

Please return form to:
Laura K. Larson, CEM Assistant
Director, National Meeting
Sales at AMCP 703-684-2619
llarson@amcp.org

**NOTIFICATION OF INTENT TO USE
EXHIBITOR APPOINTED CONTRACTOR**

DEADLINE DATE

MARCH 11, 2020

If your company plans to use a firm who is not an official service contractor as designated by Show Management, please complete this form and e-mail to the address listed above.

Company Name: _____ Booth No.: _____

Contact at Show: _____

Exhibitor Appointed Contractor: _____

Address: _____

Type of Service to be Performed: _____

Inform your Exhibitor Appointed Contractor that they must send a copy of their General Liability Insurance Certificate to Laura Larson at llarson@amcp.org no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit.

It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

NAME OF SHOW **AMCP 2020 / APRIL 22-24, 2020** _____

COMPANY NAME _____ BOOTH# _____

ADDRESS _____
(STREET) (P.O. BOX) (CITY) (STATE) (ZIP)

ORDERED BY _____ PRINT NAME _____ DATE _____

PHONE# () _____ EXT. _____ FAX# () _____ E-MAIL _____

Lead Management Pricing

AMCP 2020

April 21 - 24, 2020 | Exhibit Dates: April 22 - 24, 2020

George R. Brown Convention Center | Houston, TX

Exhibiting Company: _____ Booth #: _____

Check if information is for: ☐ Exhibiting Company ☐ Third Party

3rd Party Company (if applicable): _____ Contact Name: _____

Address: _____ City: _____

State/Country: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____



ORDER LEAD RETRIEVAL

Lead Retrieval Options	on or before 2/25/20	2/26/20 to 3/11/20	after 3/11/20	number of units	TOTAL
Handheld Badge Scanner (RT2000)	\$470	\$545	\$575		\$
RT2000 Portable Bluetooth printer	\$75	\$100	\$125		\$
Tablet (Android Device)	\$479	\$499	\$549		\$
SWAP® Mobile App (1-3 Users)					
Use Your Own Device	\$499	\$499	\$499		\$
Additional Mobile App Users (After purchase of initial lead option)	\$129 (Each)				\$
Additional Services					
Developer's Kit (Real Time Data Services) Click here for more information.	\$950				\$
Delivery of Reader to Booth (Post show pickup not available)	\$100				\$
Sub-Total					\$
*Processing Fee					\$9.99
**Subtotal with 8.25% tax applied					\$
Grand Total					\$

Lead Retrieval Order Confirmation will be emailed to you.

Note: All equipment must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

TERMS AND CONDITIONS:

Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check accompanied by order form.

All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee. Orders cancelled within 30 days of the show will not be refunded.

[Click here](#) for additional Terms and Conditions

* Processing fee waived when order is placed using company's online lead portal.

** Taxable items and rates vary among states and are subject to change. Please call for exact quote.

Order Online: <https://exhibitor.experientswap.com>

Order by Mail: Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703

Order by Fax: 301.694.3286

Payment Method

Check (Orders cannot be processed unless received with payment.)

Visa MasterCard American Express DISCOVER

Signature: _____

Card #: _____ Exp: ____/____

Upon registration for this event, all guests (foreign and domestic) agreed to Terms of Use which include voluntarily sharing their personal information with exhibiting companies via lead retrieval. Experient recommends all customers seek their own expert advice for GDPR Compliance concerns.

For Assistance Contact:

Ann Cusimano

P: 866.297.5247

E: ann.cusimano@experient-inc.com

It is against Experient's security policy to accept credit card information via email.



