

MIRAGE EXPOSITION SERVICES

EXHIBIT POLICIES AND PROCEDURES

These policies and procedures are being enclosed in the Mirage Exposition Service brochure to help ensure that all guests of The Mirage receive consistent excellent service and are provided with a safe working environment. In the event that a subcontractor is providing services in your behalf, you must provide them with this information. The exhibitor is ultimately responsible and liable for their subcontractors. Please review these policies and procedures carefully.

AMERICANS WITH DISABILITIES ACT

Pursuant to the ADA Act of January 26, 1992, Exhibitor agrees to provide proper ramp access to all elevated exhibit booths and/or non-permanent staging used for either exhibit or special event purposes. The ramp will meet ADA guidelines with regard to both seeing and mobility impaired persons.

MIRAGE EXPOSITION SERVICES

Mirage Exposition Services is the EXCLUSIVE provider for the following services: Audio Visual, Truss & Rigging, Staging & Lighting, Electrical, Plumbing, Telecommunications, Broadband Internet Connections, Computer Rentals, Booth Cleaning and Electronic Media placement.

FOOD & BEVERAGE

The Mirage is the EXCLUSIVE provider for all food & beverage requirements.

EXHIBIT SPECIFIC POLICIES

1. A **no-smoking** policy exists in the exhibit hall during the setup, show hours and tear down of the exhibition, tradeshow, convention or special event.
2. Utilizing chairs and tables as ladders is **PROHIBITED** within The Mirage. Failure to adhere to this rule may cause serious injury.
3. All exits and exit aisles must be kept clear and unobstructed.
4. NOTHING is to be leaned against, supported by, taped or otherwise adhered to the walls within the Mirage Event Center, Grand Ballroom and the meeting rooms. All crates, exhibit panel and pallets must at all times be kept away from the walls. Nothing is to be attached to the moveable wall tracks at any time. Exhibitors may be liable for damages occurred for non-compliance to this regulation.
5. Two-way carpet tape, clear / transparent packing tape, and duct tape are NOT permitted to come into direct contact with facility carpet as an installation method of installing booth and aisle carpet. Only low adhesive vinyl tape is allowed on any Ballroom and Exhibit Hall carpeted floors of The Mirage Resort.

6. All covered or enclosed areas in excess of 100 NSF must be equipped with smoke detectors and fire extinguishers.
7. Designated "No Freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.
8. All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth and similar decorative materials shall be flame retardant to the satisfaction of the Clark County Fire Marshal. Canvas, cloth, cardboard, leaves, or similar combustible materials shall be completely flame-retardant. Oilcloth, tarpapers, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is PROHIBITED. ALL MATERIAL MUST BE ACCOMPANIED BY AN OFFICIAL FLAME-RETARDANT CERTIFICATE.
9. Combustible materials shall not be attached or hung on the sides or dividers of booths.
10. Combustible materials must not be stored beneath displays (vehicles or otherwise).
11. Compressed gas cylinders are prohibited unless approved by the Fire Marshal; if approved, cylinders must be secured in an upright position.
12. All 110 volt extension cords shall be three-wire (grounded), #14 or larger, AWG copper wire. Connectors must not be supported by cords.
13. Exhibit construction plans must bear the stamp of a structural engineer for double-deck exhibits.
14. The Las Vegas Fire and Safety Coordinator may restrict the size of a covered area and/or may require fire watch.
15. Cube tap adapters are prohibited (Uniform Fire Code 85.107). Multi-plug adapters must be UL approved and have built-in overload protection.
16. Booth construction must meet all applicable local building codes.
17. All internal combustion engine driven vehicles or equipment displayed in The Mirage must have fuel filler caps locked or taped, batteries disconnected, and no more than approximately 1/8 tank of fuel. Additionally, there should be a protective covering over the carpet where the vehicle rests and at NO TIME should vehicle tires have direct contact with The Mirage carpeting.
18. Fire extinguishers, fire hose cabinets and sprinkler closets must be visible and accessible at all times. Fire extinguishers may be blocked ONLY if approved by the Fire Marshal and temporary extinguishers are supplied in the same area and are clearly visible and or in accordance with the Fire Marshal approved floor plan.
19. No Open Flames are allowed in The Mirage Event Center and its Meeting Rooms.
20. All packing containers, wrapping materials and display materials must be removed from behind booths and placed in storage; all empty cartons must be removed for storage or they will be removed as trash.

21. Under NO circumstances may mylar balloons be brought into the function space or onto the company property.
22. 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.
23. If your computer device is found to be causing a broadcast storm, or if you have perpetuated a virus from your equipment, your Internet service will be interrupted until the appropriate action has been taken. If at any time your hardware, cabling, or software is causing a slowdown on the network, your service will be interrupted without credit.
24. You may not bring your own wireless access points into the convention halls or meeting rooms. Unauthorized wireless equipment can cause significant problems with the existing equipment.
25. The Mirage does not monitor or exercise any control over customer usage or the content of information passing through its systems, and bears no responsibility or liability whatsoever for the material contained or transferred therein. The Mirage is not responsible for customer use that is illegal or violates copyright protection laws. Customers should have a basic technical knowledge and the ability to independently set up their own computer and operate the same. Assistance from Mirage Exposition Service technicians may be arranged for an hourly fee.
26. Supplies for an exhibit booth will not be provided by the hotel. This includes ice, trays, easels, etc. These items must be ordered through the show decorator.

NO OUTSIDE AUDIO VISUAL COMPANIES UNLESS OTHERWISE NOTED

HELPFUL INFORMATION

Any equipment that is to be installed or hung in our convention space needs to be cleared by The Mirage in advance of installment. The Grand Ballroom and Mirage Event Center ceiling are designed to the following specifications:

Mirage Events Center-Unistrut Track is designed to support 250 pounds under each of the thread points and 75 pounds between eight (8) foot centers.

Mirage Events Center-Rigid Pick Points rated at 4,000 pounds on thirty (30) foot centers.



This magnificent 90,000 square feet of clear span space was designed to meet the needs of the most discerning convention and meeting clientele.

The entire room is carpeted in neutral tones to complement the grass cloth wall coverings and extensive millwork. Chandeliers grace the 30' ceiling in recessed coffers that provide a 28' clearance. Flexible rigging with one-ton points are located throughout the space on 30' centers. Floor boxes that contain power, telephone, Internet, LAN and video distribution are also located throughout the facility on 30' centers. Broadband Internet connections, patchable fiber and Ethernet cable provide the capability of creating digital universes on the fly. Networks can also be created within the convention facilities. An extensive catwalk system runs throughout the ceiling with ready access to power, data, video and audio distribution.

Access is convenient via multiple freight doors, one 25' x 16' and several with drive-in ramps. Two and three bay leveling docks are situated on the north and south sides of the building and a service corridor surrounds nearly the entire perimeter.

The Events Center divides into three 30,000 square foot sections. One of the sections further divides into three rooms of 6,500 to 10,000 square feet. Whether used in its entirety or in small sections, these function areas are perfect for food and beverage events with an adjacent dedicated kitchen ensuring that the quality of product and service is exceptional.

MIRAGE EXPOSITION SERVICES – SCOPE OF WORK

Scope of work provided as an exclusive service through Mirage Exposition Services are as follows:

1. Assembly, installation and removal of all overhead electrical signs, trusses, motors or apparatus. Installation and removal of freestanding electrical signs that require assembly, rotating electrical signs, sequencing electrical signs and various related applications and the operation of such equipment. This also includes any apparatus that hangs from the ceiling of the Mirage Event Center or Grand Ballroom.
2. All special lighting for display areas, booth areas, including models, sales demos, various types of specialty lighting that are used in displays, presentations, productions, and entertainment that takes place within the confines of the facility and the operation of such equipment.
3. Installation of all ceiling attachments and wall attachments to include chain motor hoists, dead hang points for such items as drapery, scenery, banners, electrical and non-electrical signs, truss, lighting, cabling, projection, audio and video equipment.
4. Assembly of all truss systems. This includes assembling, attaching rigging, and running cables through truss.
5. Attachment of all equipment and cabling to truss systems. This includes lighting, video, audio, special effects gear, screens, display monitors, lasers, drapery, scenery, banners and signage.
6. Operation of all lighting control systems and rigging control systems. This includes all lighting boards, dimming systems and the house lighting control system.
7. Installation, handling and moving of all electrical equipment and all electrical equipment, lighting fixtures, fixture repair, power track and other apparatus that requires electrical and mechanical fastening to the display, exhibit or structures.
8. Portable power, connections, distribution for all electrical and all voltages for all areas whether in the exhibit area or not.
9. Final distribution to outlets, installation of cords under carpet and over carpet distribution, overhead to equipment, lighting including operation of man-lifts, forklifts, scissor lifts, etc. required to perform the scope of work.
10. Electrical signage that comes separate from the display and must be mechanically and electrically installed separately from the display. This excludes such signs that may be created to an exhibit. All antennas on or around the building including set up and removal and interconnecting cables from outside the building to inside of building to the exhibitor from booth to booth excluding interconnecting of computer type equipment with service connections between components.
11. Portable generators, motor generators, converter transformers and hook up of same. Responsibility of all maintenance and repair of all electrical installations on the property. Portable cabling from main switch gear to sub-panels to branch circuit panes to secondary distribution.
12. Installation of communication cable, audio visual, plumbing, air, water, gas, drains, data and telephone cable from booth to booth, outside to inside, inside to outside, excluding interconnects from exhibitors equipment within the confines of their exhibit.



