



EXHIBITOR PACKET

CLIENT & EXHIBITOR SERVICES (CES)

The Client & Exhibitor Services (CES) Team is here to help you succeed. We will work with you to ensure service orders match your equipment and location needs. CES will also manage all billing for services on behalf of the National Western Center Authority (NWCA) and provide on-site assistance during events for last-minute changes or troubleshooting.

This Information Packet provides an overview of how to place an order for services and details about NWCA policies for exhibitors at the National Western Center.

Services: Services that you may order from CES:

- Electrical
- Water/Drains
- Internet
- Telephone

Rates: Service costs depend on when you place your order and are based on this **Rate Schedule**:

- Advance Rate: 31 days or more before load-in (lowest cost)
- Standard Rate: 30 days or less before load-in
- On-site Rate: on or after load-in (highest cost)

You must make payment within your rate period to receive the associated rate. NWCA reserves the right to adjust pricing until invoices are sent to exhibitors.

Orders: Each booth requires a **CES Order Form** if services are needed. Use the **Service & Labor Rates** sheet and the **Electrical Usage Guide** to help you. Consider starting with an electrical service bundle on the **CES Bundles** sheet to receive a discount. Account for all equipment that require utilities and submit a scaled floor plan. The more information you provide, the better CES can help.

Floor Plans: Use the plan section of the order form to specify the booth type, list adjacent booth numbers, and note if the booth has flooring such as carpet. Label the plan scale and locate services. Island, tiered, or covered booths require a scaled floor plan with proper orientation and service drops noted. They may require advance permitting.

If a booth plan is not provided, services will be placed in the most convenient location, generally at the back of the booth. Booths with multiple service locations must identify the exact placement for each drop. Special placement, testing, and/or changes after the initial setup will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan will be installed on-site, on a first-come, first-served basis. Labor charges will be assessed if the service drop must be relocated.

Send completed orders and any questions to: ces@nationalwesterncenter.com.

ORDER REVIEW/CONFIRMATION

- Use the **CES Order Form** to place an order. Provide as much information as possible. Save the completed order with your booth number and company name (123 AB Company) and send it to ces@nationalwesterncenter.com.
- CES will review orders to make sure they match equipment needs. CES will confirm rates for revised orders as needed (such as additional charges, rate changes, or unsupported equipment). Revised orders will be shared with the exhibitor for approval.
- Once an order is approved (if necessary) and confirmed by CES, an invoice will be sent to the exhibitor. Payments must be made within a rate period to receive the associated rate. (See Rate Schedule, page 1)
- **Exhibitor payments must be made online with a credit card using the link at the bottom of the invoice.** Please list the Event Name and Booth Number in the notes section.
- Any services or utilities added on-site require payment before services can be provided.

PAYMENTS

Full payment is due once an order is confirmed and invoiced.

- No service order will be processed without full payment. Exhibitors with outstanding balances from previous shows must pay all balances to receive services.
 - Rates are based on the Rates schedule. (See Rate Schedule, page 1)
 - Rates are determined by when CES receives an order.
 - Exhibitors must pay within their rate period to receive the associated rate.
 - All charges incurred during the show must be rendered in full at the time of service.
 - Any outstanding balance will be charged to the exhibitor after the event closes.
 - If, for any reason, an exhibitor defaults and it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by NWCA in connection therewith.
 - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
- The exhibitor's on-site representative must be aware of this payment policy and be prepared to make payment with a credit card before installation of services.
- Rates quoted for all services include installing the requested services at the booth in the most convenient manner, but do not include connecting to equipment. Additional labor must be ordered if NWCA assistance is required to make such connections.
- Large orders may require additional labor and materials for the precise placement of services.
- Material and equipment furnished by the NWCA for this service order shall remain NWCA property unless otherwise specified and shall be removed only by NWCA employees.
- Booth utilities may not be shared with other exhibitors in other booths.
- Changes to original orders may require additional fees depending upon work and timing.

CANCELLATION POLICIES

- There is a minimum \$100 or 10% Cancellation Fee (whichever is higher) plus any applicable taxes and surcharges that may apply. Cancellations must be written and received by CES before the first contracted event date. Additional charges will apply for orders that have already incurred labor, material, and/or engineering costs.
- Canceled services will not incur cancellation charges if other services are ordered from NWCA, provided the canceled services have not already incurred any costs.
- Credit will not be given for services installed and not used.

- If a show or event is canceled by show management, no refunds will be given if the show cancellation is within 2 weeks of the first contracted show date.

