



Basic Cardiovascular Sciences 2014 Scientific Sessions

July 14-17, 2014

TABLE OF CONTENTS

Section 1: General Information

- Exhibitor Registration Hours
- Installation
- Dismantle
- Exhibit Dates & Hours
- Contacts

Section 2: Association Required Forms

- Booth Activities Form (*Mandatory Form, Due June 20th*)
- Exhibitor Appointed Contractor Form

Section 3: Contractor Services

- Electrical Services
- Telephone Services/Internet Services
- A/V Equipment
- Lead Retrieval

Section 4: Shipping & Receiving

- Shipping Information

Section 5: Housing & Registration

- Exhibitor Housing
- Hotel Information
- Registration Information
- Exhibitor Staffing

Section 6: Sponsorship & Advertising

- Sponsorship and Advertising Listing



GENERAL INFORMATION

BCVS 2014 Scientific Sessions

July 14-17, 2014

Exhibitor Registration Hours:

Monday, July 14th 1 p.m. – 5 p.m.

Installation:

Monday, July 14th 1 p.m. – 5 p.m.

Dismantle:

Wednesday, July 16^h 4:35 p.m.– 8:00 p.m.

Exhibit Dates & Hours

Tuesday, July 15 7am-3:30pm

Wednesday, July 16 7am-4:35pm

CONTACTS

American Heart Association

7272 Greenville Avenue
Dallas, Texas 75231
(888) 242-2453 (inside the U.S.)
(214) 570-5935 (outside the U.S.)

Marketing Opportunities

April Smith
Corporate Relations
(214) 706-1235
(214) 706-5230
April.smith@heart.org

Exhibitor Services

Molly Larrick
Associate Manager, Exhibits
(214) 706-1228
(214) 706-1517 fax
Molly.Larrick@heart.org

Paris Las Vegas

3655 Las Vegas Boulevard South
Las Vegas, NV 89109
(702) 946-7000
<https://aws.passkey.com/g/202231>



Association Required Forms

Please make sure you have the following forms completed by June 20, 2014. Visit www.exhibitatsessions.org or access the direct links below.

[Association Services/Booth Activity Form](#)

Information contained on this form will be used in the exhibitor guide distributed onsite within registration and needs to be received by June 20, 2014.

[Exhibitor Appointed Contractor Form](#)

Submission of this form is ONLY necessary IF you are using the services of an independent contractor for any service such as booth installation and/or dismantle. Please make sure you indicate the information for each independent contract that you are using. Submission of this form must be completed by June 20, 2014.



Lead Retrieval

New in 2014, AHA will provide the use of one X Press Connect, which is a lead retrieval app for your mobile device. Should you wish to rent other devices, contact Amy Thrasher at athrasher@cdsreg.com.



EVENT TECHNOLOGIES
A Freeman Company



Audio/Visual Services



COMPANY INFORMATION

COMPANY: _____

ADDRESS: _____

ADDRESS (continued): _____

CITY: _____ STATE: _____

ZIP: _____ COUNTRY: **United States**

TELEPHONE: _____

FAX: _____

ORDERED BY: _____

EMAIL ADDRESS: _____

EVENT INFORMATION

EVENT NAME: _____

ROOM #: _____

ONSITE CONTACT: _____

BEO/REF #: _____

DELIVER Date: _____ Time: _____

PICKUP Date: _____ Time: _____

CONTACT US

encore @ Bally's/Paris
3655 Las Vegas Blvd. South
Las Vegas, NV 89109
p | 702.946.4452
f | 702.946.4452

ballys@encore-us.com

last updated 12/30/2014

qty	description	# days	price	total
Popular Packages				
PACKAGE #1				
1	Meeting Room Screen		\$158.00	\$0.00
	Projection Cart			
	Electrical Power & Cables			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$350)			
	<input type="checkbox"/> Add Computer Audio Patch (+ \$50)			
	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)			
PACKAGE #2				
1	Meeting Room LCD Projector & Screen		\$883.00	\$0.00
	Projection Cart/Stand			
	All Cabling, Extension Cords, etc.			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$350)			
	<input type="checkbox"/> Add Computer Audio Patch (+ \$27)			
	<input type="checkbox"/> Add Wireless Mouse - USB (+ \$65)			
PACKAGE #3				
1	Standing Podium		\$310.00	\$0.00
	Podium Microphone & Mixer			
	Electrical Power & Cables			
	<input type="checkbox"/> Add a Wireless Lavalier Mic (+ \$195)			
	<input type="checkbox"/> Add Flipchart Package w/3M paper (+ \$60)			
	<input type="checkbox"/> Add a CD Player (+ \$80)			
PACKAGE #4				
1	DVD Combo Player		\$735.00	\$0.00
	42" Plasma Monitor with Stand			
	All Cabling, Extension Cords, Etc.			
	<input type="checkbox"/> Add additional 42" Monitor (+ \$525)			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$310)			
PACKAGE #5				
1	50" Plasma Monitor with Stand		\$860.00	\$0.00
	DVD Combo Player			
	All Cabling, Extension Cords, Etc.			
	<input type="checkbox"/> Add additional 50" Monitor (+ \$650)			
	<input type="checkbox"/> Add Wireless Lav & Audio Mixer (+ \$310)			

qty	description	# days	price	total
Video Components				
Video / Data Monitors				
1	22-inch LCD Computer Monitor		\$170.00	\$0.00
1	32-inch Monitor		\$280.00	\$0.00
1	42-inch Monitor		\$450.00	\$0.00
1	50-inch Monitor		\$730.00	\$0.00
1	80-inch Monitor		\$1,260.00	\$0.00
1	DVD Player		\$75.00	\$0.00
Video / Data Projectors				
1	4k - 6k Projector		\$810.00	\$0.00
	7k - 8k Projector		- CALL FOR PRICING -	
	10k - 12k Projector		- CALL FOR PRICING -	

qty	description	# days	price	total
Electrical				
Power Services				
1	Standard Outlet - 120V / 10 AMP/ 1000W		\$180.00	\$0.00
CALL FOR ADDITIONAL ELECTRICAL SERVICES				

qty	description	# hrs	days	price	total
Labor					
	Technician				CALL FOR RATES AND TERMS

