

EANGUS 54th Annual Conference

August 11 – 14, 2025
Grand Sierra Resort
Reno, NV

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **EANGUS 54th Annual Conference**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253 437 0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **EANGUS 54th Annual Conference**

Thank you and we look forward to servicing your needs at the **EANGUS 54th Annual Conference in Reno, NV.**

Sincerely,

Levy Exposition Services, Inc.

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	Grand Sierra Resort 2500 E 2nd St Reno, NV 89595	
EXHIBITOR MOVE-IN:	Sunday, August 10, 2025	8:00 am – 5:00 pm
EXHIBITION DATES:	Monday, August 11, 2025	11:00 am – 4:00 pm (ribbon cutting)
	Tuesday, August 12, 2025	8:00 am – 4:00 pm
	Wednesday, August 13, 2025	8:00 am – 4:00 pm
	Thursday, August 14, 2025	8:00 am – 11:00 am
EXHIBITOR MOVE-OUT:	Thursday, August 14, 2025	11:00 am – 6:00 pm
	**Please note that all exhibit materials must be removed from the exhibit Facility by 6:00 pm on Thursday, August 14, 2025.	
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – blue, black & brown • 3' high drapery sidewall – black • 1 - 7" x 44" booth identification sign <p>If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).</p>	
BOOTH CARPET:	To maintain a consistent and professional appearance on the show floor, EANGUS 54 th Annual Conference show rules require that all exhibitor have carpeting or an alternative floor covering. If you are not bringing your own carpeting or floor covering, please see the Levy Carpet Order Forms for options and ordering.	
 AISLE CARPET:	The aisles will be carpeted in the color bluejay.	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 32' feet.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by July 21, 2025 .	
LEVY ONLINE ORDERING :	The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.	
GRAND SIERRA RESORT SERVICES:	The Grand Sierra Resort is the official service provider for Electrical, Internet and Audio Visual Services . To order services, see page 42 .	

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between July 7, 2025 – August 4, 2025. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

EANGUS CONFERENCE
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o Liberty CFS
12155 Truckee Canyon Court
Sparks, NV 89434

All **DIRECT** shipments should not arrive prior to 8:00 am on **Sunday, August 10, 2025**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

EANGUS CONFERENCE
Exhibiting Company Name
Booth # ____
Grand Sierra Resort
c/o Levy Exposition Services, Inc.
2500 E 2nd St
Reno, NV 89595

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by **6:00 pm** on **Thursday, August 14, 2025**. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than **4:00 pm** on **Thursday, August 14, 2025**. If your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

POST SHIPPING PAPERWORK:

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.



LEVY ONLINE ORDERING

ONLINE ORDERING INSTRUCTIONS

We are pleased to offer online ordering for the **EANGUS 54th Annual Conference**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link. —————→
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.

Levy Online Ordering Link:

[Click here to begin online ordering](#)

2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. —————→
5. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
6. To complete your purchase click on the "Proceed to Checkout" button.
7. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.

Exhibitor Information

ETK TEST
Booths: LEVY

Order Booth Services

Exhibitor Kit

Show Facts

Please click the blue links above for important show information and services.

OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

SHOW SITE WORK RULES IN NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Levy labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

LABOR

The installation and dismantling of prefabricated displays come under the jurisdiction of the Teamster union. Union Labor is available to assist in the building and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians, and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for installing, dismantling, and first cleaning prefabricated exhibits and displays. However, exhibitors may set up their exhibit display if they are full-time employees of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size unless they are full-time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel with a union installer on a one-to-one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle, they must use local union members.

MATERIAL / FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over all material handling equipment, including all dollies and hand trucks. It also has the authority of the unloading, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment and the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

GRATUITIES / BREAKS

Levy requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Levy employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of Levy. Levy employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel concerning work. Exhibitors do not have to respond to grievances or complaints from union and trade personnel concerning work jurisdictions. Please refer all such disputes and questions to a Levy management representative immediately.

SAFETY

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables, and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Levy Exposition Services Inc. cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual, and the necessary ladders and tools will be provided.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

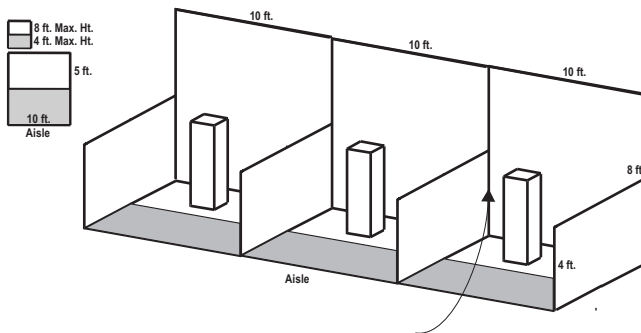
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

