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Dear Exhibitor:

We are happy to announce that Phoenix Exposition Services, Inc. has been selected by Show Management to provide Material Handling Services for the **2012 Soccer Champions Coaches' Clinic** held at **South Point Hotel, Casino and Spa, Las Vegas, NV, March 8-10, 2012**. If you require material handling services please read, complete, and return the following information.

If you are shipping exhibit material to this event you should ship to: ***South Point Arena, c/o Phoenix Exposition Services, Inc. on March 6– 7, 2012.***

Please order the necessary services and follow the guidelines in the attached forms.

Material Handling Service includes receiving packages, crates, and exhibit material, storage and return of empty containers, reloading to designated carriers at the end of the show.

These services are offered at the attached rates and are the sole responsibility of each exhibitor and the company they represent.

*Complete and submit order forms for the material handling to Phoenix Exposition Services, Inc. at your earliest convenience.*

Familiarize yourselves with the material and handling guidelines to avoid any unexpected charges.

A minimum charge of 200 lbs. applies for each bulk shipment and we offer a small package shipment option (see options I and II under the Material Handling Rate Schedule).

Weights and piece count are taken from the bill of lading. Exhibitors should palletize or consolidate multi-piece shipments to arrive together as one shipment to avoid loose and multi-shipment shipment charges.

Small package deliveries from UPS and FedEx are calculated using combined weight per delivery. However if they arrive on separate dates or separate trucks they are considered separate shipments. Please see Material Handling Rate Schedule for details.

Thank you for your order. Please contact us if you need additional information, services, or dedicated logistics. We will be happy to provide you with an estimated invoice upon request.

At your service,

Phoenix Exposition Services, Inc.

## General Information

We are pleased to inform you that Phoenix Exposition Services, Inc. has been selected by **The 2012 Soccer Champions Coaches' Clinic** at **South Point Arena in Las Vegas** to provide Material Handling services. Please return completed Material Handling order forms as soon as possible.

### **A. BOOTH EQUIPMENT**

**Each booth will be set with:**

- 8' high back wall, 3' high side rail
- 1 - 8' table
- 2 chairs, 1 ID sign
- Basic electricity will be provided to your booth at no additional cost

### **B. SHOW COLORS**

Black

### **C. BOOTH SIZE**

10'W x 10'D, 10'W x 20'D, Special size exhibits available upon arrangement with the show organizer.

### **D. EXHIBITOR MOVE IN SCHEDULE**

Thursday, March 8, 1:00 PM – 6:00 PM  
Friday, March 9, 7:00 AM – 8:00 AM

### **E. SHOW HOURS**

Friday, March 9, 8:00 AM – 6:15 PM  
Saturday, March 10, 8:30 AM – 4:45 PM

### **F. EXHIBITOR MOVE OUT SCHEDULE**

Saturday, March 10, 5:00 PM – 6:30 PM

**All vendors should breakdown directly after the close of the show.**

### **G. MATERIAL HANDLING**

Material Handling Service includes receiving packages, crates, and exhibit material, storage and return of empty containers, reloading to designated carriers at the end of the show. These services are offered at the attached rates and are the sole responsibility of each exhibitor and the company they represent.

### **H. SAFETY**

Furnishings should never be utilized as a ladder. Use extreme caution during move-in and move-out times.

### **I. HELPFUL HINTS**

✓ Familiarize yourselves with the Material Handling and Labor Guidelines to avoid any unexpected charges. Follow all shipping instructions.

✓ Complete and submit order forms for Material Handling, orders back to *Phoenix Exposition Services Inc.* at your earliest convenience.

# CREDIT CARD AUTHORIZATION

1. ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW. For your convenience in addition to cash or check we also accept Master Card, Visa and American Express. Please notify the Company Representative who will be at the show site of our payment policy.  
*IMPORTANT: TO OBTAIN THE DISCOUNT PRICING FULL PAYMENT MUST BE INCLUDED WITH YOUR ORDER.*
2. Orders will not be processed until payment is received.
3. All credit card orders are subject to credit approval.
4. International exhibitors must prepay all services prior to show closing.
5. No credits will be issued after the closing of the show.