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
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 Email: orders@exposervicedesk.com

BOOTH
NUMBER

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EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

AUDIO VISUAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.
All rates are based on a per day rate

EQUIPMENT DESCRIPTION	ADV SHOW	LATE ORDER	QTY	DAYS	TOTAL
PROJECTORS & PRESENTATION					
LCD PROJECTOR	\$550.00	\$630.00			
FLIP CHART W/ MARKERS	42.00	51.00			
LASER POINTER	35.00	45.00			
6'X6' TRIPOD SCREEN	50.00	75.00			
8'X8' TRIPOD SCREEN	50.00	75.00			
11'X19' SAFELOCK STAND	25.00	35.00			
32" ROLLING CART	42.00	51.00			
54" ROLLING CART	42.00	51.00			
VCR & VIDEO MONITORS (TV'S)					
BETA SP REC/PLAY	400.00	480.00			
DVD PLAYER	59.00	70.80			
TV/VCR COMBO	50.00	75.00			
LABOR – IN BOOTH TECHNICIAN					
ONE TIME PICK UP & DEL	\$ 75.00				
STRAIGHT TIME	\$ 75.00				
OVERTIME**		\$135.00			
DELIVERY DATE REQUESTED:	DELIVERY TIME:				
BOOTH CONTACT:					

EQUIPMENT DESCRIPTION	ADV SHOW	LATE ORDER	QTY	DAYS	TOTAL
AUDIO					
4 CHANNEL MIXER	\$ 50.00	\$ 75.00			
POWERED SPEAKER	125.00	150.00			
CD PLAYER	50.00	70.00			
*WIRED MIC LAV OR HH	25.00	40.00			
*WIRELESS MIC LAV OR HH	125.00	150.00			
AUDIO OR VIDEO CABLE	25.00	30.00			
<i>*Wired and Wireless microphones require the use of a sound system. Call for Quote</i>					
DATA (COMPUTER) MONITORS – Only data monitors can be used with computers					
20" LCD FLAT SCREEN	71.00	85.00			
32" LCD FLAT SCREEN	236.00	284.00			
*42" PLASMA SCREEN	354.00	425.00			
*50" PLASMA SCREEN	590.00	708.00			
**61" PLASMA SCREEN	1200.00	1500.00			
PLASMA SPEAKERS	50.00	75.00			
2 POLE PLASMA STAND	100.00	125.00			
PLASMA WALL MOUNT	100.00	125.00			

TOTAL EQUIPMENT	
ONE TIME PICK UP & DELIVERY (1 HOUR MIN. REQUIRED) * REQUIRES TWO (2) DELIVERY / ** REQUIRES (4) DELIVERY	\$ 75.00
TOTAL AUDIO VISUAL	

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks
 Audio Visual services are an exclusive service of The Mirage.
 Charges will appear on statements as "TEAM Co."**

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EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BANNERS / HANGING SIGNS

TERMS AND CONDITIONS – HANGING SIGNS

- ♦ **MES** is responsible for hanging of all signage within the Mirage Event Center and Ballrooms.
- ♦ Display or Exhibitor's on site representative may supervise these activities. Signs should be delivered to MES a minimum of 72 hours prior to the scheduled event start time. Signs that require assembly must be done through your decorator prior to delivery to MES.
- ♦ Signs must include detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 72 hours prior to scheduled event start time.
- ♦ Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Hanging points on signs must conform to standard rigging practices. Signs must also be accompanied by an official flame-retardant certificate.
- ♦ **Banner installation and removal will be strictly on a time and material basis with a one-hour minimum.**
- ♦ **Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs not picked up after function will be held by MES for 24 hours, after which, they will be disposed of properly. Note: You should contact your general service contractor for shipping instructions for all hanging signs. **A 30% surcharge will apply to on-site orders.**

SIGN SIZE / CONFIGURATION

TYPE		SHAPE	# OF PICK PTS.	WEIGHT
Electric	Non – Electric	1. Round		1. Under 25 lb.
ELECTRIC SIGN REQUIREMENTS ** (must fill out electrical form)		2. Square		2. 25 – 50 lb.
Amps / Watts:	Voltage:	3. Rectangle		3. 50 – 100 lb.
HEIGHT FROM FLOOR TO BOTTOM OF SIGN		4. Triangle		4. 100 – 150 lb.
				5. 150 – 200 lb.

LABOR: Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. *A minimum charge of one (1) hour will apply to all rigging work required. Labor to remove equipment will be based on one-half of the installation time and will be automatically applied to your invoice. **STRAIGHT TIME: \$ 75.00 (8a-5p) - OVERTIME: \$135.00**

PRICE LIST OF PRODUCTS

Standard Rigging Package per pick point (2 Ton)	\$ 150.00	Box Truss 12' x 12'x 10'	\$ 50.00	Motorized Hoist	\$ 250.00
Standard Rigging Package per strut point (100lb)	\$ 75.00	Box Truss 20' x 20' x 10'	\$ 75.00	Scissors 26'	\$50.00/hr
Boom Lift **Does not include Operator**	\$75.00 / hr	Corner block for Truss	\$ 50.00		

The Mirage Resort nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. Rigging contractor for Mirage should make installation connections to facility. Rigging Contractor reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. Rigging contractor will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
 Banners & Hanging Sign Services are an exclusive service of The Mirage.**

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EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT CARDHOLDERS NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL: **Required for receipt**		

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BROADBAND INTERNET & NETWORKING

Description of Service	Quantity X Price + Equipment Deposit	Total
1. Standard Line Services (10-Base-T):		
Shared Ethernet Service (DHCP –one computer.)	X \$1,300.00	
A. Additional Computer <i>(Labor at \$75.00/hr applies to all installs of more than two computer)</i>	X \$ 50.00	
B. Wireless Access Point	X \$ 400.00	
<p>The Mirage is not responsible for viruses brought in by outside equipment. Every effort is made to secure all connections; however, due to the nature of the show network that is established for individual events, computers that are affected may pass on their virus to other members on the show floor. If you are unsure of your computer's virus protection, for a nominal fee, the MES office can scan your computer to ensure that it is virus free.</p>		
2. Special Line services		
A. Static IP Address	X \$ 125.00	
D. Special Configurations / Engineering	(Call 702-309-8326 for quote)	
3. Expedite Charge	\$250.00 per line (If ordered less than 14 days prior to show move-in.)	

Under NO CIRCUMSTANCES are users allowed to directly attach their own DHCP server to MES Connectivity.

TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-309-8328

- | | |
|---|--|
| <p>Notes:</p> <ol style="list-style-type: none"> For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). <i>Make all checks payable to: MES</i> Installations are due 24 hours prior to show opening. Customer provided / ordered circuits must be installed and operational two (2) days prior to show move-in. Customers must provide MES with circuit Number and provider's name. | <ol style="list-style-type: none"> Attach any required additional floor plans / diagrams. Rates listed include a single DHCP address, bringing the service to the booth in the most convenient manner and does not include computer equipment. Due to the nature of the Internet, MES cannot guarantee any level of performance or accessibility beyond our gateway. The choice of Internet Service Provider (ISP) is at the sole discretion of MES. 10Mbps and lower services are provided on 10Mbps Ethernet based connectivity with RJ-45 jacks for each connection ordered. T-1 orders must be placed 45 days prior to move-in date. |
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**Payment for services must be in US Funds, Drawn on US Banks.
 Broadband Internet & Networking Services are an exclusive service of the Mirage.
 Charges will appear on statements as "TEAM Co."**

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BOOTH
NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT CARDHOLDERS NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

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COMPUTER RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

All rates are based on a Per Day rate

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
PC Desktop Computers & Notebooks				
Desktop Core 2 Duo 2.66GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 200.00	\$ 250.00		
Desktop Core 2 Duo 2.4GHz 2GB/250GB, 10/100BT, DVD/CDRW, KB, Mouse.	\$ 175.00	\$ 219.00		
Pentium 4 3.0GHz 2GB/160GB, 10/100BT, Fdd, DVD, KB, Mouse	\$ 150.00	\$ 188.00		
Laptop Core 2 Duo 2.1GHz 4GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 200.00	\$ 250.00		
Laptop Core 2 Duo 2GHz 2GB/120GB, 17" LCD DVD/CDRW, WLAN.	\$ 175.00	\$ 219.00		
Laptop 1.7GHz, 1GB/40GB, 15" LCD, DVD/CDRW, WLAN	\$ 150.00	\$ 188.00		
*Desktop Includes Key Board & Mouse Please Choose OS Vista ___ Win XP ___				
LCD Computer Monitors and Displays				
24" Dell Flat Panel Display __PC__Mac	\$ 200.00	\$ 250.00		
23" Apple Flat Panel Display __Mac Only	\$ 250.00	\$ 313.00		
20" Dell Flat Panel Display __PC__Mac	\$ 125.00	\$ 175.00		
17" Dell Flat Panel Display __PC__Mac	\$ 100.00	\$ 150.00		
LCD Monitor Wall Mount	\$ 50.00	\$ 75.00		
VGA Distribution Box 1 pc to 4 Monitors	\$ 95.00	\$ 125.00		
LASER Printers / Fax Machine (laser printers up to 1000 pages free)				
HP Color LaserJet 4700, 30ppm, up to 500 pages free, 25 cents per page thereafter	\$ 250.00	\$ 300.00		
HP Color Laser 3600, 17ppm, up to 500 pages free, 15cents per page thereafter	\$ 200.00	\$ 250.00		
HP LaserJet 4350N 55ppm, PC/MAC	\$ 175.00	\$ 219.00		
HP LaserJet 4250N 45ppm, PC / MAC	\$ 150.00	\$ 188.00		
Multifunction FAX, Copier, Printer	\$ 125.00	\$ 150.00		
Application Software (Office 2003 or 2007)				
MS Office (Word, Excel, Power Point) for PC	25.00	25.00		
MS Office (Word, Excel, Power Point) for MAC	25.00	25.00		

Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
Computer & Miscellaneous Accessories				
3 Piece Mini Subwoofer Speaker System	\$ 35.00	\$ 50.00		
2 Piece PC Audio Speakers	\$ 25.00	\$ 25.00		
Wireless Keyboard & Mouse	\$ 50.00	\$ 75.00		
___101 USB Keyboard ___USB Mouse	\$ 20.00	25.00		
Wireless Ethernet Card	\$15.00	\$20.00		
USB Wireless LAN	\$ 20.00	\$45.00		
16 Port Ethernet Hub (10/100bt)	\$ 25.00	\$ 50.00		
Wireless Access Point/Router	\$ 50.00	\$ 75.00		
Auto Printer Switch Box 4PC's to 1 Printer	\$ 35.00	\$50.00		
Macintosh Computers & Notebooks				
Mac Desktop Pro Dual Core 2.66GHz, 2GB/250GB	\$ 225.00	\$ 282.00		
MacBook Pro C2D 2.4GHz 2GB/120GB, 10/100bt, 17" LCD, WLAN	\$ 250.00	\$ 313.00		
Includes Keyboard & Mouse: SPECIFY OPERATING SYSTEM _____				

Cancellation of equipment must be received 48 hrs. prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.

TOTAL EQUIPMENT	
Delivery / Set up	STRAIGHT TIME: \$ 50.00 / OVER TIME: \$ 100.00
Delivery Date & Time: ___/___@___:___	Tax 8.10%
Pickup Date & Time: ___/___@___:___	TOTAL ORDER
Booth Number	
Booth Contact:	
**NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS	

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks
 Computer Rental services are an exclusive service of The Mirage Resort.
 Charges will appear on statements as "TEAM CO"**

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BOOTH
NUMBER

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EXHIBITING COMPANY NAME:											
BILLING NAME AND STREET ADDRESS:											
CITY:				STATE:				ZIP CODE:			
TELEPHONE NUMBER:						FAX NUMBER:					
ORDERED BY:						PRINT NAME:					
TYPE:	EXP DATE:										
CARDHOLDERS SIGNATURE:						EMAIL					

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BOOTH CLEANING SERVICES

FOR CALCULATION PURPOSES, MULTIPLY YOUR BOOTH DIMENSIONS TO OBTAIN APPROPRIATE SQUARE FOOTAGES. FOR EXAMPLE, A 10 X 10 BOOTH IS 100 SQUARE FEET, TIMES RATE, NUMBER OF DAYS. e.g. 100 X .25 X 3 = \$75.00

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BOOTH SIZE	TYPE OF SERVICE	PRE SHOW	LATE ORDER	DAYS	TOTAL
VACUUMING – 100 SQ. FOOT INCREMENTS (MINIMUM OF 100 SQ. FEET) (Includes emptying your wastebasket nightly)					
	One time vacuum per square foot	\$.35	\$.45		
	0-2000 square feet / per square foot (per day)	.28	.32		
	2000 and larger / per square foot (per day)	.25	.30		
TRASH CONTAINERS					
	20 Gallon containers	20.00	25.00		
	5 Gallon containers	5.00	10.00		
PORTER SERVICE - Rates are per day (Includes trash removal)					
	Periodic 0-500 square feet	55.00	80.00		
	Periodic 501-1500 square feet	80.00	110.00		
	Periodic 1501-3000 square feet	110.00	135.00		
	Periodic 3001 and larger	135.00	175.00		
	**Full Time Porter Service Per Hour (Straight Time)	20.00			
	**Full Time Porter Service Per Hour (Over Time)	35.00			
<i>(Full Time Porter Service includes ice removal, wipe down, dusting, general cleaning etc.)</i>					
	Straight Time: 8:00 AM to 5:00 PM Monday thru Friday (4 Hour minimum labor call)				
	Over Time: Before 8:00 AM, After 5:00 PM, all day Saturday, Sunday and Holidays				
TOTAL ALL SERVICES					

**Please provide schedule and number of persons required.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
 Booth Cleaning is an exclusive service of The Mirage.
 Charges will appear on statements as "TEAM Co."**

Form Updated As Of:
1 OCT 2010

Order Online at www.MirageExpositionServices.com



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
 WWW.**Mirage Exposition Services**.COM
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328

BOOTH
 NUMBER

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

KIOSK RENTAL SERVICES

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

Prices based on daily rate

Order Online at www.MirageExpositionServices.com



Equipment Description	Advance Rate	Regular Rate	QTY X Days	Total
Computer Kiosks				
15" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 395.00	\$ 445.00		
17" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 495.00	\$ 545.00		
19" LCD Kiosk 3.0GHz 1GB/160GB, KB, Trackpad	\$ 595.00	\$ 645.00		
Wireless Network Card	\$ 25.00	\$50.00		
___MS-Office 2003 or ___MS-Office 2007	\$25.00	\$25.00		
**5 DAY RENTAL OR MORE CALL FOR QUOTE				
LOGO Branding – Full color vinyl logo application				
Small Area: above screen and below screen		\$ 100.00		
Large Area: below keyboard		\$ 300.00		
Logo files must be sent at least 14 working days prior to delivery				

TOTAL EQUIPMENT	
Delivery / Set up	STRAIGHT TIME: \$ 100.00 / OVER TIME: \$ 150.00
Delivery Date & Time: ___/___@___:___	Tax 8.10%
Pickup Date & Time: ___/___@___:___	TOTAL ORDER
Booth Number	
Booth Contact:	

****NOTE: LABOR FOR DELIVERY IS CONSIDERED STRAIGHT TIME BETWEEN 9A.M. AND 5P.M. AND OVERTIME BETWEEN 5P.M. AND 9A.M. OR WEEKENDS**

Cancellation of equipment must be received 48 hrs. Prior to delivery to avoid 50% charge. Cancellation at time of delivery results in 100% charge.

Computer Rental services are an exclusive service of The Mirage Resort. Charges will appear on statements as "TEAM CO"

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 6455 S. Dean Martin Drive Suite C / Las Vegas, NV 89118
 Phone: (702) 309-TEAM (8326) / Fax: (702) 309-8328 / Email: orders@exposervicedesk.com

BOOTH NUMBER

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS PLACED ON THIS ORDER FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

Event Name:		Event Dates:		Location:	
Exhibiting Company Name:					
Billing Name and Street Address:					
City:		State:		Zip Code:	
Telephone Number:			Fax Number:		
Ordered By:			Print Name:		
CC Type:		Expiration Date:		CC Number:	
Cardholders Signature:				Email:	

ELECTRICAL SERVICE ORDER FORM

Quantity Non-24 HR.	Description	Advance Rate	Regular Rate	Total
120V LIGHTING & UTILITY OUTLETS				
	500 Watt or 5 Amps	\$ 85.50	\$ 128.00	
	1000 Watt or 10 Amps	\$ 154.00	\$ 231.00	
	2000 Watt or 20 Amps	\$ 216.00	\$ 324.00	
	30 Amps <i>Requires Labor</i>	Call for Quote		

Mirage Exposition Services (MES) is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on your computer(s). All electrical installations and connections to all electrical service should be made by a MES technician. MES will not be responsible for any damage or loss to any equipment component, computer hardware or software, and/or any damage or injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a MES technician.

208V 1 PHASE MOTOR & EQUIPMENT OUTLETS				
	10 Amp	\$ 231.00	\$ 347.00	
	20 Amp	\$ 323.00	\$ 485.00	
	30 Amp	\$ 452.00	\$ 678.00	
	60 Amp	\$ 633.00	\$ 950.00	
	100 Amp	\$ 950.00	\$ 1,425.00	
	150 Amp	\$ 1,330.00	\$ 1,950.00	
	200 Amp	\$ 1,862.00	\$ 2,793.00	

IMPORTANT:

*24-Hour Power & Dedicated Circuits will be double the listed price. Please double rates. Use * to indicate 24-Hr. Outlet(s).

*To receive advance show prices, we must receive your order, along with payment in full or credit card authorization, within fourteen (14) days prior to show opening. All other orders will be charged at regular price.

OUTLET LOCATION & DISTRIBUTION:

*All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths.

*All electrical outlets for island booths will be dropped to one main location per the exhibitors' floor plan. If no plan is provided, the outlets will be installed at our discretion.