AMC202

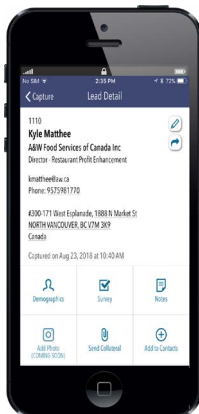
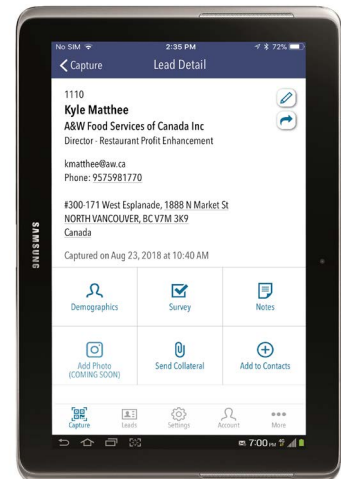


Handheld Badge Scanner (RT2000)

- A mobile device for capturing lead information
- High speed scanning and extended battery life
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up

Tablet (Android Device)

- Large screen for easy note-taking
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up



SWAP Mobile App

- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Custom lead surveys
- All leads consolidated in your SWAP Portal for immediate follow-up
- Ability to attach and send collateral from your device



Developer's Kit for Real Time Data Services

- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event



Exhibitor Services

Booth Cleaning Services

All rates based on gross booth area per day
100 square foot minimum
8.25% tax applied at checkout

Vacuuming Booth

38¢ per square foot/day

Shampooing Booth Carpet

50¢ square foot/day

Mopping Booth

45¢ square foot/day

Porter Service

Booths up to 1,000 square feet @ \$40/day

Over 1,000 square feet @ \$60/day

Continuous porter service during show hours
@\$18/ hour in addition to regular porter service.

To place an order for booth cleaning,
please visit:

www.GRBBoothCleaning.com

If you have any questions,
please contact:

713-853-8001 Or 713-853-8716

GRB-ExhibitorServices@houstonfirst.com



MENU

Exhibitor Catering





A warm Houston

WELCOME

WELCOME to the George R. Brown Convention Center in Houston, Texas. Our team of talented professionals looks to create a unique and authentic food experience for you and your guests.

Our menu provides a starting point in planning your event. We understand that all of our guests are unique and we will work with your group to create a

customized food experience that shows your guests what Houston's vibrant food scene is all about without leaving the convention center.

We truly look forward to serving you and your guests.

SIGNATURE “HOUSTON” BREAKFAST EXPERIENCE

Our signature spread of breakfast tacos to baked goods. We serve up all the breakfast basics that we’re proud to share with our guests.

Enhance your breakfast experience with an array of toasty breakfast sandwiches and premium pastries.

HOT BREAKFAST ITEMS

served for a minimum of 25 guests

Buttermilk Biscuit Sandwich (Choice of Sausage or bacon, with egg & cheese)
8.00 each

Breakfast Taco with Salsa (Choice of sausage, bacon or potato, with egg & cheese)
8.00 each

HOT BREAKFAST ITEMS

price per dozen; minimum of 1 dozen required

Assorted Danish **54.00 dozen**

Assorted Muffins **54.00 dozen**

Assorted Breakfast Pastries **54.00 dozen**

DELIVERY / RENTAL FEES

Delivery / Refresh Fee
Per Trip or Request **25.00 each**

STAFFING

Booth attendants, wait staff and bartenders are available. **Staff is charged at a four - hour minimum of \$225.00 per four - hour shift with each additional hour of \$30 per hour.**

ALL DAY BREAKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below

A LA CARTE

includes disposable plates, napkins and cutlery if required

Assorted Whole Fruit **40.00/dozen**

Assorted Granola Bars **33.00/dozen**

King Size Candy Bars **48.00/dozen**

Individual Bags of Chips **43.00/dozen**

Assorted Bags of Snacks **45.00/dozen**

Artisan Bavarian Pretzels **8.00/each**

Salted Traditional - (Dips: Creole Mustard, White Chile con Queso, Spicy Tomato and Bacon Jam, or Sun Dried Tomato and White Truffle Aioli)

Sweet Coated - (Dips: Cream Cheese - Vanilla Bean, Chocolate Fudge or Salted Bourbon Caramel)

Hummus Trio **10.00/pp**

Traditional, roasted bell pepper and Kalamata olives. Served with crispy carrots, celery, crackers and bagel chips.

