



Dear Exhibitor,

On behalf of the entire team here at Mandalay Bay Resort and Casino, I'd like to welcome you to our beautiful facility! The experience that you will have here will be like no other, as our dedicated staff works around the clock to ensure the most successful and productive meetings/events! We have created this brochure with the Exhibitor in mind, providing a brief selection of items for convenience in ordering services for your event. We have included many instructional/information pages as well, filled with commonly asked questions and helpful hints. For access to our complete array of services, please visit our website - <https://www.mandalaybayexhibitorservices.com>.

Listed below is a synopsis of Services:

**Food & Beverage** As the exclusive provider for all food and beverage needs, our services range from meeting room coffee services and booth service to receptions, cocktail parties and banquets.

**Booth Cleaning** As the exclusive cleaning contractor, we offer full booth cleaning services with a professionally-trained staff to ensure quality cleaning.

**Technical Services** We are pleased to provide a complete range of services for your booth, event or meeting, utilizing equipment that is the cutting edge in technology for the trade show and convention industry. The technical services include Internet Services, Telecommunications, Electrical, Plumbing and Audio Visual services.

We at Mandalay Bay hope that your experience with us will be rewarding and enjoyable. If you have any questions regarding this brochure or placing orders, please contact our Exhibitor Services department toll free at (855) 408-1349 or email us at [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) for assistance.

Sincerely,

Ms. Linda Paterson  
Executive Director Convention Services

Exhibitor Services on-line ordering - save up to 30% just for ordering on-line!

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**MANDALAY BAY**<sup>®</sup>  
RESORT AND CASINO, LAS VEGAS

◆ **SUBMITTING YOUR ORDER FORMS**

All booth services must be submitted via our website or on an order form which can be sent via fax or mail. Telephone orders will not be accepted.

**ORDER ON-LINE [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

or Fax: (702)669-4575

If you need to mail your order form with **credit card payment only**, please mail to:

MGM Resorts Intl  
Attention: Exhibitor Services  
3950 Las Vegas Blvd, South  
Las Vegas, NV 89119

Checks/Bank Transfers can not be accepted by Mandalay Bay directly, please refer to the Method of Payment form.

◆ **SEND COMPLETE & ACCURATE INFORMATION**

Any missing information will cause a delay in our ability to process your order. Incomplete orders will not be guaranteed the Advance Rate. Where indicated, please complete the installation date requirements, labor dates, and all other information.

**If your booth number changes prior to move-in**, you must notify MGMRI in writing with the following information:

- Company Name
- Previous Booth Number
- t New Booth Number

◆ **METHOD OF PAYMENT**

MGMRI accepts the following methods of payment:

- **CREDIT CARD** Please place credit card information on the order form.
- **COMPANY CHECK / BANK TRANSFER** Please complete the **Check/Bank Transfer Notification form located after the Order form and return via fax: 702.669.4575. Checks/Bank transfers will not be accepted for payment without prior notification. A credit card will be required to be on file for overages.**

◆ **PAYMENT & CANCELLATION PROCEDURES**

No credits will be issued on services installed as ordered even though not used.

No credits will be issued after show closing. Please review invoice prior to departure.

**Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time.** Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

◆ **REPORTING TROUBLE WITH SERVICES**

In order to allow MGMRI the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** at the Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

◆ **PLACING ORDERS ON-SITE**

**Onsite orders will be placed in person at the Service Desk.** The Service Desk is located on Level 1 of the South Convention Center, next to FedEx Office. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

◆ **EXHIBIT SPACES**

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Please refer to the Floor Plan page found in this brochure for more information.



**ALLOW US TO HELP YOU**

You may contact us toll free at (855) 408-1349 or send your inquiry via email to [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com)



<Insert Show Name here>

<Insert Show Date here>

Exhibiting Company Name:			BOOTH #:		
Street Address:		City:	State:	Postal Code:	
Phone #:		EXT:	Fax #:		
Print Name:		Signature:			
Contact's E-mail:		On-site Contact/Cell #:			

**We will be paying by:**     **Company Check**     **Credit Card**     **Wire Transfer**

**Check/ Bank Transfer instructions:**  
 No checks/bank transfers will be accepted after **2/10/2017**  
 When sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.  
 Payment received without order forms, backup or instructions as to what the payment applies to will be **returned**.  
 Check or Bank Transfer payments must have a credit card on file, please complete the credit card information at the bottom of this page.

**Bank Transfer Information:**  
 Bank of America, Nevada  
 Las Vegas, Nevada  
 ABA #026009593  
 Account #: 501012629871  
 Bank Swift Code BOFAUS3N  
 Date Transfer will be sent:   
**TOTAL AMOUNT SENT:**   
 \* International wire transfers will need to include a \$25 bank processing fee.  
 \*\* Reference Show Name & Booth number

**Check Payment Information:**  
 Checks (**with original order forms**) must be mailed to:  
 MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA  
 PO Box 748137  
 LOS ANGELES, CA 90074-8137  
 Date check will be sent:   
**TOTAL AMOUNT SENT:**   
 Make checks payable to: **MGM Resorts International**  
 Reference the name of Show & booth number on the check & include order forms.  
 Checks are required to be drawn on US Banks and in US Funds.  
 MGMRI will NOT accept personal checks.

**Third Party Agents:** For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MGMRI agrees to charge this Third Party Agent. However, this section must be completed by both the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCC. The Exhibiting Company is ultimately responsible for payment of charges.