CONDITIONS & REGULATIONS

- Wall, column, and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- All equipment must comply with Federal, State, and local safety codes.
- Under no circumstances shall anyone other than NWCA Employees enter floor ports to connect to any utility, including power, phone, or internet lines. A \$200 fine will be added to individual orders for each occurrence.
- NWCA will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
- Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
- All ground/building connections to such equipment must be installed by NWCA staff only.
- All on-site changes will be charged a one-hour labor minimum. The fee is \$120/hour.
- NWCA reserves the right to disconnect any service for failure to adhere to these policies.

ELECTRICAL SERVICES

- NWCA conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay on-site rates for additional or unauthorized use of services. Services may be disconnected until full payment is made.
- NWCA employs licensed electricians who are legally obligated to verify that exhibitor-owned electrical material or equipment, including power distribution systems used during an event, comply with the National Electrical Code or are UL approved. Special attention is given to the grounding of equipment. The electrical department will make the final decision regarding the use of any electrical material or equipment.
- NWCA reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
- All equipment must be properly tagged and wired with complete information regarding the type of current, voltage, phase, cycle, wattage, horsepower, etc. If no information is available, NWCA electricians will compute a rating for the minimum electrical service required.
- All exhibitors' 120-volt cords must be of the 3-wire, grounded type. All exposed, non-current-carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
- Electrical service for exhibitor needs shall be available one (1) hour before opening time and until one (1) hour after the show closing time daily. Equipment requiring a continuous power supply requires a 24-hour power order.
- The NWCA is not responsible for voltage fluctuations or power failure. If your equipment has strict voltage tolerances, you must provide your own regulating device.
- All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

INTERNET SERVICES

Clients and show management are the only individuals who can purchase internet services. Exhibitors who require internet services should coordinate with their show managers.

Wi-Fi Subscriptions are available for the daily rates below.

Bandwidths for higher usage require special programming and are available for an additional cost.

- | | | |
|---|---------------|--------------|
| • Wi-Fi GUEST (General Use) | 10mbps/10mbps | \$200.00/day |
| • Wi-Fi GUEST (General Use) | 20mbps/20mbps | \$400.00/day |
| • Wi-Fi (POS Ticketing, Scanning, POS System) | 10mbps/10mbps | \$200.00/day |
| • Wi-Fi Production | 25mbps/25mbps | \$500.00/day |

Hard-wired, High-speed connections are all jack-specific and available for daily rates below.

- | | | |
|----------|-----------------|---------------|
| • Tier 1 | 100mbps/100mbps | \$500.00/day |
| • Tier 2 | 500mbps/500mbps | \$750.00/day |
| • Tier 3 | 1gb/1gb | \$1000.00/day |

TELEPHONE SERVICES

Telephone and speakerphone equipment that has been ordered may be picked up at the CES desk on the show floor. Service options:

- **Standard Phone Service:** Single VOIP phone line that includes the installation of a touch-tone line and rental of a single-line telephone.
- **Advanced Phone Service:** A VOIP phone line that includes the installation of one digital multi-button telephone. This comes with fixed features, including hands-free calling, hold, conference, redial, transfer, and four programmable buttons.
- **Analog Line:** Touch-tone analog phone line for fax, modem, or credit card machine. No equipment included.
- **Voicemail Box:** Voicemail box added to Standard Phone Service or Advanced Phone Service.
- **Polycom Speaker Phone:** Speaker phone hooked to a VOIP phone line used for small to medium conference room sets. Contact CES at least thirty (30) days before the move-in date to confirm availability if ordering more than six (6) for a single show.

These conditions apply to all telephone services:

- Delivery of ALL data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the NWCA. NWCA staff will complete all installations inside the facility and bring service to the booth.
- NWCA reserves the right to require a deposit for telephone equipment before installation.
- A credit card deposit of \$250.00 is required for long-distance access to be turned on. All long-distance charges incurred from the first contracted show move-in date through the last move-out date will be billed to the exhibitor at the close of the show. There is a 100% surcharge on each long-distance call. Copies of receipts and itemized billings will be provided approximately one (1) week after the close of the show.
- Telephones must be returned undamaged to avoid being charged a replacement fee of \$122.00 for each telephone. Damaged Polycom Speaker Phones will be charged a replacement fee of \$880.00.

WATER & DRAIN ENGINEERING SERVICES

- Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. Exhibitors who do this will incur a \$500 fine.
- Utility connections to a booth will be operable one (1) hour before show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact CES at least thirty (30) days before the first contracted event date.
- All equipment using water must have inlets and outlets properly tagged.

FREQUENTLY ASKED QUESTIONS

- Decorations, signs, banners, and similar materials may not be taped, nailed, stapled, or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, or fabric.
- Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required before installation.
 - If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
 - Helium (or like) balloons distributed outside the National Western Center should not be brought into any NWCA facility.
- No pressure-adhesive stickers, decals, or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
- NWCA escalators and public elevators may not be used to transport freight or equipment. All equipment and freight should be brought in on the docks and transported via the freight elevator.
- NWCA does not provide furniture or equipment for exhibitors' booths. All arrangements for furniture and equipment should be made with the show's general service contractor.

