



**January 25-27, 2010
Venetian & Palazzo
Resort Hotel Casinos
Venetian Hall D
Las Vegas, NV**



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

Dear International LCT Show Exhibitor,

Thank you for choosing to exhibit at the 2010 International LCT Show, being held at the Venetian & Palazzo Resort Hotel Casinos, Las Vegas, Nevada.

We are pleased to provide you with our easy-to-use Exhibitor Service Manual. The Manual is complete with a checklist of the pertinent services needed to ensure a successful and productive exhibition for your company.

EXHIBITOR STAFF AND GUEST REGISTRATION PROCEDURES:

Exhibitors will be allotted badges based on the number of booth spaces or vehicle spaces purchased. The badge form has been designed to register your staff and guests, all you need to do is check off the appropriate category box. If you go over your allotment of badges for staff or guest, you will need to purchase additional passes for \$260.00 per person. (NLA discounts do not apply)

BADGE PICK-UP COUNTER

Exhibitor badges will be available for pick-up at 1:00 pm, Sunday, January 24th. For Exhibit Hall access prior to this time, you may pick up a Temporary Worker Pass at the registration area or the service desk located in the back of the Hall.

We can call you to personally review all deadlines and assist you with filling out pertinent show management forms. Many of the services provided are time-sensitive and offer pre-show discounts . . . ***read this kit carefully!***

If you have questions pertaining to the material enclosed, please contact me directly at 310-533-2576 or by e-mail Kristen@lctmag.com.

Sincerely,

Kristen Messineo

Kristen Messineo
Event Manager

Bobit Business Media
3520 Challenger Street, Torrance, CA 90503
Phone 310-533-2400, Fax 310-533-2511



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

STEP-by-STEP Guide

1. Print the Print & Post Quick Reference sheet on page 4 and keep it handy
2. Add all deadlines to your calendar. Check www.LCTSHOW.com/ServiceKit to easily add them to your Outlook calendar.
3. Plan your exhibit using the checklist online at www.LCTSHOW.com/ServiceKit
4. Complete your forms
5. Verify you have completed all items on your checklist

TIPS

1. Read all emails from Show Management!
2. Be sure to order by the advanced deadlines for the best rates
3. Use LCTSHOW.com as a resource. You'll find:
 - **Online Submission Forms** - Submit your Show Guide Listing, Emergency Contact Form, and more online. There is no need to print, handwrite and fax!
 - **Planning Checklist** - This simple check-list will make it easy for you to plan your exhibit and navigate the service kit.
 - **Travel Planning Helper** - Use this matrix to help you plan your flights and hotel room stay.
 - **Current Floorplan** - Check out the latest configuration
 - **Sponsorship Information** - From bag stuffers to networking events, investing in a sponsorship opportunity will increase your onsite exposure.
 - **Free Lead Tracking Template** - Measure your exhibit success by the numbers.
 - **Goals Worksheet** - A quick easy to use worksheet to help you make the most out of your investment.
 - **Marketing Opportunities & Ideas** - Your exhibit marketing starts before the show opens, get ideas here.
 - **Downloadable Banner Ads and Show Logo** - Let your website visitors know they can see you at the LCT Show by adding one of these free banner ads to your site.
 - **Seminar Schedule** - Don't forget that your exhibit pass includes the seminars. Attend these to get a better understanding of your client's needs.
 - **Exhibit Terms Glossary** - If this is all Greek to you, our online glossary will translate.
 - **Everything Included in this Kit!**



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

Print and Post Quick Reference Sheet

Exhibitor Move-In - Venetian Hall D

Sunday, January 24	10:00am	-	12:00pm	Vehicle Move-In
	12:00pm	-	5:00pm	General Move-In
Monday, January 25	9:00am	-	3:00pm	Show Ready Preparations

Exhibit Hours - Venetian Hall D

Monday, January 25	4:45pm	-	7:30pm
Tuesday, January 26	12:00pm	-	5:00pm
Wednesday, January 27	10:00am	-	2:00pm

Exhibitor Move-Out - Venetian Hall D

Wednesday, January 27	2:00pm	-	6:00pm	Early Dismantle Prohibited
-----------------------	--------	---	--------	----------------------------

Important Deadline Snap Shot

Some deadlines are not included, please review the kit for additional deadlines.

