$ 295.00	\$ _____
36" x 40" High Cocktail Table	_____	\$ 251.00	\$ 326.00	\$ _____

30" Tables

4' x 2' x 30" High Table (un-skirted)	_____	\$ 75.50	\$ 98.50	\$ _____
6' x 2' x 30" High Table (un-skirted)	_____	\$ 99.50	\$ 129.50	\$ _____
8' x 2' x 30" High Table (un-skirted)	_____	\$ 123.50	\$ 160.50	\$ _____

40" Tables

4' x 2' x 40" High Table (un-skirted)	_____	\$ 86.50	\$ 112.50	\$ _____
6' x 2' x 40" High Table (un-skirted)	_____	\$ 114.00	\$ 148.50	\$ _____
8' x 2' x 40" High Table (un-skirted)	_____	\$ 141.50	\$ 184.00	\$ _____
Draped Riser (white only) <input type="checkbox"/> 4' <input type="checkbox"/> 6'	_____	\$ 67.50	\$ 87.50	\$ _____

Table skirting

Skirting Colors Black Blue Burgundy Gold Green Red Silver Teal White

If choosing more than one color, please note specifics _____

	Quantity	Discount Price	Standard Price	Extended Price
30" Table Skirt	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt	_____	\$ 59.00	\$ 76.50	\$ _____

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

30" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 47.00	\$ 61.00	\$ _____
40" Table Skirt - 4 th side coverage for 6' or 8'	_____	\$ 59.00	\$ 76.50	\$ _____

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

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

exhibitorservices@xpertexpo.com



Rock 'n' Roll Raleigh
April 8-9, 2016

FURNITURE ACCESSORIES

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Furniture Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Chrome Bag Stand	_____	\$ 114.00	\$ 148.50	\$ _____
22" x 28" Chrome Sign Stand	_____	\$ 107.00	\$ 139.00	\$ _____
4' x 8' Display Board	_____	\$ 197.00	\$ 256.00	\$ _____
4' x 8' Peg Board	_____	\$ 197.00	\$ 256.00	\$ _____
2' x 8' Grid Wall	_____	\$ 104.50	\$ 136.00	\$ _____
Grid Wall Feet (set of two)	_____	\$ 25.00	\$ 25.00	\$ _____
Garment Rack	_____	\$ 119.00	\$154.50	\$ _____
Literature Stand	_____	\$ 117.50	\$ 153.00	\$ _____
Raffle Drum	_____	\$ 111.50	\$ 145.00	\$ _____
Stanchion (includes 7' retractable cord)	_____	\$ 87.50	\$ 114.00	\$ _____
Tripod Easel	_____	\$ 44.50	\$ 58.00	\$ _____
8' Upright Pole & Base	_____	\$ 31.50	\$ 40.50	\$ _____
6' – 10' Crossbar	_____	\$ 31.50	\$ 40.50	\$ _____
Wastebasket	_____	\$ 23.00	\$ 29.50	\$ _____

BOOTH DRAPE

Drape Color Black Blue Burgundy Gold Green Red Silver Teal White

	Quantity	Discount Price	Standard Price	Extended Price
8' high drape – backdrop (per linear foot)	_____	\$ 18.00	\$ 23.50	\$ _____
3' high drape – side rail (per linear foot)	_____	\$ 14.50	\$ 19.00	\$ _____
End Cap	_____	\$ 54.00	\$ 70.50	\$ _____

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



**Rock 'n' Roll Raleigh
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BOOTH CARPET

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal

	Quantity	Discount Price	Standard Price	Extended Price
10' x 10'	_____	\$173.00	\$224.50	\$ _____
10' x 20'	_____	\$345.50	\$449.50	\$ _____
10' x 30'	_____	\$518.50	\$674.00	\$ _____
10' x 40'	_____	\$691.50	\$898.50	\$ _____
10' x 50'	_____	\$864.00	\$1123.50	\$ _____

Custom Cut Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal

Booth Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq Ft (minimum 100 ft.) _____ X _____ = _____ X		\$2.88	or \$3.74=	\$ _____