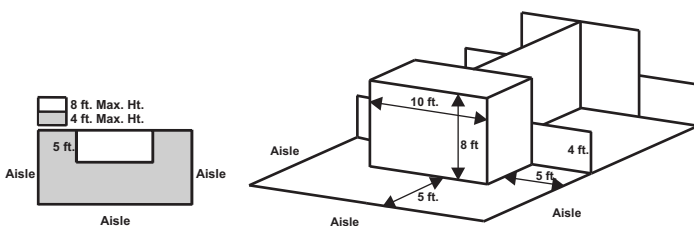
Note: Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

PENINSULA END-CAP BOOTH

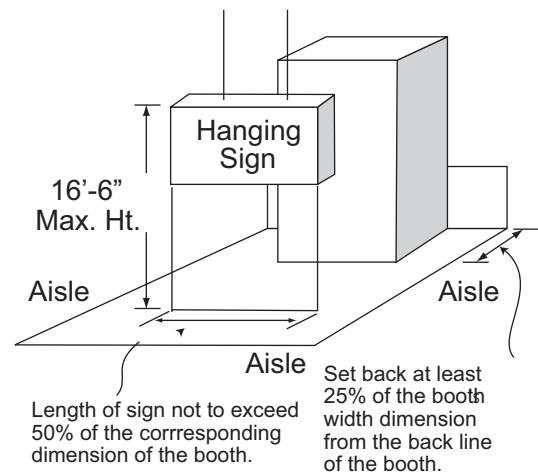
An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



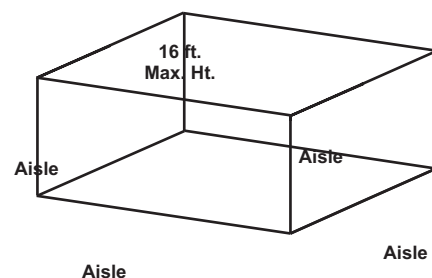
****All overhead hanging must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign.****

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall is 32 feet.

THIRD PARTY BILLING REQUEST

COMPANY		BOOTH NUMBER		Deadline Date July 21, 2025
ADDRESS	street city state/province zip/postal code country			
PHONE	FAX	PURCHASE ORDER NUMBER		
AUTHORIZED CONTACT SIGNATURE X		AUTHORIZED CONTACT - PLEASE PRINT DATE		<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

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

EXHIBITING FIRM

EXHIBITING FIRM _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

THIRD PARTY

THIRD PARTY _____

ADDRESS _____

CITY _____ STATE/PROVINCE _____ ZIP/POSTAL CODE _____

PHONE _____ FAX _____

AUTHORIZED SIGNATURE _____

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY _____ PROV. / STATE _____

POSTAL/ZIP CODE _____ COUNTRY _____

TODAY'S DATE _____ MONTH / DAY / YEAR

CARD NUMBER

☐ VISA ☐ MASTERCARD ☐ AMEX ☐ CHECK

EXPIRY DATE CVCC

CARDHOLDER NAME
(PLEASE PRINT)

SIGNATURE _____

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY				BOOTH NUMBER			
ADDRESS		street	city	state/province	zip/postal code	country	
PHONE		FAX	PO #		E-MAIL		
AUTHORIZED CONTACT SIGNATURE X			AUTHORIZED CONTACT - PLEASE PRINT			DATE	

All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE		CCVC	
ACCOUNT NUMBER									
CARDHOLDER'S BILLING ADDRESS				city	state/province	zip/postal code	country		
CARDHOLDER'S SIGNATURE X				CARDHOLDER'S NAME - PLEASE PRINT					

Please complete the REQUIRED order forms and submit with Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card and/or bank check, however, **we require your credit card authorization to be on file with LES.** For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

CALCULATION OF ORDER FORMS

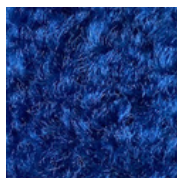
		TOTAL FROM EACH ORDER FORM
Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Booth Cleaning Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
Motor Vehicle Escort Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	

To simplify payment, send one check payable to Levy Exposition Services Inc. for the entire amount or note the amount to be charged to your credit card.

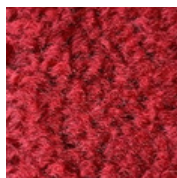
	Charge my credit card in the amount of	\$	
Check no. 	Dated 		in the amount of \$