*Any additional power drop or locations are chargeable on a time and material basis.

*Distribution and connection of outlets are chargeable on a time and material basis.

208V 3 PHASE MOTOR & EQUIPMENT OUTLETS				
	10 Amp	\$ 309.00	\$ 464.00	
	20 Amp	\$ 433.00	\$ 650.00	
	30 Amp	\$ 606.00	\$ 909.00	
	60 Amp	\$ 848.00	\$ 1,272.00	
	100 Amp	\$ 1,187.00	\$ 1,781.00	
	150 Amp	\$ 1,662.00	\$ 2,493.00	
	200 Amp	\$ 2,137.00	\$ 3,206.00	

*No credits will be issued on unused outlets or lights installed as ordered.

*Electricity will be turned on within 30 minutes of show opening and off within 30 minutes after show closing.

ELECTRICAL LABOR:

*Labor rates are subject to Union Contract effective at time of show:
 ST \$75.00 OT \$135.00

*Labor before 8:00 a.m. and after 5:00p.m. and Saturdays, Sundays, and holidays will be at the overtime rate.

MES JURISDICTION:
 (REQUIRES LABOR AND OR MATERIAL)

*All under-carpet distribution of electrical wiring.

*All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, wired pair, etc., and the distribution of same from product to booth and from booth to booth.

*All motor and equipment hook-ups requiring wiring connections.

*Installation and/or repair of electrical fixtures.

*Installation of electrical motors and electrical apparatus to be energized.

*All outlets over 20 amps and/or with a voltage over 150 volts will require electrical labor.

*Labor is required to inspect equipment pre-wired to plug into our system.

*Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

TRANSFORMER(S) TO BOOST 208V TO 230V				
Total Amps	Circle Outlets Requiring Boost	\$3.50 / AMP	(\$75.MIN.)	

480V 3 PHASE MOTOR & EQUIPMENT OUTLETS				
	20 Amp	\$ 780.00	\$ 1,170.00	
	30 Amp	\$ 936.00	\$ 1,404.00	
	60 Amp	\$ 1,123.00	\$ 1,685.00	
	100 Amp	\$ 1,348.00	\$ 2,022.00	
	200 Amp	\$ 1,887.00	\$ 3,208.00	

*All labor requests require a credit card on file.

*Lift Rates: \$125.00 per hour (One hour minimum)

*Starting Time can only be guaranteed when labor is requested for the start of the working day at 8 a.m. The minimum charge per booth is one hour for installation and one-half (1/2) hour for dismantle. Time will commence per exhibitor's request.

Also available: 380V/220V/ 3 PHASE MOTOR & EQUIPMENT OUTLETS

LABOR REQUEST:

Date: _____ Time: _____ No. Men: _____

This labor order will not be processed until we receive a complete electrical order and floor plan. Please indicate neighboring booth and aisle numbers on floorplan form included in this brochure.

___ MES Supervision (25% Supervision Fee) ___ Exhibitor and/or EAC Supervision (Assume Liability)

Total Cost of Outlets

Form Updated As Of:
 1 OCT 2010

Payment must be in US funds drawn on US banks.
Electrical Services are an exclusive service of The Mirage
****Charges will appear on statements as "TEAM Co."****

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BOOTH
NUMBER

EVENT NAME:			EVENT DATES:			LOCATION:		
EXHIBITING COMPANY NAME:								
BILLING NAME AND STREET ADDRESS:								
CITY:			STATE:			ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:			
ORDERED BY:					PRINT NAME:			
CC TYPE:	EXP DATE:	CC #						
CARDHOLDERS SIGNATURE:					EMAIL			

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

BOOTH LIGHTING SERVICE

The Mirage Resort nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for Mirage should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

To receive advance prices MES must receive your order, with full payment, fourteen (14) working days prior to show opening, all other orders will be processed at the late order rate.

FLOOR LIGHTING DESCRIPTION	PRE SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 1: 150 Watt Flood Light on Stanchion Pole	85.50	128.00		\$
Booth Lighting 2: Double Flood Light on Stanchion Pole	130.00	195.00		\$
Booth Lighting 3: One 18" Track w/ One Fixture	85.50	128.00		\$
Booth Lighting 4: One 4' Track w/ Two Fixture	156.00	234.00		\$
Booth Lighting 5: One 4' Track w/ Three Fixture	181.00	272.00		\$
Booth Lighting 6: One 4' Track w/ Four Fixtures	206.00	309.00		\$
Booth Lighting 7: Additional MR16 Fixtures	40.00	45.00		\$
OVERHEAD LIGHTING DESCRIPTION	PRE SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 8: Source 4 PAR or Ellipsoidal Overhead Light	233.00	280.00		\$
Booth Lighting 9: Source 4 Ellipsoidal Banner Light	233.00	280.00		\$
Booth Lighting 10: Static Logo Light (Does not include gobo)	395.00	474.00		\$
Booth Lighting 11: Moving Logo Light (Does not include gobo)	700.00	840.00		\$

****IF ORDERING MORE THAN 12 LIGHTS, CALL FOR VOLUME DISCOUNT QUOTE****

ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP

TOTAL ALL ROWS \$

LABOR: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate. **A minimum charge per booth of one hour for installation will apply to all booths requiring labor.** Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. Please indicate dates you would like work to commence.

LABOR RATES: \$ 75.00 Straight Time / \$ 135.00 Overtime

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks.
 Charges will appear on statements as: TEAM Co.
 Lightina Services are an exclusive service of The Mirage**

Form Updated As Of:
1 OCT 2010

Order Online at www.MirageExpositionServices.com

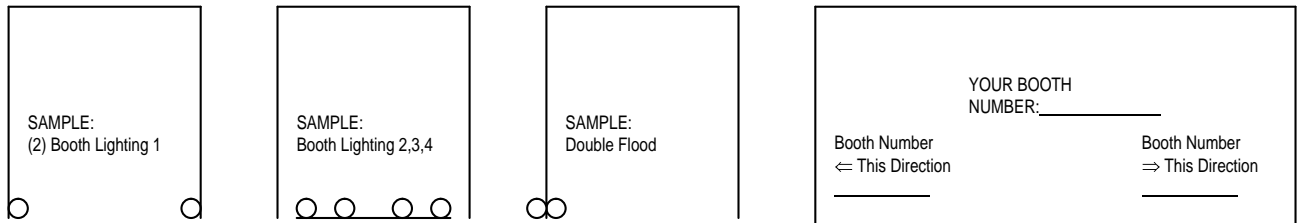
LIGHTING TERMS AND CONDITIONS

HOW TO ORDER YOUR ELECTRICAL REQUIREMENTS:

To order your lights you should total the wattage on the bulbs and multiple by the number of lights you are using.

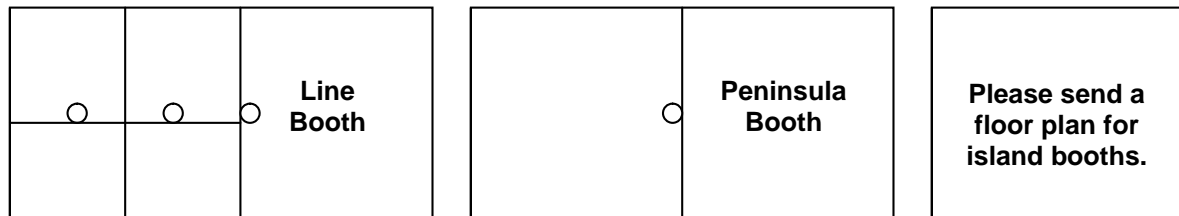
HOW LIGHTING IS INSTALLED IN YOUR BOOTH:

Booth Lighting will be installed as indicated in the following diagrams. All other locations will require labor on a time and material basis.



WHERE ELECTRICAL OUTLETS ARE LOCATED IN YOUR BOOTH:

As with Booth Lighting, Electrical Outlets will be installed only as indicated in the following diagrams. All other locations will require labor on a time and material basis.



OTHER:

1. In order to receive advance rates, we must receive this form with payment, a minimum of fourteen (14) days prior to show opening. All other orders will be processed at the late order rate. No credits will be issued if services are installed, even though not used. Credits will not be issued after closing of event. Please review your invoice prior to leaving the event. All invoices are due and payable prior to show closing.
2. A \$35.00 service fee will be assessed on all returned checks.
3. Lighting prices listed on this rate sheet include power required for lighting only, light track, fixtures, installation, maintenance and removal. Rates listed do not include distribution of cords under carpet for lighting. Distribution to all other locations in a booth space requires labor and is done on a time and material basis. Peninsula booths require labor for lighting installation.
4. All material and equipment provided by the electrical contractor is for rental purposes only and remains the property of the electrical contractor. The contractor will remove it at the closing of an event.
5. Electrical requirements for an exhibit at the facility are for the safety of all exhibitors and are based on national, city and local code regulations. All wiring utilized for booth work must have a 3-wire grounded cord and be a minimum of #14 gauge. Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in convention facilities.
6. Please call (702) 309-8326 for any further information regarding your electrical installation; we are pleased to assist you.



