



**THE COSMOPOLITAN**  
of LAS VEGAS

EMAIL OR FAX FORMS WITH CREDIT CARD INFO TO:

**Presentation Services**

3708 Las Vegas Boulevard South, Las Vegas, NV 89109

Phone: 702.698.1300 Fax: 866.505.9645

NEED A RECEIPT? EMAIL: cosmopolitanexpo@psav.com

BOOTH NUMBER

EVENT NAME:			EVENT DATES:			LOCATION:			
EXHIBITING COMPANY NAME:									
BILLING NAME AND STREET ADDRESS:									
CITY:			STATE:			ZIP CODE:			
TELEPHONE NUMBER:				EMAIL ADDRESS:					
ORDERED BY:				PRINT CARDHOLDER'S NAME:					
CC TYPE	EXP DATE:	CC#							
CARDHOLDER'S SIGNATURE:							CREDIT CARD SECURITY CODE		

**BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THIS FORM THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER.**

**NO CHECKS ACCEPTED**

## ELECTRICAL SERVICES FORM

The Cosmopolitan of Las Vegas nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector / over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for CLV should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection of plugging into any electrical outlet by persons other than their personnel.

To receive advance prices PSAV must receive your order, with credit card information, fourteen(14) days prior to show opening, all other orders will be processed at the late order rate.

Dedicated and 24 hour power will be at double the listed price. Please indicate these requirements in the 24 hour column at double the appropriate rate.

Call PSAV for pricing on outlets and phases not indicated on this form, (i.e.; 480 volt, special or foreign voltages or outlets exceeding those indicated.

ELECTRICAL OUTLETS	120 VOLT ADVANCE ORDER PRICE	120 VOLT LATE ORDER PRICE	208 VOLT 10 PRE-SHOW ORDER PRICE	208 VOLT 10 LATE ORDER PRICE	QUANTITY OF 120 VOLT	QUANTITY OF 208 VOLT 10	QUANTITY OF 24 HOUR OR DEDICATED POWER Double Price of Outlet Required	SUBTOTAL
500 Watt or 5 Amps	\$85.00	\$128.00						\$
1000 Watt or 10 Amps	\$149.00	\$224.00						\$
2000 Watt or 20 Amps	\$200.00	\$300.00	\$310.00	\$465.00				\$
60 Amps			\$649.00	\$974.00				\$
100 Amps			\$979.00	\$1,469.00				\$
Outlets over 100 Amps		Call for Quote						
Outlets & phases other than 120 or 208 volt		Call for Quote						
					<b>Important Note:</b> Any outlet other than 120 Volt requires Labor and Materials. Outlets will not be installed without a credit card on file with Presentation Services.			
							<b>Total Outlets</b>	

ELECTRICAL MATERIAL	QUANTITY	PRICE PER UNIT		
25' Extension Cord		\$25.00 + 8.1% NV State Sales Tax		
6 Outlet Plug Strips		\$25.00 + 8.1% NV State Sales Tax		
Pricing is based on a 3 day show. Additional days will require an additional 25% per day.				<b>Total Material</b>
<b>LABOR RATES:</b> \$85.00 Straight time / \$170.00 Overtime				<b>Total Labor</b>
<b>LABOR:</b> Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the electrical distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information below. Please indicate dates you would like work to commence.				
DATE/TIME:	Distribution under carpet:	Overhead Distribution (where available)	Lighting Fixtures:	Equipment Hookup:

**Electrical service is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

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## AUDIO VISUAL SERVICES FORM

To receive advance prices PSAV must receive your order, with credit card information, fourteen (14) days prior to show opening, all other orders will be processed at the late order rate.

**EQUIPMENT PRICES ARE PER DAY.**

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>PROJECTORS &amp; PRESENTATION</b>					
LCD PROJECTOR	\$795.00	\$820.00			\$
COMPUTER KEYBOARD	\$25.00	\$35.00			\$
WIRELESS MOUSE	\$95.00	\$105.00			\$
FLIP CHART W/MARKERS	\$65.00	\$75.00			\$
BOOM BOX	\$110.00	\$125.00			\$
6' X 6' TRIPOD SCREEN	\$75.00	\$85.00			\$
8' X 8' TRIPOD SCREEN	\$75.00	\$85.00			\$
32" ROLLING CART	\$50.00	\$65.00			\$
54" ROLLING CART	\$55.00	\$75.00			\$
<b>VIDEO</b>					
DVD RECORDER	\$185.00	\$205.00			\$
DVD PLAYER	\$110.00	\$140.00			\$
IMAGE PRO	\$400.00	\$450.00			\$
<b>COMPUTER</b>					
LAPTOP COMPUTER	\$250.00	\$300.00			\$
<b>LABOR - SET UP &amp; TEARDOWN</b>					
STRAIGHT TIME	\$85.00				\$
OVERTIME		\$127.50			\$