Third Party Agent Company Name:

Third Party Agent Company Street Address:		City:	State:	Postal Code:	
Phone #:		EXT:	Fax #:		
Print Name:		Signature:			
Contact's E-mail:		On-site Contact/Cell #:			

**Indicate services to be covered by credit card:**

<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Plant Rental and Floral
<input type="checkbox"/> Cable/Satellite	<input type="checkbox"/> Truss/Motor/Lighting Equipment/Rigging/Rigging Labor
<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Internet & Data Services	<input type="checkbox"/> Sponsorship
<input type="checkbox"/> Security	<input type="checkbox"/> Other

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the Third Party Agent section of this form. All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.

<b>* Required Fields</b>		<b>Additional Authorized Signers:</b>	
<b>CREDIT CARD VERIFICATION:</b> * Last four digits of credit card number: <input type="text"/>		This credit card is authorized for all additional onsite charges	Initials <input type="text"/> 2 _____
*Cardholder's Name:		*Cardholder's Signature:	
*Cardholder's Billing Address:		*City:	*State:    *Postal Code:

**\*CREDIT CARD NUMBER:**

**\*Card EXP DATE:** MM/YY



# MANDALAY BAY®

## RESORT AND CASINO, LAS VEGAS

### FLOOR PLAN

Please use this grid if you do not have your own floor plan to send in for Electrical, Telephone location, Internet line, & Cable outlet location. If services are only required at the rear of an in-line booth, this form is not required.

Include booth layout (with surrounding booth AND aisles) with service locations on diagram. All lines are wired from the floor. A relocation fee will be charged for any moves required. After installation, labor charges will apply if additional work is needed.

For current labor rates please call 855.408.1349

#### OUTLET GRID

- Mark the adjacent booth #s for orientation
- Write in measurements or use boxes as a scale for outlet locations

**For electrical orders, please use the below legend:**

Indicate booth type:     Island     Peninsula     Inline    Provide aisle or adjacent booth #'s for orientation

**X** = Main Distribution Point    **◆** = 5amp/500watt    **▲** = 10amp/1000watt    **★** = 15amp/1500watt    **●** = 20amp/200 watt

Each square = \_\_\_\_\_ feet

Adjacent Booth or aisle # \_\_\_\_\_


Adjacent Booth or aisle # \_\_\_\_\_

Adjacent Booth or aisle # \_\_\_\_\_

Adjacent Booth or aisle # \_\_\_\_\_

Event Name: <Insert Show Name here>      Company Name: \_\_\_\_\_

Event Dates: <Insert Show Date here>      Contact Name: \_\_\_\_\_

Booth #: \_\_\_\_\_      Contact Number: \_\_\_\_\_

<Insert Show Name here>

<Insert Show Date here>

To receive up to a 30% discount on services, ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com), it is secure, easy and provides immediate receipts! Or fax orders to 702.669.4575.

Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

**Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered.**

**If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.**

The official cleaning contractor is United National Maintenance and provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Floor Cleaning charges are based on the size of your BOOTH in Square Feet with a 100 sq ft minimum. If your show is based in Square Meters, please convert to Square Feet before submitting. To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X \$.33 X 3 days = \$96) Cleaning times vary and are based on the show schedule. Please refer to your General Service Contractor for trash cans, MGMRI does not provide these items.

DESCRIPTION	SQUARE FOOTAGE	X	# OF DAYS	X	PRICE	=	TOTAL
Booth Vacuuming Provides a one time vacuum and trash empty to make the booth show ready.		X		X	\$.45 p/sq.ft	=	
Damp Mop Custom flooring - does not include deep clean or wax		X		X	\$.54 p/sq.ft	=	
Shampoo Service Shampoo & vacuum 1 day prior to show open to be show ready		X		X	\$1.48 p/sq.ft	=	
Spot Shampoo Carpet (up to 100 sq. ft.)		X		X	37.00 each	=	
Spot Shampoo Carpet (101 sq. ft. & above)		X		X	\$.77 p/sq.ft	=	
Concrete Waxing Service - Deep clean & wax		X		X	\$.98 p/sq.ft	=	
Concrete Cleaning Service - Deep clean & mop (wax not included)		X		X	\$.98 p/sq.ft	=	
Anti-Static Treatment - treatment to remove static from carpet		X		X	\$.43 p/sq.ft	=	
Periodic Porter (up to 1000 sq. ft.)				X	\$62.00	=	
Periodic Porter (1001 - 3000 sq. ft.)				X	\$103.00	=	
Periodic Porter (3001 sq. ft. & above)				X	\$159.00	=	
All Day Porter (up to 1000 sq. ft.)				X	\$152.00	=	
All Day Porter (1001 - 3000 sq. ft.)				X	\$304.00	=	
All Day Porter (3001 sq. ft. & above)				X	\$608.00	=	

**TOTAL**

Order Comments:



For questions, or assistance with ordering please email us at [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) or call us toll free: 855.408.1349

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<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

**MGMRI retains the exclusive rights for all food and beverage services therein. It is not permissible to bring or sell any food or beverage on the premises. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.**

**Exhibitors Sampling product:** If you will be sampling your product that is manufactured, produced or distributed by your company, email [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) to request a Sample Authorization form.

**TABLES & ELECTRICAL REQUIREMENTS:** The facility does not provide tables or electricity in your exhibit space. Tables and electricity must be ordered through the appropriate contractor.

**Food is served on disposable ware:** It is your responsibility to dispose of these items into the trash receptacle when you are done. Coffee Urns or other banquet items that are not disposable will be removed from your booth based on a 3 hour serving time by facility personnel. If you wish to have the items removed from your booth before that time, please indicate as such with your order.

