LVE

U.S. PET PRO CLASSIC 2024

Irving Convention Center

November 2 - 4, 2024

Exhibitor Service Manual

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CLICK HERE FOR FACILITY EXCLUSIVE SERVICES

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 discounts of up to 30% 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.

We look forward to serving you!

Sincerely,
LVE

LVE

U.S. PET PRO CLASSIC 2024

NOVEMBER 2 - 4, 2024
Irving Convention Center - Exhibit Hall B

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.

BOOTH EQUIPMENT

Each 10' x 10' inline booth will consist of:

BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
HALL FLOORING	FACILITY IS NOT CARPETED		
One	6' Table Skirted Black	Two	Side Chairs
One	Wastebasket	One	11" x 17" Identification Sign

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Friday, November 1, 2024	11:00 AM	11:00 PM	Exhibitor Setup
Saturday, November 2, 2024	10:15 AM	6:00 PM	Show Hours
Sunday, November 3, 2024	10:15 AM	6:00 PM	Show Hours
Monday, November 4, 2024	10:15 AM	4:00 PM	Show Hours
Monday, November 4, 2024	4:00 PM	11:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY:	9:00 PM on Monday, November 4, 2024
ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:	11:00 PM on Monday, November 4, 2024

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.

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SHOW INFORMATION CONTINUED

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

WAREHOUSE SHIPMENTS

		WAREHOUSE RECEIVING HOURS
WAREHOUSE RECEIVING BEGINS	Monday, September 30, 2024	MONDAY - FRIDAY 8:00AM - 4:00PM EXCLUDING HOLIDAYS
STANDARD RECEIVING RATE DEADLINE	Monday, October 21, 2024	
WAREHOUSE RECEIVING DEADLINE	Thursday, October 31, 2024	

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 SHIPPING ADDRESS:				
All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	U.S. PET PRO CLASSIC 2024	BOOTH #	
	COMPANY		C/O	LVE
	ADDRESS	827 Ave H East, Ste 215, Arlington, TX 76011		

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.

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

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING

DAY/DATE	START TIME	END TIME
Friday, November 1, 2024	11:00 AM	10:00 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	U.S. PET PRO CLASSIC 2024	BOOTH #	
	COMPANY		C/O	LVE
	ADDRESS	Irving Convention Center - Exhibit Hall B 500 W Las Colinas Blvd., Irving, TX 75039		

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.

HAND CARRY POLICY

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.

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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

☐ DISCOVER ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS

ACCOUNT NUMBER																
EXPIRATION DATE					SECURITY CODE REQUIRED											

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

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	SERVICE
		FURNITURE
		CARPET
		CLEANING
		LABOR
		ESTIMATED MATERIAL HANDLING
		OTHER EXPO SERVICES
		TAX
TOTAL (If received by deadline)	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

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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Irving Convention Center - Exhibit Hall B

COMPANY NAME		BOOTH #	

FURNITURE ORDER

	ORDER ONLINE order.lvexpo.com	QTY	DISCOUNT DEADLINE 10/21/2024	STANDARD PRICE	TOTAL
CHAIRS	SIDE CHAIR		$ 98.00	$ 127.40	
	ARM CHAIR		$ 125.00	$ 162.50	
	STOOL COUNTER HEIGHT		$ 145.00	$ 188.50	
TABLES	4'L x 30"H x 24"W TABLE SKIRTED*		$ 155.00	$ 201.50	
	6'L x 30"H x 24"W TABLE SKIRTED*		$ 175.00	$ 227.50	
	8'L x 30"H x 24"W TABLE SKIRTED*		$ 205.00	$ 266.50	
	4'L x 30"H x 24"W TABLE UNSKIRTED		$ 95.00	$ 123.50	
	6'L x 30"H x 24"W TABLE UNSKIRTED		$ 124.00	$ 161.20	
	8'L x 30"H x 24"W TABLE UNSKIRTED		$ 150.00	$ 195.00	
COUNTER TABLES	4'L x 42"H x 24"W COUNTER SKIRTED*		$ 165.00	$ 214.50	
	6'L x 42"H x 24"W COUNTER SKIRTED*		$ 198.00	$ 257.40	
	8'L x 42"H x 24"W COUNTER SKIRTED*		$ 245.00	$ 318.50	
	4'L x 42"H x 24"W COUNTER UNSKIRTED		$ 110.00	$ 143.00	
	6'L x 42"H x 24"W COUNTER UNSKIRTED		$ 130.00	$ 169.00	
	8'L x 42"H x 24"W COUNTER UNSKIRTED		$ 170.00	$ 221.00	
CAFÉ	TABLE ROUND 36"W x 30"H		$ 220.00	$ 286.00	
	TABLE ROUND 36"W x 42"H		$ 255.00	$ 331.50	
ACCESSORIES	4th SIDE TABLE SKIRT*		$ 88.00	$ 114.40	
	4th SIDE COUNTER SKIRT*		$ 98.00	$ 127.40	
	RISER FOR TABLE TOP 4'L x 14"H		$ 130.00	$ 169.00	
	RISER FOR TABLE TOP 6'L x 14"H		$ 170.00	$ 221.00	