SMOKING POLICY

- The National Western Center is a non-smoking campus. No smoking is permitted inside any building on the NWC campus at any time. For specific private events, smoking is allowed only in designated outside areas that are pre-arranged with NWCA.
- If the function is open to the public, there will be no designated smoking area.
- Smoking of any type (including vaping) is not permitted in any exhibit hall during move-in or move-out. The Denver Fire Department will issue citations for violations of this rule.

FOOD AND BEVERAGE

- SSA Catering has exclusive catering, concession, and liquor privileges at NWCA. It is not permitted to bring food and beverages into the NWCA.
- Food and beverage distributed by exhibitors are limited to products manufactured, processed, or distributed by the exhibiting firm and are limited to sample sizes.

SECURITY

- The NWCA maintains twenty-four (24) hour security for campus and building perimeters.
- Venue security, event security, and individual booth security are the responsibility of Show Management and each Exhibitor.

DELIVERIES

- The NWCA does not accept freight shipments in advance for exhibitors or show management. Freight must be consigned to the General Service Contractor or Show Manager.
- Mail received on site should be addressed to the appropriate show or event. Mail will be held in the NWCA offices until the first day of move-in, at which time it will be delivered to show management.

PARKING

- NWCA operates multiple parking areas on the National Western Center Campus, excluding areas belonging to private buildings. NWCA does not manage any parking lots surrounding the campus.
- Vehicles parked in marked fire lanes or in posted “No Parking” areas will be ticketed and towed.

RIGGING/SUSPENSION OF LOADS

Rigging and suspension on the National Western Center Campus is exclusively handled by NWCA-approved vendor PRG. Work performed without PRG & NWCA approval may incur substantial fees and cause delays. NWCA will coordinate all rigging/suspension for an event with PRG.

- NWCA must approve all rigging/suspension of loads from any part of the facility structure.
- All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by PRG.
- If you are using any part of the facility structure for rigging or the suspension of loads, you must submit two copies of your rigging plot to CES sixty (60) days before move-in for NWCA approval. Shared or compounded loading between multiple booths or shows must be reviewed.
- All submittals will need to be overlaid, in the correct location and orientation, onto the Reflected Ceiling Plan (RCP) for proper review. CES can provide these drawings in DWG or PDF format.
- The rigging plot should include:
 - Name of show, show dates, building location, name of the contractor responsible for the rigging plan, including contact information, and if applicable, the names of the audio, lighting, and scenery contractors. Contact information should be printed on the plot.
 - Rigging plots must be drawn in 1/16"=1' scale.
 - Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point, such as audio, lighting, and scenery.
 - Rigging plots must include facility column locations and roof steel locations.
- The first point of contact for this is: ces@nationalwesterncenter.com. For specific information, requirements, and limitations regarding rigging/suspension of loads, email Campus Director of Operations, Desiree Dixon: d.dixon@nationalwesterncenter.com.
- If submittals do not meet or exceed the outlined acceptable criteria, the rigging plan may need to be sent to the Structural Engineer of Record (SER) for approval at an additional cost. SER review may add time to the approval process.
- If the rigging plan is not submitted thirty (30) days before the first move-in date, a \$500.00 review fee will be charged in addition to any applicable SER fees.
- If the rigging plan is not received early, rigging oversight charges may also apply. Rigging work cannot happen until a submittal is made and approved by the Campus Director of Operations.
- Rigging options will be limited if information is not submitted with ample time for review.