EQUIPMENT DESCRIPTION	PRE-SHOW	LATE ORDER	QTY	DAYS	TOTAL
<b>AUDIO</b>					
WIRED MIC LAV OR HH	\$60.00	\$70.00			\$
WIRELESS MIC LAV OR HH	\$170.00	\$180.00			\$
FLOOR MIC STAND	\$10.00	\$15.00			\$
4-CHANNEL MIXER	\$70.00	\$80.00			\$
POWERED SPEAKER	\$110.00	\$130.00			\$
CD AUDIO RECORDER	\$150.00	\$170.00			\$
CD PLAYER	\$60.00	\$70.00			\$
<b>DATA (COMPUTER) MONITORS</b>					
19" LCD FLAT SCREEN	\$200.00	\$250.00			\$
40" PLASMA SCREEN	\$350.00	\$400.00			\$
46" PLASMA SCREEN	\$650.00	\$750.00			\$
MONITOR STAND	\$150.00	\$175.00			\$
<b>TOTAL EQUIPMENT</b>					\$
8.1% NEVADA STATE SALES TAX					\$
M-F 8AM - 5PM DELIVERY & PICKUP FEE					\$120.00
M-F AFTER 5PM & BEFORE 8AM & ALL DAY SATURDAY & SUNDAY					\$180.00
<b>TOTAL AUDIO VISUAL</b>					\$
DELIVERY DATE REQUESTED:		DELIVERY TIME:			
BOOTH CONTACT:					

\*\*NOTE: ALL LABOR OR DELIVERY REQUESTS AFTER 5:00 PM AND BEFORE 8:00 AM WILL BE AT OVERTIME. LABOR FEES ARE NON-TAXABLE.

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## BOOTH LIGHTING SERVICES FORM

The Cosmopolitan of Las Vegas nor its contractors or subcontractors are responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection you should install a surge protector /over-under voltage protector on your computer(s) and/or other equipment you deem necessary. Electrical contractor for CLV should make installation and connections to all electrical service. They will not be responsible for any damage or loss of equipment, component, computer hardware or software and/or any damage or injury to any person, caused by the installation, connection or plugging into any electrical outlet by persons other than their personnel.

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LIGHTING DESCRIPTION	PRE-SHOW	LATE ORDER	QUANTITY	TOTAL
Booth Lighting 1: One 4' Track w/One Fixture	\$205.00	\$255.00		\$
Booth Lighting 2: One 4' Track w/Two Fixtures	\$245.00	\$295.00		\$
Booth Lighting 3: One 4' Track w/Three Fixtures	\$285.00	\$335.00		\$
Booth Lighting 4: One 4' Track w/Four Fixtures	\$325.00	\$375.00		\$
Booth Lighting 5: Additional MR16 Fixtures	\$40.00	\$50.00		\$
Booth Lighting 6: Source 4 Overhead Light	\$435.00	\$485.00		\$
Booth Lighting 7: Source 4 Banner Light	\$435.00	\$485.00		\$
Booth Lighting 8: Source 4 Logo Light	\$535.00	\$635.00		\$
<b>ARTWORK FOR LOGO LIGHTS REQUIRED 3 WEEKS PRIOR TO EXHIBITOR SET-UP</b>				
Booth Lighting 9: 120 Watt Flood Light on Stanchion Pole	\$175.00	\$195.00		\$
Booth Lighting 10: Double Flood Light on Stanchion Pole	\$235.00	\$285.00		\$
<b>8.1% NV State Sales Tax</b>				\$
Price includes Electric Power, Lighting Fixture and Setup/Tear down Labor.				
<b>Total All Rows</b>				\$
DATE/TIME:	Distribution under carpet:	Overhead Distribution (where available)	Lighting Fixtures:	Equipment Hookup:

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**BANNERS/HANGING SIGNS**

**TERMS AND CONDITIONS**

PSAV is responsible for hanging of all signage within The Cosmopolitan of Las Vegas Convention Center. Client is responsible for all hardware and assembly of signage unless otherwise contracted. Display or Exhibitor's on site representative may supervise these activities. **Banners / Hanging Signs in all convention rooms REQUIRE a lift and will increase pricing accordingly. Signs must include blueprints or drawings with detailed information, which must include orientation in booth, pick points for hanging, height to bottom of sign, weight of sign and be submitted a minimum of 5 days prior to scheduled event start time.** Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations as well as Clark County Fire Regulations. Signs must also be accompanied by an official flame-retardant certificate.