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 Email: orders@exposervicedesk.com

BOOTH
NUMBER

Order Online at www.MirageExpositionServices.com

EVENT NAME:		EVENT DATES:		LOCATION:	
DELIVERY DATE:		DELIVERY TIME:		PICK UP DATE:	
EXHIBITING COMPANY NAME:		CONTACT PERSON:			
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER (Cell):			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
CC TYPE:	EXP DATE:	CC #			
CARDHOLDERS SIGNATURE:			EMAIL		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

FURNITURE RENTALS

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL	FURNITURE DESCRIPTION		PRE ORDER	LATE ORDER	QTY	TOTAL
TRIBECA-ARMLESS SECTIONAL-BLK	LC-614	\$250.00	\$300.00			CAMBRIDGE-SOFA-CHAMPAGNE	LC-403	435.00	522.00		
TRIBECA-CORNER-BLK	LC-615	275.00	330.00			CHAMBRIDGE-LOVESEAT-CHAMPAGN	LC-402	380.00	456.00		
TRIBECA-BENCH-BLK	LC-616	250.00	300.00			CHAMBRIDGE-CLUB CHAIR-CHAMPA	LC-401	300.00	360.00		
MALIBU-SOFA-RED LEATHER	LC-803	575.00	690.00			METROPOLITAN-CONSOLE TBL-CHERRYWD	TO-303	185.00	222.00		
MALIBU-CHAIR & A HALF-RED LTHR	LC-804	450.00	540.00			METROPOLITAN-END TBL-CHERRYWOOD	TO-302	150.00	180.00		
MALIBU-BENCH-RED LEATHER	LC-805	385.00	462.00			METROPOLITAN-COFFEE TBL-CHERRYWOOD	TO-301	165.00	198.00		
MALIBU-SOFA-WHITE LEATHER	LC-800	575.00	690.00			CORONA-TBL LAMP-BRUSHED NICKEL/WTE SHADE	TL-100	80.00	96.00		
MALIBU-CHAIR & A HALF-WHITE LTHR	LC-801	450.00	540.00			CORONA-FLOOR LAMP-BRUSHED NICKEL /WHITE SHADE	FL-100	135.00	162.00		
MALIBU-BENCH-WHITE LEATHER	LC-802	385.00	462.00			PACIFICA-SOFA-SOFT PLUM	LC-608	480.00	576.00		
BARCELONA-CLUB CHAIR-RED LTHR	LC-601	325.00	390.00			PACIFICA-CLUB CHAIR-SOFT PLUM	LC-607	350.00	420.00		
BARCELONA-OTTOMAN-RED LTHR	LC-602	165.00	198.00			PACIFICA-BENCH-SOFT PLUM	LC-617	250.00	300.00		
BARCELONA-CLUB CHAIR-WHIT LTHR	LC-603	325.00	390.00			ITEM DISCONTUNITED					
BARCELONA-OTTOMAN-WHITE LTHR	LC-604	165.00	198.00			KOBE-OTTOMAN-BLACK	LC-706	140.00	168.00		
BARCELONA-CLUB CHAIR-BLK LTHR	LC-605	325.00	390.00			KOBE-OTTOMAN-SOFT PLUM	LC-707	140.00	168.00		
BARCELONA-ORROMAN-BLK LTHR	LC-606	165.00	198.00			KOBE-OTTOMAN-CITRUS	LC-708	140.00	168.00		
PALOMA-SWIVEL CHAIR-CHAR LTHR	LC-613	200.00	240.00			KOBE-OTTOMAN-TANGERINE	LC-709	140.00	168.00		
PALOMA-SWIVEL CHAIR-RED LTHR	LC-612	200.00	240.00			CUBE-OTTOMAN-BLACK	LC-703	80.00	96.00		
SAUSALITO-SOFA-BLACK	LC-611	385.00	462.00			CUBE-OTTOMAN-CONCENTRIC PRINT-RED /SUNFLOWER	LC-701	80.00	96.00		
SAUSALITO-LOVESEAT-BLACK	LC-610	355.00	426.00			CUBE-OTTOMAN-SUNFLOWER	LC-704	80.00	96.00		
SAUSALITO-CLUB CHAIR-BLACK	LC-609	250.00	300.00			CUBE-OTTOMAN-RED	LC-702	80.00	96.00		
SAUSALITO-CLUB CHAIR-COBALT BLUE	LC-618	295.00	354.00			PRINCETON-SOFA-BLACK LEATHER	LC-303	435.00	522.00		
PRINCETON-COFFEE TBL-BLK/GLASS	TO-201	165.00	198.00			PRINCETON-LOVESEAT-BLACK LEATHER	LC-302	380.00	456.00		
PRINCETON-END TBL-BLACK/GLASS	TO-202	150.00	180.00			PRINCETON-CLUB CHAIR-BLACK LEATHER	LC-301	300.00	360.00		
UP LIGHT-TABLE LAMP-CHROME /FROSTED GLASS	TC-102	80.00	96.00			STERLING-COFFEE TABLE-GLASS/SILVER	TO-601	155.00	186.00		
SUBTOTAL COLUMN 1						SUBTOTAL COLUMN 2					

Payment for services must be in U.S. Funds, Drawn on U.S. Banks
FOR ADDITIONAL FURNITURE DETAILS – CALL (702) 309-8326
 Furniture Rental services is a preferred service of the Mirage Resort.
 Charges will appear on statement as "TEAM Co."