CARPET and DRAPE

Standard carpet color options



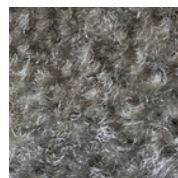
Blue



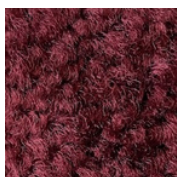
Red



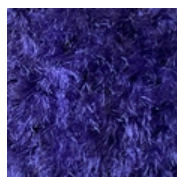
Teal



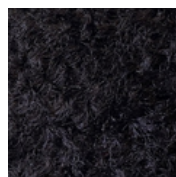
Grey



Burgundy



Purple



Black

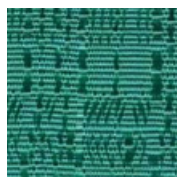
Drape color options



Blue



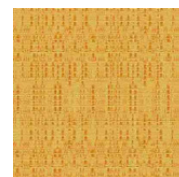
Red



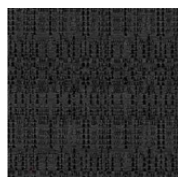
Teal



White



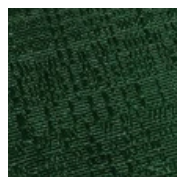
Gold



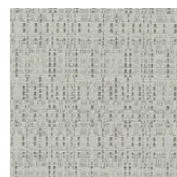
Black



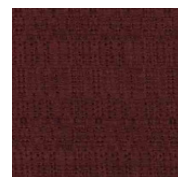
Purple



Green



Grey



Burgundy

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	350.00	475.00	
10 ft. X 20 ft.	700.00	900.00	
10 ft. X 30 ft.	1,050.00	1,375.00	
10 ft. X 40 ft.	1,400.00	1,820.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	3.95	5.14	

☐ Blue ☐ Red ☐ Teal ☐ Grey ☐ Burgundy ☐ Purple ☐ Black

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$8.25/ft	\$10.65/ft	
_____ lin. ft. of 8' high drape	\$11.50/ft	\$14.95/ft	

☐ Blue ☐ Red ☐ Teal ☐ White ☐ Gold ☐ Black
☐ Purple ☐ Green ☐ Grey ☐ Burgundy

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.89	3.76	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.00	1.30	

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	39.00	50.70	
	Chrome coat tree	131.30	170.50	
	Aluminum easel	55.00	68.00	
	Chrome sign holder 22" X 28"	143.50	190.00	
	Chrome stanchions	35.00	45.50	
	Velvet stanchion ropes - blue	35.00	45.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

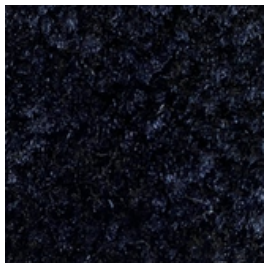
STANDARD RATE will be applied to all orders not received and paid in full by **July 21, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_carpet-drape

CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



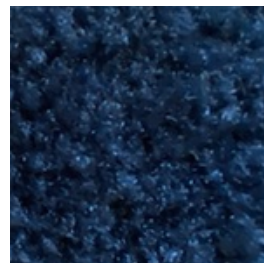
Beige



Charcoal



Key Lime



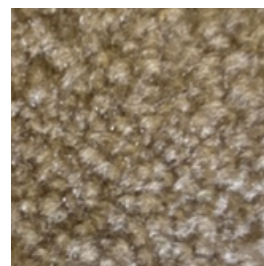
Navy



Cobalt



White



Silky Beige

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Nu Blue |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime | <input type="checkbox"/> Navy | <input type="checkbox"/> Cobalt |
| <input type="checkbox"/> White | <input type="checkbox"/> Silky Beige | |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **July 21, 2025** to guarantee availability.

		DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size	_____ ft. x _____ ft. = _____ sq. Ft. at	\$7.50 per sq. ft.	\$9.75 per sq. ft. =\$_____
Carpet Pad	_____ ft. x _____ ft. = _____ sq. Ft. at	\$2.89 per sq. ft.	\$3.76 per sq. ft. =\$_____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 21, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_customcarpet

TABLES & CHAIRS

Tables

All tables are available in the below options:

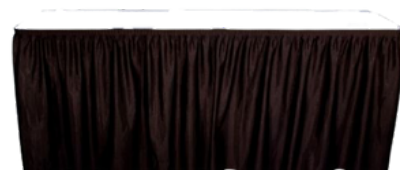
- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table



6' x 2' skirted table



8' x 2' skirted table

Skirt color options



Blue



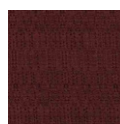
Red



Black



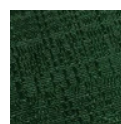
Teal



Burgundy



Gold



Green



Grey



Purple



White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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Do you have questions?