qty	description	# days	price	total
Screens & Drape				
Standard Screens				
1	6' X 6' Tripod Screen		\$60.00	\$0.00
1	8' X 8' Tripod Screen		\$60.00	\$0.00
1	10' X 10' Cradle Base		\$80.00	\$0.00
1	12' X 12' Cradle Base		\$90.00	\$0.00
Fast Fold Screens				
1	6' x 11' Fast Fold Screen		\$150.00	\$0.00
1	7.5' x 13' Fast Fold Screen		\$305.00	\$0.00
1	9' x 16' Fast Fold Screen		\$410.00	\$0.00
1	10' x 18' Fast Fold Screen		\$740.00	\$0.00
Drape				
1 week	16' x 10' Black Drape (labor not included)		\$190.00	\$0.00
1 week	22' x 10' Black Drape (labor not included)		\$190.00	\$0.00

qty	description	# days	price	total
Audio Components				
Microphones				
1	UHF Wireless Microphoning System		\$195.00	\$0.00
	<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier			
1	Wired Microphone		\$35.00	\$0.00
	<input type="radio"/> Handheld <input type="radio"/> headset <input type="radio"/> Lavalier			
Mixers / Amplifiers				
1	12 Channel Stereo Mixer		\$155.00	\$0.00
1	16 Channel Stereo Mixer		\$190.00	\$0.00
Speakers and Players / Recorders				
1	Full Range Powered Speaker w/Tripod Stand		\$100.00	\$0.00
1	Computer, iPod, or iPad Audio Patch		\$27.00	\$0.00
1	CD Player		\$80.00	\$0.00

qty	description	# days	price	total
Event Support Equipment				
Miscellaneous				
1	Podium		\$90.00	\$0.00
1	Flipchart with Markers and Paper		\$60.00	\$0.00
1	Whiteboard and Markers		\$60.00	\$0.00
1	AC Cord		\$12.00	\$0.00
1	Powerstrip		\$12.00	\$0.00
Computers				
1	Laptop Computer (Advance Order)		\$250.00	\$0.00
1	Wireless Mouse / Laser Pointer		\$65.00	\$0.00

THIS AGREEMENT IS SUBJECT TO THE ATTACHED TERMS & CONDITIONS. PLEASE READ BEFORE PLACING ORDER

please complete form and return by email or fax:
email | ph@encore-us.com fax | 702.946.4452

Your Order's Sub Total **\$0.00**

ENCORE

EVENT TECHNOLOGIES

A Freeman Company

BALLY'S LAS VEGAS

Audio/Visual Services



return completed form by email to ballys@encore-us.com or fax to 702.946.4452

COMPANY INFORMATION

COMPANY: _____

ADDRESS: _____

ADDRESS (continued): _____

CITY: _____ STATE: _____

ZIP: _____ COUNTRY: **United States**

TELEPHONE: _____

FAX: _____

ORDERED BY: _____

EMAIL ADDRESS: _____

EVENT INFORMATION

EVENT NAME: _____

ROOM #: _____

ONSITE CONTACT: _____

BEO/REF #: _____

DELIVER Date: _____ Time: _____

PICKUP Date: _____ Time: _____

CONTACT US

encore @ Bally's/Paris
 3655 Las Vegas Blvd. South
 Las Vegas, NV 89109
 ☎ | 702.946.4154
 📠 | 702.946.4452

ballys@encore-us.com

last updated 12/30/2011

Event Labor Rates and Terms

Call and speak to an account executive for an explanation of labor rates and terms and for an estimate of the labor required for your event.

CALL 702.946.4154

Cancellation

Written cancellation of ordered equipment and services must be received 48 hours prior to delivery. Failure to do so will result in a 100% charge to your account

Prices effective January 1, 2014 and are subject to change without notice.

Prices reflect daily rates unless otherwise noted. To ensure availability, please reserve equipment 30 days in advance. Premium charges may apply to orders placed within 48 hours of meeting date.

Your Order Totals

Services/Equipment Total	\$0.00
Labor (min. \$192, 2 hours @ \$96/hr for load in/out)	\$192.00
24% of Equipment Sub Total (\$25 minimum)	\$25.00
Additional Hourly Labor/Facility/Handling if Required	\$0.00
TOTAL	\$217.00

credit card information

Visa Mastercard AmEx Discover

card #: _____ v code * _____

expiration: month _____ year _____

* 3 digit number on back of Visa, MC and Discover cards OR 4 digit number on front of AmEx card.

The undersigned has read and agrees to all of the terms and conditions, and labor rates of this rental agreement. The undersigned authorizes Encore to charge the above listed credit card for the equipment, labor and/or services detailed in this agreement, and for any client approved add-ons and change orders.

Digital Signature _____

PRODUCTION & CREATIVE SERVICES

event design from concept to closing curtain
 message assessment and strategy
 theme creation and development
 scripting
 story boarding
 show design
 show direction
 video conception and creation
 music design
 art direction
 2d and 3d graphics
 animations
 speaker support
 set design and construction
 talent and speaker booking

visit us on the web at
www.encore-us.com

Unique.
Creative.
Innovative.

encore rental agreement - terms & conditions

1. PAYMENT TERMS

Lessee agrees to pay Encore Event Technologies (hereinafter "Encore") all charges indicated on this Rental Contract which includes these Terms and Conditions and any equipment that is rented pursuant to the terms set forth herein (the "Equipment") or labor overages. Payment is due and payable in full upon signing this Rental Contract unless otherwise negotiated and agreed to in writing on a Commencement of Work document.

2. ESTIMATES

In connection with this Rental Contract or any contract entered into between Encore and Lessee, any estimate provided to Lessee in connection with the expected labor hours and number of days the Equipment is solely an estimate. In the event that the actual hours, actual quantities of Equipment rented hereunder or actual days the Equipment is rented is greater than the amount indicated in any proposal, Lessee will be charged for those overages at Encore's standard rates less any applicable discounts.

3. DAMAGE WAIVER

All Equipment has been inspected upon delivery and Lessee acknowledges and warrants that all Equipment was received in good and working order. Lessee agrees to pay for any and all damages on account of lost, damaged or stolen equipment and/or loss caused by Lessee's accident, misuse or neglect. Should the Equipment listed on this Rental Contract malfunction for any reason and at no fault of Lessee, Encore will only be responsible for the repair of listed Equipment but WILL NOT be held responsible for any damages or loss caused as a result of the Equipment malfunctioning.

4. SUBLEASE

With the prior written consent of Encore, Lessee shall have the right to sublease the Equipment and, in the event of a sublease, Lessee shall be fully responsible for all insurance on, repair and replacement of, and reclamation of the Equipment. Encore reserves the right to replace the Equipment at Lessee's expense at full retail value if the subleased Equipment is lost, damaged or untimely returned.