**No refresh services are available on the show floor for food and beverage:** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

**Periodic Porter Service required:** Exhibitors ordering food and beverage are required to order Periodic Porter Service. Refer to the Cleaning order form.

**Complete a separate order form for each day of service.**

*All items served in quantities of 12 except where noted and includes serving utensils and condiments where necessary*

DESCRIPTION	Delivery Date & Time	PRICE	X	QTY	=	TOTAL
Freshly Brewed Coffee - per gallon *Circle Regular or Decaffeinated		\$120.00	X		=	
Assorted Domestic & Herbal Teas - per gallon		\$120.00	X		=	
Iced Tea with Lemon - per gallon		\$120.00	X		=	
House Infused Water - per gallon *Circle Lemon, Lime, Orange or Cucumber		\$85.00	X		=	
Sodas - Assortment of Pepsi, Diet Pepsi, Sierra Mist		\$86.00	X		=	
Assorted Fruit Juices - 10 ounce bottles		\$94.00	X		=	
Bottled Spring Water - 16oz Bottles		\$86.00	X		=	
Ice - 5 pound bucket		\$7.00	X		=	
Domestic Beer - 12oz bottles *circle one Budweiser or Bud Lite		\$124.00	X		=	
Imported Beer - 12 oz bottles *circle one Corona or Heineken		\$140.00	X		=	
Cellar Master Wine - per bottle *circle one White Red or Sparkling		\$60.00	X		=	
Bartender - required for Alcohol orders - 4 hour service		\$292.00	X		=	
Water Cooler Rental, Includes (1) Five gallon water bottle & cups - (Cold only) Electricity required one (1) 120 volt 5 amp outlet- order with electrical order form.		\$250.00	X		=	
Additional Five Gallon Water Bottle		\$100.00	X		=	
Additional 50 cups for Water cooler		\$13.00	X		=	

Order Comments:



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Subtotal \_\_\_\_\_  
8.25% Tax & 22% Service Fee \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

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<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

**MGMRI retains the exclusive rights for all food and beverage services therein. It is not permissible to bring or sell any food or beverage on the premises. Use of outside catering services is prohibited. Failure to comply with this policy will result in a corkage charge, service fee, and any other damages to which MGMRI may be entitled.**

**Exhibitors Sampling product:** If you will be sampling your product that is manufactured, produced or distributed by your company, email [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) to request a Sample Authorization form.

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**No refresh services are available on the show floor for food and beverage:** If you need service to be replenished throughout the show, please schedule deliveries accordingly on your advanced order. If you need to reorder on-site, you will have to visit the service desk.

**Periodic Porter Service required:** Exhibitors ordering food and beverage are required to order Periodic Porter Service. Refer to the Cleaning order form. **Complete a separate order form for each day of service.**

*All items served in quantities of 12 except where noted and includes serving utensils and condiments where necessary*

DESCRIPTION	Delivery Date & Time	PRICE	X	QTY	=	TOTAL
Assorted Breakfast Pastries		\$82.00	X		=	
Bagels with Cream Cheese		\$82.00	X		=	
Yogurt - Individual, Low-Fat Assorted Fruit		\$94.00	X		=	
Bowl of Assorted Whole Fresh Fruit		\$83.00	X		=	
Sliced Seasonal Fruit Tray		\$156.00	X		=	
Tortilla Chips		\$86.00	X		=	
Snack Mix		\$86.00	X		=	
Premium Chips - assorted individual bags		\$86.00	X		=	
Pretzels - individual bags		\$86.00	X		=	
Giant Cookie Tray - assorted		\$82.00	X		=	
Asst'd Candy Bars (Snickers, Kit Kat, Nestle Crunch)		\$86.00	X		=	
Chocolate Brownies with Nuts Tray		\$82.00	X		=	
Deli Sandwiches - assorted		\$132.00	X		=	
Tea Sandwiches - assorted	no substitutions on sandwiches	\$104.00	X		=	
Mini Chicken Croissant Sandwiches		\$104.00	X		=	
Mini Tuna Salad Croissant Sandwiches		\$104.00	X		=	
Field Green Salad		\$172.00	X		=	
Caesar Salad		\$172.00	X		=	
Chicken Caesar Salad		\$328.00	X		=	

Order Comments:	 For questions or assistance, email us at <a href="mailto:exhibitorservices@mandalaybay.com">exhibitorservices@mandalaybay.com</a> or call us toll free:855.408.1349	Subtotal	
		8.25% Tax & 22% Service Fee	
		<b>TOTAL</b>	

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<Insert Show Name here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

Wireless	Price	X	QTY	=	Total
7 Day code (Provides one wireless code for one device for up to 7 days)	\$119.99 per code	X		=	
24 HR code (Provides code for one device for 24 hrs from the time of log-in)	\$51.99 per code	X		=	

\*\*Discount available for more than 10 Wi-Fi codes - call for pricing.