**Electrical charges are NOT included in Banner / Hanging Sign Prices.**

All Banners / Hanging Signs are not picked up after function will be held by PSAV for 24 hours, after which, they will be disposed of properly.

**Note:** You should contact your general service contractor for shipping instructions for all hanging signs.

**SIGN SIZE / CONFIGURATION**

TYPE		SHAPE	# OF PICK PTS.	WEIGHT	
<input type="checkbox"/> Electric	<input type="checkbox"/> Non-Electric	<input type="checkbox"/> Round		<input type="checkbox"/> Under 25 lb.	<input type="checkbox"/> 100 – 150 lb.
<b>ELECTRIC SIGN REQUIREMENTS ** (must fill out electrical form)</b>		<input type="checkbox"/> Square		<input type="checkbox"/> 25 – 50 lb.	<input type="checkbox"/> 150 – 200 lb.
Amps / Watts:	Voltage:	<input type="checkbox"/> Rectangle		<input type="checkbox"/> 50 – 100 lb.	
<b>HEIGHT FROM FLOOR TO BOTTOM OF SIGN:</b>		<input type="checkbox"/> Triangle			
<b>SIZE OF BANNER OR SIGN: WIDTH</b>		<b>Installation Date</b>		<b>Installation Time</b>	

**LABOR:** Labor between the hours of 8:00 AM and 5:00 PM, Monday through Friday will be at the straight time labor rate. Labor before 8:00 AM and after 5:00 PM, Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate.

**STRAIGHT TIME: \$85.00 — OVERTIME: \$170.00**

**PRICE LIST OF PRODUCTS**

	PRE-SHOW	LATE		TOTAL
2 Riggers 4 Hours Setup and Tear down	\$680.00	\$1360.00	+ 8.1% NV State Sales Tax	\$
Specialty Hanging Package over 5 lbs. (2pt. min.)	\$100.00 per pt.	\$200.00 per pt.	+ 8.1% NV State Sales Tax	\$
Scissor Lift	\$200.00/hr	\$300.00/hr	+ 8.1% NV State Sales Tax	\$

**Labor: 4 Hour minimum for Set-up and Tear down**

The Cosmopolitan of Las Vegas nor its subcontractors are responsible for the construction methods and materials used to construct show and or exhibit structures. PSAV should make installation connections to facility. PSAV reserves rights to inspect construction and condition of all signage before performing work. Any sign found not structurally sound will not be permitted in the building. PSAV will not be held responsible for any damage or loss of equipment or injury to any person, caused by the installation connection by persons other than their personnel.

**Hanging/Rigging is an exclusive service of THE COSMOPOLITAN of LAS VEGAS.**

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## PLUMBING SERVICES FORM

**COMPRESSED AIR:** 90 – 100 Pounds PSI *The standard connector for compressed air is a 1/4" AMFLO-C1 connector. For any other connections contact PSAV. Additional footage may be charged.*

ITEM	QTY.	PRE SHOW	LATE ORDER	TOTAL: QUANTITY X PRICE
First outlet at rear of booth (includes first 50' of air line)		\$400.00	\$590.00	\$
Each additional connection within 5' of first outlet		\$200.00	\$300.00	\$
CFM required: Min. of 5 CFM, Size of connection:		\$6.50 / Each CFM	\$10.25 / Each CFM	\$

**WATER SERVICE:** *Pressure may vary. No Guarantee can be made of minimum or maximum pressures. If pressure is critical, exhibitor should arrange to have a pressure regulator valve installed. Standard connections for water outlets are 1/2" FIP. Additional footage may be charged.*

ITEM	QTY.	PRE SHOW	LATE ORDER	TOTAL: QUANTITY X PRICE
First outlet at rear of booth (includes first 50' of water line)		\$410.00	\$610.00	\$
Each additional connection within 5' of first outlet		\$230.00	\$320.00	\$
Size of connection required:	Number of connections:			GPM required:

**DRAIN:** *Floor drains exist in limited locations. Please call to verify drain availability or supplemental charges may be incurred. Additional footage may be charged.*

ITEM	QTY.	PRE SHOW	LATE ORDER	TOTAL: QUANTITY X PRICE
First outlet at rear of booth (includes first 50' of water line)		\$410.00	\$610.00	\$
Each additional connection within 5' of first outlet		\$230.00	\$320.00	\$
Size of connection required:	Number of connections:			

WATER FILLING & DRAINING: ITEM	QTY	PRE SHOW	LATE ORDER	TOTAL: QUANTITY X PRICE
_____ Unit(s) 1 to 149 gals@		\$210.00	\$315.00	\$
_____ Unit(s) 150 to 299 gals@		\$305.00	\$455.00	\$
_____ Unit(s) 300 to 999 gals@		\$550.00	\$870.00	\$
_____ Unit(s) 1,000 to 4,999 gals@		\$730.00	\$1,100.00	\$
_____ Unit(s) 5,000 to 14,000 gals@		\$970.00	\$1,450.00	\$

**LABOR: Note:** A Minimum charge for labor to install and dismantle of 1 1/2 hours is required. Rate listed below. Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday and all day Saturdays, Sundays, and Holidays will be at the overtime rate. Additional labor charges may be incurred for exhibitor equipment that may leak or endanger other property.

**STRAIGHT TIME: \$85.00 — OVERTIME: \$170.00**

<b>LABOR IS REQUIRED FOR ALL CONNECTIONS</b>	TOTAL OUTLET	\$
	TOTAL LABOR	\$
	8.1% NV STATE SALES TAX	\$
	TOTAL PLUMBING	\$

Please See Next Page For Instructions

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## INTERNET SERVICES FORM

SHARED BANDWIDTH DAILY – WIRED	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection	\$295.00	\$375.00
Additional Wired	\$90.00	\$115.00
25 – 49	\$85.00	\$110.00
50 – 74	\$80.00	\$105.00
75 – 99	\$75.00	\$100.00
100+	\$70.00	\$95.00
SHARED BANDWIDTH DAILY – WIRELESS	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection	\$295.00	\$375.00
Additional Wireless	\$70.00	\$115.00
25 – 49	\$60.00	\$110.00
50 – 74	\$50.00	\$105.00
75 – 99	\$40.00	\$100.00
100+	\$35.00	\$95.00

SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRED	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wired Connection	\$750.00	\$950.00
Additional Wired	\$225.00	\$285.00
25 – 49	\$215.00	\$275.00
50 – 74	\$200.00	\$255.00
75 – 99	\$185.00	\$235.00
100+	\$175.00	\$225.00
SHARED BANDWIDTH WEEKLY (3-5 DAYS) WIRELESS	ADVANCED ORDER PRICE	LATE ORDER PRICE
Initial Wireless Connection	\$750.00	\$950.00
Additional Wireless	\$175.00	\$225.00
25 – 49	\$150.00	\$190.00
50 – 74	\$125.00	\$160.00
75 – 99	\$100.00	\$130.00
100+	\$90.00	\$115.00

LABOR RATE: ADDITIONAL LABOR MAY BE REQUIRED TO RUN MULTIPLE LINES AT \$85.00 PER HOUR / OT RATES WILL APPLY FOR ON-SITE ORDERS	SUBTOTAL	\$
	NUMBER OF DAYS	
TO RECEIVE ADVANCE PRICING PSAV MUST RECEIVE YOUR ORDER, WITH CREDIT CARD INFORMATION, FOURTEEN (14) DAYS PRIOR TO SHOW OPENING, ALL OTHER ORDERS WILL BE PROCESSED AT THE LATE ORDER PRICE	LABOR	\$
	TOTAL	\$

**LABOR:** Labor between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday will be at the straight time labor rate. Labor before 8:00 a.m. and after 5:00 p.m., Monday through Friday, and all day Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth of one hour for installation will apply to all booths requiring labor. Labor to disconnect will be based on one-half of the installation time and will be automatically applied to your invoice. A floor plan is needed in order to proceed with the network distribution from overhead or on the floor. Please indicate what type of labor assistance you will require by completing the appropriate information above. Please indicate dates you would like work to commence.

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