



FAN EXPO DALLAS 2026

**Kay Bailey Hutcheson
Convention Center**

September 11 - 13, 2026

Exhibitor Service Manual

888-989-EXPO

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IMPORTANT DATES

LVE now has 3-tier pricing. Order by the discount date to take advantage of the best pricing.

<i>DESCRIPTION</i>	DISCOUNT RATES RECEIVED BY	STANDARD RATES BEGIN	ONSITE RATES BEGIN
<i>FURNITURE, ACCESSORIES & CARPET</i>	8/19/2026	8/20/2026	9/8/2026
<i>BOOTH CLEANING & PORTER SERVICE</i>	8/19/2026	8/20/2026	9/8/2026
<i>DISPLAY LABOR</i>	8/19/2026	8/20/2026	9/8/2026
<i>NON-ELECTRICAL HANGING SIGN - UNDER 200 LB</i>	8/19/2026	8/20/2026	9/8/2026
<i>ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS</i>	8/19/2026	8/20/2026	9/8/2026
MATERIAL HANDLING	Begins		Ends
Advance Warehouse Shipments Standard Rates	8/5/2026	-	8/26/2026
Hanging Signs to Advance Warehouse	8/5/2026	-	8/26/2026
Late Advance Warehouse Shipments	8/27/2026	-	9/13/2026
Direct to Show Shipments Standard Rates	9/9/2026	-	9/11/2026
Late Direct to Show Shipments	Received after the show has opened		

WORK AUTHORIZATION

DEADLINE: Wednesday, August 19, 2026

VEHICLE SPOTTING SUBMISSION

DEADLINE: Wednesday, August 5, 2026

Specialty Furniture, Electrical, Internet, etc

See individual forms for deadlines

WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive substantial discounts on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 888-989-3976 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

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SHOW INFORMATION

We are pleased that LVE has been selected as your Official Service Contractor.
 Our goal is to make sure your participation is a success.

HALL FLOORING	FACILITY IS NOT CARPETED		
BACK WALL DRAPE COLOR	BLUE/WHITE	SIDE RAIL DRAPE COLOR	BLUE/WHITE

Each 10' x 10' inline booth will consist of:			
One	8' Unskirted Table	Two	Side Chairs
Each 5' x 6' inline booth will consist of:			
One	6' Table Skirted	Two	Side Chairs
Each 5' x 12' inline booth will consist of:			
Two	6' Table Skirted	Four	Side Chairs

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Wednesday, September 9, 2026	12:00 PM	5:00 PM	By Appointment Only
Thursday, September 10, 2026	8:00 AM	7:00 PM	Oversized & General Exhibitors
Friday, September 11, 2026	7:00 AM	1:30 PM	Artist Alley/ Small Press & Retailers
Friday, September 11, 2026	2:00 PM	9:00 PM	Show Hours
Saturday, September 12, 2026	9:30 AM	7:00 PM	Show Hours
Sunday, September 13, 2026	9:30 AM	5:00 PM	Show Hours
Sunday, September 13, 2026	5:00 PM	11:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY: 8:00 PM on Sunday, September 13, 2026

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY: 11:00 PM on Sunday, September 13, 2026

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
 MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Wednesday, August 5, 2026	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00 AM - 3:30 PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Wednesday, August 26, 2026		
	WAREHOUSE RECEIVING DEADLINE FOR ON TIME DELIVERY TO THE SHOW	Tuesday, September 8, 2026		
	All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only	
	No COD or collect shipments		Must submit payment authorization form with all orders	
	All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse	

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

WAREHOUSE SHIPMENTS	WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	FAN EXPO DALLAS 2026		BOOTH #	
		COMPANY		C/O	LVE-Dallas	
		ADDRESS	2350 E Arbrogk Blvd, Suite 100, Arlington, TX 76014			
	<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>					

**Material Handling rates are round trip rates,
 there will be no additional handling fees at the show.**

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING					
	DAY/DATE		START TIME		END TIME	
	Wednesday, September 9, 2026		12:00 PM		5:00 PM	
	Thursday, September 10, 2026		8:00 AM		7:00 PM	
	Friday, September 11, 2026		7:00 AM		1:30 PM	
	Do not consign shipments to the receiving facility.			All shipments must be consigned c/o LVE		
	Material shipped direct to the facility will be turned over to LVE and incur additional charges.					
	Do not ship your materials to arrive prior to the dates above.					
	SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	FAN EXPO DALLAS 2026		BOOTH #	
		COMPANY		C/O	LVE-Dallas	
ADDRESS		Kay Bailey Hutcheson CC - Ballroom B & C 1221 Canton Street, Dallas, TX 75202				

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

Note: Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

BELLMAN

Bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$175.00 plus applicable fees.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

PAYMENT AUTHORIZATION

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with LVE. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein. CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

CONTACT	COMPANY NAME			CLIENT NAME		
	ADDRESS				BOOTH #	
	CITY		STATE	ZIP		PHONE
	EMAIL				FAX	

CREDIT CARD AUTHORIZATION	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY		STATE		ZIP			
	CARDHOLDER'S SIGNATURE*		X _____					
CARDHOLDER'S NAME (PLEASE PRINT)								
*By signing, I agree to the Terms and Conditions located on www.lvexpo.com as well as contained within this manual. All credit card information will be kept on file to be used for future shows and all outstanding balances. Signer authorizes agent/employees to sign off and create order for the company.								

