



Hello Exhibitor,

Bellagio is honored to welcome you to our AAA Five Diamond resort. In preparation for your upcoming event, we invite you to browse our brochure for all the items an exhibitor will need including:

Internet	4
Audio Visual, Rigging & Hanging Signs	5
Electrical	6 - 10

Bellagio is the exclusive provider of the above services.

We understand that sometimes it is easier to speak to a person. If you prefer this option, please contact us toll free at 877.917.7007. Our Exhibitor Services staff will be able to assist you with your needs during regular business hours.

At Bellagio, our goal is to ensure that your experience is one that accomplishes your business goals. We are excited to offer an array of services and amenities to assist you with that and also to provide a little personal fun when the business day is over. We value your feedback, if there is anything we can do to create a more enjoyable experience, please do not hesitate to let us know.

Enjoy,

Mr. Dean Fisher
Executive Director Convention Services



An MGM Resorts Luxury Destination

◆ SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website www.bellagioexhibitorservices.com or on an order form which can be sent via fax 702.669.4575 or mail. Telephone orders will not be accepted.

ORDER ON-LINE www.bellagioexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

or Fax: (702)669-4575

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

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

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

◆ SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Where indicated, please complete the installation date requirements, labor dates, and all other information.

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

- Company Name
- Previous Booth Number
- New Booth Number

◆ METHOD OF PAYMENT

MGMRI accepts the following methods of payment:

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

◆ PAYMENT & CANCELLATION PROCEDURES

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

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

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

◆ REPORTING TROUBLE WITH SERVICES

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

◆ PLACING ORDERS ON-SITE

Onsite orders will be placed in person at the Service Desk. The Service Desk will be located next to the General Services Contractor. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

◆ EXHIBIT SPACES

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



ALLOW US TO HELP YOU

You may contact us toll free at 877.917.7007 or send your inquiry via email to exhibitorservices@bellagioresort.com



**NACM Annual Conference
July 24, 2019**

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

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

Check/ Bank Transfer instructions:
 No checks/bank transfers will be accepted after **7/3/2019**
 When sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.
 Payment received without order forms, backup or instructions as to what the payment applies to will be **returned**.
 Check or Bank Transfer payments must have a credit card on file, please complete the credit card information at the bottom of this page.

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

Third Party Agent Company Name:

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

Indicate services to be covered by credit card:

<input type="checkbox"/> Audio Visual	<input type="checkbox"/> Truss/Motor/Lighting Equipment/Rigging/Rigging Labor
<input type="checkbox"/> Cleaning Services	<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Internet & Data Services	<input type="checkbox"/> Other _____

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

* Required Fields		Additional Authorized Signers:	
CREDIT CARD VERIFICATION:	This credit card is	<input style="width:40px; height:20px;" type="text"/>	Initials <input style="width:40px; height:20px;" type="text"/>
* Last four digits of credit card number: <input style="width:100px; height:20px;" type="text"/>	authorized for all additional	onsite charges	2 <input style="width:100px; height:20px;" type="text"/>
*Cardholder's Name:	* Cardholder's Signature:		
* Cardholder's Billing Address:	*City:	*State:	*Postal Code:

*CREDIT CARD NUMBER: <input style="width:100%; height:20px;" type="text"/>	*Card EXP DATE: <input style="width:100%; height:20px;" type="text"/>
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INTERNET ORDER FORM - include the Method of Payment form with your order.

NACM Annual Conference

July 24, 2019

To receive up to a 30% discount on services, ORDER ON-LINE AT www.bellagioexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.669.4575.

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

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

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

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

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

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



For questions, or assistance with ordering please email us at exhibitorservices@bellagioresort.com or call us toll free: 877.917.7007

Total

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

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

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



AUDIO VISUAL FORM - include the Method of Payment form with your order.

NACM Annual Conference

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To receive up to a 30% discount on services, ORDER ON-LINE AT www.bellaagioexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.669.4575.

