



Keystone Event Services Welcome Letter

Dear Exhibitor,

Keystone Event Services has been chosen as the Official Service Contractor for the Real Estate Expo and is ready to assist you with all your exhibitor needs. We have developed a service kit so you may easily order anything that will enhance your trade show experience. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It our goal at KES to ensure that your experience at the Real Estate Expo is a great success.

Keystone Logistics is the official Freight Contractor for our event and can help handle all freight in and out of the show. Using our freight service, your shipment can be received at our Advance Warehouse location up to 30 days prior to the event. For your convenience, outbound labels are included in the kit . All empty containers will be stored during the event and returned back to you after the close of the show. Keystone Logistics will be your most convenient & reliable freight service company during the move out Friday night. If you choose Keystone Logistics as your outbound carrier, we completed all the paperwork for you and even help you tape up your boxes & make your labels..

We are excited to be part of the Real Estate Expo and will maintain a service desk to handle any questions or needs during exhibitor move in & move out. If you have any questions, please do not hesitate to contact us at 702-326-9252 or via e-mail at scott@keystoneeventservices.com.

Thanks & I'll see you at the show,

Scott Rakowski
Keystone Event Services

Keystone Event Service Team

2764 Tyndrum Ave
Henderson, NV 89044
Tel 702-326-9252
Fax 702-914-0909



<p>SHOW MANAGEMENT CONTACT INFORMATION:</p>	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>Exhibitor Information</p> </div> <p>All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the Real Estate Expo should be directed to:</p> <p style="text-align: center;"> Michael Sweeney msweeneylv@gmail.com 5210 Villa Dante Ave Las Vegas, NV 89141 Phone:702-375-4424 </p>
<p>GENERAL SERVICE CONTRACTOR CONTACT INFORMATION:</p>	<p>All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be directed to:</p> <p style="text-align: center;"> Keystone Event Services 2764 Tyntrum Ave #3 Henderson, NV 89044 Phone:702-326-9252 Fax: 702-914-0909 </p>
<p>EXHIBIT INSTALLATION, DISMANTLE SCHEDULE & MISC. INFORMATION</p>	<p>Exhibitor move-in: April 21st Noon until 8:00pm</p> <p>Booth Package Includes: Skirted six foot table with white vinyl topping, two chairs, wastebasket & ID Sign.</p> <p>Show Hours: Saturday April 22th10:00am until 6:00pm Sunday April 23th10:00am until 5:00pm</p> <p>Dismantle: Sunday April 23th.....5:00pm until 10:00pm</p> <p><i>NOTE: All exhibitor must start to dismantle and remove their exhibit by 8:30pm Sunday.</i></p> <p>Advance Warehouse Freight — Accepted March 20 until April 20</p>

REAL ESTATE EXPO -- ORLEANS ARENA

April 22 & 23

FURNITURE and ACCESSORIES ORDER FORM

FAX TO 702-914-0909

Customer is responsible for loss or damage to equipment.

Advanced Order Deadline on or before April 17th

Company Name	Show Contact Person	Booth Number
Business Address	City	State
()	()	Zip Code
Bus. Phone Number	Show Phone Number	Email Address