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	ONSITE PRICE	SERVICE
				ACCESSORIES
				CARPET
				SIGNS
				CLEANING
				LABOR
				ESTIMATED MATERIAL HANDLING
				OTHER EXPO SERVICES
				TAX
TOTAL	TOTAL	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.	

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement. If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME		BOOTH #	
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FURNITURE

ORDER ONLINE
order.lvexpo.com

	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL	
		8/19/2026	8/20/2026	9/8/2026		
CHAIRS	SIDE CHAIR	\$ 120.00	\$ 168.00	\$ 192.00		
	ARM CHAIR	\$ 150.00	\$ 210.00	\$ 240.00		
	STOOL COUNTER HEIGHT	\$ 195.00	\$ 273.00	\$ 312.00		
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*	\$ 155.00	\$ 217.00	\$ 248.00		
	6'L x 30"H x 24"W TABLE SKIRTED*	\$ 181.00	\$ 253.40	\$ 289.60		
	8'L x 30"H x 24"W TABLE SKIRTED*	\$ 211.00	\$ 295.40	\$ 337.60		
	4'L x 30"H x 24"W TABLE UNSKIRTED	\$ 110.00	\$ 154.00	\$ 176.00		
	6'L x 30"H x 24"W TABLE UNSKIRTED	\$ 128.00	\$ 179.20	\$ 204.80		
	8'L x 30"H x 24"W TABLE UNSKIRTED	\$ 150.00	\$ 210.00	\$ 240.00		
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*	\$ 195.00	\$ 273.00	\$ 312.00		
	6'L x 42"H x 24"W COUNTER SKIRTED*	\$ 220.00	\$ 308.00	\$ 352.00		
	8'L x 42"H x 24"W COUNTER SKIRTED*	\$ 252.00	\$ 352.80	\$ 403.20		
	4'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 140.00	\$ 196.00	\$ 224.00		
	6'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 163.00	\$ 228.20	\$ 260.80		
	8'L x 42"H x 24"W COUNTER UNSKIRTED	\$ 190.00	\$ 266.00	\$ 304.00		
CAFÉ	TABLE ROUND 36"W x 30"H	\$ 220.00	\$ 308.00	\$ 352.00		
	TABLE ROUND 36"W x 42"H	\$ 255.00	\$ 357.00	\$ 408.00		
ACCESSORIES	4th SIDE TABLE SKIRT*	\$ 88.00	\$ 123.20	\$ 140.80		
	4th SIDE COUNTER SKIRT*	\$ 98.00	\$ 137.20	\$ 156.80		
	RISER FOR TABLE TOP 4'L x 14"H	\$ 130.00	\$ 182.00	\$ 208.00		
	RISER FOR TABLE TOP 6'L x 14"H	\$ 170.00	\$ 238.00	\$ 272.00		
*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.						
COLOR	<input type="checkbox"/> Green	<input type="checkbox"/> Teal	<input type="checkbox"/> Red	<input type="checkbox"/> Royal Blue	<input type="checkbox"/> Black	
	<input type="checkbox"/> Silver	<input type="checkbox"/> Burgundy	<input type="checkbox"/> Gold	<input type="checkbox"/> White	<input type="checkbox"/> Beige	

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME		BOOTH #		BOOTH #	
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ACCESSORIES

<div style="background-color: black; color: white; border-radius: 50%; padding: 10px; display: inline-block;"> ORDER ONLINE order.lvexpo.com </div>		QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
			8/19/2026	8/20/2026	9/8/2026	
ACCESSORIES	WASTEBASKET		\$ 31.50	\$ 44.10	\$ 50.40	
	EASEL		\$ 69.00	\$ 96.60	\$ 110.40	
	BAG RACK		\$ 130.00	\$ 182.00	\$ 208.00	
	GARMENT RACK		\$ 175.00	\$ 245.00	\$ 280.00	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 162.61	\$ 185.84	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 230.23	\$ 263.12	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 111.00	\$ 172.05	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 322.00	\$ 368.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 322.00	\$ 368.00	
	GRID 2' x 8'		\$ 245.00	\$ 343.00	\$ 392.00	
	GRID 2' x 8' WITH LEGS		\$ 285.00	\$ 399.00	\$ 456.00	
	18" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	\$ 83.20	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 2" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	\$ 19.20	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 25.00	\$ 35.20	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 40.00	\$ 56.00	\$ 64.00	
12' - 16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 75.00	\$ 105.00	\$ 120.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 41.86	\$ 47.84	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	\$ 144.00	

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.