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operations@levyexpo.com

www.levyexpo.com




TABLE AND CHAIR RENTAL ORDER FORM & INVOICE


TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		279.00	386.10	
6' x 2' Skirted		247.50	321.75	
4' x 2' Skirted		225.50	293.15	
Fourth side of table skirted		70.95	92.25	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		125.00	163.00	


☐ Blue ☐ Red ☐ Black ☐ Teal ☐ Burgundy
☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ White

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		148.50	193.05	
 FABRIC SLED BASE ARMCHAIR - GREY		165.00	214.50	
 FABRIC HIGHBACK STOOL - GREY		217.80	283.14	

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		307.25	399.45	
6' x 2' Skirted		264.00	343.20	
4' x 2' Skirted		237.00	308.90	
Fourth side of table skirted		80.50	104.65	
Unskirted table <input type="checkbox"/> 8' <input type="checkbox"/> 6' <input type="checkbox"/> 4'		149.00	194.00	

☐ Blue ☐ Red ☐ Black ☐ Teal ☐ Burgundy
☐ Gold ☐ Green ☐ Grey ☐ Purple ☐ White

 GREY PEDESTAL TABLE - 30" DIAMETER				
30" Table height		188.00	244.30	
40" Counter height		226.00	293.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****


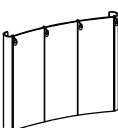



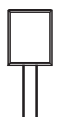
STANDARD RATE will be applied to all orders not received and paid in full by **July 21, 2025**. We reserve the right to adjust orders calculated incorrectly.

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xpo21_tablechair

SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		152.50	204.80	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		2,215.00	2,880.20	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		131.30	170.50	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		41.00	52.70	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		55.00	68.00	
 CHROME SIGN HOLDER 22" x 28"		143.50	190.00	

ACCESSORIES

 TABLE TOP PLEXI DRAW BOX 12" x 12" x 12" tall		77.00	100.00	
 CHROME BAG HOLDER OR CLOTHING STAND		131.30	170.50	
 CHROME COAT TREE		131.30	170.50	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE

will be applied to all orders not received and paid in full by **July 21, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE

will be applied to all orders received and then canceled. If full service has been provided then 100% of original fee will be applied.

xpo21_specaccess

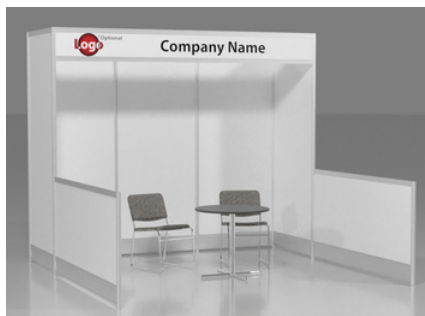
RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1 Base



Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package B1 Base

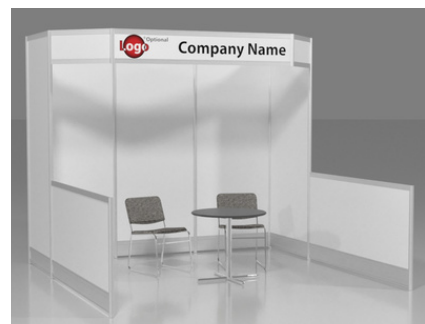
- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

Package C1 Base



Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

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www.levyexpo.com

RENTAL EXHIBITS

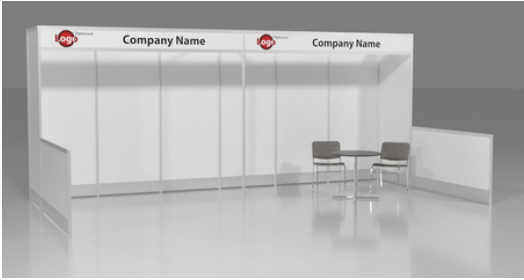
10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



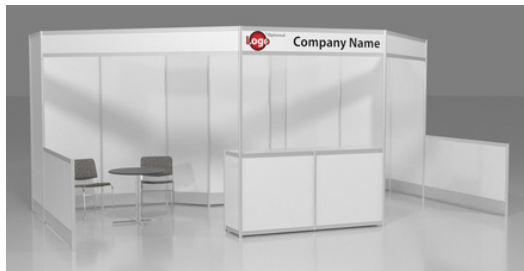
Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



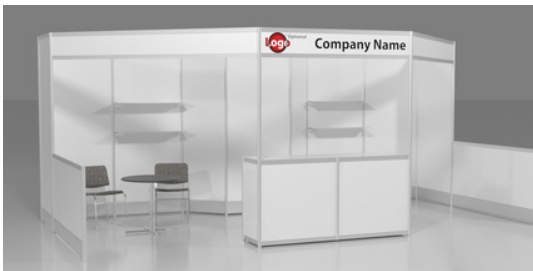
Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



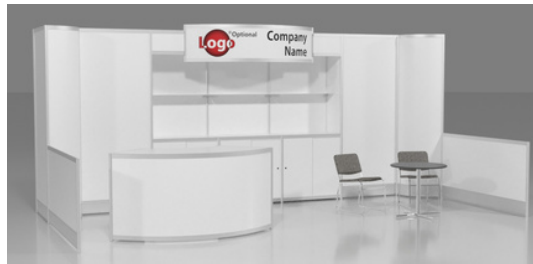
Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



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RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
PACKAGE A1 Basic - Base package with header		4,360.00	5,668.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		4,710.00	6,123.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		4,840.00	6,292.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,110.00	6,643.00	
PACKAGE C1 Basic - Base package with header		4,500.00	5,850.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,050.00	6,565.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,240.00	6,812.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,480.00	7,124.00	