5. TITLE

The parties intend to create a rental agreement and the relationship of lessor and lessee between themselves. The terms set forth herein shall not be construed or interpreted to create or imply the existence of a finance lease or installment lease or sales contract. Title to the Equipment shall at all times be vested in Encore, and no right, title or interest in the Equipment shall pass to Lessee other than the use of the Equipment for the rental period as agreed to by the parties, which right is conditioned upon Lessee's compliance with this Rental Contract.

6. SURRENDER / EQUIPMENT HANDLING

On the expiration or earlier termination of this Rental Contract, Lessee shall return the Equipment in good repair, condition and working order, subject only to reasonable wear and tear. All Equipment must be handled by Encore personnel only. Equipment may not be moved, stored, or serviced by Lessee or any other party. Lessee may not operate the Equipment unless authorized by Encore. Lessee agrees that Encore shall have the right to enter the premises where the Equipment is located and shall have access to the Equipment at all times.

7. CANCELLATION

Unless otherwise negotiated or agreed to in writing on a Commencement of Work Document, the following monies shall be payable by Lessee to Encore in the event of cancellation prior to the expiration of the rental period set forth on this Rental Contract: (1) if cancellation is made by Lessee more than seventy-two (72) hours prior to the scheduled performance then said expenses paid by Encore on Lessee's behalf (including contractual obligations) plus fifty percent (50%) of the fee shall be charged to and immediately paid by Lessee to Encore; or (2) if cancellation is made within seventy-two (72) hours, full rental contract price for the entire duration set forth on this Rental Contract is due and payable.

8. DEFAULT

If Lessee fails to pay rent or otherwise fails to observe, keep or perform any provision of this Rental Contract, or if Lessee should enter into voluntary or involuntary bankruptcy or receivership or other legal impediment which could impair the Equipment, Encore shall have the right to:

- (a) Enter Lessee's premises and reclaim the Equipment at Lessee's premises or at site of any subleases without demand or notice to Lessee or court order or other processes of law, and declare the entire amount of rent immediately due and payable without demand or notice to Lessee. Lessee waives any damages occasioned by such reclamation. Any reclamation shall not constitute a termination of this Rental Contract unless Encore expressly notifies Lessee in writing.
- (b) Sue to recover all rents and any other amounts owed or accruing to Encore;
- (c) Terminate this Rental Contract as to any or all items of Equipment, and/or
- (d) Exercise any other remedy at law or equity.

All such remedies are cumulative and may be exercised concurrently or separately. The exercise of any remedy shall not release Lessee from this Rental Contract and Lessee shall remain liable for the full performance of all obligations to be performed by Lessee under this Rental Contract.

9. CREDIT TERMS

All open accounts require prior credit approval. Should collection under the terms of this Rental Contract commence, Lessee agrees to pay all collection costs which include, but are not limited to, Equipment recovery costs, storage charges, attorneys' fees and court costs.

10. CHOICE OF LAW AND VENUE

The interpretation and affect of this Rental Contract and the related agreements shall be governed by and construed in accordance with the internal laws (as opposed to the conflicts of law provisions) of the State of Nevada. Any litigation arising out of or related to this Rental Contract shall be instituted and prosecuted only in the appropriate state or federal court situated in Clark County, Nevada. The parties submit to the exclusive jurisdiction and venue of such courts for purposes of any such action and the enforcement of any judgment or order arising therefrom. Each party waives any right to a change of venue and any and all objections to the jurisdiction of the state and federal courts located in Clark County, Nevada.

11. ATTORNEY'S FEES

In the event either party, institutes any action arising out of, related to, or for the breach of, this Rental Contract, the prevailing party shall be awarded reasonable attorneys' fees and costs.

12. CONDITION OF EQUIPMENT

Encore maintains and services the Equipment in accordance with manufacturers' specifications and industry practice. Encore does not, however, warrant or guarantee that the Equipment or services being provided will be free of defect, malfunction or operator error. If the Equipment malfunctions or does not operate properly during the event for any reason whatsoever, Lessee agrees to immediately notify Encore's on-site representative. Encore will attempt to remedy the problem as soon as possible so that the event is not interrupted. Lessee agrees and acknowledges that Encore assumes no responsibility for any loss, cost, damage or injury to persons or property in connection or as a result of inoperable Equipment or otherwise.

13. LIMITATION OF LIABILITY AND INSURANCE

Lessee agrees to defend, indemnify and hold Encore and its officers, directors, employees, successors and assigns harmless from any and all claims arising out of any violation of any law, rule, regulation or order, and from any and all claims or liabilities for loss, damages or injury to persons or property of whatever kind or nature arising from the use or operation of the Equipment, or from the negligence or carelessness of the agents or employees of Lessee. Additionally, Encore shall not be liable for any special or consequential damages including lost profits arising relating to the Equipment, the services or this Rental Contract. Lessee shall notify Encore promptly of any accident involving the Equipment. Lessee shall obtain contractual insurance in connection with this Rental Contract and pursuant to this paragraph, in an amount satisfactory to Encore and provide proof of such insurance upon request of Encore.

14. SEVERABILITY

In the event that any provision of this Rental Contract shall be unenforceable or inoperative as a matter of law, the remaining provisions shall remain in full force and effect and be construed as though such unenforceable or inoperative provisions had never been a part of hereof.

15. CONSTRUCTION CLAUSE

For the purpose of interpretation, the language in this Rental Contract shall be deemed to be the language of both parties and neither party shall be deemed to be the drafting party.

16. SURVIVAL

All provisions of this Rental Contract related to indemnification, disclaimers and limitations on liability and all other obligations of the parties that arise in connection with Lessee's rental of Equipment from Encore shall survive the termination of the rental of such Equipment.

17. ENTIRE AGREEMENT

This Rental Contract incorporates by reference any attached Schedules, Contract, and Commencement of Work, related to this rental order, and contains the parties' entire understanding and may not be modified except in written form signed by both parties.



MAIL OR FAX FORMS WITH PAYMENT TO :

Encore Event Technologies AT PARIS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 946-4840 Fax: (702) 946-4452 Email:services@encoreproductions.net



Booth Number:

To receive advance order rate, Encore Event Technologies must receive your completed order form, with billing information, fourteen (14) days prior to move-in.