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

DESCRIPTION - Per day items	QTY	X	# DAYS	X	PRICE	=	TOTAL
DVD Player		X		X	\$100.00	=	
Blu-ray Player		X		X	\$120.00	=	
54" Roll Cart with Skirt		X		X	\$32.50	=	
Data/Video Projector (5000 Lumen)		X		X	\$900.00	=	
Tripod Projection Screen (6'x6') with accessories kit		X		X	\$100.00	=	
UHF Wireless Microphone	Handheld, Headset, or Lavalier	X		X	\$180.00	=	
Self Powered Sound System (2 speakers, 2 stands)		X		X	\$400.00	=	
MP3 Input Station (added to Sound System)		X		X	\$45.50	=	

DESCRIPTION - per show items	QTY	X	PRICE	Duration	=	TOTAL
32" LED/LCD Monitor with mounting bracket		X	\$800.00	per show	=	
40" LED/LCD Monitor with mounting bracket		X	\$900.00	per show	=	
50" LED/LCD Monitor with mounting bracket		X	\$1,100.00	per show	=	
Monitor Pole Stand		X	\$200.00	per show	=	
Monitor Shelf		X	\$100.00	per show	=	
VGA/DA 1X4		X	\$75.00	per show	=	
Source 4 Par Can Unit		X	\$703.00	each	=	
Ellipsoidal Source 4 Leko Unit		X	\$703.00	each	=	

Please note, Hanging Signs and Rigging orders require a custom contract. To submit an Encore Rigging Order, please visit <http://rigging.encore-us.com> **23% Service on Audio Visual orders**



TOTAL
For questions, or assistance with ordering please email us at exhibitorservices@bellaioresort.com or call us toll free: 877.917.7007

YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS. For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". Balances must be settled prior to service. Refunds will not be issued on services installed as ordered even though not used. By providing fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax or email Exhibitor. Written cancellation of services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee. MGM Resorts Intl (MGMRI) agrees to rent its equipment (Equipment), subject to the conditions of the Contract, and in consideration thereof, the undersigned Customer (Renter) agrees to the following: Renter understands and agrees that the Equipment described in the Contract remains the property of MGMRI, and that the failure by the Renter to return said Equipment to MGMRI may constitute a crime and subject Renter to criminal prosecution. Renter acknowledges that the equipment has been examined and knows the condition thereof, and that the same is in good condition and repair and Renter agrees equipment will be returned in the same condition as when received, ordinary wear and tear excepted. Renter assumes all risks of loss, theft, or destruction of, or damage to such Equipment, and will hold MGMRI harmless from any and all damages, claim, lien, storage costs, labor and materials. Renter further agrees to pay MGMRI on demand all cost of repairs or replacement at the current repair or replacement costs of said Equipment. MGMRI shall have a lien on all Renter's property for all charges and expenses incurred by MGMRI under the terms of the contract including those caused by damage to or destruction of said Equipment. Renter agrees that MGMRI has the right to terminate this agreement at any time, and retake possession of said Equipment and Renter shall guarantee free access to MGMRI of said Equipment and may enter upon the premises of the Renter, without becoming liable for trespass. Renter expressly agrees to use Equipment in strict accordance with given instructions. Failure to do so automatically terminates this contract, with all sums due hereunder immediately payable to MGMRI. Renter further agrees to immediately return said Equipment. MGMRI shall not be liable to Renter any liability, claim loss, damage (direct or consequential) or expense of any kind or nature caused, directly or indirectly, by the Equipment or any inadequacy thereof for any purpose or any deficiency or defect (latent or patent) therein or delay in providing or failure to provide any thereof, or any interruption or loss of service or use thereof, or any loss of business, or any damage whatsoever and however caused. MGMRI shall not, by virtue of having rented the Equipment under this contract, be deemed to have made any representation or warranty, whether written or oral or expressed or implied as to the condition of, or as to the quality of the material or workmanship in the Equipment. Rental charges shall be based on all or any part of each twenty-four (24) hour period following 5:59AM. Renter agrees to pay rental fee stipulated for period stated. If Equipment is kept for a longer period, rental fee will be charged at the stated rate until the Equipment is returned to the possession of MGMRI. No term or condition of this contract may be waived or modified as to MGMRI except in writing signed by MGMRI authorized representative or by an officer of MGMRI who has been expressly authorized to do so by MGMRI. Audio Visual offers a "3 Day Rate" on shows from four to seven days. Electrical Service is not included in equipment pricing. Please refer to the Electrical order form for pricing. Additional labor, if required, is subject to the prevailing rate, four (4) hour minimum. A representative will contact you if additional labor is required for your booth. Equipment delivery and installation times are prioritized after the completed form is processed. MGMRI is not responsible if equipment installation does not meet your timeline due to any unforeseen circumstances that may occur at show site. All prices are