Wired - Shared Services	Price	X	QTY	=	Total
Standard Internet Wired Connection (10/100BaseTX-CAT5) with 1 IP Address	\$1,200.00 per line	X		=	
One (1) Additional IP address - (Standard Connection, Switch & Additional Cables Required)	\$150.00 each	X		=	

Wired - Dedicated Services	Price	X	QTY	=	Total
Dedicated High Speed Wired Internet Service (5Mbps VLAN) (Ethernet bandwidth of 5Mbps w/up to 13 Public IPs and first drop)	\$4,680.00 per service	X		=	
Additional VLAN Connection – (Dedicated High Speed Wired Internet Service Required)	\$420.00 each	X		=	

Additional Services/Equipment	Price	X	QTY	=	Total
Patch cables – CAT5 (Made to order, Cables ONLY, Labor NOT Included)	\$1.00 per foot	X		=	
Intra-Booth Networking / Floor Work Labor (includes cables)	\$240.00 per line	X		=	
8 Port Ethernet 10/100 Base TX Switch Rental (\$150 Non-return Fee will apply) Electrical required	\$150.00 each	X		=	
24 Port Ethernet 10/100 Base TX Switch Rental (\$270 Non-return Fee will apply) Electrical required	\$270.00 each	X		=	
Line Relocation Charge (after installation)	\$200.00 per line	X		=	



For questions, or assistance with ordering please email us at [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) or call us toll free:855.408.1349

**Total**

**MGM Resorts International (MGMRI) Internet and Data Services Terms & Conditions**

Please be aware that Wi-Fi broadcasts within unregulated airspace. This means that many factors outside of our control can disrupt your wireless signal (such as MiFi's, cell phone hotspots/tethering, wireless routers, etc.) It is recommended that your device have the ability to operate within the 5 GHz spectrum (802.11a/n/ac) we have found it to be a more optimal environment. If your device does not allow for the 5 GHz spectrum, it's recommended that you purchase a 5 GHz adapter prior to event/show site.

- Internet orders must be placed 21 days prior to show move-in.
- A Floor plan MUST be provided for all wired internet orders. If floor plans are not provided, placement will be done at MGMRI's discretion and relocation fees will apply.
- Services do not include a personal computer, network interface card, TCP/IP software, power to the booth, or configuration of personal equipment, including personal computers, laptops or printers. The choice of ISP is at the discretion of MGMRI.
- Please be advised that install times cannot be guaranteed. Installs will be performed based on General Service Contractor's production schedule.
- Installs for on-site pop-up orders will be performed in order received once all pre-orders have been completed.
- MGMRI employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- MGMRI is not responsible for any cut or damage lines, addition fees may incur for repairs/re-installs.
- Any additional cost incurred by MGMRI to assist in diagnosis or problem resolution found not to be fault of MGMRI, or to collect any required information the customers fails to provide in order to complete the installation will be billed to the Exhibitor at the prevailing rate.
- Any problem relating to the services provided should be reported immediately to the Service Desk.
- Rental equipment must be picked up at the Service Desk.
- Exhibitor is responsible for protecting all rental equipment after taking possession of the equipment, and is responsible for returning all rental equipment within one (1) hour after close of show.
- Only MGMRI staff is authorized to make any change or modification to the cabling infrastructure of MGMRI.
- MGMRI does not guarantee any level of performance or connectivity beyond our gateway. All users of MGMRI's network services will use reasonable efforts to promote efficient use of the networks to avoid unnecessary network traffic and interference to other users of the interconnected networks.
- Users of MGMRI data services shall not disrupt other users of MGMRI data services. Any device that is suspected of disrupting or interfering with MGMRI owned and operated hardware or software will be disconnected and/or shutdown without notice.
- Macro controls the use of, and shall have absolute authority over all devices operating under Part 15 of the Federal Communications Commission (FCC) rules on any property or facility owned, operated or managed by MGM Resorts Intl.
- MGMRI data services shall not be used to transmit any communication that would violate any applicable law or regulation or be considered offensive to the recipient or recipients. All devices using MGMRI data services for Internet connectivity shall be required to obtain a MGMRI assigned IP address. (NO NAT OR PAT - INCLUDING ROUTERS).
- Internet Performance Disclaimer: MGMRI does not guarantee the speed, routing, performance or throughput, either expressed, or implied, of any data circuit or connection with regard to the Internet and/or Internet backbone beyond the MGMRI demarcation point. Internet Security Disclaimer: MGMRI does not provide security for any data circuit or connection we provide. Exhibitor has the responsibility of providing any network security (such as, but not limited to, firewalls, anti-virus software, etc.). All Exhibitors agree that MGMRI, our agents and/or contractors will not be held responsible for any liabilities arising from the use of non-secured data circuits, either connected, or not connected to the Internet, including but not limited to loss of business. Intended Use of Network Connections: The network connection and Internet services provided by MGMRI may only be used by the officers, directors, and agents of the company purchasing the services, including its guests and consultants if performing a service to the company. MGMRI network or Internet services may not be resold, or made available for use by another company, individual or exhibitor.



<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

Description	Price	X	QTY	=	Total
Multiline telephone (digital), main line & 1 rollover line & speaker *indicate preference - Local/Toll free or Long-Distance/International	\$475.00 per line	X		=	
Additional Roll over line for Multiline telephone	\$ 35.00 each	X		=	
Voicemail - add voicemail to any line	\$ 35.00 per line				
Single Line touch tone telephone (analog) Modem	\$335.00 per line	X		=	
Single Line touch tone telephone (analog) Fax	\$335.00 per line	X		=	
Single Line touch tone telephone (analog) CC machine (not included)	\$335.00 per line	X		=	
Conference Polycom Phone Rental - includes phone line (up to 3 days) *An additional charge of \$800 will be assessed for any damaged or unreturned polycom equipment. Call usage not included in rental price.	\$545.00 per phone	X		=	
ISDN Line	\$475.00 flat fee	X		=	
Extend Customer provided 1B line from Demarc (one time charge)	\$450.00 per circuit	X		=	
Dry Pairs	\$475.00 per circuit	X		=	
Relocation of telephone line after installation	\$150.00 per line	X		=	

