

HELPFUL HINTS



SAVE MONEY WITH ADVANCE ORDERING

Take advantage of discounted rates by placing orders no later than 5 PM PST at least twenty-one (21) calendar days prior to the show opening date.



Full payment and completed CAD / VW drawings must be included to receive advance rates. Orders received after the cut-off will be invoiced at the show site rate where applicable.

Ordering online is quick and easy: <https://sandsexpo.boomerecommerce.com>

If you choose to complete forms by hand:

Mail orders to: Sands Expo
Order Processing Department
201 Sands Avenue
Las Vegas, NV 89169

Fax orders to: 702.733.5568 (please note total number of pages to ensure complete order was received)

Email orders to: servicecenter@sandsexpo.com

PROVIDE ACCURATE INFORMATION

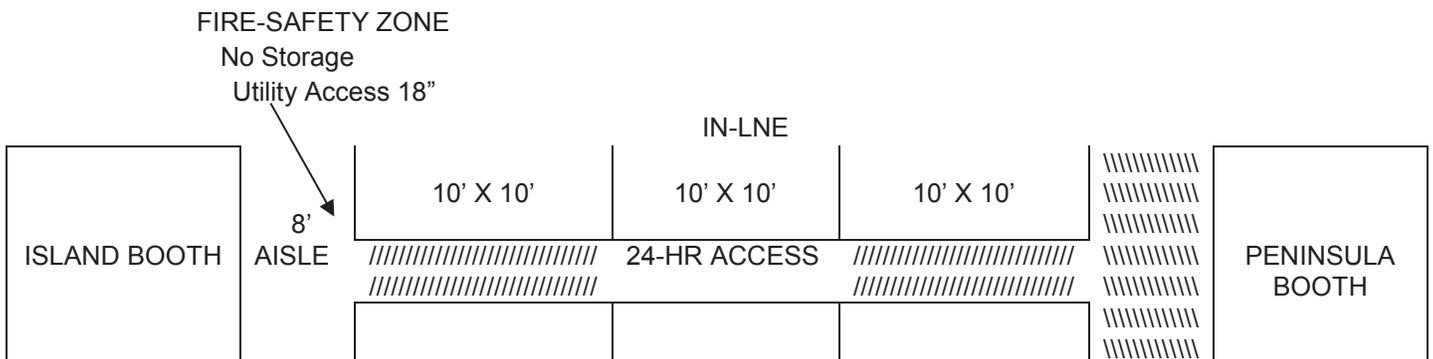
Please complete installation date requirements, labor dates, and all other pertinent information. If your booth number changes prior to event move-in, please notify Sands Expo in writing with your company name, prior booth number, and new booth number. Please also provide a floor plan indicating where any electrical service; telecommunication services; and compressed air, water, and drain requirements are required. When placing orders for hanging applications, please provide a digital CAD or VW drawing.

FOR QUESTIONS OR ASSISTANCE

If you have questions or require assistance regarding online ordering or with the completion of forms, please feel free to contact our Exhibitor Service Representatives at 702.733.5070. Our team is happy to assist and looks forward to helping you determine which opportunities may work best for your event.

EXHIBIT SPACE

Three types of exhibit/booth space are typically used at trade shows, conventions, and events. The following are the standard installations for electrical; Internet; compressed air, water, and drain service; and telecommunication service:



Standard installation for services are as indicated above. Line (in-line) booths and peninsula booths will have electrical outlets, telephone lines, and compressed air, water, and drain outlets placed at the back of the booth. For island booths, please provide a floor plan which indicates the one main location for your services. If no floor plan is received for island booths, we will designate the center of the booth (or another location at our discretion) as the primary location. Changes in service location and multiple locations for service will be charged the appropriate time and materials rate.