Plush Carpet

Carpet Colors Black Blue Burgundy Gray Red Teal White

Booth Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft (minimum 100 ft.) _____ X _____ = _____ X		\$3.96	or \$5.15 =	\$ _____

Accessories

Padding (1/2 inch foam)	Size	Sq. Ft.	Discount Price	Standard Price	Extended Price
Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____ X			\$1.68	or \$2.18 =	\$ _____

Double Padding (1 inch foam)

Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____ X			\$3.30	or \$4.29 =	\$ _____
---	--	--	--------	-------------	----------

Visqueen (3 mil)

Per Sq. Ft. (minimum 100 ft.) _____ X _____ = _____ X			\$1.14	or \$1.48 =	\$ _____
---	--	--	--------	-------------	----------

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

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

exhibitorservices@xpertexpo.com

SHOWCASE RENTAL

Discount Price Deadline 3/17/2016

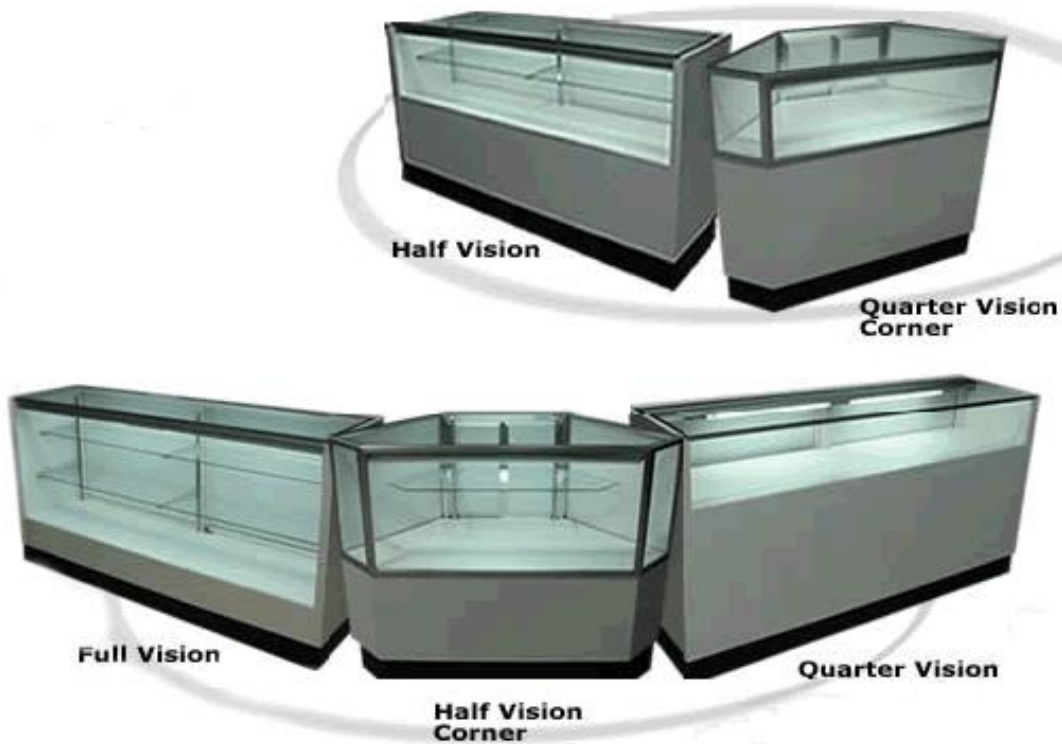
Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Standard Showcase



Size	View			Quantity	Discount Price	Standard Price	Extended Price
4'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$402.00	\$522.50	\$_____
5'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$414.00	\$538.50	\$_____
6'	<input type="checkbox"/> full	<input type="checkbox"/> half	<input type="checkbox"/> quarter	_____	\$426.00	\$554.00	\$_____
Corner	<input type="checkbox"/> half	<input type="checkbox"/> quarter		_____	\$414.00	\$538.50	\$_____
Total Costs							\$