**The Exhibitor is responsible for all charges against assigned telephone numbers and will be charged to the credit card on file at the close of show.**

**Total**

- ◆ Toll Free, local, and credit card - \$1.25 per call
- ◆ Directory assistance calls - \$1.25 per call
- ◆ Long Distance & International calls - Prevailing rate

**Some Credit Card machines are not compatible with all PBX phone systems. i.e. some VeriFone models. All equipment must be programmed to dial 9 for outside access.**



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<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

**BOOTH SECURITY**

Mandalay Bay's Security Officers are ready to provide you with a high level of dedication, professionalism, and integrity. All security orders must be received twenty one days (21) prior to the first scheduled day. Every effort will be made to accommodate your request, however, orders placed after the twenty first (21) day will be contingent upon availability. Mandalay Bay Officers are hired per hour with a four hour minimum and extended hours may require additional officers to serve as breakers/rovers.

<u>Description</u>	<u>Price</u>	X	<u>Total # of hours</u>	=	<u>Total</u>
Mandalay Bay Security Officer	\$40.00 p/hour	X		=	

**TOTAL** \_\_\_\_\_

Please provide a detailed schedule, including number of officers needed, dates, hours and start/end times. An estimate will be sent that will list the number of hours and Officers required based on the schedule you provide. You are required to sign and send back the estimate with payment to guarantee your request for an Officer.

Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:
Date:	Start Time:	End Time:	Number of Officers:

**TOTAL** \_\_\_\_\_



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<Insert Show Name here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

**PLANT RENTAL SERVICES** - Plant Rental is based on a 3 day rental period. For shows more than 3 days add 50% to the price.

Description	Price	X	QTY	X	Addl Rental	=	Total
Green Table Plant	\$ 87.50 each	X		X	\$ 43.75 each	=	
Fern - 6 inch	\$ 79.37 each	X		X	\$ 39.69 each	=	
Fern - 8 inch	\$95.62 each	X		X	\$47.81 each	=	
Mums <input type="checkbox"/> Yellow <input type="checkbox"/> White	\$95.62 each	X		X	\$47.81 each	=	
Bromeliads	\$95.62 each	X		X	\$47.81 each	=	
Seasonal Flowering Plants	\$ 79.37 each	X		X	\$ 39.69 each	=	
Green Floor Plants 3 ft	\$87.50 each	X		X	\$ 43.75 each	=	
Green Floor Plants 4 ft	\$87.50 each	X		X	\$ 43.75 each	=	
Green Floor Plants 5 ft	\$87.50 each	X		X	\$ 43.75 each	=	
Green Floor Plants 6 ft	\$144.37 each	X		X	\$72.18 each	=	
Green Floor Plants 8 ft	\$156.25 each	X		X	\$78.13 each	=	

All plants select one type of container:  White  Black  Terra Cotta  Ficus  Areca Palm  
 Green Floor Plants options, select one:

\* more options available for order on our website

**PROFESSIONAL FLORAL SERVICES**

	Price	X	QTY	X	=	Total
Small Standard Arrangement	\$128.12 each	X		X	=	
Medium Standard Arrangement	\$168.75 each	X		X	=	
Large Standard Arrangement	\$209.37 each	X		X	=	

Please include 8.25% NV Sales Tax on Floral services

Tax \_\_\_\_\_

TOTAL \_\_\_\_\_



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<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

DESCRIPTION - Per day items	QTY	X	# DAYS	X	PRICE	=	TOTAL
DVD Player		X		X	\$100.00	=	
Blu-ray Player		X		X	\$120.00	=	
54" Roll Cart with Skirt		X		X	\$32.50	=	
Data/Video Projector (5000 Lumen)		X		X	\$900.00	=	
Tripod Projection Screen (6'x6') with accessories kit		X		X	\$100.00	=	
UHF Wireless Microphone	Handheld, Headset, or Lavalier	X		X	\$180.00	=	
Self Powered Sound System (2 speakers, 2 stands)		X		X	\$180.00	=	
MP3 Input Station (added to Sound System)		X		X	\$45.50	=	
DESCRIPTION - per show items	QTY	X	PRICE	Duration	=	TOTAL	
32" LED/LCD Monitor with mounting bracket		X	\$800.00	per show	=		
40" LED/LCD Monitor with mounting bracket		X	\$900.00	per show	=		
50" LED/LCD Monitor with mounting bracket		X	\$1,100.00	per show	=		
Monitor Pole Stand		X	\$200.00	per show	=		
Monitor Shelf		X	\$100.00	per show	=		
VGA/DA 1X4		X	\$25.00	per show	=		
Source 4 Par Can Unit		X	\$703.00	each	=		
Ellipsoidal Source 4 Leko Unit		X	\$703.00	each	=		

Please note, Hanging Signs and Rigging orders require a custom contract. To submit an Encore Rigging Order, please visit <http://rigging.encore-us.com>

20% Service on Audio Visual orders



For questions, or assistance with ordering please email us at [exhibitorservices@mandalaybay.com](mailto:exhibitorservices@mandalaybay.com) or call us toll free: 855.408.1349

TOTAL

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<Insert Show Name here>

<Insert Show Date here>

Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

**We will be paying by:**     **Company Check**     **Credit Card**     **Wire Transfer**

**Check/ Bank Transfer instructions:**  
 No checks/bank transfers will be accepted after  
 When sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.  
 Payment received without order forms, backup or instructions as to what the payment applies to will be **returned**.  
 Check or Bank Transfer payments must have a credit card on file, please complete the credit card information at the bottom of this page.