10' x 20' BOOTH PACKAGES - Please contact customer service for GRAPHIC UPGRADES

Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.	Qty	Discount Rate	Standard Rate	Total
PACKAGE E1 Basic - Base package with headers		7,290.00	9,477.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		7,931.00	10,310.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		7,815.00	10,159.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		8,775.00	11,407.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		8,280.00	10,764.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		8,744.00	11,368.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		9,270.00	12,051.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		9,994.00	12,992.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

☐ White

CARPET COLOR SELECTIONS

☐ Grey ☐ Red ☐ Teal ☐ Blue ☐ Black ☐ Burgundy ☐ Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. **contact for available color options		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)	
25% CANCELLATION FEE (OFFICE USE ONLY)	
SUBTOTAL	
8.265% SALES TAX	
TOTAL US DOLLARS	

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 xpo21_rentalexhibits

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



CABINETS

Straight Cabinets

All straight cabinets come with sliding doors. Optional Upgrades noted below:

- Lock for doors
- Lighting
*Jewelry Case or Show Case
- Branding - graphic panels



Cabinet "A"

1 meter cabinet with doors
39" long x 20" deep x 40" high



Cabinet "B"

1 meter Jewelry Case with doors
39" long x 20" deep x 40" high



Cabinet "C"

1 meter Show Case with doors
39" long x 20" deep x 40" high



Cabinet "D"

2 meter cabinet with doors
80" long x 20" deep x 40" high

Curved Cabinets

Optional Upgrades noted below:

- Lock for doors
- Branding - graphic panels



Cabinet "E"

1 meter curved cabinet
61" long x 20" deep x 40" high

Cabinet "F"

1 meter curved cabinet with door
61" long x 20" deep x 40" high

**Same as cabinet "E" but with door

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www.levyexpo.com

CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		695.00	904.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		880.00	1,144.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		830.00	1,079.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		970.00	1,261.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		960.00	1,248.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,030.00	1,339.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		980.00	1,274.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,370.00	1,781.00	
CABINET "E"	1 meter Curved cabinet (open back)		860.00	1,118.00	
	Curved cabinet + custom graphic panel		1,120.00	1,456.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		940.00	1,222.00	
	Curved cabinet w/ doors + custom graphic panel		1,205.00	1,567.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	31.00	40.00	
	7" x 44"	37.00	48.00	
	11" x 14"	47.00	61.00	
	14" x 22"	63.00	82.00	
	22" x 28"	79.00	103.00	
	28" x 44"	113.00	147.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text MUST be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Lamine)	\$19.50	\$29.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE



ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

☐ Vertical

☐ Horizontal

Levy Exposition Services Inc.
to design layout

LETTER COLOR SELECTIONS

☐ Blue ☐ Red ☐ Green ☐ Teal ☐ Black ☐ Purple
 Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL	US DOLLARS	

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IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

RATES

DESCRIPTION	STANDARD RATE	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Includes 5000 lb. Forklift and operator)	\$255.00 per Hour	
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday (Foreman)	\$149.00 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Includes 5000 lb Forklift and operator) All day Saturday, Sunday, and holidays	\$382.50 per Hour	
OVERTIME 4:30 PM - 8:00 AM Monday to Friday, (Foreman) All day Saturday, Sunday, and holidays	\$223.50 per Hour	
DOUBLE TIME All Day Sunday and Holidays (Includes 5000 lb Forklift and operator)	\$429.00 per Hour	
DOUBLE TIME All day Sunday and Holidays (Foreman)	\$280.00 per Hour	

ESTIMATED INSTALLATION REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Forklift _____ Hours	\$255.00 per Hour	\$_____ Total	
OVERTIME _____ Forklift _____ Hours	\$382.50 per Hour	\$_____ Total	
DOUBLE TIME _____ Forklift _____ Hours	\$429.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

DESCRIPTION	STANDARD RATE	TOTAL	There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
STRAIGHT TIME _____ Forklift _____ Hours	\$255.00 per Hour	\$_____ Total	
OVERTIME _____ Forklift _____ Hours	\$382.50 per Hour	\$_____ Total	
DOUBLE TIME _____ Forklift _____ Hours	\$429.00 per Hour	\$_____ Total	

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
8.265% SALES TAX		
TOTAL	US DOLLARS	

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JULY 21, 2025.**

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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EXHIBIT BOOTH CLEANING ORDER FORM & INVOICE

SERVICES

OUR SERVICES INCLUDE THE FOLLOWING:

EXHIBIT VACUUMING

EMPTYING OF WASTEBASKETS

GENERAL HOUSEKEEPING

DISCOUNT RATE

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$0.78 =	<u> </u>

STANDARD RATE & ON-SITE ORDERS

TOTAL SQUARE FEET OF BOOTH SPACE	DAYS REQUIRED	RATE	TOTAL
	<input type="checkbox"/> Prior To Show Opening <input type="checkbox"/> After Second Day	<input type="checkbox"/> After First Day <input type="checkbox"/> After Third Day	
100 Square Feet Minimum Order	X <u> </u> Total Number of Days	X \$0.92 =	<u> </u>

ADDITIONAL INFORMATION

General vacuuming of the show floor aisles is provided, however, cleaning of your exhibit area is not included in your exhibit space rental.