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

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

exhibitorservices@xpertexpo.com

BOOTH RENTAL

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____



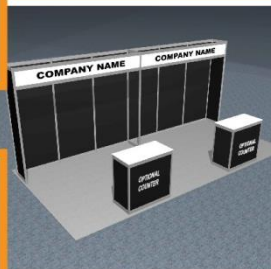
PACKAGE A



PACKAGE D



PACKAGE G



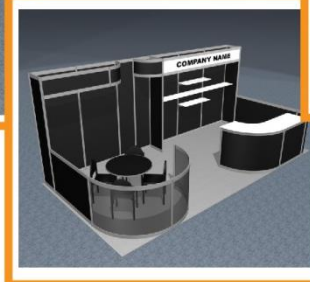
PACKAGE C



PACKAGE F



PACKAGE B



PACKAGE E



PACKAGE H

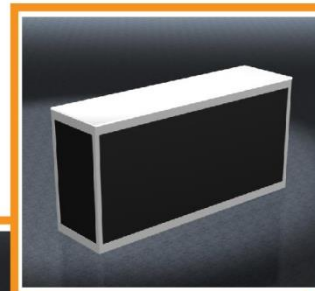
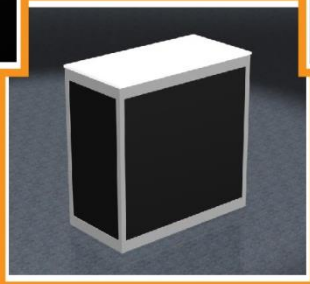
ACCESSORIES

ARM LIGHT



SHELF

1M COUNTER



2M COUNTER

CURVED COUNTER





**Rock 'n' Roll Raleigh
April 8-9, 2016**

BOOTH RENTAL

Discount Price Deadline 3/17/2016

	Discount Price	Standard Price	Extended Price
Package A • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$1614.00	\$2098.50	_____
Package B • header sign (not backlit) • standard color carpet • 3 arm lights (electrical labor & power not included)	\$2196.00	\$2855.20	_____
Package C • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$2454.00	\$3190.50	_____
Package D • header sign (not backlit) • standard color carpet • 6 arm lights (electrical labor & power not included)	\$3068.50	\$3989.00	_____
Package E • header sign (not backlit) • standard color carpet • 5 arm lights (electrical labor & power not included) • 1 custom curved counter • 5 – 1 meter shelves	\$3894.00	\$5062.50	_____
Package F • header sign (not backlit) • standard color carpet • 4 arm lights (power not included) • 6 – 1 meter shelves	\$3780.00	\$4914.00	_____
Package G • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$3894.00	\$5062.50	_____
Package H • header sign (not backlit) • standard color carpet • 8 arm lights (power not included) • 4 – 1 meter counters • 4 barstools	\$4734.00	\$6154.50	_____

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

Header copy:

Text color: Black Blue Red Grey

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

Carpet color: Black Blue Burgundy Gray Red Teal

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



**Rock 'n' Roll Raleigh
April 8-9, 2016**

BOOTH RENTAL ACCESSORIES

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Booth Rental Accessories

	Quantity	Discount Price	Standard Price	Extended Price
Arm lights*	_____	\$78.00	\$101.50	\$ _____
1 meter shelf	_____	\$59.00	\$76.50	\$ _____
1 meter counter	_____	\$294.00	\$382.50	\$ _____
1 meter curved counter	_____	\$414.00	\$538.50	\$ _____
2 meter counter	_____	\$450.00	\$585.00	\$ _____
Sliding door lock for counter	_____	\$21.50	\$28.00	\$ _____

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

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

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**Rock 'n' Roll Raleigh
April 8-9, 2016**

CUSTOM SIGNAGE

Discount Price Deadline 3/17/2016

Company Name _____

Booth Number _____

Contact Person _____

E-Mail _____

Signage

	Quantity	Discount Price	Standard Price	Extended Price
8 1/2" x 11"	_____	\$60.00	\$78.00	\$ _____
7" x 44"	_____	\$78.00	\$102.00	\$ _____
14" x 22"	_____	\$78.00	\$102.00	\$ _____
22" x 28"	_____	\$102.00	\$132.00	\$ _____
28" x 44"	_____	\$204.00	\$264.00	\$ _____
38" x 84" w/base single sided	_____	\$534.00	\$690.00	\$ _____

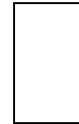
* Prices are based on one color copy on white background. Signs will be digitally printed or in vinyl, applied to Show Card or Foam Core depending upon size. The method used is at the discretion of Xpert Exposition Services.