Garden Fresh Crudité of Vegetables **9.00/pp**

Local Cheese Display **14.00/pp**

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers.

Sliced Fruit Platter **8.00/pp**

Assorted Cookies (Oatmeal Raisin, Chocolate Chunk, Chocolate Chip with Pretzel & Butterscotch, Tamarind Ginger Snap) **51.00/dozen**

Cupcakes (Chocolate Devil's Food Cake with Vanilla Coffee Porter Frosting, Red Velvet with Margarita Cream Cheese Frosting, Vanilla Bean with Cajeta Caramel Frosting) **54.00/dozen**

Fudge Brownies **8.00/dozen**

BITES

50 piece minimum; includes disposable plates, napkins and cutlery if required

Tandori Chicken Satay with Mango Salsa **8.00 each**

Chicken Quesadilla with Avocado Crema **7.50 each**

Beef Satay with Thai Peanut Sauce **9.00 each**

Texas Brisket Slider **8.50 each**

Pulled Pork Biscuit **8.00 each**

Pork Potsticker with Soy and Sweet Chili **7.50 each**

Crab Cake with Lemon Aioli **9.50 each**

Seared Sesame Tuna Wonton with Seaweed Salad and Wasabi Cream **8.50 each**

Vegetable Spring Roll with Sweet Soy **7.50 each**

Brien En Crouete with Raspberry **7.50 each**

BY THE POUND

minimum of 3 pounds required - 1 pound serves approximately 12 people

Potato Chips & Choice of Dip (Caramelized Onion Dip, Poblano Ranch Dip, Bleu Cheese Dip) **46.00 /lb**

Tortilla Chips with Salsa Verde & Roja **50.00/lb**

Trail Mix **22.00 /lb**

Mini Pretzels **18.00 /lb**

Goldfish Crackers **18.00 /lb**

Mixed Nuts **28.00 /lb**

DELIVERY / RENTAL FEES

Delivery / Refresh Fee

Per Trip or Request **25.00 each**

STAFFING

Booth attendants, wait staff and bartenders are available. **Staff is charged at a four - hour minimum of \$225.00 per four - hour shift with each additional hour of \$30 per hour.**

LUNCH

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches or crisp farm-fresh salads with crunchy sides and sweet treats.

GOURMET SANDWICHES

choose one

Woodlands Turkey with a cranberry chutney and sweet onion jam.

Grilled Chicken with braised spinach, roasted tomato and avocado aioli on ciabatta.

Roast Beef with Gruyère and horseradish cream on onion roll.

Smoked Ham with Swiss with mustard butter on pretzel bun.

ZLT Flatbread with zucchini, sundried tomato pesto and pepperjack cheese.

Fajita Wrap with grilled pineapple and cumin marinated chicken, grilled peppers, onions, spicy aioli and Chihuahua cheese on a sundried tomato wrap.

29.00

- pick a sandwich or a salad -

FARMER SALADS

choose one

Caesar Chopped romaine, shaved Parmesan, garlic croutons, marinated tomatoes, Kalamata olives, and roasted red peppers with a chipotle Caesar dressing.

Vegetable Chop Iceberg wedge, diced vegetable assortment that includes carrots, zucchini, squash, portobello mushrooms, peppers and red onions with a chimichurri ranch dressing.

Bistro Style Mixed baby field greens, quinoa, marinated tomatoes, roasted Cipollini onions, carrot curls, dried cranberries, goat cheese, and candied pecans with a Champagne citrus dressing.

Deluxe Garden Mixed baby field greens, marinated baby heirloom tomatoes, roasted olive medley, diced cucumbers, roasted bell peppers, grilled artichokes, shredded carrots, shaved red onions, and garlic croutons with an aged balsamic dressing.

add a protein to any farmer salad -

chimichurri garlic shrimp +7.00

garlic herb grilled chicken breast +5.00

DISPLAY TRAY

minimum 25, includes disposable plates, napkins and cutlery

Deli Platter *20.00/pp*

Includes assorted deli meats and cheeses, assorted sliced breads & rolls with potato salad, lettuce, tomatoes, onions, pickles, condiments and assorted cookies.