December 28, 2009

- Shipments Accepted at the Warehouse

December 30, 2009

- Show Guide Listing
- Emergency Contact Information
- Proof of Insurance
- Vehicle Specifications

January 2, 2010

- Hotel Reservations

January 4, 2010

- Electrical Service
- Booth Cleaning
- Internet Services
- Telecommunications

January 18, 2010

- Deadline for Advance Warehouse

January 8, 2010

- Booth Package
- Furniture
- Hanging Sign (Under 200lbs.)
- Material Handling
- Installation & Dismantle
- Rental Exhibits
- Security

January 10, 2010

- Plants and Floral

January 18, 2010

- Exhibit Staff Pre-Registration
- Lead Retrieval / Badge Scanners

Shipping Addresses

Advanced Warehouse

Shipments accepted on and between
December 28, 2009 - January 18, 2010*

Exhibiting Company Name / Booth #
2010 Int'l LCT Show
C/O Freeman
6675 West Sunset Road
Las Vegas, NV 89118

*Materials accepted after January 18, 2010 may
incur extra charges.

Onsite Shipping

Shipments accepted starting January 24, 2010

Exhibiting Company Name / Booth #
2010 Int'l LCT Show
C/O Freeman
Sands Expo Center, Venetian Resort Hotel Casino - Hall D
201 East Sands Ave.
Las Vegas NV, 89169



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

Contractor List

American Airlines

Ph: (800) 433-1790
STARfile: A1410AH

Audio Visual

Freeman
3325 W. Sunset, Ste. A
Las Vegas, NV 89118
Ph: (702) 263-1484
Fx: (702) 263-1494

Booth Staffing & Talent

Judy Venn & Associates
3401W. Charleston Blvd.
Las Vegas, NV 89102
Ph: (702) 259-4494

Business Center

Sands Expo Center
201 Sands Avenue
Las Vegas, NV 89169
Tel: (702) 733-5070
Fax: (702) 733-5568

Computer Rental

Freeman
3325 W. Sunset, Ste. A
Las Vegas, NV 89118
Ph: (702) 263-1484
Fx: (702) 263-1494

Decorator / Furniture

Freeman
Contact: Customer Sr.
7000 Placid, #101
Las Vegas, NV 89119
Ph: (702) 263-1404
Fx: (702) 407-4623

Detailer

Nationwide Detailers
Reggie Stover
4024 Radford Ave.
Studio City, CA 91604
Ph: (818) 655-5042
Fx: (310) 215-1009

Electrical

Sands Expo Center
201 Sands Avenue
Las Vegas, NV 89169
Tel: (702) 733-5070
Fax: (702) 733-5568

Florist

Convention Plant Creations
827 Magazine Street
New Orleans, LA 70130
Ph: (800) 749-4524
Fx: (504) 524-5958

Freight

ELITeXPO
Lara Davie
845 Commerce Drive
Southelgin, IL 60177
Ph: (800) 543-5484 ext. 3824
Fx: (512) 642-6846

Hotel

Venetian & Palazzo Resort Hotel
Casinos
3325 Las Vegas Blvd. South
Las Vegas, NV 89109
Tel: (702) 414-1000 or
Fx: (877) 283-6423

International LCT Show Office

Bobit Business Media
Contact: Kristen Messineo
3520 Challenger Street
Torrance, CA 90503
Ph: (310) 533-2576
Fx: (310) 533-2511

Photographer

Jim Decker
3912 Canyon Meadows Crt.
Las Vegas, NV 89129
Ph: (702) 380-4508
Fx: (702) 383-4665

Registration

International LCT Show
c/o Custom Registration, Inc.
2020 E Randol Mill Rd Ste 307
Arlington, TX 76011
Ph: (817) 635-0302
Fax: (817) 277-7616
*(Phone registrations only, for
questions call 800-576-8788.)