<p><b>Bank Transfer Information:</b>                  Bank of America, Nevada                  Las Vegas, Nevada                  ABA #026009593                  Account #: 501012629871                  Bank Swift Code BOFAUS3N</p> <p>Date Transfer will be sent: <input style="width: 100px; height: 20px;" type="text"/></p> <p>TOTAL AMOUNT SENT: <input style="width: 100px; height: 20px;" type="text"/></p> <p>* International wire transfers will need to include a \$25 bank processing fee.                  ** Reference Show Name &amp; Booth number</p>	<p><b>Check Payment Information:</b>                  Checks <b>(with original order forms)</b> mailed to:                  MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA                  PO Box 748137                  LOS ANGELES, CA 90074-8137</p> <p>Date check will be sent: <input style="width: 100px; height: 20px;" type="text"/></p> <p>TOTAL AMOUNT SENT: <input style="width: 100px; height: 20px;" type="text"/></p> <p>Make checks payable to: <b>MGM Resorts International</b>                  Reference the name of Show &amp; booth number on the check &amp; include order forms.                  Checks are required to be drawn on US Banks and in US Funds.                  MGMRI will NOT accept personal checks.</p>
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**Third Party Agents:** For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MGMRI agrees to charge this Third Party Agent. However, this section must be completed by both the Exhibiting Company and their designated representative and both companies must submit credit card information to MBCC. The Exhibiting Company is ultimately responsible for payment of charges.

Third Party Agent Company Name:			
Third Party Agent Company Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

	<b>SERVICE TOTALS</b>	
	ELECTRICAL/LABOR/MATERIAL	
	PLUMBING	
	LIGHTING	
	<b>TOTAL DUE</b>	

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<p><b>* Required Fields</b></p> <p><b>CREDIT CARD VERIFICATION:</b>                  * Last four digits of credit card number: <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/></p> <p>*Cardholder's Name:</p> <p>* Cardholder's Billing Address:</p>	<p><b>Additional Authorized Signers:</b></p> <p>This credit card is authorized for all additional onsite charges    Initials <input style="width: 40px; height: 20px;" type="text"/> <input style="width: 40px; height: 20px;" type="text"/> 2</p> <p>* Cardholder's Signature:</p> <p>*City:    *State:    *Postal Code:</p>
--	---

\*CREDIT CARD NUMBER:

\*Card EXP DATE: MM/YY





<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

Exclusive Electrical services provided by:

**ORDERING INSTRUCTIONS**

**120 VOLT POWER DELIVERY**

The cost of one 120-volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply.

**208/480V POWER DELIVERY & CONNECTIONS**

If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete the Electrical Labor Form to schedule estimated connection time and return it with this order.

**ISLAND BOOTHS**

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time and material basis. Complete and return the Electrical Labor Order Form along with a floorplan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floorplan, Edlen will deliver to the most convenient location.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**DEDICATED OUTLETS**

For a dedicated outlet order a 20 amp outlet.

**IMPORTANT NOTE ABOUT PLACEMENT**

Arm lights must be mounted to a hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

**TERMS & CONDITIONS**

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.



For questions call Edlen Electrical (702)322-5707 or email [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

**ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event**

	RATE	X	QTY Show Hours Only	or	QTY 24hrs/day Double rate	=	TOTAL COST
<b>120 VOLT</b>							
500 WATTS (5 AMPS)	\$149.00	X				=	
1000 WATTS (10 AMPS)	\$258.00	X				=	
1500 WATTS (15 AMPS)	\$314.00	X				=	
2000 WATTS (20 AMPS)	\$360.00	X				=	
<b>208 VOLT SINGLE PHASE</b>							
20 AMPS	\$635.00	X				=	
30 AMPS	\$729.00	X				=	
60 AMPS	\$923.00	X				=	
100 AMPS	\$1,350.00	X				=	
<b>208 VOLT THREE PHASE</b>							
20 AMPS	\$746.00	X				=	
30 AMPS	\$918.00	X				=	
60 AMPS	\$1,251.00	X				=	
100 AMPS	\$1,548.00	X				=	
200 AMPS	\$2,831.00	X				=	
<b>480 VOLT THREE PHASE</b>							
20 AMPS	\$1,623.00	X				=	
30 AMPS	\$1,938.00	X				=	
60 AMPS	\$2,535.00	X				=	
100 AMPS	\$3,333.00	X				=	
<b>TRANSFORMER(S) Boost 208 Volt to 230 Volt</b>							
	<b>RATE</b>	<b>X</b>			<b>Total Amps</b>	<b>=</b>	<b>TOTAL</b>
Transformer (20 amp minimum charge)	\$4.00	X				=	
<b>ARM &amp; POLE LIGHTS - (Lights include power &amp; 1 hour labor for install &amp; removal of in-line booths only)</b>							
	<b>RATE</b>	<b>X</b>			<b>QTY</b>	<b>=</b>	<b>TOTAL</b>
ARM LIGHT	\$194.00	X				=	
8 FT POLE LIGHT - 1 FIXTURE	\$194.00	X				=	
8 FT POLE LIGHT - 2 FIXTURES	\$255.00	X				=	
<b>ELECTRICAL LABOR</b>							
		<b>X</b>			<b>QTY</b>	<b>=</b>	<b>TOTAL</b>
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	\$102.00	X				=	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	\$204.00	X				=	
<b>Total</b>							