BASIC FIRE CODE REGULATIONS

- Exits in all areas of the facility should not be blocked or covered for any reason.
- Exterior and loading dock doors and fire doors may not be propped open.
- All aisles should be kept clear, clean, and free of obstructions.
- Firefighting and emergency equipment should not be obstructed under any circumstances.
- Materials used in the construction of displays must be fire-resistant; this includes draping, table covers, banners, props, scenery, evergreen trees, bark, angel hair, and shrubs. All exhibits and displays are subject to compliance inspection by the Fire Prevention Bureau and NWCA.
- Vehicles with gasoline engines that are to be displayed require the following:
 - Battery cables must be disconnected.
 - Fuel level in gas tank is less than ¼ tank and is not to exceed five gallons.
 - Protective covering required under motors, drive trains, and tires on any carpeted area.
 - A Denver Fire Prevention Permit is required for any vehicle displayed indoors at NWC.
- Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
- Operation of any heater, barbecue, heat-producing or open flame devices, candles, lanterns, torches, welding equipment, smoke-emitting devices, or materials in the NWCA should have written authorization by NWCA management and the Fire Prevention Bureau. Permits may be required.
- All empty crates and boxes should be stored in areas approved and assigned by NWCA management and the Fire Prevention Bureau.
- All electrical equipment should be UL (Underwriters Laboratories) approved.
- Show management, exhibitors, and general service contractors should comply with all City of Denver fire codes that apply to places of public assembly.
- All general service contractor equipment should be propane or battery-powered.
- Propane storage and transport are subject to Denver Fire Department regulations.
- Covered exhibit spaces over 400 square feet require a smoke detector and a 2A10BC fire extinguisher.
- Covered exhibit areas greater than 400 square feet must submit the following information to the Denver Fire Prevention online permitting portal for approval 2 weeks before the move-in date at: denvergov.org/AccelaCitizenAccess.
 - Diagram of the booth layout with dimensions.
 - Details of the covered area, including materials used.
 - A flame-retardant certificate is required if soft goods are used as the covering.A copy of the permit must be on-site and presented to the fire detail working the event or the National Western Center Director of Operations upon request.
- Storage in corridors is not permitted.
- Exhibits with multi-level spaces or enclosed rooms must submit the following information to Denver Fire Prevention at: denvergov.org/AccelaCitizenAccess for review and approval at least 15 days before move-in:
 - Engineer stamped drawings of the double-deck structure and/or enclosed room.
 - Diagram of the booth layout with dimensions.
 - Elevation drawing of the double-deck structure and/or enclosed room.

WASTE DIVERSION POLICY

NWCA strives to become the most sustainable campus in the United States. Maintaining our waste streams helps ensure we maintain LEED certifications and a Green Campus. Hosting events potentially creates uncommon waste streams. Exhibitors are encouraged to minimize materials left post-event to help us in this effort and avoid disposal fees.

Prohibited Items (avoid using, do not leave behind if you use)

- Non-recyclable and non-reusable signage materials (foam-core, vinyl, fabric, etc.); this excludes approved decals and window clings
- Single-use plastic bags used for purchases or collecting conference materials
- Hazardous substances, whether alone or in an item (cooking grease is a frequent example)

Items to Be Removed (by exhibitors by the end of the event)

- Large exhibits/display pieces (pipe & drape, step & repeat, wood construction, etc.)
- Flooring materials (carpet, vinyl, foam, rubber, astroturf, padding, etc.)
- Electronics, furniture, equipment, gear, etc.
- Pallets, crates, tents, racks, carts, decking, etc.
- Plants and vegetation

Donation Items (pre-approved & pre-arranged)

Any items for donation must have pre-approval from and be pre-arranged with the NWCA Campus Sustainability and Safety Manager.

Disposal Fees

Janitorial labor fees and waste removal fees may apply to waste left on-site.

Abandoned Item	Labor Charge	Item Fee
Non-recyclable, non-reusable signage material	\$100	\$25/lb.
Single-use plastic bags	\$100	\$10/each
Hazardous substances	\$300	Actual disposal cost
Large exhibit/displays/booths	\$400	\$ % of roll off
Flooring materials	\$200	\$25/lb.
Electronic waste (E-waste)	\$200	\$10/lb.
Furniture	\$100	\$100
Equipment/Gear	\$200	\$100
Pallets, crates, tents, racks, etc.	\$200	\$10/each
Plants	\$100	\$50



NATIONAL WESTERN CENTER AUTHORITY CLIENT & EXHIBITOR SERVICES ORDER FORM

EVENT NAME: _____
EVENT DATES: _____
BOOTH #: _____ **BOOTH DIMENSIONS:** _____
NAME: _____ **COMPANY:** _____
ADDRESS: _____
CITY: _____ **STATE:** _____ **ZIP:** _____
PHONE: _____ **EMAIL:** _____

ORDERS MUST BE RECEIVED 31 DAYS BEFORE THE FIRST CONTRACTED EVENT DATE TO RECEIVE ADVANCED RATES.

See the **Services & Labor Rates** sheet for Advance, Standard, and On-site pricing.