Security

Pro-Tect Security
3511 S. Eastern Avenue
Las Vegas, NV 89169
Ph: (702) 735-0110
Fx: (702) 735-7793

Telecommunications

Sands Expo Center
201 Sands Avenue
Las Vegas, NV 89169
Tel: (702) 733-5070
Fax: (702) 733-5568



In conjunction with



January 25-27, 2010
Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

Bobit Business Media Contact Information & Phone List

Please refer to the following telephone list when calling Bobit Business Media.

Event Department

Kristen Messineo
Event Manager
310-533-2576
310-533-2511 fax
kristen.messineo@Bobit.com

Jane Sweeney
Event Coordinator
310-533-2538
310-533-2511 fax
jane.sweeney@bobit.com

Michelle Mendez
Director of Events
310-533-2453
310-533-2511 fax
michelle.mendez@bobit.com

Marketing

Sandra Burciaga
Marketing Coordinator
310-533-5475
310-533-2511 Fax
Sandra.burciaga@bobit.com

Sales Department

Sara Eastwood-McLean
Publisher/Show Chair
310-533-2400
sara@LCTmag.com

Julie Hennessey
Sales Manager
925-385-0705
Julie@lctmag.com

Conference Department

Adriana Michaels
Conferences Manager
310-533-2476
310-533-2511 fax
adriana.michaels@bobit.com

Darcie Jo Benard
Association Programs Manager
856-596-3344 x17
856-596-2145 fax
Darcie.benard@limo.org



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

General Show

Information & Rules A- Z

ARRANGEMENT OF EXHIBITS

The International LCT Show will provide display space as indicated on the official floor plan, insofar as possible, but reserves the right to make any changes necessary in the interests of an exhibitor. You must provide the International LCT Show with a drawing or schematic of your planned vehicle layout.

AUDIO/VISUAL

Exhibitors requiring any audio/visual can make arrangements through **Freeman AV**. Order forms can be found online at www.LCTSHOW.com.

BOOTH DECORATION

Freeman is the Official Service Contractor for the International LCT Show. Your space will automatically be provided with the following:

- 1. Red Carpet**
- 2. 8' Backdrop, 3' Side Rail (in-line booths only)**
- 3. Drape Color: Black**
- 4. 7" x 44" One Line Company Identification Sign (in-line booths only)**

All order forms can be found online at www.LCTSHOW.com.

Note: On-site prices will be at least 25% higher and you can encounter delays to have your order filled. Pre-order and save time & money!

BUSINESS CENTER

There are two business centers for you to choose from.

The Venetian Business Center is located on the main exhibit hall level hall directly across from Bellini 2101A. It is open daily from 7:00am - 6:00pm to assist with your packages, copying, faxing and printing needs.

The Sands Expo Center also features a full service Business Center located in the in the main ground lobby. The Business Center is open from 8:00 am – 5:00 pm daily **Monday through Sunday**. They can be contacted at 702-733-5070.

All packages/boxes shipped to the hotel will be received at the Hotel Business Center. Charges for handling are based according to weight.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

CARPET

All booths come with **red carpeting**. If you choose to carpet your booth with another color, please call Freeman directly to order specialized carpet at an additional fee.

CART FEE

Freeman will unload P.O.V.'s (personal operated vehicles, i.e. mini vans or cars. Panel vans are not included) using a motorized cart at the rate of **\$84 One-Way**.

CANCELLATION

Payment is refundable if International LCT Show is notified in writing postmarked on or before **November 6, 2009**, except for initial \$500 deposit. Cancellation policy applies to all exhibiting firms. Failure to appear at the exposition does not release the exhibitor from the responsibility for payment of the full cost of space rented.

CEILING HEIGHT

The ceiling height in the Exhibit Hall is 32'.