MES FURNITURE RENTAL CONTINUED

Order Online at www.MirageExpositionServices.com

FURNITURE DESCRIPTION	PRE ORDER	LATE ORDER	QTY	TOTAL	FURNITURE DESCRIPTION	PRE ORDER	LATE ORDER	QTY	TOTAL
STERLING-END TBL-GLASS/SILVER	TO-602	\$145.00	175.00		BLK/CROM- 42' RND CAFÉ TBL 29' H	TC-108	175.00	210.00	
RIALTO-TBL LAMP-BRUSHED CHROM	TL-101	80.00	96.00		EURO BLK- 30' RND CAFÉ TBL 29' H	TC-502	155.00	186.00	
HAMPTON-COFFEE TBL-MAPLE/SILVE	TO-501	160.00	192.00		EURO BLK- 36' RND CAFÉ TBL 29' H	TC-503	165.00	198.00	
HAMPTON-END TBL-MAPLE/SILVER	TO-502	150.00	180.00		EURO BLK- 46' RND CAFÉ TBL 29'H	TC-107	175.00	210.00	
MANHATTAN-SOFE-GRAY	LC-203	435.00	522.00		EURO BLK- 30' RND BAR TBL 42' H	TB-204	160.00	192.00	
MANHATTAN-LOVESEAT-GRAY	LC-202	380.00	456.00		EURO BLK- 36' RND BAR TBL 42' H	TB-205	165.00	198.00	
MANHATTAN-CLUB CHAIR-GRAY	LC-201	300.00	360.00		EURO MAPLE-CHAIR W/ARMS-MAPLE/BLK/CROM	CH-309	115.00	138.00	
UP LIGHT-FLOOR LAMP-CHROME / FROSTED GLASS	FL-101	135.00	162.00		EURO MAPLE- 42' RND CAFÉ TBL 29' H	TC-102	185.00	222.00	
WESTPORT-COFFEE TBL-ESPRESSO /BRUSHED NICKEL	TO-700	160.00	192.00		PARK AVE-CHAIR-MAPLE/CHROME	CH-311	135.00	162.00	
WESTPORT-END TBL-ESPRESSO /BRUSHED NICKEL	TO-701	150.00	180.00		PARK AVE-BAR STOOL-MAPLE/CHROME	SB-209	150.00	180.00	
WESTPORT-CONSOLE TBL ESPRESSO /BRUSHED NICKEL	TO-702	195.00	234.00		MAPLE-CHROME- 30' RND CAFÉ TBL 29' H	TC-500	155.00	186.00	
WESTCHESTER-SOFA-COGNAC LTHR	LC-103	495.00	594.00		MAPLE-CHROME- 36' RND CAFÉ TBL 29' H	TC-501	165.00	198.00	
WESTCHERTER-LOVESEAT-COGNAC LTHR	LC-102	435.00	522.00		MAPLE-CHROME- 30' RND BAR TBL 42' H	TB-200	160.00	192.00	
WESTCHESTER-CLUB CHAIR-COGNAC LEATHER	LC-101	325.00	390.00		MAPLE-CHROME- 36' RND BAR TBL 42' H	TB-201	170.00	204.00	
WESTCHESTER-COFFEE TBL-ANTIQUE SILVER/GOLD/GLASS	TO-101	165.00	198.00		CONFERENCE CHAIR-HIGH BACK-BLU/BLK-GAS LIFT /CASTERS	CH-404	175.00	210.00	
WESTCHESTER-END TBL-ANTIQUE SILVER/GOLD/GLASS	TO-102	155.00	186.00		CONFERENCE CHAIR-HIGH BACK-BLK/CROM /POLY-GAS LIFT/CASTERS	CH-405	175.00	210.00	
WESTCHESTER-OTTOMAN-COGNAC LEATHER	LC-705	165.00	198.00		CONFERENCE CHAIR-HIGH BACK-BLK-GAS LIFT/CASTERS	CH-201	175.00	210.00	
HAMILTON-COFFEE TBL-CHERRYWD / GLASS	TO-401	175.00	210.00		CONFERENCE CHAIR-BID BACK-BLACK-GAS LIFT/CASTERS	CH-200	165.00	198.00	
HAMILTON-END TBL-CHERRYWD / BLK GLASS	TO-402	160.00	192.00		6' MAPLE CONF TBL-RECTANGLE 72' X 36'	TC-600	385.00	462.00	
LENOX-BAR STOOL-MAHOGONY WOOD-CREAM	SB-201	150.00	180.00		8' MAPLE CONF TBL-RECTANGLE 96' X 48'	TC-601	425.00	510.00	
LENOX-BAR TBL-MAHOGANY WOOD-CREAM 42' H	TB-103	185.00	222.00		6' BLK CONF TBL-OVAL 72' X 36'	TC-312	395.00	474.00	
SILK BACK BAR STOOL-BLK /CLEAR /CHROME	SB-202	145.00	174.00		10' GREY CONF TBL-OVAL 120' X 48'	TC-300	495.00	594.00	
BLACK/CHROME-30' BAR TBL 42' H	TB-206	160.00	192.00		10' BLK CONF TBL-OVAL 120' X 48'	TC-301	495.00	594.00	
BLACK/CHROME- 36' BAR TBL 42' H	TB-207	170.00	204.00		6' BLK CONF TBL-OVAL 72' X 36'	TC-309	395.00	474.00	
TRAVE-BAR STOOL-RED LTHR/CROM	SB-208	150.00	180.00		6' BLK CONF TBL-OVAL 96' X 48'	TC-303	425.00	510.00	
TRAVE-BAR TBL-CLASS/CROM 42' H	TB-100	250.00	300.00		ITEM DISCONTINUED				
BOMBE-BAR TBL-BLK/CROM 42' H	TB-102	225.00	270.00		ITEM DISCONTINUED				
BOMBE-BAR STOOL-BLK/CROM	SB-203	165.00	198.00		6' MAHOGANY CONF TBL-OVAL 72' X 36'	TC-307	395.00	474.00	
CARMEL-BAR STOOL-MAPLE/NICKEL /CREAM	SB-200	145.00	174.00		8' MAHOGANY CONF TBL-OVAL 96' X 48'	TC-302	450.00	540.00	
CARMEL-BAR TBL-MAPLE/NICKEL 42'H	TB-101	185.00	222.00		CONF CHAIR-MID BACK-BLK LTHR-SLED BASE	CH-102	175.00	210.00	
HAMPTON-ETAGERE-MAPLE/NICKEL /GLASS	BC-121	395.00	474.00		CONF CHAIR-HIGH BACK-BLK LTHR-GAS LIFT /CASTERS	CH-101	195.00	234.00	
5' RECTANGLE CONFERENCE TBL-CHROME/GLASS 29' H	TG-400	360.00	432.00		CONF CHAIR-MID BACK-BLK LTHR-GAS LIFT /CASTERS	CH-100	180.00	216.00	
TRESTLE- 4 RECTANGLE CONF TBL-CHROME/GLASS 29' H	TG-401	275.00	330.00		SIDE CHAIR-PARSONS-BLK	CH-907	135.00	162.00	
TRESTLE- 32' SQ CONF TBL-CHROME/GLASS 29' H	TG-402	250.00	300.00		SIDE CHAIR-TULIP-BLK-TILT/CASTERS 26.5" W X 17"D X 33"H	LC-900	150.00	180.00	
42' RND CONF TBL-CROM/CLS 29' H	TG-403	250.00	300.00		CONFERENCE CHAIR-MID BACK-SLED BASE	CH-202	155.00	186.00	
SILK BACK CHAIR W/ARMS-BLACK /CLEAR/CHROME	CH-308	125.00	150.00		CONFERENCE CHAIR-HIGH BACK-BLK LTHR-GAS LIFT/CASTERS	CH-203	175.00	210.00	
SILK BACK CHAIR W/OUT ARMS-BLK /CLEAR/CHROME	CH-307	95.00	114.00		TASK CHAIR W/ ARMS-BLK-GAS LIFT/CASTERS	CH-400	130.00	156.00	
EURO BLK-BAR STOOL	SB-204	145.00	174.00		TASK CHAIR W/OUT ARMS-BLK-GAS LIFT /CASTERS	CH-401	125.00	150.00	
EURO BLK-CHAIR W/OUT ARMS	CH-301	80.00	96.00		TASK STOOL W/ ARMS-BLK-GAS LIFT /CASTERS	SD-100	165.00	198.00	
EURO BLK-CHAIR W/ARMS	CH-302	85.00	102.00		TASK STOOL W/ OUT ARMS-BLK-GAS /CASTERS	SD-101	160.00	192.00	
BLK/CROM- 30' RND CAFÉ TBL 29' H	TC-504	155.00	186.00		MAPLE CONTEMPORARY-DESK-DOUBLE PEDESTAL 60" X 30"	DE-131	450.00	540.00	
BLK/CROM- 36' RND CAFÉ TBL 29' H	TC-505	165.00	198.00		MAPLE CONTEMPORARY-DESK-SINGLE PEDESTAL 60" X 30"	DE-136	425.00	510.00	
NOT USED					NOT USED				
SUBTOTAL COLUMN 1					SUBTOTAL COLUMN 2				

MES FURNITURE RENTAL CONTINUED

ORDER ONLINE at www.MirageExpositionServices.com

FURNITURE DESCRIPTION	PRE ORDER	LATE ORDER	QTY	TOTAL	FURNITURE DESCRIPTION	PRE ORDER	LATE ORDER	QTY	TOTAL
MAPLE CONTEMPORARY-CREDENZA	CR-212	425.00	510.00		BAR- 1 SHELF-BLACK	AC-112	250.00	300.00	
MAPLE CONTEMPORARY-LATERAL- 2 DRAWER	LF-206	295.00	354.00		PEDESTAL-BLACK 14" X 14" X 30"	PE-103	175.00	210.00	
WALNUT TRANSITIONAL-DESK-DBL PEDESTAL 60" X 30"	DE-206	395.00	474.00		PEDESTAL-BLACK 14" X 14" X 36"	PE-102	190.00	228.00	
WALNUT TRANSITIONAL-EXECUTIVE DESK DBL PED 72" X 36"	DE-201	450.00	540.00		PEDESTAL-BLACK 14" X 14" X 42"	PE-101	225.00	270.00	
WALNUT TRANSITIONAL-CREDENZA	CR-205	425.00	510.00		PEDESTAL-GREY 14" X 14" X 30"	PE-108	175.00	210.00	
GRAY CONTEMPORARY-DESK-DBL PED 60" X 30"	DE-102	355.00	426.00		PEDESTAL-GREY 14" X 14" X 36"	PE-107	190.00	228.00	
GREY CONTEMPORARY-CREDENZA	CR-100	355.00	426.00		PEDESTAL-GREY 14" X 14" X 42"	PE-106	225.00	270.00	
GREY CONTEMPORARY-BOOKCASE- 5 SHELVES	BC-103	325.00	390.00		PEDESTAL-WHITE 14" X 14" X 30"	PE-113	175.00	210.00	
MAHOGANY TRADITIONAL- EXECUTIVE DSK DBL PED 72" X 36"	DE-300	475.00	570.00		PEDESTAL-WHITE 14" X 14" X 36"	PE-112	190.00	220.00	
MAHOGANY TRADITIONAL- CREDENZA	CR-301	475.00	570.00		PEDESTAL-WHITE 14" X 14" X 42"	PE-111	225.00	270.00	
WALNUT TRANSITIONAL-LATERAL FILE- 2 DRAWER	LF-204	295.00	354.00		PEDESTAL-BLACK 24" X 24" X 36"	PE-104	275.00	330.00	
CONFERENCE CHAIR-HIGH BACK- MAHOGANY LTHR	CH-908	195.00	234.00		PEDESTAL-GREY 24" X 24" X 36"	PE-109	275.00	330.00	
CONFERENCE CHAIR-TRADITIONAL MAHOGANY LTHR	CH-904	150.00	180.00		PEDESTAL-WHITE 24" X 24" X 36"	PE-114	275.00	330.00	
CONFERENCE CHAIR-TRADITIONAL MAHOGANY LTHR-CASTERS	CH-905	155.00	186.00		CUBE-BLACK 24" X 24" X 21"	TO-605	225.00	270.00	
MAHOGANY TRADITIONAL- BOOKCASE- 5 SHELVES	BC-107	425.00	510.00		CUBE-BLACK 24" X 24" X 16"	TO-603	180.00	216.00	
WALNUT TRANSITIONAL-BOOKCASE- 5 SHELVES	BC-109	325.00	390.00		CUBE-BLACK 30" X 30" X 16"	TO-604	190.00	228.00	
MAHOGANY TRADITIONAL- 42" CONF TBL 29"H	TC-104	350.00	420.00		COAT TREE-BLACK	AC-100	85.00	102.00	
SIDE CHAIR-MAHOGANY/CREAM	CH-900	125.00	150.00		EASEL-OAK	ES-100	85.00	102.00	
MAHOGANY TRADITIONAL-WRITING DSK- 1 DRAWER	DE-601	275.00	330.00		LITERATURE RACK-BLACK	AC-104	125.00	150.00	
LATERAL FILE- 2 DRAWER-BLK	LF-106	275.00	330.00		STANCHION-CHROME	SR-100	50.00	60.00	
VERTICAL FILE- 4 DRAWER LEGAL- BLK	VF-202	165.00	198.00		ROPE- 6' RED VELOUR	SR-101	30.00	36.00	
CERTICAL FILE- 4 DRAWER LEGAL- GREY	VF-203	165.00	198.00		COMPUTER KIOSK-BLACK W/ KEYBOARD TRAY-CASTERS	PE-100	350.00	420.00	
VERTICAL FILE- 2 DRAWER LEGAL- BLK	VF-200	135.00	162.00		COMPUTER KIOSK-GREY W/ KEYBOARD TRAY-CASTERS	PE-105	350.00	420.00	
VERTICAL FILE- 2 DRAWER LEGAL- GREY	VF-201	135.00	162.00		COMPUTER KIOSK-WHITE W/ KEYBOARD TRAY-CASTERS	PE-110	350.00	420.00	
LATERAL FILE- 2 DRAWER-GREY	LF-101	275.00	330.00		COMPUTER STAND-WALK-UP GRAPHITE NEBULA	TC-700	165.00	198.00	
REFRIGERATOR COMPACT WHITE- 4 CU FT	AC-111	270.00	324.00		COMPUTER TBL/DSK-GRAPHITE NEBULA	TC-701	155.00	186.00	
FLOOR LAMP - BLACK METAL 77" X 30" X 17"	FL-102	135.00	162.00		NOT USED				
SUBTOTAL PAGE 1					SUBTOTAL PAGE 1				
SUBTOTAL PAGE 2					SUBTOTAL PAGE 2				
SUBTOTAL PAGE 3					SUBTOTAL PAGE 3				
GRAND TOTAL COLUMN 1					GRAND TOTAL COLUMN 2				