All orders should be submitted to
ces@nationalwesterncenter.com

ELECTRICAL BUNDLES	QUANTITY	NOTES
1 ROPER (4 DAY)		
2 WRANGLER (4 DAY)		
3 RIDER (4 DAY)		
4 COWBOY (4 DAY)		
INTERNET & TELEPHONE	QUANTITY	NOTES
WI-FI 10 MBPS/10 MBPS (1 DAY, CLIENT ONLY)		
WI-FI 20 MBPS/20 MBPS (1 DAY, CLIENT ONLY)		
WI-FI POS 10 MBPS/10 MBPS (1 DAY, CLIENT ONLY)		
WI-FI PRODUCTION 25 MBPS/25 MBPS (1 DAY, CLIENT ONLY)		
HARD-WIRED 100 MBPS/100 MBPS (1 DAY)		
HARD-WIRED 500 MBPS/500 MBPS (1 DAY)		
HARD-WIRED 1 GB/1 GB JACK SPECIFIC (1 DAY)		
STANDARD PHONE (1 DAY)		
FWRD PHONE (1 DAY)		
ANALOG FAX/MODEM/CC (1 DAY)		
POLYCOM SPEAKER PHONE (1 DAY)		
POTS/ISND/T1 (1 DAY)		
VOICE MAILBOX		
LONG DISTANCE		
CAT 5 CABLE		
WATER*	QUANTITY	NOTES
WATER LINE W/METER (DURATION OF EVENT)		
WATER DROP/CONNECTION		
WATER DRAIN/DISCONNECT		
WATER USE/FILL <200 GALLONS		
WATER USE/FILL <400 GALLONS		
WATER USE/FILL <600 GALLONS		
ADDITIONAL <100 GALLONS		
LABOR & AFTER-HOURS OPERATIONS	QUANTITY	NOTES
LABOR- AV		
LABOR- AV- AFTER-HOURS		
LABOR- CONVERSION		
LABOR- CONVERSION- AFTER-HOURS		
LABOR- ELECTRICAL		
LABOR- ELECTRICAL- AFTER-HOURS		
LABOR- IT		
LABOR- IT- AFTER-HOURS		
LABOR- MANAGER ON DUTY (MOD)		
LIGHTING- AFTER-HOURS WORKLIGHTS (PER HOUR)		
LIGHTING- AFTER-HOURS 50% (PER HOUR)		
LIGHTING- AFTER-HOURS 100% (PER HOUR)		
HVAC- LOAD-IN/LOAD-OUT (PER DAY)		
HVAC- AFTER-HOURS (PER HOUR)		
HVAC- ABOVE OR BELOW 72 DEGREES (PER HOUR)		



NATIONAL WESTERN CENTER AUTHORITY CLIENT & EXHIBITOR SERVICES ORDER FORM

ELECTRICAL**	QUANTITY	NOTES
120V - 20 AMP SINGLE (4 DAY)		
120V- 20 AMP DUAL (4 DAY)		
120V- 20 AMP QUAD (4 DAY)		
120V - 20 AMP SINGLE -24 HR		
120V- 20 AMP DUAL -24 HR		
120V- 20 AMP QUAD -24 HR		
208V- 20 AMP (4 DAY)		
208V- 30 AMP (4 DAY)		
208V- 40 AMP (4 DAY)		
208V- 50 AMP (4 DAY)		
208V- 60 AMP (4 DAY)		
208V- 100 AMP (4 DAY) CO SWITCH		
208V- 200 AMP (4 DAY) CO SWITCH		
208V- 400 AMP 4 DAY) CO SWITCH		
208V- 600 AMP (4 DAY) CO SWITCH		
208V- 1100 AMP (4 DAY) CO SWITCH		
208V- 20 AMP -24 HR		
208V- 30 AMP -24 HR		
208V- 40 AMP -24 HR		
208V- 50 AMP -24 HR		
208V- 60 AMP -24 HR		
208V- 100 AMP -24 HR CO SWITCH		
208V- 200 AMP -24 HR CO SWITCH		
208V- 400 AMP -24 HR CO SWITCH		
208V- 600 AMP -24 HR CO SWITCH		
208V- 1100 AMP -24 HR CO SWITCH		
ADDITIONAL ELECTRICAL	QUANTITY	NOTES
SHORE POWER HOOKUP/DISCONNECT		
25' ELECTRICAL WHIP		
50'ELECTRICAL WHIP		
ELECTRICAL PANEL W/PEN & BASE		
CORD CAP ADAPTOR		
3' CABLE RAMP		
3-WAY PLUG		
6-OUTLET STRIP		
25' EXTENSION CORD		
50' EXTENSION CORD		
100' EXTENSION CORD		
ROLL DUCT OR ELECTRICAL TAPE		
ROLL GAFFERS TAPE		

*Exhibitors must provide fittings to connect to a ¾" male GHT thread for water.

*Exhibitors are responsible for supplying the required equipment regulators.

**The use of portable or car batteries for powered booth displays is not permitted.

**Electricity will be turned on one (1) hour before the show opening and off one (1) hour after the show closing on show days.

FLOOR PLAN

EVENT NAME:	EVENT DATES:
COMPANY NAME:	BOOTH #:

All 10' x 10' and in-line booth services will be installed in the center back of the space and do not require a floor plan unless other service locations are required. Larger booth exhibitors (such as islands and peninsulas) **must submit an accurate floor plan** to ensure proper installation and avoid delays. Booths should specify if they have carpet, as this may affect installation.