Indicate Sign Copy Here (print or type)

Choose layout:

Horizontal

Vertical



OPTIONS

	Quantity	Discount Price	Standard Price	Extended Price
Easel back (per sign)	_____	\$11.00	\$14.00	\$ _____

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

Sub Total \$ _____

Add 8.1% Tax \$ _____

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

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

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exhibitorservices@xpertexpo.com



**Rock 'n' Roll Raleigh
April 8-9, 2016**

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Important Information Regarding the Official Service Contractor

North Carolina's Right-To-Work Law

Although North Carolina is a Non-Union State, please note that union labor will be required for certain aspects of the exhibit handling. Please read show site work rules carefully.

Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to SHIPPING INFORMATION for FURTHER information.

Personally Owned Vehicles (POV's) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by XPERT Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle.

Installation and Dismantle

NC is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the [EXHIBIT INSTALLATION & DISMANTLING LABOR ORDER FORM](#) for further information.

FIRE & SAFETY

FIRE AND SAFETY REGULATIONS

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

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

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

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

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

5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or ¼ 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 six (6) feet in length and must be UL approved with built in over-load protectors.

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

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

11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "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 electric cables or junction boxes.

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

TERMS & CONDITIONS

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

1. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage, or concealed damage as determined by XPERT EXPOSITION SERVICES.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by XPERT EXPOSITION SERVICES or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that XPERT EXPOSITION SERVICES and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to XPERT EXPOSITION SERVICES or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.
3. XPERT EXPOSITION SERVICES and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to XPERT EXPOSITION SERVICES in time to obtain the proper equipment.
4. XPERT EXPOSITION SERVICES and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, and other events of force majeure.
5. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. XPERT EXPOSITION SERVICES and its subcontractors are not insurers; i.e., XPERT EXPOSITION SERVICES does not insure the Exhibitor's property against loss or damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by XPERT EXPOSITION SERVICES under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or on performance of services by XPERT EXPOSITION SERVICES, or from the negligence of XPERT EXPOSITION SERVICES, its subcontractors or their respective employees. If such loss or damage occurs, the liability of XPERT EXPOSITION SERVICES and its subcontractors shall be limited to a sum equal to \$.50 per pound per article, with a maximum liability of \$100.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. XPERT EXPOSITION SERVICES will not be bound to honor any claim or action brought against XPERT EXPOSITION SERVICES or its subcontractors more than 60 days after the date of incident.
8. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that XPERT EXPOSITION SERVICES and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employees of XPERT EXPOSITION SERVICES or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that XPERT EXPOSITION SERVICES or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. XPERT EXPOSITION SERVICES and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freights bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the XPERT EXPOSITION SERVICES Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and XPERT EXPOSITION SERVICES and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, XPERT EXPOSITION SERVICES shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Exhibitor makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by XPERT EXPOSITION SERVICES and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. LAS XPERT EXPOSITION SERVICES assumes no liability as a result of such rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores products at its own risk. XPERT EXPOSITION SERVICES assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with XPERT EXPOSITION SERVICES or its subcontractors related to any loss or damage to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to XPERT EXPOSITION SERVICES for freight handling services or any other services provided by XPERT EXPOSITION SERVICES or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay XPERT EXPOSITION SERVICES prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against XPERT EXPOSITION SERVICES or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

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

Raleigh Convention Center Utilities Order Form

Payment for any requested services can only be made by a company, cashier's, or certified check, cash, Visa, MasterCard or American Express. Service will not be provided until payment is received. If you would like a confirmation or receipt for your order please contact RCC Accounting at 919-996-8515 and include your email address on this form. See page 2 for additional contact information.