Please Note: There will be a returned check charge of \$25.00 for each returned check.

A credit card form is enclosed for your use. If you wish to charge your orders to your credit card account, please complete the information requested below and return this form with your orders. Any show site balances or charges for outbound labor, freight, overtime charges or miscellaneous items not paid before the close of the show will be charged to your credit card account where applicable.

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**Charge to:**

American Express

Master Card

Visa

Account Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_

**Please print clearly the following information:**

Cardholder's Name: \_\_\_\_\_

Cardholder's Billing Address: \_\_\_\_\_

City / State / Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Exhibitor: \_\_\_\_\_ Booth #: \_\_\_\_\_

# MATERIAL HANDLING RATE SCHEDULE

2012 Soccer Champions Coaches' Clinic  
South Point Hotel, Casino and Spa  
Las Vegas, NV  
March 8-10, 2012

## A. SHIPMENTS DIRECT TO SHOW SITE

PHOENIX EXPOSITION SERVICES, INC. will receive crated, boxed or skidded direct material shipments only for this show. This includes delivery to booth, storage of empty packing materials and return of outbound shipment from booth to outbound carriers.

### Option I

The charge for this service will be \$75.00 per 100 pounds (rounded up to the next hundred weight), with a minimum charge of \$150.00.

\_\_\_\_\_cwt. (round to next cwt.) x **\$75.00** per cwt. \$ \_\_\_\_\_  
(min. shipment 200 lbs. or 2 cwts.)

### Option II

Small Package Shipments under 50 lbs.

The charge for this service will be \$50.00 for the first package and \$20.00 for each package thereafter with a minimum charge of \$50.00.

Package # 1x \$50.00 ..... \$50.00

# of packages \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_

Total Order ..... \$ \_\_\_\_\_

If you're small package order exceeds \$150.00 use Option I.

Label each piece and address all documents as follows:

**South Point Arena**  
**Exhibiting Firm and Booth Number**  
**c/o Phoenix Exposition Services, Inc.**  
**9777 Las Vegas Boulevard South**  
**Las Vegas, NV 89183**  
**Attn: Soccer Champions Coaches' Clinic/LAS VEGAS**

All rates are per hundredweight (cwt.) and rounded off to the next cwt.. **200 lbs. minimum per shipment taken from B/L.** Collect shipments will not be accepted.

Rates are based on incoming weight only whether the above services are used completely or in part. All weights are taken from INBOUND Bill-of-Lading. Phoenix Exposition Services will assign shipments arriving without a bill-of-lading on approximate weight.

## B. OVERTIME

Overtime hours are Monday through Friday before 8:00 a.m. and after 4:30 p.m. anytime Saturday, Sunday and observed holidays; any shipments where driver has not checked in before 3:30 p.m. and/or additionally when freight is moved into exhibit site on overtime. All handling performed on overtime will be charged an additional 30% each way.

## C. LOOSE SHIPMENTS

Multi package shipments that are un-crated, un-skidded, unwrapped shipments or received as more than one piece will be charged an additional 30% each way. Applies to Option I.

Exhibits left on the show floor without forwarding instructions will be charged additional fees.

# MATERIAL HANDLING INFORMATION

## **A. LIABILITIES**

The terms and conditions of PHOENIX EXPOSITION SERVICES, INC. Liability Bulletin apply to all shipments. Shipments made according to the above instructions shall constitute acceptance by the exhibitor of said limits.

Route your shipments through carriers or services that provide bills of lading specifying a piece count.

A copy of the bill of lading indicating the number of pieces, proper description and weights should be forwarded to Phoenix Exposition Services, Inc. with the Carriers Pro # and Trailer #.

Shipments arriving without advance written order will automatically be handled and charged as described herein and the consignment or delivery of a shipment to PHOENIX EXPOSITION SERVICES, INC. by an exhibitor (and/or other shipper acting on behalf of an exhibitor) shall be construed as an acceptance of the terms and conditions set forth herein.