Silver
 Black
 White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

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COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY	DISCOUNT RECEIVED BY		STANDARD BEGINS	ONSITE BEGINS	TOTAL	
			8/19/2026	8/20/2026	8/20/2026	9/8/2026		
	10'		\$ 310.00	\$ 434.00	\$ 496.00			
20'		\$ 620.00	\$ 868.00	\$ 992.00				
30'		\$ 930.00	\$ 1,302.00	\$ 1,488.00				
CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH	WIDTH	TOTAL SQ FT				
		DISCOUNT	STANDARD	ONSITE	TOTAL			
		\$ 4.10	\$ 5.74	\$ 6.56				
COLOR	<input type="checkbox"/> Red <input type="checkbox"/> Blue <input type="checkbox"/> Black <input type="checkbox"/> Gray <input type="checkbox"/> Burgundy							
	If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.							
ACCESSORIES	PADDING PER SQ FT*	\$ 1.95	\$ 2.25	\$ 3.12				
	VISQUEEN PER SQ FT*	\$ 1.35	\$ 1.89	\$ 2.16				
	DOUBLE PADDING PER SQ FT*	\$ 3.90	\$ 4.50	\$ 6.24				
* 100 Square Feet Minimum Order								

CANCELLATION POLICY

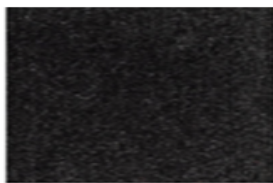
Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

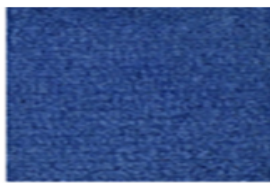
Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.

No refunds on custom or plush carpet orders. No credit will be given after close of event on anything ordered but not received.

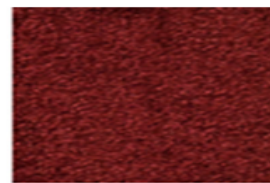
STANDARD CARPET COLORS



BLACK



BLUE



BURGUNDY



GRAY



RED



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COMPANY NAME

BOOTH #

BOOTH CLEANING & PORTER SERVICE

BOOTH CLEANING

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT RECEIVED BY 8/19/2026	STANDARD BEGINS 8/20/2026	ONSITE BEGINS 9/8/2026	TOTAL BOOTH SQ FT* Rates Per Sq. Ft. (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 1.20	\$ 1.56	\$ 1.92	X _____ *	= _____ **
DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 2.94	\$ 3.81	\$ 4.71	X _____ *	= _____ **	
*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____						

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT RECEIVED BY 8/19/2026	STANDARD BEGINS 8/20/2026	ONSITE BEGINS 9/8/2026	TOTAL
			RATES ARE PER SHOW DAYS			
Up to 1,000 square feet		3	\$ 310.00 per day	\$403.00 per day	\$ 496.00 per day	
1,001 to 3,000 square feet		3	\$ 370.00 per day	\$481.00 per day	\$ 592.00 per day	
3,001 and above		3	\$ 540.00 per day	\$702.00 per day	\$ 864.00 per day	

How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____

Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.

Porter Service does NOT include wiping down of booth.

Please bring cleaning concerns to our attention onsite.
LVE will be unable to address the concern after the close of the show.

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.

Services cancelled after show move-in begins will be charged 100% of ordered price.

No credit will be given after close of event on anything ordered but not received.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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COMPANY NAME		BOOTH #	
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GRAPHICS & SIGNS

DISCOUNT DEADLINE:

8/19/2026

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

STANDARD SIZES	STANDARD GRAPHIC SIZES	QTY	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	TOTAL
	Single-sided printing		8/19/2026	8/20/2026	9/8/2026	
	FOMECOR w/Easel Back 12" x 18"		\$ 90.00	\$ 117.00	\$ 144.00	
	FOMECOR SIGN 22" x 28"		\$ 104.00	\$ 135.20	\$ 166.40	
	FOMECOR SIGN 24" x 36"		\$ 144.00	\$ 187.20	\$ 230.40	
	FOMECOR SIGN 28" x 44"		\$ 206.00	\$ 267.80	\$ 329.60	
FOMECOR SIGN w/Base 38" x 87"		\$ 550.00	\$ 715.00	\$ 880.00		
<i>All prices listed above are on 3/16" FOMECOR</i>						
<i>File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See Graphic Submission</i>						

DIGITAL GRAPHICS PRICE PER SQUARE FOOT	MATERIAL (Per s/f)	DISCOUNT	STANDARD	ONSITE	MATERIAL	DISCOUNT	STANDARD	ONSITE
	1/4" PLEXIGLAS	\$ 60.00	\$ 72.00	\$ 96.00	3mm PVC	\$ 28.00	\$ 36.00	\$ 44.80
	3/16" FOMECOR	\$ 26.00	\$ 34.00	\$ 41.60	6mm PVC	\$ 32.00	\$ 40.00	\$ 51.20
	VINYL BANNER	\$ 20.00	\$ 28.00	\$ 40.00	FLOOR DECALS	\$ 36.00	\$ 44.00	\$ 57.60

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME		MATERIAL (Choose Below)
PMS COLOR		<input type="checkbox"/> FOMECOR <input type="checkbox"/> PVC <input type="checkbox"/> PLEXI <input type="checkbox"/> GATORFOAM
APPLICATION		<input type="checkbox"/> ECO-BOARD* <input type="checkbox"/> ULTRA-BOARD* <input type="checkbox"/> OTHER

**The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.*

SPECIAL INSTRUCTIONS													
Minimum order \$75.00 Double sq. Ft. for double-sided graphics Round sq. Ft. to next whole increment File conversion, retouching, cloning or color correcting may incur additional labor charges.	<table style="margin: auto;"> <tr> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">L X</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">W =</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">sq. Ft.</td> </tr> <tr> <td style="padding: 0 5px;">sq. Ft.</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td style="padding: 0 5px;">X RATE =</td> <td style="border: 1px solid black; width: 50px; height: 20px;"></td> <td colspan="2"></td> </tr> </table>		L X		W =		sq. Ft.	sq. Ft.		X RATE =			
	L X		W =		sq. Ft.								
sq. Ft.		X RATE =											

SEE ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed.