*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.

COLOR

☐ Green ☐ Teal ☐ Red ☐ Royal Blue ☐ Black
☐ Silver ☐ Burgundy ☐ Gold ☐ White ☐ Beige

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

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

	CARPET LENGTH	QUANTITY	DEADLINE 10/21/2024	STANDARD PRICE	TOTAL
STANDARD	10' x 10'		$ 310.00	$ 403.00	
	10' x 20'		$ 620.00	$ 806.00	
	10' x 30'		$ 930.00	$ 1,209.00	
	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.	LENGTH	WIDTH	TOTAL SQ FT	
		TOTAL SQ FT	DISCOUNT $ 4.50	STANDARD $ 5.85	
COLOR	☐ Black			☐ Tuxedo	
	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	$ 2.73	
	VISQUEEN PER SQ FT*		$ 1.30	$ 1.65	
	DOUBLE PADDING PER SQ FT*		$ 3.90	$ 5.46	
	* 100 Square Feet Minimum Order				

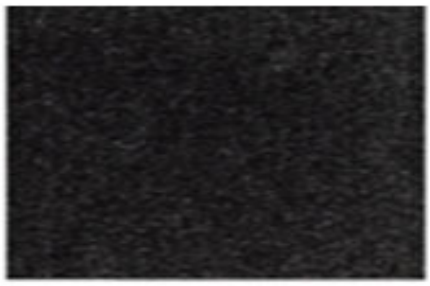
CANCELLATION POLICY

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.

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

STANDARD CARPET COLORS



BLACK

TUXEDO

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COMPANY NAME		BOOTH #	

BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

VACUUMING

AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 10/21/2024	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
ONE TIME VACUUMING PRIOR TO SHOW OPEN	$ 1.20	$ 1.56	x _____ *	= _____ **
DAILY VACUUMING PRIOR TO EACH SHOW DAY	$ 2.94	$ 3.81	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

PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 10/21/2024	STANDARD PRICE	TOTAL
Up to 1,000 square feet		3	$ 310.00 per day	$ 403.00 per day	
1,001 to 3,000 square feet		3	$ 370.00 per day	$ 481.00 per day	
3,001 and above		3	$ 540.00 per day	$ 702.00 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.

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COMPANY NAME		BOOTH #	

DISPLAY LABOR ORDER

DEADLINE DATE: 10/21/2024

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		$ 85.00	
OVERTIME (OT) - One Hour Minimum		$ 127.50	
DOUBLE TIME (DT) - One Hour Minimum		$ 170.00	

LABOR ORDERED AFTER THE DEADLINE WILL BE THE RATE OF: ST $140.00 OT $210.00 DT $280.00

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.

EQUIPMENT

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.

	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
FORKLIFT w/operator 0 to 4,000 lbs		$ 365.00	$ 547.50	$ 730.00	

If specific equipment is needed, please contact Exhibitor Services for a quote.

If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.

SUPERVISION

☐ **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.

☐ **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				☐ ADVANCED WAREHOUSE	☐ SHOW SITE	
SPECIAL INSTRUCTIONS						
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	☐ YES	☐ NO
SHOW CARRIER	☐ YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	☐ YES	☐ NO
OWN CARRIER	☐ YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	☐ YES	☐ NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	☐ YES	☐ NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	☐ YES	☐ NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	☐ YES	☐ 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		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 a higher rate and upon availability.

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

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COMPANY NAME		BOOTH #	

MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

MATERIAL HANDLING

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

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	$ 132.00 Per 100 lbs	$ 171.60 Per 100 lbs	$ 178.20 Per 100 lbs	$ 231.66 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	$ 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 show site. See Show Information for delivery deadline dates.

