



Hello Exhibitor,

Bellagio is honored to welcome you to our AAA Five Diamond resort. In preparation for your upcoming event, we invite you to browse our brochure for items exhibitors frequently require:

Booth Cleaning - Services provided by a professionally trained staff.	4
Audio Visual	5
Electrical	6-7

Bellagio is the exclusive provider of the above services.

**For booth labor, custom carpet, furniture orders and, materials handling please consult the Exhibitor Service Kit provided by your 2018 general service contractor Teamwork Event Specialists.**

We understand that sometimes it is easier to speak to a person. If you prefer this option, please contact us toll free at 877.917.7007. Our Exhibitor Services staff will be able to assist you with your needs during regular business hours.

At Bellagio, our goal is to ensure that your experience is one that accomplishes your business goals. We are excited to offer an array of services and amenities to assist you with that and also to provide a little personal fun when the business day is over. We value your feedback, if there is anything we can do to create a more enjoyable experience, please do not hesitate to let us know.

Enjoy,

Mr. Dean Fisher

Executive Director Convention Services



An MGM Resorts Luxury Destination

#### ◆ SUBMITTING YOUR ORDER FORMS

All booth services must be submitted via our website [www.bellagioexhibitorservices.com](http://www.bellagioexhibitorservices.com) or on an order form which can be sent via fax 702.669.4575 or mail. Telephone orders will not be accepted.

**ORDER ON-LINE [www.bellagioexhibitorservices.com](http://www.bellagioexhibitorservices.com) - SECURE, EASY & IMMEDIATE RECEIPTS!**

or **Fax:** (702)669-4575

If you need to mail your order form with **credit card payment only**, please mail to:

MGM Resorts Intl  
Attention: Exhibitor Services  
3950 Las Vegas Blvd, South  
Las Vegas, NV 89119

Checks/Bank Transfers can not be accepted directly, please refer to the Method of Payment form.

#### ◆ SEND COMPLETE & ACCURATE INFORMATION

Any missing information will cause a delay in our ability to process your order. Where indicated, please complete the installation date requirements, labor dates, and all other information.

**If your booth number changes prior to move-in**, you must notify MGMRI in writing with the following information:

- Company Name
- Previous Booth Number
- New Booth Number

#### ◆ METHOD OF PAYMENT

MGMRI accepts the following methods of payment:

- **CREDIT CARD** Please place credit card information on the order form.
- **COMPANY CHECK / BANK TRANSFER** Please complete the Check/Bank Transfer Notification form located after the Order form and return via fax: 702.669.4575. Checks/Bank transfers will not be accepted for payment without prior notification. A credit card will be required to be on file for overages.

#### ◆ PAYMENT & CANCELLATION PROCEDURES

No credits will be issued on services installed as ordered even though not used.

No credits will be issued after show closing. Please review invoice prior to departure.

**Cancellations must be made in writing seventy-two (72) hours prior to scheduled installation or delivery time.** Refunds will not be given for orders cancelled less than seventy-two (72) hours prior to install or delivery.

#### ◆ REPORTING TROUBLE WITH SERVICES

In order to allow MGMRI the ability to trouble-shoot any problems you may have with services ordered, **all** reports of trouble with installed or delivered services need to be reported by the Exhibitor **in person** at the Service Desk. Any reports of trouble with installed or delivered services after the event has concluded will not be refunded.

#### ◆ PLACING ORDERS ON-SITE

**Onsite orders will be placed in person at the Service Desk.** The Service Desk will be located next to the General Services Contractor. MGMRI is not able to take phone orders, as payment and a signature is required before service is delivered.

#### ◆ EXHIBIT SPACES

There are three (3) major types of exhibit spaces (or booth types) used at trade shows, conventions and events. Please refer to the Floor Plan page found in this brochure for more information.