COMPUTER RENTAL

Freeman AV is the Official Computer Rental Contractor with the responsibility for providing exhibitors with any computer or printer needs they may have.

CONTRACTED LABOR

All exhibitors must observe prevailing union regulations regarding use of union operators for equipment.

DETAILER

Nationwide Detailers is the Official Detailer for the show. If you wish to have priority service, please make your reservations in advance. Call Nationwide Detailers directly at 818-655-5042 or see www.LCTSHOW.com for more information.

EARLY TEAR-DOWN

Teardown before the show is over is strictly prohibited. Any exhibitor violating this policy will be fined show points for the following show or any of the Bobit Business Media Events. Please consider this when making travel plans. There are no exceptions.

ELECTRICAL CONTRACTOR

SES is the Official Electrical Provider for the show. They can assist in handling all of your electrical requirements. Order forms can be found online at www.LCTSHOW.com. **ELECTRICITY IS REQUIRED FOR ALL VEHICLE SPACES.** All island and vehicle spaces must pre-order electricity and submit a diagram. If no electrical order is submitted, electrical services will not be available at move-in. This will delay your set-up and increase your electrical service costs.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

EXHIBITOR ADMITTANCE/NON-SHOW HOURS

Badges will be required for all personnel to enter the exhibit area during move-in, move-out and show hours. Badges must be worn at all times while in the exhibit hall. Exhibitor Badges will only be issued to those working in the booth. Those helping to set-up or to tear-down the booth will be given temporary worker badges – which will not be valid during show hours. No one will be permitted to remain in the hall longer than one-half hour after the closing each night.

Show Management is not responsible for lost, damaged or stolen articles and strongly advises that items that can be carried be locked up each night.

EXHIBITOR REGISTRATION

The LCT Show has set-up on-line registration for your convenience! With a login and password, which will be sent directly to you in a separate email, you can simply register your staff, make any changes, and keep track of your staff badges. If you prefer to fill out the forms on the following pages, please print clearly and fax back to 817-277-7616.

We suggest that you use your badge allotments for your booth staff FIRST. Then distribute extras to your guests and clients. Please note that there will be **absolutely** no extra complimentary registrations awarded over your allotment. All badges will be printed as filled out online. **Company name changes will not be allowed.**

PURCHASING EXTRA BADGES

If you have used your allotment of complimentary registrations and require additional staff badges, or guest badges, you may purchase those passes through the registration link you will receive via email. Registration is offered at a discounted rate of **\$260.00 per person**. NLA discounts do not apply.

Allotment breakdown is as follows:

10'x10' booths = 2 complimentary registrations per space
Vehicle Spaces = 4 complimentary registrations per space

BADGES WILL NOT BE MAILED: All badges will be picked up at the Exhibitor Registration Counter on show site. To receive your badges, your company must have satisfied all booth payment requirements and be current with advertising invoices in LCT Magazine. Faxed copies of the VIP TICKETS will not be accepted.

FAQ's

There is a collection of the most commonly asked questions about the International LCT Show available on our website. If you have a question that is not listed there feel free to contact us at 800-576-8788 so that we can get the answer you need.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

FLORAL & PLANT RENTALS

The Official Florist is Convention Plant Creations. Rates & order forms can be found in online at www.LCTSHOW.com.

FREIGHT CARRIER

ELITeXPO is the Official Carrier for the 2010 International LCT Show. See more information online at www.LCTSHOW.com.

GENERAL REGULATIONS

No part of the building shall be defaced in any manner, nor shall signs of other articles be posted, nailed or otherwise affixed to any pillars, walls, doors or other parts of the building.

Combustible decorating material, gasoline, kerosene, acetylene and all other flammable or explosive substances are forbidden.

All vehicles must have battery cables disconnected and have less than 1/8 tank of gas in fuel tanks. Fuel tanks shall have locking-type caps or be sealed with tape. A copy of ignition key must be left with show management. A non-flammable drop cloth must be placed under engine.

Vehicles to be displayed must have steering and drive shaft apparatus firmly attached and operable during move-in and move-out.