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

SMALL PACKAGES

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
SMALL PACKAGE	$ 78.00	$ 58.00	$ 90.00	$ 73.00

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
	☐ WAREHOUSE ☐ SHOW SITE		
	☐ WAREHOUSE ☐ SHOW SITE		
	☐ WAREHOUSE ☐ SHOW SITE		
	☐ WAREHOUSE ☐ 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 ABOVE INCLUDE OVERTIME FEES.

Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.

Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at $132.00 per 100 lbs = minimum charge of $264.00

Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.

Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x $132.00 = $528.00

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WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, September 30, 2024 - Monday, October 21, 2024

TO: _____

EXHIBITOR NAME

C/O: LVE
827 Ave H East, Ste 215
Arlington, TX 76011

EVENT: U.S. PET PRO CLASSIC 2024

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

BOOTH #: _____

LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Monday, September 30, 2024 - Monday, October 21, 2024

TO: _____

EXHIBITOR NAME

C/O: LVE
827 Ave H East, Ste 215
Arlington, TX 76011

EVENT: U.S. PET PRO CLASSIC 2024

NO. _____ OF _____ PIECES

BOOTH #: _____

LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Friday, November 1, 2024 : 11:00 AM - 10:00 PM

TO: _____

EXHIBITOR NAME

C/O: LVE

Irving Convention Center - Exhibit Hall B

500 W Las Colinas Blvd

Irving, TX 75039

EVENT: U.S. PET PRO CLASSIC 2024

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

BOOTH #: _____

LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Friday, November 1, 2024 : 11:00 AM - 10:00 PM

TO: _____

EXHIBITOR NAME

C/O: LVE

Irving Convention Center - Exhibit Hall B

500 W Las Colinas Blvd

Irving, TX 75039

EVENT: U.S. PET PRO CLASSIC 2024

NO. _____ OF _____ PIECES

BOOTH #: _____

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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 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.

OVERTIME fees are based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LVE, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate.

DRAYAGE TO WAREHOUSE	$	22.00	per 100 lbs.
WAREHOUSE HANDLING	$	9.50	per 100 lbs.

All freight returned to warehouse that is less than 50 lbs. will have a flat rate charge of $94.50. 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	$9.50	per 100 lbs.

Monthly storage rate is billed quarterly, at $28.50 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

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

AIRWAYSFREIGHT®
LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- Domestic & International
- Next or Second-Day Air
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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 thorough 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.

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.

U.S. PET PRO CLASSIC 2024

NOVEMBER 2 - 4, 2024
Irving Convention Center - Exhibit Hall B

POV/CART SERVICE

Privately Owned Vehicles are defined as cars, SUV's, pick-up trucks, minivans, passenger vans and other trucks primarily designed for passenger use, not cargo or freight. Please see vehicles description below.

Workers equipped with flat carts will assist Exhibitors with unloading. Each cart will handle a load approximately 3' wide x 4' long x 3' high. For safety reasons, it will be the judgment of the Freight Supervisor if the load can go higher than 3 feet. POV Service includes storage of cardboard/product boxes at no additional charge. Empty stickers can be obtained at Exhibitor Services.

At the close of the Show, please securely pack your merchandise. When you have completed your packing, LVE's personnel will move your packed merchandise from your booth to the dock and load it into your vehicle. As with the unloading service, you must REMAIN WITH YOUR MERCHANDISE from the time it is picked up at your booth until it is loaded into vehicle. LVE will not be responsible for any missing or damaged items. For a flat rate per round trip, worker equipped with a flat cat assist those exhibitors with unloading and reloading of their materials. **TWO ROUND TRIPS MAXIMUM PER EXHIBITING COMPANY.** Shipments larger than two cartloads are not eligible for cartload service and are subject to material handling charges. Note: One round trip cartload equals one inbound and one outbound cart load from booth to the loading area.

MAXIMUM CAPACITY OF 200LB PER LOAD

Caddie Cart Load Service Schedule:

FLAT RATE: **$125.00** per cart, max 2

Move-in:	**Start**	**Stop**
November 1, 2024	**11:00 AM**	**5:00 PM**

Move-out:	**Start**	**Stop**
November 4, 2024	**5:00 PM**	**9:00 PM**

VEHICLES THAT QUALIFY

Car

SUV

Pickup

Van (mini or passenger)

VEHICLES THAT DO NOT QUALIFY

Bobtail

Cargo Van

Stakebed

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