Assorted Mini Sandwiches *6.00 each*

Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll, and condiments.

ADD A DRINK

ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite, Coke Zero
3.50 each (on consumption)

BOTTLED WATER (10 OZ.)

Dasani
3.50 each (on consumption)

DELIVERY / RENTAL FEES

Delivery / Refresh Fee

Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four - hour minimum of \$225.00 per four - hour shift with each additional hour of \$30 per hour.*

COFFEE BAR & POPCORN

Drive attendees to your booth with the smells of fresh brewed coffee and popcorn.

CAPP EXPRESS IN BOOTH BARISTA

Capucino Express Premium Coffee Drinks
1385.00 / day

250 (8oz) cup minimum per day, no carry over to following days. Includes espresso, cappuccino, lattes and Americano.

Additional Cups 5.50 / each

Add Optional Flavors: Mocha, Hazelnut & Vanilla 150.00 / day

One-time Set Up Fee 180.00

Attendant required: staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30.00 per hour.

*Cart or tabletop models available.
Dimensions and electrical requirements available.*

FRESH POPPED POPCORN

Tabletop Popcorn Machine Rental

250.00 / day

Dimensions and electrical requirements available.

Attendant required: staff is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30.00 per hour.

Popcorn Packs (Serves 10)

Includes: Paper Bags, Corn Kernels, Butter & Salt

10.00 / each

DELIVERY / RENTAL FEES

Delivery / Refresh Fee
Per Trip or Request 25.00 each

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four - hour minimum of \$225.00 per four - hour shift with each additional hour of \$30 per hour.*

NON-ALCOHOLIC REFRESHMENTS

Customize your event with the right beverage services
based on your group from the options below.

KEURIG COFFEE MACHINE RENTAL

(Limited Quantities Available) Includes:
1 gallon jug of water, creamers, sugar /
sweetner, stirrers, napkins & disposable
cups. Client to supply: 120v15 amp - please
contact SmartCity at 713 - 853 - 8900

150.00 / day

ASSORTED COFFEE K-CUPS

4.50 / each

ASSORTED TEA K-CUPS

4.50 / each

1 GAL WATER JUG & CUPS

(Keurig Machine ONLY)
8.00 / each

WATER COOLER RENTAL

Client to supply: 120v15 amp - please
contact SmartCity at 713 - 853 - 8900
100.00 / day

5 GAL WATER JUG & CUPS

45.00 / each

FRESH BREWED COFFEE

65.00 / gallon

ASSORTED HOT TEA

65.00 / gallon

FRUIT INFUSED WASTERS

Strawberry Jalapeño

Cucumber Lemon

Minted Watermelon

60.00 / gallon (1 flavor per gallon)

SWEET ICED TEA

59.00 / gallon

LEMONADE

59.00 / gallon

ASSORTED SOFT DRINKS

Coke, Diet Coke, Sprite, Coke Zero

84.00 per case, per selection (24 per case)

BOTTLED WATER

Dasani *84.00 per case (24 per case)*

MINUTE MAID ASSORTED FRUIT JUICES

Apple, Orange and Cranberry

84.00 per case, per selection (24 per case)

LOGO BOTTLED WATER BUY-OUT FEE

Please contact your Sales Manager for
pricing and approval

price varies

20LB BAG OF ICE

20.00 / each

DELIVERY / RENTAL FEES

Delivery / Refresh Fee
Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders
are available. *Staff is charged at a four -
hour minimum of \$225.00 per four - hour
shift with each additional hour of \$30 per
hour.*

ALCOHOLIC BEVERAGES

Customize your event with the right beverage services based on your group from the options below.

BARTENDER

Alcohol MUST be served by a Levy TABC Certified Bartender

Four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30.00 per hour.