EVENT NAME:

EVENT DATES:

INSTALL LOCATION IN ROOM/BOOTH:

EXHIBITING COMPANY NAME:

ONSITE CONTACT:

ON-SITE PHONE:

ORDERED BY:

EMAIL ADDRESS:

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

BOOTH LAYOUT FORM

Instructions: 1.) Use BOLD lines to indicate the outline of your booth. 2.) Mark different services with separate symbols. 3.) Indicate the scale of the grid, (i.e., 1 square = 1 foot) or indicate the dimensions of your booth. 4.) Mark the adjacent booth numbers or aisle number for reference. 5.) Indicate if your booth will be carpeted and if the cables need to be installed under the carpeting. **NOTE:** Labor is required for all electrical runs under booth carpet.

Booth Carpeting?: _____ Cables to be Run Under Carpeting?: _____

Back of Booth/Aisle Number: (indicate adjacent Booth) _____

Adjacent Booth # _____

Adjacent Booth # _____

Front of Booth/Aisle Number: (indicate adjacent Booth) _____



MAIL OR FAX FORMS WITH PAYMENT TO :

Encore Event Technologies AT PARIS LAS VEGAS

5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 946-4840 Fax: (702) 946-4452 Email:services@encoreproductions.net



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:	
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED			

BOOTH LIGHTING SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost 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 by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Installation cannot begin until order is finalized and payment method has been received
---	---

Lighting Package Description	ADVANCED PRICING	STANDARD PRICING	QUANTITY	SUBTOTAL
Booth Lighting Package #2 4' Track with two fixtures	\$180.00	\$270.00		
Booth Lighting Package #3 4' Track with three fixtures	\$225.00	\$340.00		
Booth Lighting Package #4 4' Track with four fixtures	\$265.00	\$400.00		
Additional MR16 Lights	\$55.00	\$85.00		
75 Watt Flood Light on Stanchion Pole	\$100.00	\$150.00		
Double Flood Light on Stanchion Pole	\$180.00	\$270.00		

ALL LIGHTING PACKAGES INCLUDE POWER FOR THE LIGHTS

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & OUTLETS WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
--	------------------------

ALL LIGHTING ORDERS & ISLAND BOOTHS REQUIRE ELECTRICAL LABOR

MATERIAL AND SERVICES TOTAL

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

LABOR TOTAL

MINIMUM 1/2 HOUR TOTAL LABOR CHARGE FOR INSTALL AND DISMANTLE

GRAND TOTAL

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on 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 scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE OF BALLY'S

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot be powered down overnight and/or other equipment that must remain on throughout the show.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with E.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

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

rev. 1/21/14



MAIL OR FAX FORMS WITH PAYMENT TO :
 Encore Event Technologies AT PARIS LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118



Ph: (702) 946-4840 Fax: (702) 946-4452 Email: services@encoreproductions.net

Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:
EVENT DATES:		INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)	
EXHIBITING COMPANY NAME:			
BILLING ADDRESS:			
CITY:	STATE:	ZIP:	ON-SITE CONTACT:
TELEPHONE NUMBER:		FAX NUMBER:	ON-SITE PHONE:
ORDERED BY:		EMAIL ADDRESS:	
CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:	
CARDHOLDERS SIGNATURE:		PRINT CARDHOLDERS NAME:	
BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM. PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. NO CHECKS ACCEPTED			

ELECTRICAL SERVICES FORM

Encore Event Technologies, its contractors, and subcontractors are not responsible for voltage fluctuation or power failure due to temporary conditions or loose connections. For your protection, you should install a surge protector under/over voltage protector on your computer(s) and/or other equipment you deem necessary. Encore Electrical should make installation of all electrical service. Encore will not be responsible for any damaged or lost 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 by persons other than our personnel.

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	Dedicated & 24 hour power will be at 2x the listed price. Please indicate these requirements below if needed.	Installation cannot begin until order is finalized and payment method has been received
--	---	--

ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	SUBTOTAL
120 VOLTS - 500 WATTS OR 5 AMPS	\$110.00	\$137.00			
120 VOLTS - 1000 WATTS OR 10 AMPS	\$180.00	\$223.00			
120 VOLTS - 2000 WATTS OR 20 AMPS	\$258.00	\$320.00			
208 VOLTS SINGLE PHASE - 2000 WATTS OR 20 AMPS	\$475.00	\$595.00			
ELECTRICAL MATERIALS	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY		
6' OUTLET PLUG STRIP	\$25.00	\$30.00			
25' EXTENSION CORD	\$25.00	\$30.00			

PLEASE SUBMIT A FLOOR PLAN FOR ALL ISLAND BOOTHS AND UNDER CARPET ELECTRICAL RUNS

ADDITIONAL ELECTRICAL SERVICES	ADVANCED ORDER RATE	STANDARD ORDER RATE	QUANTITY	QUANTITY OF 24 HOUR POWER	
208 VOLTS SINGLE PHASE 30 AMPS	\$535.00	\$670.00			
208 VOLTS SINGLE PHASE 60 AMPS	\$830.00	\$1,035.00			
208 VOLTS SINGLE PHASE 100 AMPS	\$1,320.00	\$1,625.00			

SUBTOTAL

PRICING IS BASED ON A 3 DAY SHOW, ADDITIONAL DAYS WILL REQUIRE A 25% PER DAY CHARGE

ALL ELECTRICAL MATERIALS & SERVICES WILL REQUIRE A 10% SERVICE FEE	10% SERVICE FEE
---	------------------------

ALL ISLAND BOOTHS AND ADDITIONAL SERVICES REQUIRE ELECTRICAL LABOR	MATERIAL AND SERVICES TOTAL
---	------------------------------------

LABOR RATES: STRAIGHT TIME - \$100.00 OVERTIME - \$200.00

	LABOR TOTAL
--	--------------------

MINIMUM 1 HOUR LABOR INSTALL AND MINIMUM 1/2 HOUR LABOR DISMANTLE

	GRAND TOTAL
--	--------------------

LABOR: Labor between the hours of 8:00am and 5:00pm, Monday through Friday will be at the straight time labor rate. Labor before 8:00am and after 5:00pm, Monday through Friday and all Saturdays, Sundays and Holidays will be at the overtime rate. A minimum charge per booth on 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 scaled floor plan is needed in order to proceed for orders with multiple outlet locations and/or island booths.

Setup/Disconnect Labor dates/times are based on the load-in schedule (and space availability) for your event. Encore does not control the event schedule for your event and therefore cannot control if setup/disconnect is during straight time or overtime hours.

