



CompleteXPO Services
Meeting The Needs of Today's Events!
 Phone 407-786-EXPO (3976) • Fax 407-867-6202
 E-Mail: info@completexpo.com



May 18-19, 2020
 Wynn Hotel & Resort

Exhibitor Information

Dear Exhibitor,
 CompleteXPO Services is pleased to have been chosen as the Official General Service Contractor for **Indoor AG Con 2020**. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

All questions regarding the convention's policies, space assignments, display limitations and event schedules should be directed to:

Indoor AG Con 2020
 Ms. Terry Janssen
 E-Mail: terry@connectionshousing.com

All questions regarding shipping, storage, furniture rental, labor and other services, should be directed to:

CompleteXPO Services
 Phone: (407) 786-3976
 Fax: (407) 867-6202
 E-Mail: info@completexpo.com

Included in this service kit are order forms for various items that you may require. These CompleteXPO forms are to be returned to our office and the other forms to the **specific contractor who is providing the service**. Please review these forms and submit your orders as early as possible.

Exhibit Installation and Dismantle Schedule		
EXHIBITOR SET-UP:	Sunday, May17,2020 Monday May18,2020	1:00 pm to 5:00 pm 8:00 am to 11:00 am

NOTE: All prefabricated displays must be set and empty crates tagged for storage by 10:00 am on Monday May 18, 2020

SHOW HOURS:	Monday, May 18, 2020 Tuesday, May 19, 2020	Noon to 6:30 pm Noon to 6:00 pm
DISMANTLE DATES & TIMES:	Tuesday, May 19, 2020	6.00 pm to 9:00 pm

NOTE: All exhibits must be dismantled and removed by 7:00 pm on Tuesday, May 19th, 2020 re-routed through Complete Logistics, the house carrier.

Optional Package per 10 ft. X 10 ft. \$200.00
<p>Booth Package Includes:</p> <ul style="list-style-type: none"> • 6 ft 30White draped table <ul style="list-style-type: none"> • 2 side chairs • Wastebasket • Standard ID Sign 7"X 44" indicating company name and booth number

The Exhibit floor is Carpeted. .



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SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE WORKING IN THE EXHIBIT HALL — ESPECIALLY YOU!

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

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

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Wynn Las Vegas prohibits smoking in any and all areas inside of the Center. Ash urns have been provided at the main entrances of the facility. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



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Payment Policies

• Payment Options

CompleteXPO Services, the official general service contractor for **Indoor AG Con**, is pleased to offer you three convenient ways to pay for furniture and carpet rentals, material handling, signs, shipping and other provided services.

• Checks

- All checks must be in U.S. funds drawn on a U.S. Bank.
- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with CompleteXPO Services, in advance, to guarantee payment. Please make all checks payable to: **CompleteXPO Services**.

• Wire Transfer in U.S. Funds

- Address to: Bank of America
Call for details – 407-832-1800
Wire transfers must be initiated and confirmed at least two weeks prior to move-in. Wire transfers must include your company name, show name and booth number.
- Due to the various processing fees we incur from banks clearing wire transfers into our accounts, CompleteXPO Services will charge the following fees:
 - **Domestic incoming wire transfer fee: \$35.00**
 - **International incoming wire transfer fee: \$45.00**

• Credit Card

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing CompleteXPO Services and/or CompleteXPO Logistics to charge your credit card on file for any and all charges incurred.

• Show Site Orders

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to apply, your order must be received by the Discount Deadline Date of Friday, April 26, 2020 and payment must accompany your order.** Orders received after the Return Deadline Date or made at the Exhibitor Service Desk during the show will be billed at standard rates listed on the various order forms.

• Payment Terms

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with CompleteXPO Services to guarantee payment. Invoices for outstanding balances will be available at the Exhibitor Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, traveler's check, credit card or check upon presentation. All payment disputes should be resolved before leaving the show site. No adjustments will be made 30 days after close of the show.

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

Additionally, **exhibitors will be charged for the equipment they use in their booth.** CompleteXPO Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, CompleteXPO Services will charge the exhibitor's credit card on file, and mail an invoice to the exhibitor outlining the charges which were billed.

All charges are payable in U.S. funds only. **No telephone orders will be accepted.**

• Cancellation Policy

- Rental orders cancelled *prior* to delivery will be refunded at 100% of original price. Rental orders cancelled after delivery will receive a credit of 50% of the original price to be applied to a new purchase at standard rates. No refunds will be issued.
- Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.
- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of CompleteXPO Services.



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Payment and Credit Card Authorization Form

Discount Deadline: May 8th, 2020

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

ORDER RECAP
 Enter totals from each completed form
** Note: Items taxable in the State of Nevada*

*Optional Booth Package 10'x10	\$	
* Standard Booth Furnishings	\$	
* Carpet / Padding Order Form	\$	
* Custom Booth Rental Order Form	\$	
* Modular Hardwall Accessories Form	\$	
* Special Signs Order Form	\$	
Priority Empty Container Return Order Form	\$	
Accessible Storage Order Form	\$	
Material Handling Order Form	\$	
Display Labor Order Form	\$	
* Booth Cleaning Order Form	\$	
* Porter Service Order Form	\$	





TOTAL AMOUNT DUE →
 Taxable items are noted with * **\$**

Payment Method:

Corporate Credit Card
 Personal Credit Card
 Check*
 Wire Transfer (fee applies)*

*Please note: You may choose to pay by Check or Wire Transfer; however, a credit card is required to be on file for any charges not covered by check or wire payment.

Card Type:

Card Number:

Expiration Date: **CVV2 (Security) Code:**
 ____ / ____ / ____ ____ - ____ - ____

Cardholder's Name (print or type):			
Cardholder's Address:	City:	State:	Zip:
Cardholder's Signature:		Date:	
ALL ORDERS SUBJECT TO LIMITS OF LIABILITY			
Company Name:		Booth #	
Street Address:	City:	State:	Zip:
Phone #:	Fax #:		
Ordered By:	Email:		
Signature:	Date:		



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Limits of Liability and Responsibility

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