
LAS VEGAS
SOUVENIR
& RESORT
GIFT SHOW 

Exhibitor Service Manual

**Las Vegas Convention Center, Hall N3
Las Vegas, Nevada**

September 22 - 24, 2010

**Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010**

TABLE OF CONTENTS

<p>I. Show Management Information General Information Onsite Contact Form Exhibitor Reservation Form</p>	<p>IX. Furniture Furniture & Accessories Brochure Furniture & Accessories order form Tables order form Skirting & Drape order form Carpet order form Grid Order order form Custom Furniture Brochure Custom Furniture Form order form</p>
<p>II. General Show Information Champion Welcome Letter Critical Show Information Free Tables & Chairs order form Online Ordering Instructions Official Contractor Information Other Official Suppliers</p>	<p>X. Custom Graphics Special Signage order form Special Signage Layout</p>
<p>III. Pre-Show Preparation Before, During, & After Show Champion Discount Deadline Checklist</p>	<p>XI. Rules & Regulations Union Guidelines Fire Regulations Terms and Conditions</p>
<p>IV. Show-site Venue & Advance Warehouse Location Ship to Addresses Shipping Labels</p>	<p>XII. Payment Information Payment Options & Policy Credit Card Authorization order form Third Party Payment Authorization order form</p>
<p>V. Exhibit Transportation Freight Transportation order form Show-to-Show Caravan Caddie Cart Load Service order form</p>	<p>XIII. Other Official Suppliers order forms Electrical Telephone/Internet DTV & Cable TV Audio Visual Computer Floral Hand Washing & Sanitation Stations Las Vegas Convention & Visitor's Authority Services Frequently Asked Questions</p>
<p>VI. Material Handling Estimated Material Handling Costs order form Material Handling Policy</p>	
<p>VII. Labor Booth Labor order form Forklift Labor order form Booth Cleaning & Porter Service order form Accessible Storage on Show Site Exhibitor Appointed Contractor order form Sample Certificate of Insurance</p>	
<p>VIII. Champion Exhibits Custom Exhibits Brochure Rental Exhibits & Accessories Brochure Rental Exhibits order form Accessories order form</p>	

I. Show Management Information	VII. Labor
II. General Show Information	VIII. Champion Exhibits
III. Pre-Show Preparation	IX. Furniture
IV. Show-site Venue & Advance Warehouse Location	X. Custom Graphics
V. Exhibit Transportation	XI. Rules & Regulations
VI. Material Handling	XII. Payment Information
	XIII. Other Official Suppliers

Please Note: Adobe Acrobat Reader version 7.0 or higher is required to view these links properly.

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

I. Show Management Information

- General Information
- Onsite Contact Form
- Exhibitor Reservation Form

I. Show Management Information

II. General Show Information

III. Pre-Show Preparation

IV. Show-site Venue & Advance Warehouse Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules & Regulations

XII. Payment Information

XIII. Other Official Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

- II. General Show Information**
Champion Welcome Letter
Critical Show Information
Free Tables & Chairs [order form](#)
Online Ordering Instructions
Official Contractor Information
Other Official Suppliers

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

- III. **Pre-Show Preparation**
 - Before, During, & After Show
 - Champion Discount Deadline Checklist

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

IV. Show-site Venue & Advance Warehouse Location

Ship to Addresses

Shipping Labels

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

- V. Exhibit Transportation**
Freight Transportation [order form](#)
Show-to-Show Caravan
Caddie Cart Load Service [order form](#)

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

VI. Material Handling

Estimated Material Handling Costs [order form](#)
Material Handling Policy

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

VII. Labor

Booth Labor [order form](#)

Forklift Labor [order form](#)

Booth Cleaning & Porter Service [order form](#)

Accessible Storage on Show Site

Exhibitor Appointed Contractor [order form](#)

Sample Certificate of Insurance

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

VIII. Champion Exhibits

Custom Exhibits Brochure

Rental Exhibits & Accessories Brochure

Rental Exhibits [order form](#)

Accessories [order form](#)

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

IX. Furniture

Furniture & Accessories Brochure
Furniture & Accessories [order form](#)
Tables [order form](#)
Skirting & Drape [order form](#)
Carpet [order form](#)
Grid Order [order form](#)
Custom Furniture Brochure
Custom Furniture Form [order form](#)

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

- X. **Custom Graphics**
 - Special Signage [order form](#)
 - Special Signage Layout

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

- XI. Rules & Regulations**
Union Guidelines
Fire Regulations
Terms and Conditions

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

XII. Payment Information

Payment Options & Policy

Credit Card Authorization [order form](#)

Third Party Payment Authorization [order form](#)

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers

Las Vegas Souvenir and Resort Gift Show
Las Vegas Convention Center
Las Vegas, NV
September 22 - 24, 2010

XIII. Other Official Suppliers [order forms](#)

Electrical

Telephone/Internet

DTV & Cable TV

Audio Visual

Computer

Floral

Hand Washing & Sanitation Stations

Las Vegas Convention & Visitor's Authority Services

Frequently Asked Questions

I. Show Management
Information

II. General Show
Information

III. Pre-Show
Preparation

IV. Show-site Venue &
Advance Warehouse
Location

V. Exhibit Transportation

VI. Material Handling

VII. Labor

VIII. Champion
Exhibits

IX. Furniture

X. Custom Graphics

XI. Rules &
Regulations

XII. Payment
Information

XIII. Other Official
Suppliers