TOTAL COLUMN 1 & 2 \$ **Plus Tax 8.10%** \$
Total Order \$

Show Site Delivery Date:	Show Site Delivery Time:	Show Site Pick Up Date:	Show Site Pick Up Time:
Show Site Contact Person:		Show Site Cell Number:	Booth Number:



ORDER ONLINE OR MAIL / FAX FORMS WITH PAYMENT TO:
 WWW.**Mirage Exposition Services**.COM
 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
 Email: orders@exposervicedesk.com

**BOOTH
NUMBER**

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL **Required for Receipt**		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY (BOTH SIDES) FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

PLUMBING SERVICE

COMPRESSED AIR: 90-100 Pounds PSI *Note: The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections contact MES.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$ 517.00	\$ 776.00	\$
Each additional connection within 5 feet of 1 st outlet.		259.00	374.00	\$
CFM required: Min. of 5 CFM Size of connection: _____		8.00 / Each CFM	12.00 / Each CFM	\$

WATER SERVICE: *Note: Pressure may vary; no guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$520.00	\$793.00	\$
Each additional connection within 5 feet of 1 st outlet.		260.00	397.00	\$
Size of connection required:	Number of connections:	GPM required:		

DRAIN: *Note: Floor drains exist in limited locations, please call to verify drain availability or supplemental charges which may be incurred.*

ITEM	QTY.	ADVANCE RATE	REGULAR RATE	TOTAL Quantity x Price
First outlet at rear of booth		\$520.00	\$793.00	\$
Each additional connection within 5 feet of 1 st outlet.		260.00	397.00	\$
Size of connection required:	Number of connections:			

LABOR: A Minimum charge for labor to install and dismantle of 1 1/2 hours is required. Rates listed below

Note: Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m. Monday through Friday, Saturdays, Sundays and Holidays will be at the overtime rate.

STRAIGHT TIME: \$75.00 - OVERTIME: \$135.00

LABOR IS REQUIRED FOR ALL CONNECTIONS	TOTAL OUTLET	\$
	TOTAL LABOR	\$
	TOTAL PLUMBING	\$

*Payment for services must be in US Funds, Drawn on US Banks.
 Plumbing is an exclusive service of The Mirage Resort.*

Form Updated As Of:
1 OCT 2010

COMPRESSED AIR * WATER * DRAIN INSTRUCTIONS AND CONDITIONS

1. All material and equipment furnished by the plumbing contractor for these service orders shall remain plumbing contractor property and shall be removed ONLY by plumbing personnel at the close of the show.
2. Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by exhibitors.
3. All equipment must comply with state and local safety codes.
4. Prices are based upon current wage rates and are subject to change without notice.
5. Exhibitors are encouraged to make their booth connections within their booth. The standard connector for compressed air outlets is a ¼" AMFLO-C1 connector, the standard connector for water is ½" FIP connector. However, no modifications to facility system or equipment are allowed. Exhibitors who are in violation of this will be charged an hourly service charge to repair system or equipment.
6. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without the presence of the plumbing contractor personnel.
7. Equipment using water must have inlet and outlet properly marked and identified.
8. Unless otherwise directed, in writing by exhibitor or its representative, plumbing contractor personnel may be required to cut floor coverings to permit installation of service.
9. Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment. Standard placement for compressed air, water, and drain outlets are at the back wall of line (in-line) and peninsula booths. For island booths outlets will be placed in the center of the booth (or at our discretion) unless we receive a floor plan indicating the main location where you require your services.
10. Due to the portable nature of the air lines to be used in The Mirage Convention Area, we recommend that exhibitors supply a filter or other equipment to limit the moisture or water in lines.
11. Special supplies, such as: regulators, strainers, traps, and other such specialized equipment as may be necessary for your booth should be ordered within thirty (30) days written notice – every effort to assist you will be made to provide you with all special requirements.
12. All utility outlets include up to one hundred feet (100') of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and material rates.
13. Any of your plumbing services that require electricity or electrical labor to connect and/or operate should be ordered on the "Electrical Services Form". You will also be charged for electrical outlets for any services, which require power for special plumbing needs, such as; pumps, ejectors and or compressor outlets.
14. Credits will not be given for outlets installed even though not used.
15. A separate outlet fee will be made for each piece of equipment using connected service, whether connected Direct or Otherwise. The volume required will determine Service outlet size.
16. All work performed within a booth attaching lines to equipment will be charged on a time and material basis in addition to outlet fees.

To receive advance prices MES must receive your order, with full payment, fourteen (14) days prior to exhibitor arrival for move in, all other orders will be processed at the late order rate. Payment in full must be rendered prior to the close of show. NO EXCEPTIONS PLEASE!

*Payment for services must be in US Funds, Drawn on US Banks.
Plumbing is an exclusive service of The Mirage Resort.
Charges will appear on statement as "TEAM Co."*

Form Updated As Of:
1 OCT 2010



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 6455 S. Dean Martin Rd. Suite C ♦ Las Vegas, NV 89118
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
 Email: orders@exposervicedesk.com

BOOTH
NUMBER

Order online at www.MirageExpositionServices.com

EVENT NAME:		EVENT DATES:				LOCATION:			
EXHIBITING COMPANY NAME:									
BILLING NAME AND STREET ADDRESS:									
CITY:			STATE:				ZIP CODE:		
TELEPHONE NUMBER:					FAX NUMBER:				
ORDERED BY:					PRINT NAME:				
TYPE:	EXP DATE:								
CARDHOLDERS SIGNATURE:					EMAIL: **Required for Receipt**				

BY SIGNING AND DELIVERING THIS FORM, CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

VIDEO SIGNAL & INHOUSE ELECTRONIC MEDIA

Description of Service	Quantity X Price + Equipment Deposit	Total
1. Standard Cable TV Drop:		
Advanced Rage	X \$ 325.00	
Show Site Rate	X \$ 487.00	
<p>The antenna drop includes all cable, adapters, service fees and amplification to deliver one feed into the booth. One feed can be distributed throughout the booth on a time and material basis. If you are requesting distribution for your cable feed, please send a floor plan indicating the locations where you will require antenna feeds</p>		
2. Distribution Labor		
Technical Labor – Straight Time	X \$ 75.00	
Technical Labor – Over Time	X \$ 135.00	
<p>All orders are subject to a \$25.00 handling fee if canceled within twenty-one (14) calendar days prior to show opening date. No refunds will be issued for services canceled after they have been installed. All prices are subject to change without prior notice.</p> <p>All locating of satellite dishes for outside access is done by MES personnel. Please call if you plan on bringing your own satellite dish or up-link vehicles. We will advise you of the areas where they may be located. Consideration will be given to direction from which signal is relayed.</p>		
3. In-House Electronic Media		
Mirage rooms per-day	X \$ 500.00	
Multiple Properties (\$500.00 per Property)	X \$ 500.00	
Production Labor	Call for Quote	
<p>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-309-8328</p>		

- Notes:**
- For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.
 - MES accepts payment in US dollars, Checks drawn on a US bank or the following credit cards: (AMEX, VISA, MC). *Make all checks payable to: MES*
 - Installations are due 24 hours prior to show opening.
 - Attach any required additional floor plans / diagrams.

Payment for services must be in US Funds, Drawn on US Banks.
Video Signal and In-House Electronic Media Services are an exclusive service of The Mirage Resort.
Charges will appear on statements as: TEAM Co.