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**NACM Annual Conference
July 24, 2019**

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

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

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

<p>Bank Transfer Information: Bank of America, Nevada Las Vegas, Nevada ABA #026009593 Account #: 501012629871 Bank Swift Code BOFAUS3N</p> <p>Date Transfer will be sent: <input type="text"/></p> <p>TOTAL AMOUNT SENT: <input type="text"/></p> <p>* International wire transfers will need to include a \$25 bank processing fee. ** Reference Show Name & Booth number</p>	<p>Check Payment Information: Checks (with original order forms) mailed to: MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA PO Box 748137 LOS ANGELES, CA 90074-8137</p> <p>Date check will be sent: <input type="text"/></p> <p>TOTAL AMOUNT SENT: <input type="text"/></p> <p>Make checks payable to: MGM Resorts International Reference the name of Show & booth number on the check & include order forms. Checks are required to be drawn on US Banks and in US Funds. MGMRI will NOT accept personal checks.</p>
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Third Party Agent Company Name:

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

	EDLEN	SERVICE TOTALS
	ELECTRICAL OUTLETS	<input type="text"/>
	LABOR/MATERIAL	<input type="text"/>
	LIGHTING	<input type="text"/>
TOTAL DUE		<input type="text"/>

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

*CREDIT CARD NUMBER:

*Card EXP DATE:



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ELECTRICAL - include the EDLEN Method of Payment form with your order.

NACM Annual Conference

July 24, 2019

To receive up to a 30% discount on services, ORDER ON-LINE AT www.bellagioexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.385.1810

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

Exclusive Electrical services provided by:
ORDERING INSTRUCTIONS
120 VOLT POWER DELIVERY



For questions call Edlen Electrical 702.385.6911 or email bellagio@edlen.com

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

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

RATE	X	QTY	or	QTY	=	TOTAL COST
		Show Hours Only		24hrs/day Double rate		
120 VOLT						
500 WATTS (5 AMPS) \$151.00	X				=	
1000 WATTS (10 AMPS) \$262.50	X				=	
1500 WATTS (15 AMPS) \$314.00	X				=	
2000 WATTS (20 AMPS) \$370.50	X				=	
208 VOLT SINGLE PHASE						
20 AMPS \$635.00	X				=	
30 AMPS \$729.00	X				=	
60 AMPS \$923.00	X				=	
100 AMPS \$1,350.00	X				=	
208 VOLT THREE PHASE						
20 AMPS \$746.00	X				=	
30 AMPS \$918.00	X				=	
60 AMPS \$1,251.00	X				=	
100 AMPS \$1,548.00	X				=	
200 AMPS \$2,831.00	X				=	
480 VOLT THREE PHASE						
20 AMPS \$1,623.00	X				=	
30 AMPS \$1,938.00	X				=	
60 AMPS \$2,535.00	X				=	
100 AMPS \$3,333.00	X				=	
TRANSFORMER(S) Boost 208 Volt to 230 Volt						
		RATE	X	Total Amps	=	TOTAL
Transformer (20 amp minimum charge)		\$4.00	X		=	
ARM & POLE LIGHTS - (Lights include power & 1 hour labor for install & removal of in-line booths only)						
		RATE	X	QTY	=	TOTAL
ARM LIGHT		\$194.00	X		=	
8 FT POLE LIGHT - 1 FIXTURE		\$194.00	X		=	
8 FT POLE LIGHT - 2 FIXTURES		\$255.00	X		=	
ELECTRICAL LABOR						
			X	QTY	=	TOTAL
ST (Mon-Fri, 8am-4:30pm, excluding holidays)		\$102.00	X		=	
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		\$204.00	X		=	

208/480V POWER DELIVERY & CONNECTIONS
 If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete the Electrical Labor Form to schedule estimated connection time and return it with this order.

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

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

DEDICATED OUTLETS
 For a dedicated outlet order a 20 amp outlet.