All carpets ordered from us are installed clean for your use. However, you may order cleaning services for debris created during set-up and show hours.

If you have any questions or need assistance with any items not listed, please contact our exhibits department.

A surcharge may be applied for any damage and or staining of exhibit space.

SPECIAL INSTRUCTIONS

Please indicate on the lines below any special cleaning requests or instructions you may have.

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

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25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
8.265% SALES TAX		
TOTAL	US DOLLARS	

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****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

STANDARD RATE will be applied to all orders not received and paid in full by **July 21, 2025**. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

EANGUS 54th Annual Conference
August 11 - 14, 2025
Grand Sierra Resort
Reno, NV

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

☐ MOVE IN

☐ MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE
labor to unpack and install display before exhibitor arrival at show site
and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this
professional supervision.

EXHIBITOR SUPERVISED

☐ MOVE IN

☐ MOVE OUT

EXHIBITOR WILL SUPERVISE
the laborers provided by Levy Exposition Services Inc. for the
installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the
start of the working day at 8 AM. For all other starting times, check in at
the **Exhibitor Service Desk** one-half (½) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$149.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$223.50 per Hour
DOUBLE TIME	All Day Sunday and Holidays	\$280.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$149.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$223.50 per Hour	\$_____ Total	
DOUBLE TIME	____ Laborers	____ Hours	\$280.00 per Hour	\$_____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$149.00 per Hour	\$_____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (½) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$223.50 per Hour	\$_____ Total	
DOUBLE TIME	____ Laborers	____ Hours	\$280.00 per Hour	\$_____ Total	

INBOUND FREIGHT INFORMATION ****BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL****

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display	<input type="checkbox"/> Crated Display	
Quantity of Ladders Required (Optional) _____		

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
JULY 21, 2025.**

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS

Gratuities in any form, including cash,
gifts or labor hours for work not actually performed are prohibited.
We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE

A one (1) hour "per person, per
hour" charge will be applied for all canceled labor orders.

OUTBOUND SHIPPING - BOOTH I&D LABOR

<u>Exhibitor Name:</u>	<u>Tel. #:</u>	<div style="border: 1px solid black; padding: 5px; width: 60px; text-align: center;">Booth #</div>
<u>Billing Address:</u>	<u>Fax #:</u>	
<u>City / State / Zip:</u>	<u>Auth. by:</u>	

1

Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: 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.*

<u>Company / Show:</u>	<u>Booth #:</u>
<u>Address:</u>	
<u>City / State/ Zip:</u>	
<u>Attention:</u>	

Select Carrier

☐ Ship via carrier of exhibitor's choice

Name of Carrier:

☐ Ship via official show freight carrier

Select shipping method

☐ Ground

☐ Air Select Service Provider:

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

Please review the Quick Facts for the Carrier Check-in time

2

Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

<u>Shipper (signature):</u>	<u>Shipper (print name):</u>
<u>Freight Charges Billed To (Company/Show):</u>	
<u>Address:</u>	
<u>City / State / Zip:</u>	
<u>Telephone:</u>	<u>Attention:</u>

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services places at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF NEVADA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS



MOTORIZED VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

FIRE REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

DELIVERY DETAILS

Date: _____ Time: _____

RATE

Vehicle: _____ x \$300.00 round trip = \$_____ (subtotal)

Information

- Any vehicle brought into the exhibit hall will be escorted from the landing ramp to the booth.
- Escort fees are \$300.00 round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.

TERMS / ORDER ESTIMATE

- Vehicles must have ¼ tank of gas or less
- Once positioned in the display area, the battery must be disconnected
- Gas caps must be locked or taped closed
- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

Total Estimate: _____

Exhibiting Company: _____ Booth # _____

SOLORATE

ONE RATE. ONE FEE.

LEVY
EXPOSITION SERVICES INC.



THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive "collect," mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

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

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



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USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

EANGUS 54th Annual Conference
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Reno, NV

SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

SOLO RATE MATERIAL HANDLING SERVICES

DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE GRAND SIERRA RESORT, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE IN ORDER TO AVOID POTENTIAL DELAYS IN UNLOADING AT SHOW SITE.

Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for EANGUS 54th Annual Conference. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

You have the choice to ship to the advance warehouse prior to the show or to ship directly to the show site where your materials must arrive within the exhibitor move-in dates and times.