If a booth floor plan is not provided, services will be placed in the most convenient location.

Electrical Services

- E**— Electrical drop
- O**— Overhead electrical drop

Water/Drain Services

- W**— Water drop
- D**— Drain location

Telephone Service

- T**— Telephone line

Internet Service

- H**— Hard-wired line

Use the legend above and place a letter to locate each service location on the plan.

Scale: 1 square = ____ feet Booth Size: ____

____ In-Line Booth ____ Island Booth ____ Carpeted Booth

Booth to back # ____

BACK

Booth to Left # ____

Booth to Right # ____

FRONT



CAMPUS SERVICE & LABOR RATES

CONTACT CLIENT & EXHIBITOR SERVICES (CES) FOR A LABOR QUOTE REGARDING CHANGEOVERS AND PROVISIONING OF EQUIPMENT. COSTS BELOW INCLUDE LABOR TO PROVIDE THE SERVICE OR EQUIPMENT, INCLUDING SETUP AND BREAKDOWN. CONNECTIONS WITHIN A BOOTH TO EXHIBITOR-OWNED EQUIPMENT REQUIRE ADDITIONAL LABOR CHARGES. ON-SITE AND AFTER-HOURS CHARGES ARE ALSO EXTRA.

ELECTRICAL UTILITY BUNDLES	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
1 ROPER (4 DAY)	\$95.00	\$114.00	N/A
2 WRANGLER (4 DAY)	\$104.00	\$123.00	N/A
3 RIDER (4 DAY)	\$318.00	\$365.00	N/A
4 COWBOY (4 DAY)	\$2,527.00	\$3,480.00	N/A
INTERNET & TELEPHONE UTILITIES	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
WI-FI 10MBPS/10MBPS (1 DAY)*	\$200.00	\$250.00	\$300.00
WI-FI 20MBPS/20MBPS (1 DAY)*	\$400.00	\$500.00	\$600.00
WI-FI POS 10MBPS/10MBPS (1 DAY)*	\$200.00	\$250.00	\$300.00
WI-FI PRODUCTION 25MBPS/25MBPS (1 DAY)*	\$500.00	\$600.00	\$725.00
HARD-WIRED 100MBPS/100MBPS JACK SPECIFIC (1 DAY)*	\$500.00	\$600.00	\$725.00
HARD-WIRED 500MBPS/500MBPS JACK SPECIFIC (1 DAY)*	\$750.00	\$900.00	\$1,200.00
HARD-WIRED 1GB/1GB JACK SPECIFIC (1 DAY)*	\$1,000.00	\$1,200.00	\$1,400.00
STANDARD PHONE (1 DAY)	\$150.00	\$185.00	\$245.00
FORWARD PHONE (1 DAY)	\$270.00	\$335.00	\$435.00
ANALOG FAX/MODEM/CC (1 DAY)	\$150.00	\$185.00	\$245.00
POLYCOM SPEAKER PHONE (1 DAY)	\$270.00	\$335.00	\$435.00
POTS/ISND/T1 (1 DAY)	\$150.00	\$185.00	\$245.00
VOICE MAILBOX	\$35.00	\$35.00	\$35.00
LONG DISTANCE	\$35.00	\$35.00	\$35.00
CAT 5 CABLE	\$ 1.00 Per Foot	\$ 2.00 Per Foot	\$ 5.00 Per Foot

*INTERNET SERVICES MAY ONLY BE PURCHASED BY SHOW MANAGEMENT--EXHIBITORS SHOULD COORDINATE WITH SHOW MANAGER.

LABOR & AFTER-HOURS OPERATIONS	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
LABOR AV	\$80.00	\$100.00	\$120.00
LABOR AV AFTER-HOURS	\$120.00	\$150.00	\$200.00
LABOR CONVERSION	\$80.00	\$100.00	\$120.00
LABOR CONVERSION AFTER-HOURS	\$120.00	\$150.00	\$200.00
LABOR ELECTRICAL	\$80.00	\$100.00	\$120.00
LABOR ELECTRICAL AFTER-HOURS	\$120.00	\$150.00	\$200.00
LABOR IT	\$80.00	\$100.00	\$120.00
LABOR IT AFTER-HOURS	\$120.00	\$150.00	\$200.00
LABOR MANAGER ON DUTY (MOD)	\$80.00	\$80.00	\$80.00
LIGHTING AFTER-HOURS WORKLIGHT (PER HOUR)	\$25.00	\$25.00	\$25.00
LIGHTING AFTER-HOURS 50% (PER HOUR)	\$40.00	\$40.00	\$40.00
LIGHTING AFTER-HOURS 100% (PER HOUR)	\$55.00	\$55.00	\$55.00
HVAC LOAD-IN/LOAD-OUT (PER DAY)	\$100.00	\$100.00	\$100.00
HVAC AFTER-HOURS (PER HOUR)	\$100.00	\$100.00	\$100.00
HVAC ABOVE OR BELOW 72 DEGREES (PER HOUR)	\$55.00	\$55.00	\$55.00

USING PORTABLE OR CAR BATTERIES TO POWER BOOTH DISPLAYS IS NOT PERMITTED.