Credit Card Information

Card Type: _____ AMEX _____ Visa _____ MasterCard Card ID # _____

Card Number: _____ Exp. Date _____

Name on Card: _____

Authorized Signature: _____ Date: _____

Qty.	Item Description	Adv. Price	Show Price	Total	Qty.	Item Description	Adv. Price	Show Price	Total
	4' Table (no skirt)	\$31	\$40			10' x 10' Carpet	\$100	\$135	
	6' Table (no skirt)	\$37	\$48			10' x 20' Carpet	\$183	\$258	
	8' Table (no skirt)	\$43	\$56			10' x 30' Carpet	\$275	\$378	
	4' Counter (no skirt)	\$43	\$56			Carpet Color -- Blue Black Gray (circle one)			
	6' Counter (no skirt)	\$49	\$64			Carpet Pad per 10x10	\$50	\$65	
	8' Counter (no skirt)	\$59	\$72			Live Green Plants	\$35(2')	\$65(4')	\$95(6')
	Table Skirt	\$12	\$16			Floral Arrangements	\$35(sm)	\$55(med)	\$88(lg)
	Counter Skirt	\$14	\$18			24"x24"x42" Pedestal	\$70	\$90	
	Drape Color: Blue White Red Green Black (circle one)					6' Conference Table	\$80	\$120	
	Table Riser	\$23	\$33			Office Desk	\$140	n/a	
	Chair	\$5	\$7			8'x10' Slider, Pipe & Base	\$25	\$35	
	Arm Chair	\$15	\$20			Wastebasket	\$2	\$5	
	Plasma TV 42" or 52"	\$275/\$325	\$350/\$400			10X10 Pop Up Booth	\$225	\$300	
	Round 30" x 30" Table	\$33	\$43			Easel	\$20	\$30	
	Round 30" x 42" Table	\$43	\$53			Bag Rack	\$25	\$35	
	Barstool	\$25	\$35			Office Chair	\$50	\$80	
	Raffle Drum	\$40	\$60			Small Refrigerator	\$80	\$180	
	Literature Rack	\$25	\$30			Laborer (1 man) @ \$49 per hour			
	Park Bench	\$85	\$125			5 Amp Electrical Power Outlet -- \$200			
		Total	\$				Total	\$	

Inbound & Outbound Freight Shipping/Receiving Available -- Call 702-326-9252
Complete and fax to (702) 914-0909 or scan and e-mail to scott@keystoneeventservices.com
 Please note **Advance Pricing** is only good when paid in full.

8.1% Tax \$

Checks accepted on-site -- please mark here _____

Total \$



Limits of Liability and Responsibility

1. Keystone Event Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Keystone Event Services to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Keystone Event Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Keystone Event Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Keystone Event Services maximum liability shall be limited to \$.50 per pound per shipment based on the weight of the freight lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. Keystone Event Services 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 exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to Keystone Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



Material Handling Order Form

Shipments to the Warehouse can Arrive Starting March 20 and no later than April 20th. Due to the duration of this show, there will be no shipments to show site.

WHERE TO SHIP ADVANCED WAREHOUSE MATERIAL:

**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115
702.326.9252
REAL ESTATE EXPO**

• *The Show Name, Your Company Name and Booth Number must be referenced on all shipments.*

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Keystone Event Services to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that Keystone Event Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Keystone Event Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Keystone Event Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Keystone Event Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Keystone Event Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Keystone Event Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Description: _____

Name of Event:	
Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



DISPLAY MATERIALS RATE SCHEDULE

All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.

Small Package fee of \$20 per shipment between 1 lb. & 25 lbs.

Small Package Fee of \$40 per shipment between 26 lbs. & 50 lbs.

Exhibitor Advanced Warehouse \$65.00 per cwt Freight above 50lbs.

Freight will be in booth when exhibitor arrives at noon on Friday.
Advance Freight can arrive starting March 21. CWT rounded up after first 100 lbs.

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to shipments packed in such a manner as to require special handling including loose display parts, fragile pieces, uncrated and/or poorly wrapped equipment. All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Shipments arriving COD will be accepted, and subject to 40% Surcharge.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115**

Exhibitor

Booth #

REAL ESTATE

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Lightning Logistics
6120 North Hollywood Blvd #106
Las Vegas, NV 89115**

Exhibitor

Booth #

REAL ESTATE

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

***Important note: Warehouse is not temperature controlled.
Hazardous materials will not be accepted.***



Move-Out Instructions

The REAL ESTATE EXPO exhibit hall will close on Sunday, April 23 at 5:00pm

There should be no dismantling of exhibits before this time.

Outbound forms must be completed and turned into the Keystone Service desk after your freight is packed and ready to ship.

DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR WITHOUT SEEING US AT THE SERVICE DESK.

If you choose to make your own arrangements for outbound shipping, you must take everything with you. It is your responsibility to get all packages to UPS or FEDEX from the show.

Thank you for reading the exhibitor kit. Should there be any services or items not found within this kit that we may provide for you, please do not hesitate to let us know. We look forward to helping you in any way needed, and wish you great success at the show.

Scott@keystoneeventservices.com 702-326-9252