ELECTRICAL IS AN EXCLUSIVE SERVICE

Prices Subject to change without Notice

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) If an uninterrupted power supply is required for the full duration of the show, please order 24 hour power. An example would include a computer server that cannot ever lose power and/or other equipment that must remain on throughout the show during overnight hours.
- 3.) A scaled floor plan is required for orders with multiple outlet locations and/or island booths. If a power location in an island booth is not provided prior to show move-in, a location will be determined by Encore in order to maintain deliver schedules. Relocation of the service will be charged on a time and material basis.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall electrical problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Outlet prices for 120 Volt power include delivery of the service to one location at the rear of your booth. If you require outlets in other locations, have lights or electrical items to hang or erect, or have other electrical requirements, additional electrical labor will be required. Specific service location is defined as the area in the booth/room designated by the client.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with E.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Claims will not be considered, or adjustments made, unless filed in writing, by Exhibitor, prior to the close of the event.
- 16.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

AUTHORIZED SIGNATURE:

ENCORE

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

rev. 1/21/14

HANGING SIGN/RIGGING SERVICE FORM

Part 1 of 2



FAX FORMS WITH PAYMENT TO :
ENCORE EVENT TECHNOLOGIES AT BALLY'S/PARIS HOTELS
Part 1 of 2

EVENT TECHNOLOGIES

Phone: (702) 946-4154 Fax: (702) 946-4462

Encore Event Technologies at Bally's/Paris Hotel
OFFERS EXHIBITORS
No dryage, No Pick-up, No Delivery and No Sales Tax !

CUSTOMER INFORMATION

EVENT NAME:		EVENT DATES:	
EXHIBITING COMPANY NAME:			
ADDRESS:			
CITY:	STATE:	ZIP CODE:	
TELEPHONE NUMBER	FAX NUMBER	E-MAIL ADDRESS:	
ORDERED BY:		PRINT NAME:	

BOOTH INFORMATION

HALL:	BOOTH #:
ON-SITE CONTACT:	ON-SITE PHONE #:

PAYMENT INFORMATION

PLEASE CHECK ONE: <input type="checkbox"/> AMERICAN EXPRESS <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> CHECK CHECK #:		CARDHOLDERS NAME (PLEASE PRINT):
<small>Checks must be received 15-days prior to delivery date.</small>		CARDHOLDERS SIGNATURE:
ACCOUNT #:	CARDHOLDER ADDRESS: (If Different from Above)	
EXPIRATION DATE:		

TERMS AND CONDITIONS

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.

ENCORE is responsible for hanging of all signage within the BALLY'S/PARIS and it's Convention Center.
Orders must be received 15-days prior to delivery date or a 30% surcharge will be added.
 Written cancellation of equipment and services must be received by Encore Event Technologies 48-hours prior to delivery time or a cancellation charge of 50% of original order will be applied.
 All On-site cancellations will be charged 100% of original order.
 Display or exhibitor's on-site representative may supervise these activities.
 Sign must include bluprints or drawings with detailed information which, must include orientation in booth, pick points for hanging, and assembly instructions. Encore does not assemble signs. Please check with your decorating company for labor.
 Electrical signs must be in working order, structurally sound and in accordance with national electrical codes and regulations.
 Hanging signs up to 200 lbs require minimum of one 1/2 ton motor.
 Hanging signs over 200 lbs require minimum of one 1 ton motor.
 All hanging banners and signs require a minimum of one rigging package.

EQUIPMENT and LABOR RATES to HANG SIGNS

LABOR RATES	
<u>STRAIGHT TIME @ \$99.00 per hour</u> 4 hours minimum up to 8 hours	<u>OVERTIME @ \$148.50 per hour</u> After 8 hours and on Holidays
MATERIALS Cables, clamps, connectors etc. charged accordingly. See Rigging Packages.	
LIFT EQUIPMENT Scissor Lift or Condor and 2 man crew	Straight time \$1,919.00

HANGING SIGN/RIGGING SERVICE FORM

Part 2 of 2 / INSTALLATION LABOR ESTIMATE																														
Load-in Date	Load-in Time																													
DISMANTLE LABOR ESTIMATE																														
Load-out Date	Load-out Time																													
RIGGING EQUIPMENT																														
CHAIN MOTORS	Qty	Price	Total																											
1/2 ton hoist	_____ @	\$275.00 each	= \$ _____																											
1 ton hoist	_____ @	\$275.00 each	= \$ _____																											
12" Box Truss	_____ @	\$13.75 per foot	= \$ _____																											
20.5" Box Truss	_____ @	\$21.00 per foot	= \$ _____																											
RIGGING PACKAGES																														
Standard Rigg Package <i>(includes up to 4 points)</i>	_____ @	\$60.00 each	= \$ _____																											
Special Rigg Package (please call for quote).		24% service fee	= \$ _____																											
ESTIMATED TOTAL RIGGING EQUIPMENT: \$ _____																														
SIGN INFORMATION																														
TYPE OF SIGN		DIMENSION & WEIGHT OF SIGN																												
<input type="checkbox"/> Banner <input type="checkbox"/> grommets <input type="checkbox"/> pockets <input type="checkbox"/> 1 sided <input type="checkbox"/> 2 sided <input type="checkbox"/> structural <input type="checkbox"/> wood <input type="checkbox"/> system <input type="checkbox"/> metal <input type="checkbox"/> other		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">Height</td> <td style="width: 50%; padding: 2px;">Length</td> </tr> <tr> <td style="padding: 2px;">Width</td> <td style="padding: 2px;">Weight</td> </tr> </table>		Height	Length	Width	Weight																							
Height	Length																													
Width	Weight																													
		SHAPE OF SIGN																												
		<input type="checkbox"/> square <input type="checkbox"/> rectangle <input type="checkbox"/> triangle <input type="checkbox"/> circle <input type="checkbox"/> other																												
		NUMBER OF FEET FROM FLOOR TO TOP OF SIGN																												
_____		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Feet</td> </tr> </table>		Feet																										
Feet																														
LOCATION OF SIGN																														
Using the diagram below to represent your booth, indicate how far in from each boundary you would like your sign placed. Please fill in the booth numbers of all neighboring booths. For island and peninsula booths, indicate all across-the-aisle neighboring booths.																														
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">FRONT SIDE</td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table> </td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table> </td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">BACK SIDE</td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> </table> </td> <td style="width: 25%;"></td> </tr> </table>					<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">FRONT SIDE</td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table> </td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table> </td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">BACK SIDE</td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	FRONT SIDE				<table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px;"></table> Booth #		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	<table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle		<table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle		BACK SIDE			<table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">FRONT SIDE</td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table> </td> <td style="width: 25%;"></td> </tr> <tr> <td style="width: 25%;"></td> <td style="width: 50%; text-align: center; padding: 10px;"> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table> </td> <td style="width: 25%;"></td> </tr> <tr> <td colspan="3" style="text-align: center; padding: 5px;">BACK SIDE</td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	FRONT SIDE				<table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table>			<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px;"></table> Booth #		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	<table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle		<table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle		BACK SIDE			<table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #					
<table border="1" style="width: 100%; height: 20px;"></table> Feet in from front aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #																												
FRONT SIDE																														
	<table border="1" style="width: 100%; height: 150px; margin: 0 auto;"></table>																													
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Booth # </td> </tr> <tr> <td style="width: 30%; text-align: right; padding-right: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle </td> <td style="width: 40%;"></td> <td style="width: 30%; text-align: left; padding-left: 10px;"> <table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle </td> </tr> </table>	<table border="1" style="width: 100%; height: 20px;"></table> Booth #		<table border="1" style="width: 100%; height: 20px;"></table> Booth #	<table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle		<table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle																							
<table border="1" style="width: 100%; height: 20px;"></table> Booth #		<table border="1" style="width: 100%; height: 20px;"></table> Booth #																												
<table border="1" style="width: 100%; height: 20px;"></table> Feet in from left aisle		<table border="1" style="width: 100%; height: 20px;"></table> Feet in from Right aisle																												
BACK SIDE																														
<table border="1" style="width: 100%; height: 20px;"></table> Feet in from back aisle		<table border="1" style="width: 100%; height: 20px;"></table> Booth #																												