ELECTRICITY WILL BE TURNED ON ONE (1) HOUR BEFORE SHOW OPENING AND OFF ONE (1) HOUR AFTER SHOW CLOSING ON SHOW DAYS.

ELECTRICAL UTILITIES	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
120V- 20 AMP SINGLE (4 DAY)	\$95.00	\$115.00	\$150.00
120V- 20 AMP DUAL (4 DAY)	\$100.00	\$120.00	\$160.00
120V- 20 AMP QUAD (4 DAY)	\$110.00	\$130.00	\$175.00
120V- 20 AMP SINGLE -24 HR	\$140.00	\$170.00	\$225.00
120V- 20 AMP DUAL-24 HR	\$150.00	\$180.00	\$235.00
120V- 20 AMP QUAD-24 HR	\$160.00	\$190.00	\$245.00
208V- 20 AMP (4 DAY)	\$125.00	\$135.00	\$175.00
208V- 30 AMP (4 DAY)	\$265.00	\$295.00	\$335.00
208V- 40 AMP (4 DAY)	\$315.00	\$385.00	\$495.00
208V- 50 AMP (4 DAY)	\$450.00	\$550.00	\$720.00
208V- 60 AMP (4 DAY)	\$555.00	\$695.00	\$900.00
208V- 100 AMP (4 DAY) CO SWITCH	\$755.00	\$925.00	\$1,200.00
208V- 200 AMP (4 DAY) CO SWITCH	\$1,000.00	\$1,300.00	\$1,500.00
208V- 400 AMP (4 DAY) CO SWITCH	\$2,000.00	\$2,500.00	\$3,200.00
208V- 600 AMP (4 DAY) CO SWITCH	\$2,500.00	\$3,500.00	\$4,200.00
208V- 1100 AMP (4 DAY) CO SWITCH	\$4,200.00	\$5,380.00	\$6,500.00
208V- 20 AMP -24 HR	\$165.00	\$200.00	\$270.00
208V- 30 AMP -24 HR	\$300.00	\$400.00	\$500.00
208V- 40 AMP -24 HR	\$450.00	\$550.00	\$750.00
208V- 50 AMP -24 HR	\$655.00	\$820.00	\$1,000.00
208V- 60 AMP -24 HR	\$835.00	\$1,040.00	\$1,200.00
208V- 100 AMP -24 HR CO SWITCH	\$1,115.00	\$1,400.00	\$1,825.00
208V- 200 AMP -24 HR CO SWITCH	\$1,500.00	\$2,000.00	\$2,500.00
208V- 400 AMP -24 HR CO SWITCH	\$2,500.00	\$3,500.00	\$4,500.00
208V- 600 AMP -24 HR CO SWITCH	\$2,700.00	\$4,200.00	\$5,200.00
208V- 1100 AMP -24 HR CO SWITCH	\$5,200.00	\$6,200.00	\$7,700.00
ADDITIONAL ELECTRICAL UTILITIES	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
SHORE POWER HOOK-UP/DISCONNECT	\$250.00	\$250.00	\$250.00
25' ELECTRICAL WHIP	\$25.00	\$50.00	\$75.00
50' ELECTRICAL WHIP	\$50.00	\$75.00	\$100.00
ELECTRICAL PANEL W/PEN & BASE	\$150.00	\$175.00	\$200.00
CORD CAP ADAPTOR	\$25.00	\$30.00	\$45.00
3' CABLE RAMP	\$25.00	\$30.00	\$46.00
3-WAY PLUG	\$10.00	\$15.00	\$20.00
6-OUTLET STRIP	\$15.00	\$20.00	\$30.00
25' EXTENSION CORD	\$20.00	\$20.00	\$20.00
50' EXTENSION CORD	\$30.00	\$30.00	\$30.00
100' EXTENSION CORD	\$50.00	\$50.00	\$50.00
ROLL OF DUCT OR ELECTRICAL TAPE	\$5.00	\$5.00	\$5.00
ROLL OF GAFFERS TAPE	\$20.00	\$20.00	\$20.00
WATER UTILITIES	ADVANCED RATE	STANDARD RATE	ON-SITE RATE
WATER LINE W/METER (DURATION OF EVENT)	\$175.00	\$275.00	\$375.00
WATER DROP/CONNECTION	\$125.00	\$225.00	\$325.00
WATER DRAIN/DISCONNECT	\$125.00	\$225.00	\$325.00
WATER USE/FILL <200 GALLONS	\$55.00	\$65.00	\$90.00
WATER USE/FILL <400 GALLONS	\$85.00	\$105.00	\$136.00
WATER USE/FILL <600 GALLONS	\$100.00	\$125.00	\$150.00
ADDITIONAL <100 GALLONS	\$15.00	\$20.00	\$25.00



ELECTRICAL USAGE GUIDE

Use this guide to help estimate your electrical service needs. Please check the electrical label on your equipment for its exact amperage to guarantee there is enough power for your device.