#### **ALLOW US TO HELP YOU**

You may contact us toll free at 877.917.7007 or send your inquiry via email to [exhibitorservices@bellagio.com](mailto:exhibitorservices@bellagio.com)





**CLEANING ORDER FORM** - include the Method of Payment form with your order.

## Western Arts Alliance Annual Conference 2018 August 27-30, 2018

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Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

**Booth cleaning is NOT part of your booth package. If you would like your booth cleaned each night, services must be ordered. If you plan to serve food and/or beverage in your booth, it is required that you order Periodic Porter Service.**

The official cleaning contractor is United National Maintenance and provides all of your needs for event cleaning services. No other cleaning companies are allowed on the show floor except for initial wipe down. Booth cleaning is performed each night at the Exhibitor's expense. Any requests for Booth Cleaning once on Show Site must be done in person at the Service Desk. Booth Cleaning will not be performed if the plastic is not removed from your booth area the night before show opens.

Floor Cleaning charges are based on the size of your BOOTH in Square Feet with a 100 sq ft minimum. If your show is based in Square Meters, please convert to Square Feet before submitting. To order this service, multiply the Square Feet by the price per Square Foot then by the number of days you will require the service. (Example: 100 SQ FT X \$.33 X 3 days = \$96) Cleaning times vary and are based on the show schedule. Please refer to your General Service Contractor for trash cans, MGMRI does not provide these items.

<u>DESCRIPTION</u>	<u>SQUARE FOOTAGE</u>	<u>X</u>	<u># OF DAYS</u>	<u>X</u>	<u>PRICE</u>	<u>=</u>	<u>TOTAL</u>	
Booth Vacuuming <small>Provides a one time vacuum and trash empty to make the booth show ready.</small>		X		X	\$.45 p/sq.ft	=		
Damp Mop <small>Custom flooring - does not include deep clean or wax</small>		X		X	\$.54 p/sq.ft	=		
Shampoo Service <small>Shampoo &amp; vacuum 1 day prior to show open to be show ready</small>		X		X	\$1.48 p/sq.ft	=		
Spot Shampoo Carpet (up to 100 sq. ft.)		X		X	37.00 each	=		
Spot Shampoo Carpet (101 sq. ft. & above)		X		X	\$.77 p/sq.ft	=		
Concrete Waxing Service - Deep clean & wax		X		X	\$.98 p/sq.ft	=		
Concrete Cleaning Service - Deep clean & mop (wax not included)		X		X	\$.98 p/sq.ft	=		
Anti-Static Treatment - treatment to remove static from carpet		X		X	\$.43 p/sq.ft	=		
Periodic Porter (up to 1000 sq. ft.) <small>Periodic Porter service is performed by a cleaning attendant approximately every ninety (90) minutes. Price is per day.</small>				X	\$62.00	=		
Periodic Porter (1001 - 3000 sq. ft.)				X	\$103.00	=		
Periodic Porter (3001 sq. ft. & above)				X	\$159.00	=		
All Day Porter (up to 1000 sq. ft.) <small>An All Day Porter will be assigned to your booth for the length of the Show hours for each day service is ordered. Price is per day.</small>				X	\$152.00	=		
All Day Porter (1001 - 3000 sq. ft.)				X	\$304.00	=		
All Day Porter (3001 sq. ft. & above)				X	\$608.00	=		
<b>TOTAL</b>							<b>=</b>	

Order Comments:



For questions, or assistance with ordering please email us at [exhibitorservices@bellagioresort.com](mailto:exhibitorservices@bellagioresort.com) or call us toll free: 877.917.7007

**YOUR SIGNATURE DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED IN THIS BROCHURE. MGMRI IS NOT RESPONSIBLE FOR TERMS & CONDITIONS AND/OR ORDER FORMS THAT MAY HAVE BEEN REMOVED PRIOR TO DISTRIBUTION.** For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for services, MGMRI agrees to charge the Third Party Agent. The Exhibitor and their designated agent must both complete the "Third Party Agent Form". All balances due must be settled prior to show close. Credits or refunds will not be issued on services installed as ordered even though not used. Please review all Orders and invoices prior to leaving show site. Read all forms thoroughly for instructions and conditions. By providing this fax number and/or email address and signing this form, Exhibitor gives permission to Trade Show Organizer and MGMRI to fax Exhibitor at this fax number or to email at this email address. Cancellation Policy: Written cancellation of orders and services must be received by MGMRI seventy two (72) hours prior to scheduled delivery time to receive a refund. Any orders cancelled with less than seventy-two (72) hours notice are non-refundable. All on-site orders are subject to 100% cancellation fee.