Event Name: _____ Event # _____
(RCC to complete)

Event Date(s): _____

Booth Number(s): _____

Contact Name: _____ Email: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Would You Like A Receipt? _____

	QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
ELECTRIC POWER+		110V Outlet 20 Amp	\$90.00	\$140.00	
		208V Outlet 30 Amp & Under	\$160.00	\$220.00	
		208V Outlet 30 - 100 Amp (Single Phase)	\$240.00	\$320.00	
		208V Outlet 30 - 100 Amp (Three Phase)	\$300.00	\$360.00	
		120/208 1ph or 3ph Anything over 100 Amp	Call Jimmy Pierce (919-302-4817) for Details, Advance Only		
PHONES/MISC		Telephone Line (Handset Not Incl)	\$215.00	\$270.00	
		Telephone Line (Includes Handset)	\$240.00	\$305.00	
		Two-Line Digital Phone	\$350.00	\$425.00	
		Compressed Air, Water, or Drain Service (Exhibit Halls Only)	Call Jimmy Pierce (919-302-4817) for Details, Advance Only		

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website:

<http://www.raleighconvention.com>

± All power is supplied from the floor. Please call to discuss other requirements.

Free basic wireless Internet service is offered throughout the Raleigh Convention Center.

Free wireless Internet service is suitable for checking email and light web surfing. Total available bandwidth is shared by all customers in the facility. Free wireless Internet service is a best-effort, non-guaranteed offering and does not include I.T. support. Raleigh Convention Center also offers dedicated bandwidth, high speed wireless, wired Internet, and many other networking services. Please contact the Convention Center I.T. department for a quote for additional services.

**Additional information and Terms of service below

QTY.	SERVICE	ADVANCE PRICE	FLOOR PRICE*	TOTAL PRICE
	Wired Internet	\$350.00/ Per event, per drop	\$450.00/ Per event, per drop	
Other Internet Services				
QTY.	# OF DAYS	SERVICE	PRICING	TOTAL PRICE
		Dedicated Bandwidth Connections	\$150.00/Mbps per day – (Min order \$500.00) 7 to 45 Days Advance Notice Required	
		Static Public IP Address	\$150.00 (+ \$350.00 for one Wired Connection = \$500.00) Advance Notice Required	
TOTAL:				

***Please note that the floor price will be charged if equipment reservations are not received by The Raleigh Convention Center at least one week prior to the first day of move-in.**

Payment options:	
<p>1. Mail completed form with payment to:</p> <p>Raleigh Convention Center 500 South Salisbury St. Raleigh, NC 27601</p> <p>For order receipt confirmation or payment receipts please contact:</p> <p>RCC Accounting: 919-996-8515</p>	<p>2. Pay with <input type="checkbox"/> Mastercard <input type="checkbox"/> Visa <input type="checkbox"/> American Express (check one box)</p> <p>Name on Card _____</p> <p>Card number _____</p> <p>Expiration (MM/YY) _____</p> <p>Signature _____</p> <p>FAX completed form with credit card information to: RCC Accounting FAX #: 919-996-8552</p>
For Internal Use Only: Date received:	Receipt number:

Prices are subject to change. The latest form can be found on the Raleigh Convention Center website:

<http://www.raleighconvention.com>

Raleigh Convention and Conference Center Utilities Order Form

Connection:

1. Under no circumstances shall anyone other than the Convention Center Electrician make electrical connections to the Convention Center distribution system.
2. Hourly fees may apply for special wiring requirements.
3. Sharing power between booths is prohibited.
4. Convenience outlets that may exist in or near your booth are not included in your booth rental and may not be used.
5. All equipment provided by exhibitor must comply with all National Electric Codes as well as, state, local and international safety codes.
6. The building engineer may refuse service to any requests deemed unsafe.
7. No two-wire (home-use) extension cords are allowed.