Please send any questions or concerns to: exhibitorservices@lvexpo.com

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.



Las Vegas Expo has the capability to print digital graphics for any need. Our skilled associates will work with you to ensure the highest quality output when the job is printed. We have worked with many different types of media on an assortment of unique equipment. The end result: attractive, attention-grabbing displays and signage that are sure to start conversations.

LVE Show Graphic, our state-of-the-art graphics department, brings both vast industry knowledge and unmatched production capabilities to the table. We believe that presentation is everything. The importance of vivid eye-catching graphics during any show cannot be understated. From vibrant full color fabric graphics, to direct printed panels, we provide the highest quality graphics & signage products available.

Listed below are some of the services we can provide:

- Vinyl Banners
- Fabric Banners
- Headers
- Large-format printing
- Posters
- Desktop Publishing

- Offset Printing
- Reprographic Printing
- Logo Reproduction
- POS displays
- Backdrops
- Stickers / Decals

- Specialty Graphics
- Vinyl Lettering
- Hanging Signs
- Backlit Graphics
- Silk Screening
- Laminating



Please contact your LVE Representative to create a graphic upload link.

Graphic Submission Guidelines

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted- this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality



2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.
3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**
 - Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
 - How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
 - Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.
4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



Good
quality
photo
clean
edges

- .pdf** - Adobe PDF (Fonts outlined - images embedded)
- .ai** - Adobe Illustrator (Fonts outlined - images embedded)
- .eps** - Encapsulated Post Script
- .tif** - (300 dpi at layout size)
- .psd** - Photoshop Document (All layers flattened)
- .zip** - Windows Compression Format

Unacceptable Art Work



Low
quality
photo
jagged
edges

- .indd** - InDesign
- .ppt** - PowerPoint
- .jpg** - Joint Photographic Experts Group
- .gif** - Graphic Interchange Format
- .png** - Portable Network Graphics
- .cdr** - CorelDraw



FAN EXPO DALLAS 2026

September 11 - 13, 2026

Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME	BOOTH #
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DISPLAY LABOR

DEADLINE DATE: 8/19/2026

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES	HOURS	COST PER HOUR	TOTAL		
	STRAIGHT TIME (ST) - One Hour Minimum		\$ 140.50			
	OVERTIME (OT) - One Hour Minimum		\$ 210.75			
	DOUBLE TIME (DT) - One Hour Minimum		\$ 281.00			
LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST \$195.00 OT \$292.50 DT \$390.00						
<i>MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.</i>						
STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.						
EQUIPMENT	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL	
	FORKLIFT w/operator 0 to 4,000 lbs		\$ 375.00	\$ 562.50	\$ 750.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote.					
	<i>If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.</i>					

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)			BILLING INFORMATION (Responsible party paying your carrier's shipping charges)		
CO. NAME				CO. NAME	
ADDRESS				ADDRESS	
CITY		STATE		ZIP	
SHOW		BOOTH #		SHOW	
CONTACT				CONTACT	
PHONE				PHONE	

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at the higher rate and upon availability.

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WORK AUTHORIZATION

DEADLINE DATE: 8/19/2026

All Exhibitors using an Exhibitor Appointed Contractor must return this form.
THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.

We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

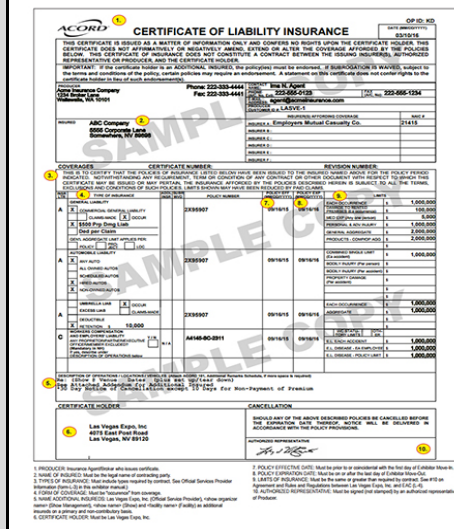
EAC COMPANY INFORMATION	EAC COMPANY NAME									
	SERVICES TO BE PROVIDED									
	EAC CONTACT PERSON(S)									
	ADDRESS									
	CITY			STATE			ZIP			
	PHONE			FAX						
	EMAIL									
	Is this company authorized to order services on your behalf?						<input type="checkbox"/> YES		<input type="checkbox"/> NO	
	Is this company responsible for charges incurred for the show? *If yes, both parties must complete and sign the Third Party form.						<input type="checkbox"/> YES*		<input type="checkbox"/> NO	
	EXHIBITING COMPANY									
PHONE										
BOOTH # (S)										