Cloth and other decorating materials must pass any flameproofing and fire codes and ordinances prevailing in the Convention Center.

All packing containers, wadding, wrapping and such materials must be removed from the immediate exhibit area and not stored under tables or behind displays.

Smoking in accordance with the city fire codes and ordinances, smoking will not be permitted in the Convention Center at any time. All designated smoking areas are on the casino floor.

Helium Balloons inside the facility must remain 'tethered' to a fixed object. The balloon may be no larger than 36 inches in diameter and must have approval from Show Management prior to displaying. Use of confetti, balloons, glitter or other similar materials will incur a clean up charge of \$20.00 per man-hour.

GENERAL BOOTH (non-vehicle spaces) MOVE-IN SCHEDULE:

Exhibitors with 10'x10' or 20'x20' booths may move-in between 12:00pm – 5:00pm on Sunday, January 24th and may finish setting up from 9:00am – 3:00pm on Monday, January 25th - exhibits must be show ready by 3:00pm.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

MOVE-OUT

Move-out hours are from 2:00pm -6:00pm on Wednesday, January 27th. **Teardown before the show is over is strictly prohibited.** Any exhibitor violating this policy will be fined show points for the following show. The hall must be completely cleared by 6:00pm on Wednesday. Exhibitors will be held liable for any handling and/or storage charges resulting from failure to remove their exhibit from the exposition center within the allocated times.

OVERTIME-LABOR RATES ARE IN EFFECT AFTER 5:00PM ON WEEKDAYS AND ALL HOURS SATURDAY & SUNDAY.

This Show moves-in and out on overtime, please plan accordingly.

FREIGHT DELIVERY (For Advanced Shipping Only)

All advanced freight should be received at the Freeman warehouse no sooner than **December 28, 2009** and no later than **January 18, 2010**.

Label each piece and address all shipping documents/bills of lading as follows for shipments to the warehouse:

TO: (EXHIBITING COMPANY NAME & BOOTH NUMBER)
2010 Int'l LCT Show
c/o Freeman
6675 West Sunset Road
Las Vegas, NV 89118

FREIGHT DELIVERY (For Show Site Shipping Only)

Sands Expo Center will not accept shipments prior to **January 24, 2010 at 8:00 am**. Shipments received at the convention center prior to show dates will be refused and sent back to sender.

Label each piece and address all shipping documents/bills of lading as follows for shipments to show site:

Exhibiting Company Name / Booth #
2010 Int'l LCT Show
C/O Freeman
Sands Expo Center, Venetian Resort Hotel Casino - Hall D
201 East Sands Ave.
Las Vegas NV, 89169



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

HOTEL ACCOMMODATIONS

The Venetian & Palazzo Resort Hotel Casinos have a limited number of convention rooms at the rate of \$209 single/double occupancy; call (702) 414-1000 or (877) 283-6423 for reservations. Please reference discount code International LCT Show.

Deadline for The Venetian & Palazzo Resort Hotel Casinos discounted room rates: January 2, 2010.

Space is limited; you are encouraged to make your reservations early. Be sure to mention the International LCT Show or Limo Show in order to receive the discounted rate.

INSURANCE CERTIFICATE

Exhibitors shall deliver to International LCT Show and/or Bobit Business Media or their appointed representatives, a certificate of insurance within 45 days before the show, showing evidence of insurance as follows: Comprehensive General Liability which includes Premises & Operations, Blanket Contractual, Personal Injury Independent Contractors and Products/ Completed Operation Liability at limits of Bodily Injury and Property Damage not less than \$500,000 Combined Single Limit of Liability.

Insurance Disclaimers, exhibitors are required to provide liability insurance and hold harmless the organizers of the Limousine & Chauffeured Transportation Show, Venetian Resort & Casino and Freeman. Please send your insurance form to Show Management by **December 30, 2009.**

Non-Liability it is expressly agreed by each and every contracting exhibitor, his agents and his guests, that neither ILCT Show nor Bobit Business Media, nor its employees, nor its contractors shall be liable for loss or damage to the goods or properties of exhibitors. At all times such goods and properties remain in the sole possession and responsibility and custody of each exhibitor.