SOLO RATE MATERIAL HANDLING DESCRIPTIONS

Normal Warehouse Hours for Receiving Freight: 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

Advance Receiving: Shipment(s) received at the Advance Warehouse *between July 7, 2025 and August 4, 2025.*

Early/Late to Warehouse & Off Target: Shipment(s) received at the Advance Warehouse *prior too July 7, 2025 or after August 4, 2025.* Shipments received at show site prior to 8:00 am on **Sunday, August 10, 2025.**

Show Site Receiving: Shipment(s) shipped to and received at the **Grand Sierra Resort.** Shipments cannot be received at the **Grand Sierra Resort** prior to 8:00 am on **Sunday, August 10, 2025.**

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **August 4, 2025** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance and Direct Shipment Rates	Price Per lb.
Advance Warehouse Receiving Rate.....	\$4.15
Show Site Receiving Rate.....	\$3.85
Early/Late to Warehouse & Off Target Rate.....	\$4.40
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$3.85	\$1,147.30
EXHIBITOR INFORMATION		RATE ADJUSTMENT (OFFICE USE ONLY)	
COMPANY		SUBTOTAL	
CONTACT			
BOOTH#			
		TOTAL US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

EANGUS CONFERENCE
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o LibertyCFS
12155 Truckee Canyon Court
Sparks, NV 89434

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 9:00am and 5:00pm, Monday to Friday, no earlier than **July 7, 2025** and no later than **August 4, 2025**. **Shipments that arrive prior to July 7, 2025 or after August 4, 2025 will be subject to the rate of \$4.40 per pound.**

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER AUGUST 4, 2025 WILL INCUR A CHARGE OF \$650.00 IF A DESIGNATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.

Shipments must include an official weight ticket or bill of lading.

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

EANGUS CONFERENCE
COMPANY NAME & BOOTH #
Grand Sierra Resort
c/o Levy Exposition Services Inc.
2500 E 2nd St
Reno, NV 89595

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE GRAND SIERRA RESORT PRIOR TO 8:00 AM ON SUNDAY, AUGUST 10, 2025.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE OF \$0.25 PER POUND WILL BE APPLIED.

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **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 representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES'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 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF MICHIGAN WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN RENO, NEVADA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS
12155 Truckee Canyon Court
Sparks, NV 89434**

EVENT NAME:

EANGUS CONFERENCE

NO. _____ # of _____ PCS.



ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Levy Exposition Services Inc.
c/o LIBERTY CFS
12155 Truckee Canyon Court
Sparks, NV 89434**

EVENT NAME:

EANGUS CONFERENCE

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Grand Sierra Resort
c/o Levy Exposition Services Inc.
2500 E 2nd ST
Reno, NV 89595**

EVENT NAME:

EANGUS CONFERENCE

NO. _____ # of _____ PCS.



SHOW SITE

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

**Grand Sierra Resort
c/o Levy Exposition Services Inc.
2500 E 2nd ST
Reno, NV 89595**

EVENT NAME:

EANGUS CONFERENCE

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
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FREIGHT & CUSTOMS ORDER FORM

1 Please accept this form as authority for LibertyCFS NV, Inc. to provide the services listed below. A second form is required for additional events.				Adobe Acrobat Reader DC may be required for completion of form. Click image to download				
Freight Only		Customs Only		Freight & Customs		Return Only		
PICK-UP LOCATION	2a Company Name _____			DELIVERY TO ADDRESS	3 Exhibiting Company Name _____			Booth # _____
	Address1 _____				Show Name _____			
	Address2 _____				Address1 _____			
	City _____ State _____ ZipCode _____				Address2 _____			
	Contact _____ Phone # _____				City _____ State _____ ZipCode _____			
	Email _____ IRS/Tax ID# _____				Onsite Contact _____ Cell Phone # _____			
SERVICES	2b P/U Date _____ From _____ To _____			4 Check Box if the Return address is the same as 2a <input type="checkbox"/>				
	Dlvy Date _____ Hours _____							
	Express Economy LTL 7-10 Days Int'l							
	Inside Liftgate Dock							
	Other _____							
PACKAGE INFO	5 Carton(s)/Box _____			PCS	DIMENSIONS (L x W x H)		WGT	
	Vinyl Case(s)/Color _____							
	Wooden Crate(s) _____							
	Trunk(s) / On Wheels _____							
	Skid(s) - to contain # _____ of pieces							
VALUE	6 Declared Value for Carriage: The declared value for carriage of this shipment is agreed to and understood to be \$0.50 per pound multiplied by the number of pounds of that part of the shipment lost or damaged but not less than \$50.00 per shipment unless a value is declared below and applicable charges paid thereon. The liability of Carrier for loss/damage are subject to the terms and conditions. LibertyCFS NV, Inc charges 8% per \$1000, Min \$80.							
	Exclusion: Does not include TV(s)/Monitor(s)			DECLARED VALUE				
PAYMENT	7 Credit Card Information / Billing Address							
	Credit Card Number _____			Security Code _____		Exp. Date _____ / _____		
	I hereby authorize the use of this card for payment of services related to this Order Form. I understand that declined credit cards are subject to a 30% surcharge.							
	Address _____			Signature _____				
	City _____			State _____		ZipCode _____		
	Phone _____			Email _____				