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____ PRINT: _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.
NAME OF INSURED: Must be the legal name of contracting party
TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)
FORM OF COVERAGE: Must be "occurrence" form coverage
NAME ADDITIONAL INSURED: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.
CERTIFICATE HOLDER: Must be LVE
POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In
POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out
LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com
AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME											
EXHIBITING COMPANY								BOOTH #			
THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)											
THIRD PARTY COMPANY						PHONE					
THIRD PARTY CONTACT						EMAIL					
ADDRESS											
CITY		STATE		ZIP		BOOTH #					
<input type="checkbox"/> DISCOVER			<input type="checkbox"/> VISA			<input type="checkbox"/> MASTERCARD			<input type="checkbox"/> AMERICAN EXPRESS		
ACCOUNT NUMBER											
EXPIRATION DATE				SECURITY CODE REQUIRED							
<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>											
CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)											
CITY		STATE		ZIP							
CARDHOLDER'S NAME (PLEASE PRINT)											
CARDHOLDER'S SIGNATURE*			X _____								
<p>*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.</p>											
SERVICES TO BE INVOICED TO THIRD PARTY											

*Discount pricing applies only to orders received with full payment prior to the deadline date.
See each form for their specified deadline date.*

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Be advised, if a valid credit card is not provided prior to the shipment of your freight or ordering services, the card on file from the previous show will be charged. If you require us to change your form of payment and process a credit once the charge has processed there will be a \$75.00 processing fee. To avoid this charge, it is your responsibility to ensure that there is a valid card on file before submitting orders or shipping freight.

FAN EXPO DALLAS 2026

September 11 - 13, 2026

Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME		BOOTH #	
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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.
MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 150.00 Per 100 lbs	\$ 195.00 Per 100 lbs	\$ 202.50 Per 100 lbs	\$ 263.25 Per 100 lbs
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
SHOW-SITE	\$ 160.00 Per 100 lbs	\$ 208.00 Per 100 lbs	\$ 216.00 Per 100 lbs	\$ 280.80 Per 100 lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.				

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 80.00	\$ 60.00	\$ 95.00	\$ 75.00
30% Late fee if received after deadline date		Maximum weight per shipment is 25lbs.		
Items received without documentation will be delivered without guarantee of piece count or condition.				

TOTALS

WEIGHT PER SHIPMENT	RECEIVING LOCATION		RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

USE THE SHOW SHIPPING LABELS DO NOT SHIP DIRECTLY TO THE FACILITY

INSTRUCTIONS

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments. "COD"
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
SPECIAL HANDLING	
UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights	Materials with no pick points received
OVERTIME (OT)	
PUBLISHED RATES LISTED ABOVE INCLUDE OVERTIME FEES.	
Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs. <i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$150.00 per 100 lbs = minimum charge of \$300.00</i> Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. <i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$150.00 = \$600.00</i>	



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, August 5, 2026 - Wednesday, August 26, 2026

TO:

EXHIBITOR NAME

c/o: LVE-Dallas

**2350 E Arbrook Blvd, Suite 100
Arlington, TX 76014**

EVENT: FAN EXPO DALLAS 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Wednesday, August 5, 2026 - Wednesday, August 26, 2026

TO:

EXHIBITOR NAME

c/o: LVE-Dallas

**2350 E Arbrook Blvd, Suite 100
Arlington, TX 76014**

EVENT: FAN EXPO DALLAS 2026

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Wednesday, September 9, 2026 : 12:00 PM - 5:00 PM

Thursday, September 10, 2026 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: LVE-Dallas

Kay Bailey Hutcheson CC - Ballroom B&C

1221 Canton Street

Dallas, TX 75202

EVENT: FAN EXPO DALLAS 2026

NO. _____ OF _____ PIECES

BOOTH #:



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Wednesday, September 9, 2026 : 12:00 PM - 5:00 PM

Thursday, September 10, 2026 : 8:00 AM - 7:00 PM

TO:

EXHIBITOR NAME

C/O: LVE-Dallas

Kay Bailey Hutcheson CC - Ballroom B&C

1221 Canton Street

Dallas, TX 75202

EVENT: FAN EXPO DALLAS 2026

NO. _____ OF _____ PIECES

BOOTH #:

COMPANY NAME _____

BOOTH # _____

OUTBOUND SHIPPING INFORMATION

This form does not replace the Outbound Material Handling Agreement (MHA) that must be completed on site.

Exhibitors must pickup, complete and return the Outbound MHA to the LVE Exhibitor Service desk onsite. Shipments with no paperwork will incur additional charges and be return to the warehouse for disposition.

IF YOU DO NOT CHOOSE AN OPTION BELOW AND YOUR CARRIER DOES NOT SHOW UP ONSITE, YOUR FREIGHT WILL BE AUTOMATICALLY RE-ROUTED WITH THE SHOW CARRIER AT THE EXHIBITOR'S EXPENSE.

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

In the event your selected carrier does not show please select one of the following here below.

RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS OR RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE

NOTE: Exhibitor is responsible for contracting any carrier except those recommended in this manual. LVE will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that LVE shall not be responsible for loss, theft or damage to any display installed or dismantled under LVE's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide LVE with complete and accurate written instructions for the packing and/or shipping of said display by LVE supervised labor. Payment of all services will be my/our responsibility as the exhibitor.