On signing the Application/Contract, exhibitor releases and agrees to indemnify INT'L LCT Show, Bobit Business Media, its managers, officers, members, sponsors, employees and agents, and save them harmless from any suit or claim for property damage or personal injury by whomsoever sustained, including exhibitor and its agents or employees, on or about the exhibitor's display space or arising out of exhibitor's participation in the exposition, including such damage or injury resulting in part from the negligence of one or more of the aforementioned indemnities.

No Waiver, the failure on the part of either party to insist upon a strict performance by the other party or any of the terms, covenants and conditions herein contained shall not be deemed to be a waiver by him of any breach of any term, covenant or condition herein contained. Waiver by either party of any breach by the other shall not operate to extinguish the term, covenant or condition the breach whereof has been waived nor be deemed to be a waiver of the right to declare a forfeiture for any other breach thereof. The waiver by one party of the performance of any covenant, condition or promise shall not invalidate this contract nor shall it be considered a waiver of any other terms, covenants and/or conditions.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

MODELS/HOSTESSES

Judy Venn & Associates is a full service talent agency providing booth staff, models, hostesses, hosts, interpreters, and demonstrators to exhibitors. Order forms online at www.LCTSHOW.com.

SALES TAX

Nevada Sales Tax is 8.1%.

SECURITY

Pro-Tect has been designated the Official Security Company for the ILCT Show. Show Management will arrange for general security during the exhibition. While management will make every effort to ensure that the exhibition area is completely closed to unauthorized personnel during non-show hours, we advise companies exhibiting items able to be carried out to remove them at the close of each day.

For exhibitors requesting individual security service, check online at www.LCTSHOW.com.

SHOW GUIDE

The Official Show Guide will be distributed to all International LCT Show attendees. The program will contain the following information: Details on seminars & special events, facility maps and floor plans, sponsors, exhibitor listings in alphabetical order, including product descriptions and contacts.

FINAL COPY DEADLINE DATE IS December 30, 2009.

SUBLETTING SPACE

No exhibitor may assign, sublet or apportion his space in whole or in part, nor exhibit any products or services other than those manufactured or handled in the normal course of his business, nor permit any agent of any exhibiting firm to solicit business or take orders in his space.



In conjunction with



January 25-27, 2010

Venetian & Palazzo Resort Hotel Casinos
Venetian Hall D

Limo Staging Area

A Limo Staging Area will be available. You can have your carriers drop-off vehicles at the limo staging area. The location details will be sent in early January.

The Limo Staging Area Will Be Available From:

***(If vehicles must be dropped prior to this date,
you must use the Freight Marshalling Yard)***

8:00 am - Midnight on Friday, January 22nd

6:00 am - Midnight on Saturday, January 23rd

6:00 am - 5:00 pm on Sunday, January 24th

2:00 pm - 6:00 pm on Wednesday, January 27th

The official detailer will be on hand all Saturday and Sunday to prep show vehicles. We recommend that you reserve your detailing time in advance. Exhibitors displaying vehicles are scheduled to move in between the hours of 10:00am -12:00pm Sunday, January 24th. General set-up will continue on Sunday from 12:00pm - 5:00pm. Move-in will continue on Monday, January 25th from 9:00am - 3:00pm – exhibits must be show ready by 3:00pm.

Remember the vehicle safety requirements:

- **Fuel tanks are to be NO MORE THAN 1/8 FULL.**
- **Fuel tanks are to be locked or sealed with tape.**
- **Ignition keys are to be removed from vehicle and kept at booth.**
- **Propane tanks to be removed.**
- **Each vehicle must be equipped with its own fire extinguisher.**
- **Batteries must be removed or cables disconnected and terminals covered with electrical tape.**
- **Visqueen must be placed under the engine.**