MAIL OR FAX FORMS WITH PAYMENT TO :
 Encore Event Technologies AT PARIS LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net



Booth Number:		To receive advanced rate prices, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.		EVENT NAME:	
EVENT DATES:			INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)		
INSTALL Date & Time:			DISCONNECT Date & Time:		
EXHIBITING COMPANY NAME:					
BILLING ADDRESS:					
CITY:		STATE:	ZIP:	ON-SITE CONTACT:	
TELEPHONE NUMBER:		FAX NUMBER:		ON-SITE PHONE:	
ORDERED BY:			EMAIL ADDRESS:		
CREDIT CARD TYPE:		EXP. DATE:	CREDIT CARD NUMBER:		
CARDHOLDERS SIGNATURE:			PRINT CARDHOLDERS NAME:		

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON THE BOTTOM OF PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
---	---	---

TELECOMMUNICATIONS / INTERNET SERVICES FORM

VOICE SERVICE / EQUIPMENT	Advanced Event Rate	Standard Event Rate	Quantity	Local & Long Distance Access? **	Total
Single Line **	\$215.00	\$265.00		Yes - No	
2-Line Multi-Line **	\$315.00	\$365.00		Yes - No	
Additional Multi-Lines Each **	\$135.00	\$175.00		Yes - No	
Single Handset *	\$35.00	\$50.00			
Multi-Line Handset *	\$100.00	\$150.00			
Conference Phone - DAILY RATE *	\$125.00	\$175.00		x _____ Days	

* Equipment is a rental and must be returned - Replacement costs for non-returned or broken equipment: \$50 Handset, \$150 Multi-Line Handset, \$500 Conference Phone
 ** Local and Long Distance Charges will apply for call usage. Please see Terms and Conditions (Page 2) for pricing structure

INTERNET SERVICES	Advanced Event Rate	Standard Event Rate	Quantity	Subtotal
Single Connect Basic - single device DHCP NAT'd IP Address via wired synchronous connection. 1024Kbps bandwidth.	\$300.00	\$450.00		
Single Connect Plus - single device DHCP NAT'd IP Address via a wired synchronous connection. 2048Kbps bandwidth.	\$500.00	\$750.00		
Room/Booth Connect - 1 device, single location, DHCP (Static available) IP Addresses via shared, wired Ethernet connection.	\$1,000.00	\$1,500.00		
Event Connect - 29 devices, 3 locations, DHCP or static IP Address via separate VLAN connections. 10Mbps dedicated bandwidth.	\$5,000.00	\$7,500.00		
Additional Devices - (Booth Connect & Event Connect only)	\$50.00	\$75.00		
Additional Locations - (Event Connect only)	\$250.00	\$330.00		
Additional Bandwidth - (Event Connect only) 5Mbps bandwidth.	\$1,000.00	\$1,500.00		
Hub Rental - 8, 16 or 24 port 10/100 Hub (\$100 replacement value)	\$100.00	\$150.00		
Cable Rental - Cat5e patch cable up to 50' length	\$50.00	\$75.00		
Technician Labor - Hourly Rate - Straight Time	\$85.00	\$130.00		
Technician Labor - Hourly Rate - After Hours & Weekends	\$130.00	\$200.00		
* LABOR IS INCLUDED WITH ORDERED SERVICES				
LABOR FEE IS ONLY REQUIRED FOR SERVICES IN ADDITION TO WHAT IS ORDERED				
ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE				
				SERVICE TOTAL
Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.				10% Service Fee
				SUBTOTAL
				* LABOR FEE
				GRAND TOTAL

Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein

INTERNET SERVICES IS AN EXCLUSIVE SERVICE OF PARIS LAS VEGAS

Prices Subject to change without Notice

Rev 1/21/14



MAIL OR FAX FORMS WITH PAYMENT TO :
 Encore Event Technologies AT PARIS LAS VEGAS
 5150 So. Decatur Blvd., Las Vegas, Nevada 89118

Ph: (702) 967-4300 Fax: (702) 967-3844 Email:services@encoreproductions.net



Booth Number:	To receive advanced pricing, Encore Event Technologies must receive your completed order, with billing information, fourteen (14) days prior to show move-in.	EVENT NAME:
----------------------	--	--------------------

EVENT DATES:	INSTALL LOCATION IN ROOM/BOOTH: (Provide floor plan if available)
---------------------	--

INSTALL Date & Time:	DISCONNECT Date & Time:
---------------------------------	------------------------------------

EXHIBITING COMPANY NAME:

BILLING ADDRESS:

CITY:	STATE:	ZIP:	ON-SITE CONTACT:
--------------	---------------	-------------	-------------------------

TELEPHONE NUMBER:	FAX NUMBER:	ON-SITE PHONE:
--------------------------	--------------------	-----------------------

ORDERED BY:	EMAIL ADDRESS:
--------------------	-----------------------

CREDIT CARD TYPE:	EXP. DATE:	CREDIT CARD NUMBER:
--------------------------	-------------------	----------------------------

CARDHOLDERS SIGNATURE:	PRINT CARDHOLDERS NAME:
-------------------------------	--------------------------------

BY SIGNING AND DELIVERING THIS FORM CUSTOMER AGREES TO ALL TERMS AND CONDITIONS ON THIS FORM (PAGE 2). PLEASE READ THOROUGHLY FOR ALL INSTRUCTIONS PRIOR TO PLACING ORDER. AUTHORIZED SIGNATURE ON PAGE 2 IS REQUIRED BEFORE ORDER CAN BE PROCESSED

WIRELESS INTERNET SERVICES FORM

Please call for additional services that are not listed on this order form, or for custom quotes for large orders	NO REFUNDS ONCE SERVICE INSTALLATION BEGINS	Installation cannot begin until order is finalized and payment method has been received
---	---	---

WIRELESS INTERNET PACKAGES	Advanced Event Rate	Standard Event Rate	Quantity		Subtotal
----------------------------	---------------------	---------------------	----------	--	----------

PACKAGE #1 1-10 CONCURRENT USERS <small>Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent users. Total package bandwidth rate limited at 2Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.</small>	\$1,500.00	\$1,875.00			
---	------------	------------	--	--	--

Package #1 includes one (1) wireless access point configured for use of up to 10 concurrent users. Total package bandwidth rate limited at 2Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.

PACKAGE #2 11-25 CONCURRENT USERS <small>Package #2 includes one (1) wireless access point configured for up to 25 concurrent users. Total package bandwidth rate limited at 5Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.</small>	\$2,500.00	\$3,125.00			
---	------------	------------	--	--	--

Package #2 includes one (1) wireless access point configured for up to 25 concurrent users. Total package bandwidth rate limited at 5Mbps, individual users rate limited to 512Kbps. User control via token (password) access. No additional services available with this package.

PACKAGE #3 50 CONCURRENT USERS <small>Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent users in one contiguous area. Total bandwidth rate limited at 10Mbps, individual users rate limited to 512Kbps. User control via token (password) access. See additional services below.</small>	\$3,500.00	\$4,375.00			
--	------------	------------	--	--	--

Package #3 includes up to two (2) wireless access points configured for up to 50 concurrent users in one contiguous area. Total bandwidth rate limited at 10Mbps, individual users rate limited to 512Kbps. User control via token (password) access. See additional services below.

ADDITIONAL AP & 25 CONCURRENT USERS <small>Sold only as an additional service to Package #3. Includes one (1) additional access point for users expanding the single contiguous area of the main network. Also adds 25 additional concurrent users to the network.</small>	\$1,000.00	\$1,250.00			
--	------------	------------	--	--	--

Sold only as an additional service to Package #3. Includes one (1) additional access point for users expanding the single contiguous area of the main network. Also adds 25 additional concurrent users to the network.

ADDITIONAL BANDWIDTH <small>Sold only as an additional service to package #3. Includes 5Mbps of additional bandwidth to the existing network.</small>	\$1,000.00	\$1,250.00			
---	------------	------------	--	--	--

Sold only as an additional service to package #3. Includes 5Mbps of additional bandwidth to the existing network.

CUSTOM SPLASH PAGE <small>Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.</small>	CALL FOR PRICING				
--	------------------	--	--	--	--

Customized splash page, (initial page requesting token for access) with your company logo and/or name of event or sponsor of wireless network.

TECHNICIAN LABOR - Hourly Rate - Straight Time	\$85.00	\$130.00			
---	---------	----------	--	--	--

* All above orders include labor for configuration, setup, onsite support and dismantle of the network. Labor fees apply to additional services such as standby support for assistance, configuration of client's systems and/or producing usage graphs or information details on network.

TECHNICIAN LABOR - Hourly Rate - After Hours & Weekends	\$130.00	\$200.00			
--	----------	----------	--	--	--

NETWORK ENGINEER - Daily Rate <small>Onsite Network Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent users</small>	\$1,250.00	\$1,500.00			
---	------------	------------	--	--	--

Onsite Network Engineer to monitor network allocation, usage graphs, etc. Highly recommended for networks with 150+ concurrent users

ALL MATERIALS AND SERVICES REQUIRE AN ADDITIONAL 10% SERVICE FEE	SERVICE TOTAL	
---	----------------------	--

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demonstrations.

	10% Service Fee	
	SUBTOTAL	
	* LABOR FEE	
	GRAND TOTAL	

Paris Las Vegas and its contractors or subcontractors shall not be liable for, and are hereby released from any direct, special, indirect, incidental, or punitive consequential damages, including without limitations lost profits, damage to business reputation, lost opportunity or commercial loss of any kind, to the customer that results directly or indirectly from the use of or the inability to use any of the services or equipment that is contemplated herein.

Terms and Conditions:

- 1.) Acceptance of terms: Client expressly acknowledges by receipt of services and/or products delivered by Encore Event Technologies to Client or its designee, to the terms and conditions herein contained.
- 2.) Every device connected to the Internet/Network must have a purchased IP address from Encore Event Technologies, regardless of whether the IP address is actually used or not.
- 3.) Servers and/or Routers of any type are allowed only on an Event Connect order. No Servers or Routers are allowed on Basic Connect, Basic Connect Plus, or Room Connect orders, including, but not limited to NAT, DHCP and Proxy Servers.
- 4.) Encore Event Technologies reserves the right to disconnect any equipment that is found to be causing overall network problems without offering any refunds for services that have been disconnected.
- 5.) Client agrees not to share, resell, extend, bridge or otherwise misuse Encore Event Technologies connections and/or services. Encore Event Technologies reserves the right to disconnect any client found to have violated this usage agreement.
- 6.) Specific service location is defined as the area in the booth/room designated by the client. Service extended beyond rooms, air walls, doorways, walkways or 50' distance from the drop point will require an additional location and incur an additional fee.
- 7.) Encore Event Technologies is not responsible for cable and/or equipment provided by the client or any third party.
- 8.) Modification: This agreement shall not be amended by the parties except by written instrument signed by both parties.
- 9.) Choice of Law: This agreement shall be governed by, and construed in accordance with, the laws of the State of Nevada. In event of litigation, the place of venue shall be in the county of Clark in the State of Nevada.
- 10.) Entire Agreement: This agreement contains the entire understanding and agreements between the parties hereto the within subject matter, and there are no representations, agreements, or understandings, oral or written, between and among the parties hereto relating to the subject matter of this agreement which are not fully expressed herein.
- 11.) Facsimile Signatures: Signatures sent/received via facsimile shall be considered as originals, and as such are valid signatures.
- 12.) Equipment Responsibility: Client fully understands and accepts complete responsibility for all equipment leased to Client. Such responsibility shall include, but not be limited to, damage, any necessary repairs, replacement of equipment not capable of being repaired to a fully functional status, loss of equipment, loss of income, and all other forms of loss or damage. All equipment, accessories, remote controls, cables, knobs, switches and cases are included in equipment responsibility.
- 13.) Equipment procedures: a) Exhibitors will be responsible for the protection of any equipment rented from Encore Event Technologies and will ensure that all equipment is returned to Encore Event Technologies. Encore Event Technologies reserves the right to charge the customer for any lost equipment. b) Rental equipment provided by Encore Event Technologies for this order will remain the property of Encore Event Technologies. c) Only Encore Event Technologies personnel are authorized to modify system wiring or cabling within the facility. d) All equipment must comply with F.C.C. Regulations.
- 14.) Cancellation Policy: A 10% fee will be applied to orders canceled between the date the order is placed, and the install date. NO REFUNDS OR CREDITS for orders cancelled after installation has begun.
- 15.) Encore Event Technologies does not provide an expressed or implied warranty for the equipment and services provided, including no warrant of fitness for particular purpose or merchantability. Part of the Agreement with Encore Event Technologies is a limitation of liability so that Client's sole remedy or recourse against Encore Event Technologies shall be the return of the price that the Client paid for services and/or equipment rental, regardless of type, nature or basis for the claim. Encore Event Technologies shall have no liability whatsoever for personal injury, property damage, business loss, business interruption, consequential or punitive damages.

Wireless (802.11) Internet Declaration

Wireless Internet service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Encore Event Technologies cannot guarantee that interference will not occur. Encore Event Technologies does NOT recommend wireless service for mission critical services such as product presentation or demos. For demonstrations or to present products and other mission critical activity, via the Internet, Encore Event Technologies highly recommends Customer(s) purchase hardwired services such as a Room/Booth Connect or Event Connect. If you are unsure which of our products will best suit your needs, please contact us at (702) 967-4300 and one of our staff will be happy to assist you.

ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY Encore Event Technologies ARE PROHIBITED.

NO Customer provided access points are authorized for use within the Facility without Encore Event Technologies' prior approval (wireless access points without adjustable power outputs cannot be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the facilities and/or Encore Event Technologies Wireless Network. Encore Event Technologies requires all Customers showcasing their wireless products to contact Encore Event Technologies no less than 14 days prior to the show move-in so that we may engineer a cohesive network operating without interference. Approvals may incur a site survey fee.

AUTHORIZED SIGNATURE:

ENCORE

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

rev. 1/21/14



SHIPPING AND RECEIVING

Please ship your materials no more than three (3) days prior to the event.
The correct shipping address should read as follows:

ATTN: *Guest Name/AHA's BCVS Conference/Arrival Date*
Paris Las Vegas
3655 Las Vegas Boulevard South
Las Vegas, NV 89109
REF: AHA's BCVS Conference

Label boxes with:

ATTN: Guest Name- Hold for Guest Arrival
Arrival Date:
Exhibitor at American Heart Association Conference- July 14-17, 2014
Box # of (# of boxes)

Upon arrival please visit Guest Services to arrange for your exhibit freight to be delivered to your booth.

***Exhibitors are responsible for paying all associated shipping fees.**

If you are planning to ship a large quantity, heavy or large crates to the hotel there may be a labor fee in addition to the storage and handling fee. Please contact the hotel for quote.



EXHIBITOR HOUSING

Paris Las Vegas
3655 Las Vegas Blvd So.
Las Vegas, Nevada 89109
Telephone: 888-266-5687
Group code: SPBC33

Experience everything you love about Paris, right in the heart of The Strip. Paris Las Vegas Hotel & Casino is about the same passion, excitement, and ambiance of Europe's most romantic city, in the entertainment capital of the world. No wonder they say everything is sexier in Paris. Book your Paris Las Vegas Hotel Reservation today!

The AHA has arranged reduced rates for conference exhibitors, beginning at \$119 per night. The rate will be honored by the hotel July 19–27, based on availability. Rooms will be available on a first-come, first-served basis until all are filled or until July 1. After this date, reservations may be at the prevailing rate and will be subject to availability. The guest room rate does not include applicable taxes. Guests booking with the AHA group will have complimentary access to the hotel's fitness facilities.

All reservations must be guaranteed with a deposit for the first night's guestroom and tax charge.

Please beware of the "cheaper" hotel rates advertised in Las Vegas. Hotels are not located very close to each other and cab rates are very expensive. We encourage you to book in the conference hotel – Paris Las Vegas.

To take advantage of the reduced rates, call (888) 266-5687 (toll free) and ask for the group rate for the American Heart Association BCVS 2013 Conference. Please use Group Code SPBCS3 or book your reservations [online](#).

The rates cannot be changed at check-in or check-out for guests who do not identify their affiliation with the AHA when they make their reservations.

EXHIBITOR REGISTRATION

On-Site Exhibitor Registration Hours:
Monday, July 14th 1 p.m. – 5 p.m.

Exhibitors are entitled to two (2) complimentary full registrations. Complete the booth activity form to register your staff.

Additional registration fees will apply per badge over your allotted amount. Additional registration badges may also be purchased on site.

Badges and Final Programs books will be available at the American Heart Association Registration Desk on site. Please advise all staff when picking up badges on site that they will be required to present a photo I.D. and business card at Registration. Photo I.D. and business cards are required even when the exhibitor has registered in advance.

EXHIBITOR STAFFING

Although exhibitors are encouraged to staff the booth for the duration of the exhibit hall hours it is only required during the unopposed breaks listed below. Please note food and beverage service will be in close proximity to the exhibit hall.

Tuesday, July 15, 2014

7:15 a.m.- 8:00 a.m.
9:40 a.m. – 10:00 a.m.
3:10 p.m. - 3:30 p.m.

Wednesday, July 16, 2014

7:15 a.m.- 8:00 a.m.
9:40 a.m. – 10:00 a.m.
4:15 p.m. - 4:35 p.m.