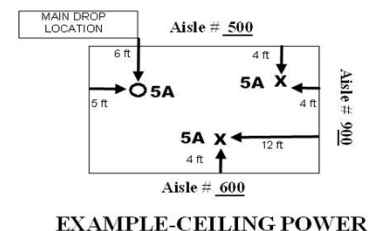
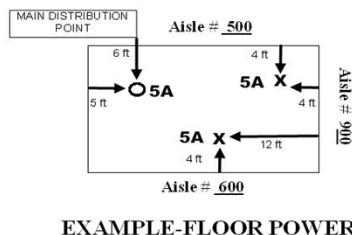
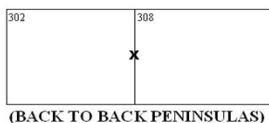
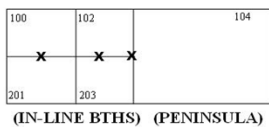
**ELECTRICAL/LIGHTING TERMS AND CONDITIONS**

**ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

- 1 In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 2 Outlet rates listed include bringing the services to one location in island booths & to one location at the rear of in-line & peninsula booths.
- 3 Outlet rates listed include bringing the services to one location at the rear-center of inline and peninsula booths.
- 4 A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings. A separate outlet must be ordered for temporary motor power.
- 5 Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 6 Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 7 Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 8 Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.
- 9 Any extension cords or power strips should be ordered at the service desk. Credit will not be issued for unused items.
- 10 Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 11 All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 12 All electrical equipment must be properly tagged & wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 13 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded and cannot be used under carpet or concealed on the ground. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 14 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received. Credit will not be given for services installed & not used.
- 15 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 16 Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 17 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay all attorney fees or applicable agency fees.
- 18 By signing the order and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on the order form.

**COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?**

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time & material basis.



For questions please call Edlen Electrical (702)322-5707 or email [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)



<Insert Show Name here>

<Insert Show Date here>

To receive up to a 30% discount on services, ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com), it is secure, easy and provides immediate receipts! Or fax orders to 702.318.8220.

Exhibiting Company Name:			BOOTH #:	
Street Address:	City:	State:	Postal Code:	
Phone #:	EXT:	Fax #:		
Print Name:	Signature:			
Contact's E-mail:	On-site Contact/Cell #:			

Exclusive Electrical services provided by:



For questions call Edlen Electrical  
(702)322-5707 or email  
[mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

**ELECTRICAL JURISDICTION** - The work described below falls within the jurisdiction of the electrical union & cannot be performed by any other union, I&D house or exhibitor. Please feel free to contact our office for clarification of scope of work.

**ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK**

- |   |   |
|---|---|
| <ol style="list-style-type: none"> <li>1. Electrical distribution under carpet or concealed</li> <li>2. Connection of all 208V or higher services</li> <li>3. Hardwiring of any electrical apparatus</li> <li>4. Condor lift for installation of electrical signs &amp;/or rotators under 200lbs.</li> <li>5. Assembly &amp; hanging of all ground supported static lighting &amp; truss</li> </ol> | <ol style="list-style-type: none"> <li>6. Overhead power distribution</li> <li>7. Assembling &amp; rigging of overhead signs under 200lbs.</li> <li>8. Forklift for installation of electrical headers &amp;/or light boxes</li> <li>9. Installation, removal, maintenance &amp; repair of all portable electrical wiring &amp; electrical equipment</li> <li>10. All electrical equipment, lighting fixtures &amp; any electrical apparatus that requires electrical &amp; mechanical fastening to the exhibit or display</li> </ol> |
|---|---|

**POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION**

1. Floor Plan layout of your booth space:
  - A. Floor plans must include exact outlet locations with dimensions or be to scale.
  - B. Floor plans must reflect booth orientation. Please note surrounding booth or aisle numbers.
  - C. Power comes from the floor. Identify the main distribution point where power will be delivered/distributed.
2. Date you will begin building your booth \_\_\_\_\_  
Estimated time \_\_\_\_\_
3. Show Site Contact with authority to make additions or changes to your order:
 

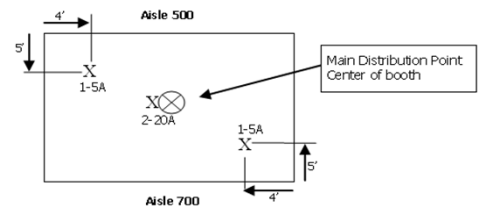
Contact Name \_\_\_\_\_

Contact Company \_\_\_\_\_

Contact Cell # \_\_\_\_\_

Contact Email \_\_\_\_\_
4. Credit card information must be on file before any labor begins in your booth space. Please provide this information on your electrical order form.

Example: 20X30 Island Booth



**ELECTRICAL LABOR/LIFT RATES & RULES**

Please be advised that labor start times cannot be guaranteed. If no time is provided, work will be performed on a first-come first-serve basis. A representative must come to Edlen's Labor Desk prior to each individual labor call to confirm that booth is ready for such labor. If labor is dispatched at the requested time & no "exhibitor supervisor" is available, a minimum 1/2 hour labor charge per electrician will apply. A minimum labor charge of 1 hour will apply per man for installation. Dismantle time will be calculated at 1/2 of the total installation time.