Form Updated as of:
1 OCT 2010



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 6455 S. Dean Martin Dr. Suite C ♦ Las Vegas, NV 89118
 Phone: (702) 309-TEAM (8326) ♦ Fax: (702) 309-8328
 Email: exposervicedesk.com

BOOTH
NUMBER

Order Online at www.MirageExpositionServices.com

EVENT NAME:		EVENT DATES:		LOCATION:	
EXHIBITING COMPANY NAME:					
BILLING NAME AND STREET ADDRESS:					
CITY:		STATE:		ZIP CODE:	
TELEPHONE NUMBER:			FAX NUMBER:		
ORDERED BY:			PRINT NAME:		
TYPE:	EXP DATE:				
CARDHOLDERS SIGNATURE:			EMAIL		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS LISTED. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.

TELECOMMUNICATIONS SERVICE

SERVICE	QTY.	PRE ORDER	LATE ORDER	TOTAL Quantity X Price
Single Line Touch Tone Phone w/ Instrument		\$ 375.00 Includes 50.00 Deposit	\$ 475.00 Includes 50.00 Deposit	\$
Single Line Touch Tone Phone w/o Instrument (i.e., fax, modem line, credit card machine, etc.)		325.00 Includes 50.00 Deposit	425.00 Includes 50.00 Deposit	\$
Multi-Line Touch Tone Phone w/ Display Installed with up to six rollovers. (i.e., you receive one number w/ six roll over line ability)		575.00 Includes 150.00 Deposit	675.00 Includes 150.00 Deposit	\$
Multi-Line Touch Tone Phone w/o Display		525.00 Includes 150.00 Deposit	625.00 Includes 150.00 Deposit	\$
Voice Mail Will act as an answering machine for your single or multi-line service.		75.00	85.00	\$
Long Distance Block Requires a code to use Long Distance Services.		75.00	85.00	\$
FOR BROADBAND INTERNET AND NETWORKING SERVICES: SEE: BROADBAND INTERNET & NETWORKING FORM			TOTAL	\$

ADDITIONAL CHARGES / FEES:

****ALL ORDERS INSTALLED ON WEEKENDS REQUIRE A \$150.00 LABOR FEE****

- **Call Detail Charges** – Local call, operator assisted and 800 calls will be charged at a minimum of \$1.00 per minute for the first 30 minutes and .15 for each additional minute after. All long distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the MES Exhibitor Service Desk within one hour following the close of the event. Exhibitors who do not return their instruments will be charged: \$50.00 for single line instruments and \$150 for multi line instruments.
- **Labor Charges** – Labor between the hours of 8:00 a.m. and 5:00 – Monday through Friday (except holidays) will be at the straight time labor rate, all other hours will be at the overtime rates. Exhibitors will be charged a minimum \$100.00 relocation fee to move lines, program exhibitors equipment or for damage to telephone lines which occurs in the booth and is caused by exhibitor, exhibitor's employees or any appointed representatives will be charged on a labor and material basis for these occurrences. Labor Rates: Straight Time - \$75.00 Overtime - \$135.00
- **Cancellation Notice** – All orders are subject to a \$25.00 handling fee if canceled within ten (10) calendar days prior to show opening date. No refund will be given for services canceled after they have been installed. All prices are subject to change without prior notice.

**Payment for services must be in U.S. Funds, Drawn on U.S. Banks
 Charges will appear on statements as: TEAM Co.
 Telecommunication services are an exclusive service of The Mirage Resort.**

Form Updated as of:
1 OCT 2010



Mail or Fax forms to:
MIRAGE EXPOSITION SERVICES
6455 S. Dean Martin Dr. Suite C
Las Vegas, NV 89118
Phone: 702.309.TEAM (8326)
Fax: 702.309.8328

Exhibitor Worksheet

Total Cost Worksheet

Service	Total Cost
Audio Visual	\$ _____
Banners & Hanging Signs	\$ _____
Booth Cleaning	\$ _____
Booth Lighting	\$ _____
Broadband Internet & Networking	\$ _____
Computer Rental	\$ _____
Kiosk Rental Services	\$ _____
Electrical	\$ _____
Floral	\$ _____
Furniture Rental	\$ _____
Plumbing	\$ _____
Telecommunications	\$ _____
Video Signal Services	\$ _____
Total Cost	\$ _____

Service Form Check List:

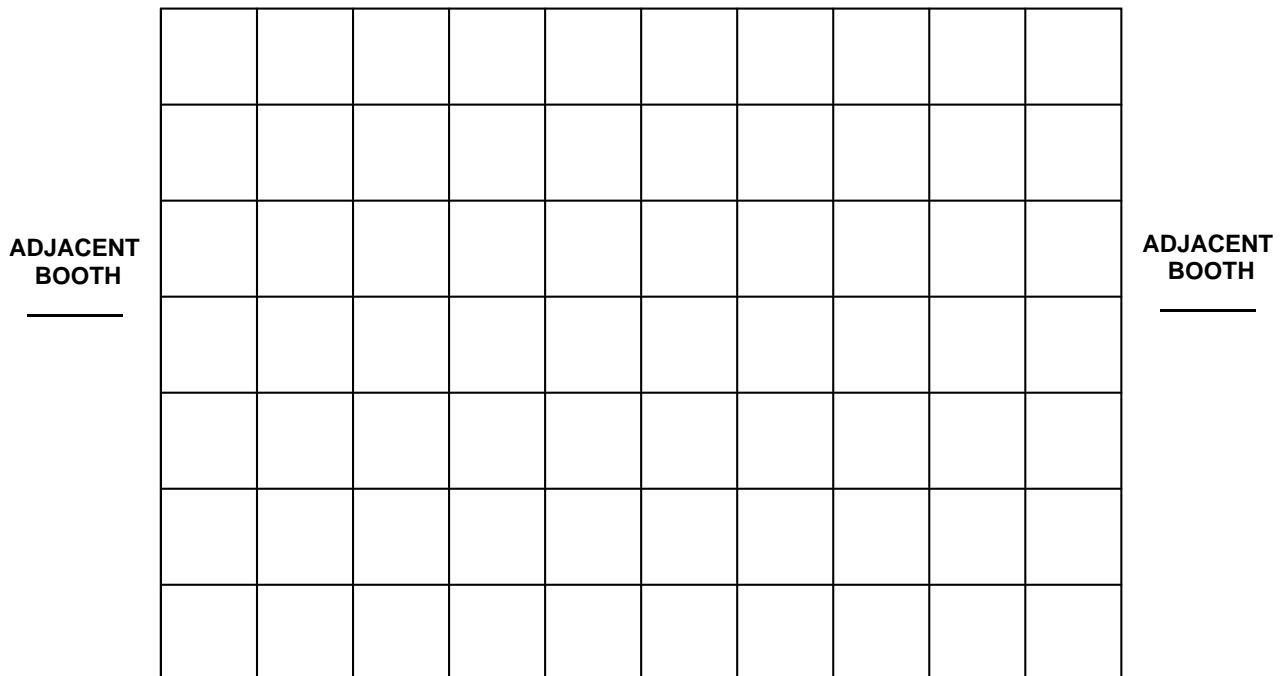
- I have read all of the applicable instructions and restrictions carefully
- I have filled out all required information, including **Company Name, Booth Number, Show Name and Credit Card Information.**
- I have included or have sent separately all detailed plans of my exhibit or meeting space that will be required for Mirage Exposition Services.

FAQ's

- Q. How soon in advance do I need to submit my order in order to receive advanced pricing?
 A. MES must receive your order and accompanying payment a minimum of fourteen (14) calendar days prior to show open.
- Q. How can I pay for my service needs?
 A. MES accepts Checks and Currency in US Funds, Drawn on US Banks, American Express, Master Card and Visa.
- Q. How do I know when my order form is complete?
 A. MES considers an order to be complete when it contains all the appropriate billing information, show information, booth number(s), credit card information and signature. If the client is exhibiting in a booth that is not an in-line booth, MES requests that a detailed floor plan, indicating adjacent booth numbers accompany the service form.
- Q. Can I order my services online?
 A. MES has an online ordering service at (www.MirageExpositionServices.com). Customers that order online will receive an email invoice of their order.

BOOTH DIAGRAM INFORMATION

ADJACENT
BOOTH



ADJACENT
BOOTH

ADJACENT
BOOTH

- ELECTRICAL LOCATIONS
 ELECTRICAL MAIN DROP
 PLUMBING LOCATIONS
 STAGING & LIGHTING LOCATIONS
 AUDIO VISUAL LOCATIONS
 INTERNET



Mail or Fax forms to:
MIRAGE EXPOSITION SERVICES
 6455 S. Dean Martin Dr. Suite C
 Las Vegas, NV 89118
 Phone: 702.309.TEAM (8326)
 Fax: 702.309.8328

Order Confirmation Sheet

MES does not automatically provide order confirmation. If you would like to have your order confirmed, please submit this form with your order.

Audio Visual

Banners & Signs

Cleaning

Broadband Internet

Interactive Stations

Computers

Plumbing

Electrical

Lighting

~~Floral~~

Telecommunications

Furniture

Video Signal

Order Received On _____

Received by: _____

Issues or Missing Information if any: _____

Confirmed on: _____

Form Updated as of:
1 OCT 2010