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

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

Total _____

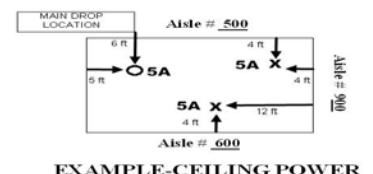
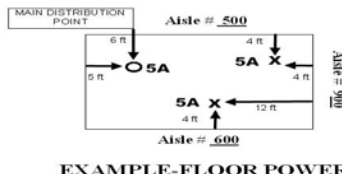
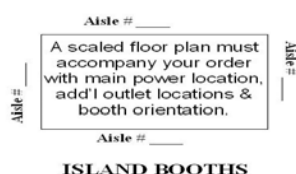
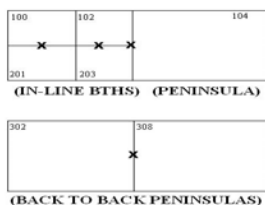
ELECTRICAL/LIGHTING TERMS AND CONDITIONS

ORDER ON-LINE AT www.bellagioexhibitorservices.com - SECURE, EASY & IMMEDIATE RECEIPTS!

- 1 Order with payment and floor plan (for island booths or any booths or any booth requiring distribution of electrical services) must be received no later than 21 days prior to show opening. Orders faxed or mailed without payment & required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the show rate. A purchase order or photo copy of a check are not considered valid forms of payment for securing the advance rate.
- 2 In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections & charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
- 3 Outlet rates listed include bringing the services to one location at the rear of in-line & peninsula booths.
- 4 Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other locations within the booth space. Distribution to all other locations regardless of booth type require labor and is performed on a time and material basis. Exhibitors are invited to contact the Edlen office to discuss any additional costs that may be incurred
- 5 A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. If you require a hoist a separate electrical service must be ordered for your motor power.
- 6 Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
- 7 Labor rates are based on current wage scales & are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of 1/2 hour or 1/2 the total time of installation.
- 8 Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
- 9 Edlen is the exclusive provider of all material & equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitor's booth space. This material is provided on a rental basis ONLY & remains the property of Edlen. It shall be removed only by Edlen employees.
- 10 Any extension cords or power strips should be ordered at the service desk. Credit will not be issued for unused items.
- 11 Standard wall & other permanent building utility outlets or sockets are not part of a booth space & may not be used by exhibitors unless electrical services have been ordered through Edlen.
- 12 All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
- 13 All electrical equipment must be properly tagged & wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
- 14 All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded and cannot be used under carpet or concealed on the ground. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
- 15 Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
- 16 Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen within 14 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50 unless specifically requested in writing.
- 17 Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
- 18 Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
- 19 It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay all attorney fees or applicable agency fees.
- 20 By signing the order and/or the Method of Payment form, exhibitor hereby agrees to all terms & conditions on the order form.

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

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



For questions please call Edlen Electrical (702)322-5707 or email bellagio@edlen.com



An MGM Resorts Luxury Destination

ELECTRICAL LABOR- include the EDLEN Method of Payment form with your order.

NACM Annual Conference

July 24, 2019

To receive up to a 30% discount on services, ORDER ON-LINE AT www.bellagioexhibitorservices.com, it is secure, easy and provides immediate receipts! Or fax orders to 702.385.1810

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

Exclusive Electrical services provided by:



For questions call Edlen Electrical
702.385.6911 or email
bellagio@edlen.com

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

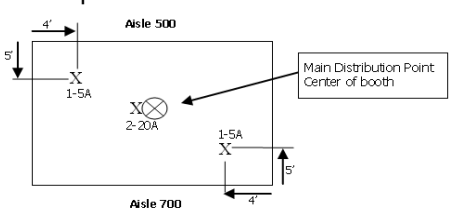
ELECTRICAL LABOR IS REQUIRED FOR THE FOLLOWING WORK

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

POWER DISTRIBUTION - PLEASE PROVIDE THE FOLLOWING INFORMATION

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

Contact Name	_____
Contact Company	_____
Contact Cell #	_____
Contact Email	_____
- Example: 20X30 Island Booth


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

ELECTRICAL LABOR/LIFT RATES & RULES

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

- LABOR RATES** Straight time.....\$102.00 per hour
 Monday-Friday 8:00am - 4:30pm, excluding holidays
- LABOR RATES** Overtime.....\$204.00 per hour
 Monday-Friday 4:30pm - 8:00am, all day Saturday, Sunday & holidays
- LIFT RATES** Lift.....\$227.00 per hour
 Lift charges will apply for all overhead work such as power or data cable distribution overhead, hanging signs, etc. Lift cost does not include operator.

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