**AUDIO VISUAL FORM** - include the Method of Payment form with your order.

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Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

DESCRIPTION - Per day items	QTY	X	# DAYS	X	PRICE	=	TOTAL
DVD Player		X		X	\$100.00	=	
Blu-ray Player		X		X	\$120.00	=	
54" Roll Cart with Skirt		X		X	\$32.50	=	
		X		X		=	
		X		X		=	
		X		X		=	
		X		X		=	

DESCRIPTION - per show items	QTY	X	PRICE	Duration	=	TOTAL
32" LED/LCD Monitor with mounting bracket		X	\$800.00	per show	=	
40" LED/LCD Monitor with mounting bracket		X	\$900.00	per show	=	
50" LED/LCD Monitor with mounting bracket		X	\$1,100.00	per show	=	
Monitor Pole Stand		X	\$200.00	per show	=	
Monitor Shelf		X	\$100.00	per show	=	
VG/DA 1X4		X	\$75.00	per show	=	
		X		each	=	
		X		each	=	

**Please note, Hanging Signs and Rigging orders require a custom contract. To submit an Encore Rigging Order, please visit <http://rigging.encore-us.com>** **20% Service on Audio Visual orders**



For questions, or assistance with ordering please email us at [exhibitorservices@bellagioresort.com](mailto:exhibitorservices@bellagioresort.com) or call us toll free: 877.917.7007

**TOTAL** \_\_\_\_\_

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Fax forms to 702.385.1810



An MGM Resorts Luxury Destination

**Western Arts Alliance Annual Conference 2018  
August 27-30, 2018**

Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

**We will be paying by:**     **Company Check**     **Credit Card**     **Wire Transfer**

**Check/ Bank Transfer instructions:**  
 No checks/bank transfers will be accepted after **8/6/2018**  
 When sending a check or bank transfer, it can take 14-21 days for notification from the bank to reach our office.  
 Payment received without order forms, backup or instructions as to what the payment applies to will be **returned**.  
 Check or Bank Transfer payments must have a credit card on file. please complete the credit card information at the bottom of this page.

<p><b>Bank Transfer Information:</b>                  Bank of America, Nevada                  Las Vegas, Nevada                  ABA #026009593                  Account #: 501012629871                  Bank Swift Code BOFAUS3N</p> <p>Date Transfer will be sent: <input type="text"/></p> <p>TOTAL AMOUNT SENT: <input type="text"/></p> <p>* International wire transfers will need to include a \$25 bank processing fee.                  ** Reference Show Name &amp; Booth number</p>	<p><b>Check Payment Information:</b>                  Checks <b>(with original order forms)</b> mailed to:                  MGM RESORTS INTERNATIONAL, BANK OF AMERICA - NEVADA                  PO Box 748137                  LOS ANGELES, CA 90074-8137</p> <p>Date check will be sent: <input type="text"/></p> <p>TOTAL AMOUNT SENT: <input type="text"/></p> <p>Make checks payable to: <b>MGM Resorts International</b>                  Reference the name of Show &amp; booth number on the check &amp; include order forms.                  Checks are required to be drawn on US Banks and in US Funds.                  MGMRI will NOT accept personal checks.</p>
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**Third Party Agents:** For Exhibitors who have arranged for an Exhibit House or Third Party Agent to handle your display and pay for your services, MGMRI agrees to charge this Third Party Agent. However, this section must be completed by both the Exhibiting Company and their designated representative and both companies must submit credit card information. The Exhibiting Company is ultimately responsible for payment of charges.