BEER**

Domestic (Miller Lite, Bud Light)

144.00 per case, per selection (24 per case)

Import / Craft (Stella Artois, Corona Extra, Laquintas IPA, Blue Moon, St. Arnold's Amber, Karbach Love Street, Shiner Bock)

168.00 per case, per selection (24 per case)

KEGS**

Cannot be cancelled once ordered. Not charged on consumption.

Domestic (Miller Lite, Bud Light)

475.00

Import / Craft (Stella Artois, Corona Extra, Laquintas IPA, Blue Moon, St. Arnold's Amber, Karbach Love Street, Shiner Bock)

675.00

WINE BY THE BOTTLE**

Foot Print Chardonnay or Cabernet Sauvignon *28.00 / bottle*

Wycliff Brut or Wycliff Brut Rose *28.00 / bottle*

FULL SERVICE BAR & SPECIALTY COCKTAILS

Minimum of 50 drinks; on consumption served in biodegradable / disposable cups (no glass permitted in exhibit halls).

Bar front not included - additional 150.00 rental fee will apply if requested.

DELUXE COCKTAILS**

Featuring Tito's Vodka, Bombay Sapphire, Bacardi Superior, Hornitos Plata, Jim Beam, Jack Daniel's, Dewars White Lanel

8.00 each

MIMOSAS**

Fresh Orange Juice & House Champagne

8.00 each

TEXAS TEA**

Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim

8.00 each

DELIVERY / RENTAL FEES

Delivery / Refresh Fee

Per Trip or Request *25.00 each*

STAFFING

Booth attendants, wait staff and bartenders are available. *Staff is charged at a four - hour minimum of \$225.00 per four - hour shift with each additional hour of \$30 per hour.*

**Alcohol Policy

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and Levy is responsible for the administration of their rules and regulations.

- Alcohol cannot be transferred for use the following day(s) without a starting alcohol inventory or pre-purchase of a Levy TABC Bartender.

- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away / promotions.

- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.

Minimum Purchase Requirements

- 1 case minimum purchase for each type of beer

- 1 bottle minimum purchase for each type of wine

- 50 drink minimum purchase for each cocktail selection

THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.

EXCLUSIVITY

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As "a family of passionate restaurateurs," we seek to exceed your guests' expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you.

Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

PRICING AND GUARANTEES

Prices quoted in the menu do not include the 21% administrative fee or 8.25% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed (60) days prior to the event. A guaranteed number of guests/quantities of food is required (7) business days prior to the event date. (A business day is defined as Monday through Friday. Holidays and Weekends are excluded from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of guests/quantities specified on the contracted event order. Guarantees increased less than (7) full business days prior to an event will be subject to a minimum 10% surcharge on the price for each additional guest or increase. Any on-site increases will be subject to a 25% surcharge. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first served basis as able. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed guests attend the event.

SERVICE STAFF

Each Levy staff member is charged at a four-hour minimum of \$225.00 per four-hour shift with each additional hour of \$30 per hour. Booth catering is a drop service.

CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums and specified function sheets, constitute the entire agreement between Client and Levy Restaurants. Your Catering Sales Manager will outline the payment and contract process.

CANCELLATIONS

Any event cancelled within (7) business days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either Client or Client's guests without our prior written approval. Your Catering Manager will instruct you if additional fees may be incurred.

BEVERAGE SERVICES

We offer a complete selection of beverages to complement your event. Please note that alcoholic beverage services are regulated by the Texas Alcohol and Beverage Commission (TABC). Levy Restaurants, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDERAGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES. Levy Restaurants must supply all beer, wine and liquor and must be served by a Levy employed TABC Certified Bartender.

PAYMENT

We will not deliver service without a receipt of 100% payment. Payment must be made and approved (7) business days prior to start of event.

George R. Brown Convention Center
Exhibitor Catering Order Form & Service Contract



Levy Convention Centers is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an Levy Representative. **THIS INCLUDES BOTTLED WATER.**

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP:** Levy can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE:** Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Levy as additional insured. Be sure to check the [complete insurance requirements](#).
- **DELIVERY FEE:** A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.
LEVY DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL:** Please contact Exhibitor Services at 713.853.8907

FOOD AND BEVERAGE SAMPLING

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

FOOD SAMPLING

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Levy if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Levy purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Levy.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

ALCOHOLIC BEVERAGE SAMPLING

- All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.