SIGN: _____ PRINT: _____ DATE: _____

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. LVE will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

RETURN FREIGHT & STORAGE
WAREHOUSE

Rates include delivery of shipment at close of show to LVE warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs. or more will be charged the following rates with a 1,000 lb. minimum.

RETURN TO WAREHOUSE DRAYAGE & HANDLING			
SHIPMENTS OVER 50 POUNDS	\$	42.50	per 100 lbs. (\$425.00 minimum)
SHIPMENTS LESS THAN 50 POUNDS	\$	150.00	Flat Fee Per shipment

The exhibitor is responsible to provide their own insurance. LVE provides only Limited Liability. See Limits of Liability forms. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.

STORAGE

MONTHLY STORAGE RATE	\$	11.00	per 100 lbs.
WAREHOUSE HANDLING	\$	9.50	per 100 lbs.

Monthly storage rate is billed quarterly, at \$33.00 per 100 lbs. (1,000 lbs. minimum)

All freight must be crated, palletized or boxed to be eligible for storage. LVE reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.

***By signing, I understand and agree that LVE reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.**

SIGN*: _____ PRINT: _____ DATE: _____

ADVANTAGES OF STORING WITH LVE

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas, Nashville, & Denver for year round access.
- 30 Days free storage included in LVE advance material handling rates.

The PAYMENT AUTHORIZATION FORM must accompany this form



AIRWAYSFREIGHT[®]

LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com



Serving the Trade Show Industry for 35+ years!

DEADLINE DATE: August 19, 2026
STANDARD RENTAL INCLUDES:

- Hanging sign snap tube frame with a single or double-sided fabric graphic.
- *Labor and Hardware to hang the sign are NOT included* in the Standard Rental Price
- Custom Fabric Graphic, with carrying case (you own the graphic, yours to keep)

*** Orders received after the Discount Deadline date are subject to and will be charged late charges. ***



Single Sided: \$2,279.25 / Double Sided: \$2,484.45

Circle Signs
SNAP TUBE HANGING FRAME

Metal Fabrication

8' diameter x 36"h

Made with 1.5" round tube.

Eyebolts for hanging.

8' x 36" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,259.55 / Double Sided: \$4,598.40

SNAP TUBE HANGING FRAME

Metal Fabrication

10' diameter x 48"h

Made with 1.5" round tube.

Eyebolts for hanging.

10' x 48" Ring Pillowcase Single Sided Graphic



Single Sided: \$4,768.50 / Double Sided: \$5,200.50

Square Signs
SNAP TUBE HANGING FRAME

Metal Fabrication

10' x 10' x 48"h

Square hanging frame

Made with 1.5" round tube.

Eyebolts for hanging

120" x 120" x 48" Square Pillowcase Single Sided Graphic

Custom Signs

 Additional Sizes and Solutions Available Upon Request: For further information, please email our Exhibitor Services Department at exhibitorservices@lvexpo.com, or call our office at 888.989.3976

COMPANY NAME

BOOTH #

HANGING SIGNS RULES AND REGULATIONS

Hanging signs, both electrical and non-electrical, are permitted at this event provided that doing so complies with show management rules and regulations. Exhibitors and display houses must adhere to all of the following conditions and limitations listed below:

- 1) Hanging Signs are not permitted in inline and linear booths.
- 2) All hanging signs must be sent to the LVE advance warehouse by the deadline, separate from your booth samples and/or merchandise. Use the hanging sign shipping label in this Exhibitor Service Manual. Note on your shipping documents "Hanging Signs." Failure to follow these shipping rules may result in your sign not being hung and you will be subject to the higher hanging sign rates.
- 3) Set-up instructions must be included with the Hanging Sign Order Form and in the Hanging Sign container. Orders without the placement diagram will result in the higher hanging sign rates.
- 4) All hanging signs must be assembled, installed and removed by LVE. Assembly by exhibitor or display house personnel is not permitted.
- 5) Final rigging of all hanging signs will be determined by LVE to ensure minimum stress to the supporting framework.
- 6) All structures and existing hardware will be inspected by the LVE rigging crew. All additional hardware will be charged accordingly. Structures that are deemed unsafe will not be hung. The exhibitor will be responsible for the labor spent attempting to assemble and hang such sign.
- 7) The specific placement of your hanging sign may differ from your original request based on the ceiling structure and support beams of the facility. This will be determined onsite by the LVE.
- 8) All electrical and neon signs must be in working order and conform to National Electric Code. Electricity for electrical signs is not included, this must be ordered by the exhibitor in advance with the electrical provider.
- 9) LVE will begin to assemble and hang the signs as soon as the hall is accessible as long as the order and the sign are received by the appropriate deadline dates.
- 10) Hanging Signs must not exceed the size of the booth.
- 11) LVE does not guarantee the hanging of signs when orders are not placed by the deadline.
- 12) You are required to make arrangements prior to move-out for the outbound dismantling, packing and shipping of your hanging sign. LVE cannot be held liable for damages or misplacement of signs(s) should outbound dismantling arrangements not be made. All pertinent information and arrangements must be given to the LVE Service Center.
- 13) Scheduling a specific time for your sign to be hung is not permitted.
- 14) Structural Integrity and placement form must be submitted with order.



