

INSTRUCTIONS AND CONDITIONS

- 1) The Sands Expo & Convention Center (SECC) and Specialized Event Services (SES) shall not be liable for, and hereby released from, any special, indirect, incidental, or consequential damage; including without limitation, the following: lost profits, damage to business reputation, lost opportunity or commercial loss of any kind to the customer which results from the use (or the inability to use) any of the services or equipment which is contemplated herein, or from the breach by the SECC, SES, or any of their employees, agents or contractors.
- 2) **Cancellation:** All orders are subject to a 25% cancellation fee. No refund will be given for lines cancelled after they have been installed.
- 3) All charges are subject to change without prior notice.

ADDITIONAL CHARGES/FEEES:

- **Call Detail Charges** – Local call, operator-assisted, and 800 calls will be charged a minimum of \$1.00 per call. All long-distance and international calls are charged based on the prevailing rates.
- **Instruments** – Instruments with attachment line must be returned to the SES Customer Service Desk within one hour following the close of the event. **Exhibitors who do not return their instruments will be charged: \$125 for single-line instruments and \$500 for multi-line and polycom instruments.**
- **Labor Charges** – Labor between the hours of 8:00 AM and 5:00 PM Monday-Friday (except holidays) will be at the Straight Time labor rate. All other hours will be at the Overtime rate (except holidays). Exhibitors will be charged to move lines, program exhibitor's equipment, or for damage to telephone lines which occurs in the booth and is caused by the exhibitor, exhibitor's employees, or any appointed representatives. Exhibitors will be charged on a labor and material basis for these occurrences.

LABOR RATES: Straight Time = \$87/hour Overtime = \$164/hour

- **Cancellation Notice** – All orders are subject to a 25% cancellation fee. No refund will be given for services cancelled after they have been installed. All prices are subject to change without prior notice.

LOCATION GRID

Please utilize attached grid to indicate all telephone line locations within your booth.

Please indicate scale: 1 square = _____ feet. Or other: _____

Indicate booth number this direction ↑ _____

Indicate booth number this direction ↓ _____

← Indicate booth number this direction _____

Indicate booth number this direction → _____

Prices, Policies, and Procedures Subject to Change