Levy
CONVENTION CENTERS

- By completing this form you are authorizing that you have read and agree to the terms contained within this Exhibitor Catering Order Form & Service Contract. All policies, procedures and cancellations will be upheld by Levy.



Exhibitor Liability Insurance Program

As a standard requirement for all exhibitors, it is necessary to provide proof of general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, April 20-25, 2020, naming the 1) Academy of Managed Care Pharmacy (675 North Washington Street, Suite 220, Alexandria VA, 22314) as the certificate holder. The additional insureds must read as follows: Academy of Managed Care Pharmacy, George R. Brown Convention Center and Freeman.

AMCP has requested that Rainprotection serve as their insurance management company. In addition to being able to provide exhibitors with insurance, we are also collecting and verifying that all insurance certificates, regardless of the insurer, are verified for compliance.

Already have coverage? If you have your own insurance, please submit a copy to Sales@rainprotection.net.

Please see page 2 to review a sample certificate of insurance.

Purchase Your Insurance Now!

Simply purchase your Exhibitor Insurance, which is already pre-filled with all of the proper show information, directly online by using a credit card.

Click the Link Below to Purchase Your Insurance for just \$94

<https://securevendorinsurance.com/RainprotectionGroupVendor/ApplicantInformation?GroupEventKey=fb7f2ed293e8>

NON USA EXHIBITORS

When filling in your company information it will ask for a phone number and address. Please use the following: Address - 1001 Avenida De Las Americas, Houston, TX 77010
Phone Number - (800) 528-7975

Program Benefits:

- *Exhibitors who do not have any insurance.
- *International Exhibitors whose liability insurance will not cover them at a U.S Show.
- *Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- *Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- *Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

Are you worried about lost, stolen, or damaged merchandise?

We also offer Equipment/Merchandise/Display Insurance

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

Please complete and return the Enrollment Form below:

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



Sample

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Rainprotection Insurance 39 Ryder Avenue Dix Hills, NY 11746 www.Rainprotection.net		CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		NAIC #	
INSURED SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS: Exhibitor Name Street City, State, Zip Code		INSURER A : Insurance Company Name	
		INSURER B :	
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X		Policy Number	04/20/2020 12:01 AM	04/25/2020 12:01 AM	GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY \$ 1,000,000
							EACH OCCURRENCE \$ 1,000,000
							FIRE DAMAGE (Any one fire) \$ 300,000
							MED EXP (Any one person) \$ 5,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTO	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS <input type="checkbox"/> OTH - ER \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y / N	<input type="checkbox"/> N / A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
							AD&D MAXIMUM MEDICAL DEDUCTIBLE TERMS OF PAYMENT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Academy of Managed Care Pharmacy, George R. Brown Convention Center and Freeman. As respects to claims arising out of the operations of Exhibiting Company at the AMCP Managed Care & Specialty Pharmacy Annual Meeting, April 21-24, 2020.

CERTIFICATE HOLDER

CANCELLATION

Academy of Managed Care Pharmacy
675 North Washington Street, Suite 220,
Alexandria VA, 22314

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Rainprotection Insurance



Electrical Service Contract George R. Brown Convention Center

Company Name:	Show Name:
Billing Name:	Show Dates: / / To / /
Billing Address:	Discount Order Deadline: 14 days Prior to 1st day of Show Move-in
City, State / Country, Zip:	Booth / Room :
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -
Print Authorized Name Accepting Terms Conditions:	Authorized Signature Accepting Terms Conditions:

**When your order is processed, you will receive an email with a link to Smart City Network's payment portal.
Payment in full is required prior to the event.**

For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145.

duplex Outlets (120 volts up to 2000 Watts)
Includes Labor and Material for each service indicated on the floor plan.