120/208v and 277/480v Power:

The Convention Center can provide power for your equipment and machinery with the following limitations: We can only guarantee that we will be able to provide power if you order in advance. Not all locations of the building have access to higher amperage or voltage power. Please discuss your needs with Jimmy Pierce at (919) 996-8526. We generally can provide the power you need for most equipment, however, we do not stock all types of outlets. If you need to plug into something other than a standard 120 or 240 volt, 20 or 30 amp outlet you need to either bring an outlet of the correct type or provide equipment with bare wire leads that we will install into our breaker panel. We will not disassemble your machinery or equipment in order to wire it. Please provide equipment with either a plug or bare wire leads.

Right of Way and Access:

1. The Convention Center reserves an easement behind each exhibit booth for the purpose of distributing electrical service to neighboring booths.
2. Unless otherwise directed, Convention Center electricians are authorized to cut floor coverings to permit installation of service.
3. Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by exhibitors without advance approval.
4. Access to floor boxes is strictly prohibited.
5. Displays and service panels must be available and accessible for inspection at all times.

Phone lines:

You will be provided with one phone line with an RJ-12 plug for each phone line you order. The phone lines are analog lines suitable for use with computer modems, credit card machines, or for voice communication. If you want to use the line as a normal phone, you may rent the telephone set from us for an additional fee or bring your own telephone set. If you are using the line for a modem or credit card machine, you must program your device to dial 9, pause, and then dial the number you are calling. The phone lines are disabled from making international calls or dialing 900, 976, and similar toll numbers. Long distance fees are charged to the client upon receipt of the final bill.

Air, Water, and Drain Service:

Compressed air, water, and drain service must be ordered in advance. Not all areas of the Convention Center have access to these services, so please contact us early if you need these services. Call Jimmy Pierce at (919) 996-8526 to order these services.

Internet Services:

All Internet Services are subject to The Convention Center's acceptable use policies and the RCC may suspend Service to any exhibitor or user if the use is determined to be in violation of the acceptable use policies. The Convention Center is the sole provider of WiFi Internet services within the facility. **Customers may not use their own wireless access points, wireless routers, MiFi devices, or any other device that provides shared Wifi Internet access.**

Wired internet: You may install up to five devices per drop with your switch, or you may rent a switch for \$50 per event.

VPN over PPTP: To make multiple VPN connections to a single Microsoft VPN server, each connecting PC must have its own static public IP address. This is due to limitations of PPTP.

Disclaimer: The Convention Center does not provide security, such as, but not limited to firewalls, etc. for any data circuit(s) that we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. Software or content obtained from the use of Service may contain viruses or other harmful features and customer is solely responsible for protecting its equipment and software from such matters.

Free wireless Terms of Use, Security Warning, and Disclaimer

WARNING: THIS WIRELESS NETWORK IS NOT SECURE.

Data sent to or from all wireless devices connected to this network is sent in the clear and could be intercepted and viewed by third parties. Do not use this network to transfer sensitive personal data such as usernames, passwords, credit card numbers, social security numbers, etc. It is available to the general public and is not secure. The City cannot and does not guarantee the privacy of your data and communication while using the service.

INDEMNITY.

Under no circumstances shall the City, its officers, employees, or agents be liable for any direct, indirect, incidental, special, punitive or consequential or other damages that arise or result in any way from use of, or inability to use, the service or to access the Internet or any part thereof, or user's reliance on, or use of, information, services or merchandise provided on or through the service, or that result from mistakes, omissions, interruptions, deletion of files, errors, defects, delays in operation, or transmission, or any defect in or failure of performance. By your use of the free wireless network, you agree to indemnify and hold harmless the City, of its officers, employees, and agents, from, and against any claim, liability, loss, damage, cost, or expense (including without limitation reasonable attorneys' fees) arising from or related to your use of the service, any materials downloaded or uploaded through the service, any actions taken by you in connection with your use of the service, any violation of any third party's rights or a violation of law or regulation, or any breach of the terms of service agreement.