



Viva Las Vegas!

South Point Hotel & Casino
August 2-4, 2017

EXHIBITOR CHECKLIST

This index is provided as a quick reference to enable you to find the service or information you need.

IMMEDIATE ACTION REQUIRED

<u>IMMEDIATE ACTION REQUIRED</u>	<u>DUE DATE</u>
Celebrity Appearance Form	July 10, 2017
Certificates of Insurance	July 10, 2017
Directory Advertising Form	July 10, 2017
EAC Request Form	July 10, 2017
Housing Form	July 7, 2017
Meeting/Function Space Reservation Form	July 10, 2017

GENERAL SHOW INFORMATION

General Information
Shipping Information
Exhibit & Display Rules & Regulations
Updated Union Rules and Regulations
Non-Exhibiting Supplier Status

Rogers Worldwide

International Freight – **Advance, must arrive by July 11, 2017 at the Los Angeles CFS,**
International Freight-Air – **Advance, must arrive by July 18, 2017 at the McCarran Int'l. Airport (LAS)**
Freight Target Move-In Schedule

SOUTH POINT HOTEL & CASINO

Catering

HERITAGE TRADE SHOW SERVICES

Welcome Letter – Heritage Exposition Services

General Information

Credit Card Authorization Form

Furniture/Carpet Rental Order Form

Furnishings/Accessories/Carpet/ Order Forms

Accessories/Display Rental Order Form

Modular Rental Display Order Form

Shipping Instructions Material Handling Information

Priority Empty Container Return Form

Advance Shipment To Warehouse Form / Shipping Labels - can begin to arrive on Friday, June 30, 2017

Information Regarding Shipments

Direct Shipment To Show Site Form / Shipping Labels - cannot arrive before Monday, July 31, 2017 at 8:00 am

HES Logistics Information / Form

Information Regarding Outbound Shipments

Union Jurisdiction Rules

Exhibitor Appointed Contractor 3rd Party Authorization

Exhibit Labor Order Form

Booth Cleaning Service Order Form

Sign Service Order Form

Plant Rental Service Order Form

South Point Hotel & Casino – Edlen The Power People, Electrical Services Order Form/

Compressed Air-Water-Drainage Service Order

South Point Hotel & Casino Internet Order Form / Audio Visual Rental and Services

South Point Hotel & Casino Telephone Services

Rigging/Hanging Signs

Exhibit Hall Fire Regulations