



Dairy Calf and Heifer Association Trade Show 2024

**The Westin Westminster
April 9 - 11, 2024**

Exhibitor Service Manual

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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. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE



Dairy Calf and Heifer Association Trade Show 2024

April 9 - 11, 2024
The Westin Westminster - Ballroom 3 & 4

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 8' x 8' inline booth will consist of:			
	BACK WALL DRAPE COLOR	BLACK	SIDE RAIL DRAPE COLOR	BLACK
	HALL FLOORING	FACILITY IS CARPETED		
	One - 11" x 17" Identification Sign			

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Monday, April 8, 2024	12:00 PM	4:00 PM	Exhibitor Setup
Tuesday, April 9, 2024	8:00 AM	12:00 PM	Exhibitor Setup
Wednesday, April 10, 2024	9:45 AM	10:00 AM	Show Hours
Wednesday, April 10, 2024	11:30 AM	12:30 PM	Show Hours
Wednesday, April 10, 2024	2:15 PM	2:30 PM	Show Hours
Thursday, April 11, 2024	8:00 AM	9:55 AM	Show Hours
Thursday, April 11, 2024	10:00 AM	4:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY: 2:00 PM on Thursday, April 11, 2024

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY: 4:00 PM on Thursday, April 11, 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.

SHOW INFORMATION CONTINUED

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

WAREHOUSE SHIPMENTS	WAREHOUSE RECEIVING BEGINS	Friday, March 8, 2024	WAREHOUSE RECEIVING HOURS MONDAY - FRIDAY 8:00AM - 4:00PM EXCLUDING HOLIDAYS	
	STANDARD RECEIVING RATE DEADLINE	Friday, March 29, 2024		
	WAREHOUSE RECEIVING DEADLINE	Friday, April 5, 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 SHIPMENTS	WAREHOUSE SHIPPING ADDRESS:	SHOW NAME	Dairy Calf & Heifer Assn 2024	BOOTH #		
	All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	COMPANY		C/O	LVE Denver	
		ADDRESS	4590 Geneva Street, Denver, CO 80238			
		<i>If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.</i>				

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

SHOWSITE SHIPMENTS	SHOWSITE RECEIVING			
	DAY/DATE	START TIME	END TIME	
	Monday, April 8, 2024	12:00 PM	4:00 PM	
	Tuesday, April 9, 2024	8:00 AM	12:00 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:	SHOW NAME	Dairy Calf & Heifer Assn 2024	BOOTH #	
	COMPANY		C/O	LVE
	ADDRESS	The Westin Westminster - Ballroom 3 & 4 10600 Westminster Blvd, Westminster, CO. 80020		

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

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

BELLMAN

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

HAND CARRY POLICY

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

PERSONAL OWNED VEHICLES

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

PAYMENT AUTHORIZATION

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

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

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

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			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.

COMPANY NAME		BOOTH #	
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FURNITURE ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 3/22/2024	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	<input type="checkbox"/> Green <input type="checkbox"/> Teal <input type="checkbox"/> Red <input type="checkbox"/> Royal Blue <input type="checkbox"/> Black				
	<input type="checkbox"/> Silver <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> White <input type="checkbox"/> Beige				

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

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.

Dairy Calf and Heifer Association Trade Show 2024

April 9 - 11, 2024

The Westin Westminster - Ballroom 3 & 4

COMPANY NAME		BOOTH #	
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ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE order.lvexpo.com		QTY	DISCOUNT DEADLINE 3/22/2024	STANDARD PRICE	TOTAL
ACCESSORIES	WASTEBASKET		\$ 25.00	\$ 32.50	
	EASEL		\$ 69.00	\$ 89.70	
	BAG RACK		\$ 127.00	\$ 165.10	
	GARMENT RACK		\$ 167.00	\$ 217.10	
	WATERFALL CLOTHING RACK 4 - ARM		\$ 116.15	\$ 151.00	
	LITERATURE RACK (FREE STANDING)		\$ 164.45	\$ 212.75	
	SIGN HOLDER 22" x 28"		\$ 107.53	\$ 139.79	
	TACKBOARD 4' x 6' VERTICAL		\$ 230.00	\$ 299.00	
	TACKBOARD 6' x 4' HORIZONTAL		\$ 230.00	\$ 299.00	
	GRID 2' x 8'		\$ 180.00	\$ 234.00	
	GRID 2' x 8' WITH LEGS		\$ 220.00	\$ 286.00	
	16" WATERFALL ARM FOR GRID		\$ 52.00	\$ 67.60	
	GRID HOOKS (CHOOSE SIZE BELOW) <input type="checkbox"/> 4" <input type="checkbox"/> 6" <input type="checkbox"/> 8"		\$ 12.00	\$ 15.60	

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS	FT	\$ 22.00	\$ 28.60	
8' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
12'-16' UPRIGHT POLE W/BASE (NO DRAPE)		\$ 30.00	\$ 39.00	
6' - 10' TELESCOPIC ROD (NO DRAPE)		\$ 29.90	\$ 38.87	
ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2		\$ 90.00	\$ 117.00	

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

Silver

Black

White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

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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MATERIAL HANDLING

(The PAYMENT AUTHORIZATION FORM must accompany this form)

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

MATERIAL HANDLING

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 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
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE	<input type="checkbox"/> SHOW SITE		

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

INSTRUCTIONS

All material handling rates include delivery to booth All shipping charges must be prepaid

Materials must arrive during published dates to avoid additional charges No collect shipments. "COD"

Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge

SPECIAL HANDLING

UPS, FedEx, USPS, loose, uncrated exhibit material, van line Materials with no inbound documents

Material with no certified weights Materials with no pick points received

OVERTIME (OT)

Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.