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COMPANY NAME		BOOTH #	
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NON-ELECTRICAL HANGING SIGN - UNDER 200 LB

DISCOUNT DATE: 8/19/2026

- | | |
|--|--|
| • <i>Must be shipped separately</i> | • <i>Clearly marked with enclosed hanging sign label</i> |
| • <i>Received by discount receiving deadline</i> | • <i>Payment form must be included with this form</i> |
| • <i>Placement diagrams must accompany all orders.</i> | |

Above conditions must be met to receive advance pricing.

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Hanging anchor points must be pre-fabricated.
- Show prices will apply to all labor orders placed at show site.
- RATES ARE PER HOUR, PER SIGN.
- Condor and Crew consists of condor, operator and rigger.
- Assembly and Ground Labor is an additional charge.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	8/19/2026	8/20/2026	9/8/2026			
INSTALL RIGGING (per sign, per hour)	\$ 997.50	\$1,470.00	\$ 1,995.00			
DISMANTLE RIGGING (per sign, per hour)	\$ 997.50	\$1,470.00	\$ 1,995.00	1/2 of install, minimum of 1 hour**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
	8/19/2026	8/20/2026	9/8/2026			
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 190.00	\$ 285.00	\$ 380.00			

All overhead hanging signs must be assembled and installed by LVE.

ASSEMBLY LABOR will consist of a 2 person crew, minimim charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

CANCELLATION POLICY

A 50% cancellation charge will be applied to orders cancelled after the deadline.

All onsite cancellations will be charged 100% of the original order.



FAN EXPO DALLAS 2026

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Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME		BOOTH #	
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ELECTRICAL SIGNS / MOTORS / HANGING OF VIDEO WALLS **DISCOUNT DATE: 8/19/2026**

- Must be shipped separately
- Received by discount receiving deadline
- Placement diagrams must accompany all orders.
- Clearly marked with enclosed hanging sign label
- Payment form must be included with this form

ABOVE CONDITIONS MUST BE MET TO RECEIVE ADVANCE PRICING.

RIGGING RATES	DISCOUNT RECEIVED BY	STANDARD BEGINS	ONSITE BEGINS	# OF SIGNS	RATE	TOTAL ESTIMATED COST
	8/19/2026	8/20/2026	9/8/2026			
INSTALL RIGGING (per sign, per hour)	\$ 1,286.25	\$ 1,732.50	\$ 2,677.50			
DISMANTLE RIGGING (per sign, per hour)	\$ 1,286.25	\$ 1,732.50	\$ 2,677.50	1/2 of install, minimum of 1 hr**		

**Dismantle rigging charges ("Labor Out") are billed at 1/2 of the installation time for rigging crew. Minimum of 1 hour.

ASSEMBLY LABOR	DISCOUNT	STANDARD	ONSITE	APPROX. HOURS	HOURLY RATE	TOTAL ESTIMATED COST
2 LABORS, MINIMUM ONE HOUR PER PERSON	\$ 190.00	\$ 285.00	\$ 380.00			

All overhead hanging signs must be assembled and installed by LVE

ASSEMBLY LABOR will consist of a 2 person crew, minimum charge one hour per person.

LVE will begin to assemble and hang the signs as soon as the hall is accessible. This cannot be scheduled.

RENTAL MOTORS & ROTATORS

MOTOR DISCRPTION	DISCOUNT	STANDARD	ONSITE	QTY	TOTAL
HALF TON HOIST MOTOR	\$ 520.00	\$ 730.00	\$ 940.00		
ONE TON HOIST MOTOR	\$ 625.00	\$ 898.00	\$ 1,150.00		
HALF TON ROTATING MOTOR	\$ 520.00	\$ 730.00	\$ 940.00		
ONE TON ROTATING MOTOR	\$ 625.00	\$ 898.00	\$ 1,150.00		

Motors ordered after the deadline are subject to availability.

We do not provide or rent video walls, you must make your own arrangements.

STRUCTURAL INTERGITY STATEMENT MUST ACCOMPANY ORDER

INSTRUCTIONS

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead hanging signs must be assembled and installed by LVE.
- Set up instructions must be provided for sign assembly.
- Show prices will apply to all labor orders placed at show site.
- Condor and Crew consists of condor, operator and rigger.
- Additional crew and/or equipment will be used if deemed necessary by LVE and will be charged accordingly.
- One hour minimum, thereafter is charged in half (1/2) hour increments.
- One hour minimum per lift/crew - lift/crew thereafter is charged in half (1/2) hour increments for each install and dismantle.
- LVE components (cable, clamps, etc) will be used to install all hanging signs and charged accordingly.
- Hanging anchor points must be pre-fabricated.
- RATES ARE PER HOUR, PER SIGN.
- Assembly and Ground Labor is an additional charge.

CANCELLATION POLICY

*A 50% cancellation charge will be applied to orders cancelled after the deadline.
All onsite cancellations will be charged 100% of the original order.*



FAN EXPO DALLAS 2026

September 11 - 13, 2026

Kay Bailey Hutcheson CC - Ballroom B&C

COMPANY NAME		BOOTH #	
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STRUCTURAL INTEGRITY STATEMENT

THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES.