Comments: Include any additional comments that will be helpful for the movement of freight and contents



Fax: 253 437 0032
14900 Interurban Avenue South, Suite 271
Seattle, WA
USA 98168
Telephone: 253 437 0031
E-mail: operations@levyexpo.com

EANGUS 54th Annual Conference
August 11 - 14, 2025
Grand Sierra Resort
Reno, NV

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than July 21, 2025.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Grand Sierra Resort.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Enlisted Association of the National Guard US, EANGUS 54th Annual Conference, and the Grand Sierra Resort as additional insured's by July 21, 2025.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than July 21, 2025. If this form and the certificate of insurance from the non-official contractor is not received by July 21, 2025, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

ORIGINAL CERTIFICATES ONLY
PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax: _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
(Sign & Print Name)



Trade Show Electrical and AV Prices

**All Orders Must Be Submitted 72 Hours Prior To
Vendor Load In or Will Be Charged A 25% Increase**

Audio Visual Department

2500 E. 2nd. Street | Reno, NV 89595

Phone (775) 789-1605

Exhibits@GrandSierraResort.com

Rates subject to change. Equipment prices are per day with a two day maximum charge.

EQUIPMENT	QNTY	COST	SHOW	TOTAL	EQUIPMENT	QNTY	COST	SHOW	TOTAL	EQUIPMENT	QNTY	COST	SHOW	TOTAL
INTERNET					EQUIPMENT OUTLETS					VIDEO				
Dedicate Wireless Internet		\$250.00			120 Volt 60Hz Single Phase					60" Flat Screen Monitor w/ Stand		\$600.00		
Added Custom SSID		\$500.00			5 Amps or Less		\$75.00			70" Flat Screen Monitor w/ Stand		\$750.00		
Hard Wired Internet		\$500.00			10 Amps or Less		\$150.00			BluRay Player		\$75.00		
					20 Amps or Less		\$250.00			25' HDMI / Video Cable		\$50.00		
AUDIO					30 Amps or Less		\$300.00							
All Wired Mics		\$50.00			208 Volt 60Hz Single Phase					LIGHTING				
All Wireless Mics or Lavs		\$150.00			10 Amps or Less		\$200.00			Uplighting (Each Fixture)		\$50.00		
8 Ch. Mixer		\$150.00			20 Amps or Less		\$250.00			Booth or Sign Lighting		\$200.00		
CD Player		\$75.00			60 Amps or Less		\$500.00							
Single Speaker on Stand		\$150.00			100 Amps or Less		\$750.00							
Small Sound System		\$500.00			208 Volt 60Hz Three Phase					ACCESSORIES				
Audio Patch		\$50.00			20 Amps or Less		\$400.00			Flipchart W/ Paper		\$50.00		
					60 Amps or Less		\$750.00			Flipchart W/ "Post-It" Pad		\$75.00		
PODIUMS & CARTS					100 Amps or Less		\$1,000.00			White Board w/ marker		\$50.00		
AV Cart w/ Multi Outlet Strip		\$100.00			200 Amps or Less		\$1,250.00			Laser Pointer		\$50.00		
Standing Podium, Only		\$50.00			400 Amps or Less		\$2,000.00							
COMPUTER EQUIPMENT					ACCESSORIES									
PC Laptop Computer		\$300.00			25' Extension Cord		\$25.00			LABOR RATES				
Computer Audio Interface		\$50.00			50' Extension Cord		\$50.00			All Labor: Per Hour		\$75.00		
Navigator (Power Point Remote)		\$50.00			Multi Outlet Strip		\$25.00			OT Rate (after 8 hours)		\$112.50		
LCD PROJECTORS					RIGGING					Premium Labor Rates		\$90.00		
6,000 Lumens		\$800.00			10' Truss		\$150.00			OT Premium Labor Rates		\$135.00		
8,000 Lumens		\$1,000.00			Dead Hang Point (Each)		\$100.00			(Weekends, Holidays, or After 10pm or Before 6am)				
8' Tripod Screen		\$75.00			Rigging Point for Chain Motor		\$100.00			<i>Note: Labor will be charged for power ran under carpets in booths</i>				
					1 Ton Chain Motor		\$250.00							
COLUMN TOTAL					COLUMN TOTAL					COLUMN TOTAL				

CLIENT INFORMATION

Group Name: _____
 Company: _____
 Contact: _____
 Phone: _____
 Fax: _____
 Email: _____

DELIVERY AND USE & TIMES

Deliver to: _____
 Date In: _____
 Date Out: _____

AV Signature: _____