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



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, March 8, 2024 - Friday, March 29, 2024

TO:

EXHIBITOR NAME

C/O: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: Dairy Calf & Heifer Assn 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, March 8, 2024 - Friday, March 29, 2024

TO:

EXHIBITOR NAME

C/O: LVE Denver

**4590 Geneva Street
Denver, CO 80238**

EVENT: Dairy Calf & Heifer Assn 2024

NO. _____ OF _____ PIECES

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Monday, April 8, 2024 : 12:00 PM - 4:00 PM
Tuesday, April 9, 2024 : 8:00 AM - 12:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE
The Westin Westminister - Ballroom 3 & 4
10600 Westminster Blvd
Westminster, CO. 80020

EVENT: Dairy Calf & Heifer Assn 2024

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

BOOTH #: _____



DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED
Monday, April 8, 2024 : 12:00 PM - 4:00 PM
Tuesday, April 9, 2024 : 8:00 AM - 12:00 PM

TO: _____
EXHIBITOR NAME

C/O: LVE
The Westin Westminister - Ballroom 3 & 4
10600 Westminister Blvd
Westminster, CO. 80020

EVENT: Dairy Calf & Heifer Assn 2024

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

BOOTH #: _____



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COMPANY NAME	BOOTH #
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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

Dairy Calf and Heifer Association Trade Show 2024



Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

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



Priority freight handling by our partners at:



LVE

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



Serving the Trade Show Industry for 35+ years!

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

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

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

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

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

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

II. LIMITS OF LIABILITY & RESPONSIBILITY

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

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

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

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

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

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

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

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

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

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
- 2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.
- 3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- 4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.
- 6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.
- 7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

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

* * * * *

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

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

* * * * *

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

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- This is limited to only ONE exhibitor per booth.**
- The exhibitor is limited to one trip.**
- The exhibitor must carry the materials by hand.**
- The use of wheeled carts or dollies is NOT permitted.**
- The exhibitor must use the front entrance; the freight doors are NOT allowed.**

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

- A personal vehicle (POV) is defined as a small passenger car.**
- You must hire a teamster and cart to unload vehicle.**
- Entire load must weigh less than 200 pounds to qualify for POV fees.**
- Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)**
- Payment must be provided in advance or at the time of service.**

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$	195.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$	292.50	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$	390.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$195.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.
 You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (888) 989-3976 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS

WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.
 The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.
 To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE.
 The specific shipping address for the warehouse is located on the Show Information page.
 It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored during the show.
 At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)
 After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.
 Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.
 For your convenience, the preferred show carrier will be on site to handle outbound transportation.
 You must notify your carrier of the date and times of pick up.

Easy Ordering

As the exclusive Technology Provider of Westin Westminster, Encore is committed to making your experience as easy and stress-free as possible.



Self-service option available through our online store – EventNow

Step 1

Visit [EventNow](#) and select 'I am planning an exhibit booth'

Step 2

Browse our technology catalog

Step 3

Select from a list of available products/product packages and service packages, then check out.*

* EventNow is only available more than two days prior to event load in. If ordering within two days, contact your Encore on-site team.

Once your order is completed, a confirmation email will be sent with all your order details and a dedicated professional will still be on-hand to answer any questions regarding your order.

EventNowSM

offers a range of solutions for any exhibitor:

As the exclusive Technology Provider Westin Westminster, Encore is committed to making your experience as easy and stress-free as possible.

- Large and small format HD monitors (40" monitors and above include floor stands)
- PC Based Laptops
- Various Audio Packages
- Wireless Presentation Controls
- HDMI Cables, Distribution Amplifiers, and Adapters
- Power Strips, Extension Cords, and Charging Stations
- LED Lighting
- Flipchart Packages
- Power and Internet Connectivity Packages

NEED RIGGING

If so, please fill out rigging request, <https://www.encoreglobal.com/rigging-request/>

Encore representative will be in touch with you.

We make it easy



Easy ordering options



Confirmation email is sent with your order details



We regularly maintain and service all equipment



Encore delivers, installs, and tests equipment



After the show, Encore picks up your rental equipment



Need assistance or products/solutions not offered in EventNow?

Call your Encore on-site contact directly:

Jack Higgins
Sales manager
Encore
M +1 (720) 301-9600

Jack.higgins@encoreglobal.com

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