FAILURE TO SUBMIT THIS FORM COMPLETED MAY RESULT IN THE SIGN NOT BEING HUNG.

_____, the contracted exhibitor at the show and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely and has been constructed to meet all applicable regulations and safety measures.

We hereby release, indemnify and forever hold harmless Show Management, the facility, LVE, and its' subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

EXHIBITOR	EXHIBITING COMPANY		BOOTH #	
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

BUILDER	DISPLAY HOUSE/BUILDER (IF APPLICABLE)			
	AUTHORIZED SIGNATURE	X _____		
	AUTHORIZED NAME		DATE	
	EMAIL			

PLEASE INCLUDE THIS FORM WITH YOUR HANGING OR ELECTRICAL SIGN ORDER FORM



RUSH - HANGING SIGN

RECEIVING DATES WITHOUT LATE FEES
Wednesday, August 5, 2026 - Wednesday, August 26, 2026

TO: _____
EXHIBITOR NAME

c/o: LVE - Dallas
2350 E Arbrook Blvd, Suite 160
Arlington, TX 76014

EVENT: FAN EXPO DALLAS 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



RUSH - HANGING SIGN

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Wednesday, August 5, 2026 - Wednesday, August 26, 2026

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c/o: LVE - Dallas
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EVENT: FAN EXPO DALLAS 2026

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

COMPANY NAME	BOOTH #
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VEHICLE SPOTTING SUBMISSION

Exhibitors may display a vehicle in their booth. Pursuant to Fire Department, please follow the steps below to ensure a smooth move-in process. The Fire Department requires a "Liquid or Gas-Fueled Vehicles or Equipment in Assembly Area" Permit for all booth vehicles.

PROCEDURE REQUIREMENTS

Exhibitors must complete the information below to obtain a permit from Fire Department through LVE. See information below.

Exhibitors must fill out the Vehicle Spotting Form and pay the spotting fee by **Deadline Date: Wednesday, August 5, 2026**

BLANKET PERMIT PROCEDURES

IF RECEIVED 6 WEEKS PRIOR TO SHOW DATE: To apply to be part of the Blanket Permit, the following must be included:

- | | |
|---|--|
| 1. Company name and booth number | 4. A picture of each vehicle to be displayed |
| 2. Contact name, email address, and cell phone | 5. All display structures or platforms for displaying the vehicles |
| 3. A site plan view of the location of each vehicle to be displayed | |

PERMIT THROUGH FIRE DEPARTMENT

IF APPLYING AFTER THE DEADLINE: Exhibitors who do not make the deadline, must contact us by phone for possible approval. Late requests are not guaranteed.

If exhibitors do not meet the deadline, they will not be permitted on the show floor.

Fire Department guidelines for vehicles can be accessed at: www.lvexpo.com

It is recommended you print the guidelines and submit along with your permit application.

MUST HAVE PRIOR APPROVAL AND PERMITS APPROVED

This applies to any vehicle to be displayed in the exhibit area. The following procedures and policies will apply:

LVE labor will direct the operator of the vehicle with passage into the exhibit area prior to the opening of the event and again at the conclusion of the event.

Any exhibitor freight or product brought inside your vehicle is subject to unloading and weighing. Show site material handling charges will apply.

LVE will verify that all Fire Department requirements are met and provide a drip cloth under the vehicle.

The following costs will apply when submitted by the deadline date. Contact Exhibitor Service for late prices.

\$	375.00	For each four wheel vehicle
\$	30.00	Added charge per each additional axle on vehicle to be applied to the standard cost
\$	370.00	Fire Marshal Permit Fee

Exhibitors will be responsible for the following vehicle requirements:

The fuel tanks of vehicles must have LOCKABLE fuel filler cap to prevent escape of vapors and to avoid tampering.

Fire code stipulates that fuel in the fuel tanks shall not exceed 2 gallons or 1/8 of tank capacity, whichever is less.

Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes.

A fire extinguisher must be present, visible and accessible at all times.

Vehicles, boats or other motor craft equipment are not fueled or defueled within the building.

A 36-inch wide access aisle or clear space shall be maintained around all sides of the display vehicle. (72 inches between vehicles displayed together.) Vehicles shall be a minimum of 20-feet from exit doors, exit stairs, the exit access or exit passageways.

Vehicles shall not exhibit any leaks of any fluids and must have floor covering under the vehicle.

Proof of insurance for the vehicle and valid drivers license for the operator.

VEHICLE INFORMATION

MAKE		MODEL		YEAR	
VIN #		DIMS		COST	

NOTE: EXHIBITORS WILL BE RESPONSIBLE FOR THE OPERATION OF VEHICLE BOTH IN AND OUT OF THE FACILITY. ALL DRIVERS MUST PROVIDE LVE WITH PROOF OF INSURANCE AND VALID DRIVERS LICENSE.

The PAYMENT AUTHORIZATION FORM must accompany this form

VEHICLE PREPARATION & SPOTTING FEE

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload, unless advance notice has been given to LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.

2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.

3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.

4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.

5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.

6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.

7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union 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.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union 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 machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times;
2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed.
3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.