Shipments left on the floor without re-forwarding instructions will be shipped out or returned to our warehouse pending advice from the exhibitor (see above). NO LIABILITY WILL BE ASSUMED AS A RESULT OF SUCH REROUTING OR HANDLING.

Confirm arrangements for re-forwarding your shipments at close of show by properly filling out Bills of Lading available at the service desk.

If exhibitor specified carrier fails to pick up or refuses shipment PHOENIX EXPOSITION SERVICES, INC. will be authorized to divert the shipment to another carrier at its discretion. PHOENIX EXPOSITION SERVICES, INC. will assume no liability in such instance.

## **B. LIABILITY AND INSURANCE BULLETIN**

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for damage to un-crated materials improperly packed or concealed damage. PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of exhibitors' materials after it has been delivered to the exhibitor's booth.

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, theft or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show.

Bills of lading covering outgoing shipments, which are furnished to PHOENIX EXPOSITION SERVICES, INC. BY

EXHIBITORS, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.

PHOENIX EXPOSITION SERVICES, INC. shall not be responsible for loss, damage or delay due to fire, Act of God, strikes, lockouts or work stoppages of any kind or any causes beyond its control.

PHOENIX EXPOSITION SERVICES, INC. liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged, and in any event, PHOENIX EXPOSITION SERVICES, INC. maximum liability shall be limited to \$.30 per pound, maximum \$50.00 per claim.

PHOENIX EXPOSITION SERVICES, INC. shall not be liable to any extent whatsoever, for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit the same.

## **C. INSURANCE**

It is understood that PHOENIX EXPOSITION SERVICES, INC. IS NOT AN INSURER, that insurance, if any, should be obtained by the exhibitor. It is suggested that exhibitors arrange all risk coverage. This can be done by endorsements to existing policies. Exhibitors' material should be insured from the time they leave their firm until they are returned after the close of the show.

The consignment or delivery of a shipment to PHOENIX EXPOSITION SERVICES, INC. by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this Bulletin.

Exhibitor requiring additional insurance coverage should arrange to place same through their broker.

All shipments must be prepaid.

Show management has appointed PHOENIX EXPOSITION SERVICES, INC. as the Official Service Contractor to perform and provide necessary services and equipment.

# MATERIAL HANDLING ORDER FORM

2012 Soccer Champions Coaches' Clinic  
South Point Hotel, Casino and Spa  
Las Vegas, NV  
March 8-10, 2012

Complete this order form and return to Phoenix Exposition Services, Inc. All shipments must be prepaid and should arrive at **South Point Arena** on **March 6 - 7, 2011. 9-4 PM.** Shipments prior to March 6<sup>th</sup> will be refused. **Collect shipments will not be Accepted.**

## Inbound Material Handling (Before the Show)

Shipping From \_\_\_\_\_ Carrier \_\_\_\_\_  
Description \_\_\_\_\_ Arrival Date \_\_\_\_\_ / \_\_\_\_\_ /2012  
Number of Pieces \_\_\_\_\_ Estimated Total Weight \_\_\_\_\_

## Outbound Material Handling (After the Show)

All Carriers must pick up your display material at show site on or before **Monday March 12, 2012.**

Shipping To \_\_\_\_\_ Carrier \_\_\_\_\_  
Description \_\_\_\_\_ Arrival Date \_\_\_\_\_ / \_\_\_\_\_ /2012  
Number of Pieces \_\_\_\_\_ Estimated Total Weight \_\_\_\_\_

This authorization must be completed below and returned to *Phoenix Exposition Services, Inc.* in accordance with the Material Handling and Rate Schedule; all orders are subject to Liability and Insurance Bulletin and the terms and conditions:

Exhibiting Firm \_\_\_\_\_ Booth Number \_\_\_\_\_  
Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ /2012

**100% OF ESTIMATED CHARGES MUST BE REMITTED WITH ORDER**