**LABOR RATES** Straight time.....\$102.00 per hour

Monday-Friday 8:00am - 4:30pm, excluding holidays

**LABOR RATES** Overtime.....\$204.00 per hour

Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays

**LIFT RATES** Lift.....\$227.00 per hour

Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

**CREDIT CARD INFORMATION MUST BE ON FILE BEFORE ANY REQUESTED LABOR IS PERFORMED**



<Insert Show Name here>

<Insert Show Date here>

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Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

Exclusive Air & Water services provided by:



For questions call Edlen Electrical (702)322-5707 or email [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)

**ORDERING INSTRUCTIONS**

**LABOR REQUIREMENTS**

There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.

**ADDITIONAL CONNECTIONS**

If you have more than one machine or multiple connections on a machine, order an additional connection for each machine or connection within 20 feet of the outlet ordered, otherwise another outlet will be required.

**OUTLET DISTRIBUTION**

Outlets are delivered to the rear of inline & peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on time and material basis. Lift charges will apply for overhead drops or distribution.

**SERVICE CONNECTIONS**

All service connections are to be made by Edlen plumbers. Material charges may apply.

**AIR LINE RESPONSIBILITIES**

Edlen is not responsible for moisture, oil or water in air lines, loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

**WATER PRESSURE**

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

**WASTE WATER**

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

**TERMS & CONDITIONS**

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

COMPRESSED AIR: 90-100 LBS. Psi	RATE	X	QTY	=	TOTAL
Air Outlet	\$680.00	X	<input type="text"/>	=	<input type="text"/>
Additional Connections within 20' of Outlet	\$357.00	X	<input type="text"/>	=	<input type="text"/>
CFM requirements (5 CFM min. charge per outlet)	\$71.25/cfm	X	<input type="text"/>	=	<input type="text"/>
Remember to order CFM with air services. <b>Connection size see # 8 in Utility Terms &amp; Conditions.</b>					
<b>WATER LINES</b> (Edlen is not responsible for sediment or the color or taste of the water.)					
Water Outlet	\$680.00	X	<input type="text"/>	=	<input type="text"/>
Additional Connections within 20' of Outlet	\$357.00	X	<input type="text"/>	=	<input type="text"/>
# of connections required: _____ Size of connection: _____					
PSI required: _____ GPM Required: _____					
<b>DRAIN LINES</b>					
Drain Outlet	\$680.00	X	<input type="text"/>	=	<input type="text"/>
Additional Connections within 20' of Outlet	\$357.00	X	<input type="text"/>	=	<input type="text"/>
# of connections required: _____ Size of connection: _____					
<b>FILL &amp; DRAIN LABOR</b> (Edlen is not responsible for sediment or the color or taste of the water.)					
1 - 50 Gallons	\$213.75	X	<input type="text"/>	=	<input type="text"/>
51 - 200 Gallons	\$570.00	X	<input type="text"/>	=	<input type="text"/>
201 - 500 Gallons	\$712.50	X	<input type="text"/>	=	<input type="text"/>
Each additional 100 Gallons up to 1,000 Gallons	\$107.00	X	<input type="text"/>	=	<input type="text"/>
<b>HAND WASHING STATIONS</b> (require 1 hour of labor per day to refill hot water)					
Hand Washing Station	\$210.00	X	<input type="text"/>	=	<input type="text"/>
ST (Mon-Fri, 8am-4:30pm, excluding holidays)	\$95.00	X	<input type="text"/>	=	<input type="text"/>
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)	\$190.00	X	<input type="text"/>	=	<input type="text"/>
There is a minimum labor charge of 2 hour for delivery and 1 hour for removal of each air, water and drain outlet.					
<b>When do you move-in? When do you move-out? Take this into consideration when pre-paying estimated labor cost for delivery and removal of air, water &amp; drain outlets.</b>					
<b>PROPANE &amp; MISC. GASES REQUIREMENTS</b> (call for quote)					
	\$	X	<input type="text"/>	=	<input type="text"/>
	\$	X	<input type="text"/>	=	<input type="text"/>
<b>Total</b>					<input type="text"/>

**UTILITIES TERMS AND CONDITIONS**

**ORDER ON-LINE AT [www.mandalaybayexhibitorservices.com](http://www.mandalaybayexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

- 1 In the event that the totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email or fax of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
- 2 All outlets will be installed on the floor at the back wall of in-line and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
- 3 Distribution of services throughout the booth space, whether its under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges will apply for overhead distribution.
- 4 Additional footage charges will apply when exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
- 5 The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
- 6 In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
- 7 Edlen plumbers are to make all service connections. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
- 8 Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements.
- 9 Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
- 10 Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
- 11 Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
- 12 Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
- 13 Natural Gas "when available" is not regulated by Edlen and is at the facility pressure 7" water column or .25 PSI. Call for price quote when
- 14 Gas & Cylinders: Credit will not be provided on unused cylinders.
- 15 All equipment using water must have inlet and outlet properly tagged.
- 16 All equipment must comply with state and local codes.
- 17 Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
- 18 For gas cylinders or any other special requirements call Edlen for a quote at the number on the order form. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
- 19 Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc..
- 20 Claims will not be considered or adjustments made unless filed by the exhibitor in writing prior to close of the event, no exceptions.
- 21 Credit will not be given for outlets installed or connections made and not used.
- 22 Payment in full for all plumbing services provided must be made in full prior to close of the event.
- 23 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay attorney fees or applicable agency fees.

**POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.  
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM**

**For questions please call Edlen Electrical (702)322-5707 or email [mandalaybay@edlen.com](mailto:mandalaybay@edlen.com)**