Approximately 100 watts = 1 amp

DEVICE	AMPERAGE	NOTES
CREDIT CARD READER	1 amp	
CASH REGISTER/POINT OF SALES	1-2 amps	
CELL PHONE CHARGER	1-2 amps	
COFFEE POT	12-20 amps	1 circuit, dedicated outlet
COMPUTER MONITOR	1-2 amps	
HEAT LAMP (individual)	2.5 amps	
PORTABLE HEATER	20 amps	1 circuit, dedicated outlet
HOT PLATE	20 amps	1 circuit, dedicated outlet
INSULATED COOLER (standing)	6-10 amps	
INSULATED WARMER (standing)	20 amps	1 circuit, dedicated outlet
I-PAD CHARGER	1-2 amps	
LAPTOP CHARGER	2-3 amps	
LED STRIP LIGHTS	2 amps	
MICROWAVE (depends on size)	20 amps	1 circuit, dedicated outlet
POPCORN MAKER	20 amps	1 circuit, dedicated outlet
PROJECTOR (depends on size)	10 amps	
REFRIGERATOR (small)	1 amp	
REFRIGERATOR (large)	7 amps	
T-SHIRT PRESS	20 amps	1 circuit, dedicated outlet
TELEVISION MONITOR (depends on size)	5 amps	
TOASTER	10 amps	
VACUUM CLEANER	15 amps	1 circuit, dedicated outlet
WATER COOLER	1 amp	

Please read the item's electrical label if it is not listed.

Any combination of items at 15 amps or more will require an additional circuit.



ELECTRICAL BUNDLES

CES offers electrical bundles to simplify orders and standardize booth installations. Exhibitors can choose to skip the extensive price list and save 5% by starting with a service bundle. Many will save money by ordering a bundle with additional power to meet ever-changing needs without potentially incurring on-site charges.

Bundles are only available for Advance Rate orders (31+ days before the first contracted event date) and Standard Rate orders (1-30 days before the first contracted event date).

	1 Roper	2 Wrangler	3 Rider	4 Cowboy
Typical Size	10' x 10'	10' x 20' or 20' x 20'	20' x 20' , 20' x 30'	20' x 20' , 20' x 30'+
Power/Usage	500-1000 watts 5-10 amps@120V	1500-3000 watts 5-30 amps@120V	5,000-10,000 watts 50-100 amps	10,000-16,000+ watts 100-160+ amps
Service	(1) Dual 120V/20A	(1) Quad 120V/20A	(1) Dual 120V/20A (1) Quad 120V/20A (1) 208V/20A*	(1) Dual 120V/20A (1) Quad 120V/20A (1) 208V/50A*
Sample Equipment	Laptop/tablet 42" monitor LED lighting	Multiple monitors Spotlights, backlit graphics Coffee machine, mini fridge Speakers, microphone	Larger screens Multiple computers Limited stage lights, audio Interactive kiosks	Large screens, videowalls Computers, servers Stage lighting, audio systems Machinery demos, VR setups
Discounted Advance Rate	\$100 \$95	\$110 \$104	\$335 \$318	\$660 \$627
Discounted Standard Rate	\$120 \$114	\$130 \$123	\$385 \$365	\$1600 \$1520

*These services may be upgraded by paying the cost difference using the **Services & Labor Rates** sheet.

Internet services may only be purchased by show management; exhibitors should coordinate with their show manager.

Bundles are for 4-day periods and may be prorated by day for longer shows.

Services may not be removed from bundles for a discount. Exhibitors will be billed for the bundle ordered regardless of whether all services are used. Payment must be made within the rate period to receive its associated rate and discount.

As with any other order, exhibitors must designate the locations for each service on a floor plan. If no plan is submitted, services will be installed in the most convenient location as determined by NWCA. Any changes in service locations past this initial setup will incur additional labor and/or material charges.

Additional services may be ordered with a bundle using the **CES Order Form** and the **Services & Labor Rates** sheet. Additional services will not be provided at any discounted rate. The rate for additional services depends on when the services are ordered.

Contact ces@nationalwesterncenter.com with any questions.