Third Party Agent Company Name:

Third Party Agent Company Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

	<b>SERVICE TOTALS</b>
	ELECTRICAL OUTLETS
	LABOR/MATERIAL
	LIGHTING
	<b>TOTAL DUE</b>

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<b>* Required Fields</b>		<b>Additional Authorized Signers:</b>	
<b>CREDIT CARD VERIFICATION:</b>	This credit card is authorized for all additional onsite charges	Initials	<input type="text"/>
* Last four digits of credit card number:	<input type="text"/>		2 <input type="text"/>
*Cardholder's Name:	* Cardholder's Signature:		
* Cardholder's Billing Address:	*City:	*State:	*Postal Code:

\*CREDIT CARD NUMBER:

\*Card EXP DATE:



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Exhibiting Company Name:			BOOTH #:
Street Address:	City:	State:	Postal Code:
Phone #:	EXT:	Fax #:	
Print Name:	Signature:		
Contact's E-mail:	On-site Contact/Cell #:		

Exclusive Electrical services provided by:  
**ORDERING INSTRUCTIONS**



For questions call Edlen Electrical 702.385.6911 or email [bellagio@edlen.com](mailto:bellagio@edlen.com)

**120 VOLT POWER DELIVERY**

The cost of one 120-volt outlet includes delivery to the rear-center of inline or peninsula booths. If you require an outlet distributed to any other location, material and labor charges apply.

**ELECTRICAL OUTLETS** Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	RATE		QUANTITY	LABOR	TOTAL
<b>120 VOLT</b>					
500 WATTS (5 AMPS)	\$75.00	X		Included for back center of the booth	=
1000 WATTS (10 AMPS)	\$258.00	X			=
1500 WATTS (15 AMPS)	\$314.00	X			=
2000 WATTS (20 AMPS)	\$360.00	X			=
<b>208 VOLT SINGLE PHASE</b>					
20 AMPS	\$635.00	X			=
30 AMPS	\$729.00	X			=
60 AMPS	\$923.00	X			=
100 AMPS	\$1,350.00	X			=
<b>208 VOLT THREE PHASE</b>					
20 AMPS	\$746.00	X			=
30 AMPS	\$918.00	X			=
60 AMPS	\$1,251.00	X			=
100 AMPS	\$1,548.00	X			=
200 AMPS	\$2,831.00	X			=
<b>480 VOLT THREE PHASE</b>					
20 AMPS	\$1,623.00	X			=
30 AMPS	\$1,938.00	X			=
60 AMPS	\$2,535.00	X			=
100 AMPS	\$3,333.00	X			=
<b>TRANSFORMER(S)</b> Boost 208 Volt to 230 Volt					
Transformer (20 amp minimum charge)	\$4.00	X		Total Amps	= TOTAL
<b>ARM &amp; POLE LIGHTS</b> - (Lights include power & 1 hour labor for install & removal of in-line booths only)					
ARM LIGHT	\$194.00	X		QTY	= TOTAL
8 FT POLE LIGHT - 1 FIXTURE	\$194.00	X			=
8 FT POLE LIGHT - 2 FIXTURES	\$255.00	X			=
<b>ELECTRICAL LABOR</b>					
ST (Mon-Fri, 8am-4:30pm, excluding holidays)		X		QTY	= TOTAL
OT (Mon-Fri, 4:30pm-8am, Sat, Sun & holidays)		X			=

**208/480V POWER DELIVERY & CONNECTIONS**

If you require 208 volt or higher services, call for a quote. Edlen electricians must make all high voltage connections and disconnects. This is done on a time and material basis. Complete the Electrical Labor Form to schedule estimated connection time and return it with this order.

**ISLAND BOOTHS**

There is a minimum labor charge of (1) hour to deliver power to all island booths. All additional distribution is done by Edlen electricians on a time and material basis. Complete and return the Electrical Labor Order Form along with a floorplan layout of your booth space indicating all outlet locations, measurements and orientation. If a main power drop/delivery location is not indicated on the floorplan, Edlen will deliver to the most convenient location.

**24 HOUR SERVICES**

Electricity will be turned on within 30 minutes of show opening & off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

**DEDICATED OUTLETS**

For a dedicated outlet order a 20 amp outlet.

**IMPORTANT NOTE ABOUT PLACEMENT**

Arm lights must be mounted to a hard wall structure. Pole lights are placed at the side rail or rear of inline booth. Additional labor & material charges will apply for installation of pole lights in any other location than at the side rail or rear of in-line booths.

**TERMS & CONDITIONS**

Your signature denotes acceptance of all terms and conditions. MGMRI is not responsible for terms and conditions and/or order forms that may have been removed. Credits will not be issued for services delivered and not used.

**Total** \_\_\_\_\_