Watts	Discount	Standard	Qty	Total	Internal
500	\$ 105	\$ 137	_____	= \$ _____	500-WATT
1000	\$ 127	\$ 165	_____	= \$ _____	1000-WATT
1500	\$ 138	\$ 179	_____	= \$ _____	1500-WATT
2000	\$ 149	\$ 194	_____	= \$ _____	2000-WATT

A separate outlet must be ordered for each location.

Flood Lights on a 6ft-8ft Pole
Includes Electrical Services and Labor.

Configuration	Discount	Standard	Qty	Total	Internal
150 Watt, 1spot	\$ 65	\$ 88	_____	= \$ _____	FLOOD-1
150 Watt, 2spot	\$ 70	\$ 95	_____	= \$ _____	FLOOD-2
300 Watt, 1spot	\$ 80	\$ 108	_____	= \$ _____	FLOOD-3
300 Watt, 2spot	\$ 85	\$ 115	_____	= \$ _____	FLOOD-4

120/208/480 volt Service (Includes Labor and Material for floorplan location) – Up to 100Amps.

Amps	120 volt	Qty	208 volt 1phase	Qty	208 volt 3phase	Qty	480 volt 3phase	Qty	Total
	Discount	Standard	Discount	Standard	Discount	Standard	Discount	Standard	
15	\$ 149	\$ 194	_____	_____	\$ 360	\$ 468	\$ 660	\$ 858	\$ _____
20	\$ 177	\$ 230	_____	_____	\$ 476	\$ 619	\$ 844	\$ 1097	\$ _____
30			\$ 266	\$ 346	\$ 813	\$ 1057	\$ 1879	\$ 2443	\$ _____
60			\$ 361	\$ 469	\$ 1239	\$ 1611	\$ 2972	\$ 3864	\$ _____
100			\$ 549	\$ 714	\$ 1733	\$ 2253	\$ 4380	\$ 5694	\$ _____
150			\$ 813	\$ 1057	\$ 2301	\$ 2991	\$ 5770	\$ 7501	\$ _____
200			\$ 1197	\$ 1556					\$ _____
			\$ 1428	\$ 1856					\$ _____

Power strips, additional extensions cords Nema plugs available for additional cost.

(CALL 888-446-6911 for Quote) \$ _____

Special Quote – Attachment A or SO (if applicable) – (CALL 888-446-6911 for Quote)

Additional labor and material apply to connect and disconnect service to equipment.

IMPORTANT PLEASE READ: PAYMENT IN FULL IS REQUIRED WITH OUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING.

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.42% Tax [Flood Lights]	: \$ _____
e. Grand Total Of Order due (a b c) :	_____

Floor Plan Details
Select booth details below
Booth Type
Island ☐ Inline ☐
Placement
Standard ☐ Floorplan ☐

Example Floorplan

Please submit a valid floor plan. Inline booths include placement of center rear.

or Smart City Electric, Inc. Use	Type of Service:	Customer No.
Special Instructions:		
Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	CSR:	Date: / /
OR ORDER ONLINE: https://orders.smartcitynetwork.com/center.aspx?center=001 Make Checks Payable to SMART CITY ELECTRIC Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com		
Form Effective January 1, 2020 – December 31, 2020		

TERMS AND CONDITIONS

- Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. **Smart City is hereby authorized to charge Customer's credit card for any additional amounts incurred as well as any initial charges not otherwise paid.**
- Standard delivery of electrical service includes labor and material fees to cover the delivery of service to the specified location on floorplan. Additional charges will apply for any work performed outside the scope of standard delivery. Electrical service over 100 amps will be subject to regular labor and material fees." **A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
- Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
- Straight time labor for an electrician is \$90.00 per hour. There is a one half hour minimum charge.
- Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
- Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE SERVICE AVAILABLE.**
- Supervision time will be charged at the rate of one half hour for each four hours of labor.
- Mail order with check to address listed above or you may fax your credit card order.
- Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
- Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
- The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
- CANCELLATION** - There is a minimum \$150 or 10% Cancellation Fee (whichever is lower). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Canceled services within an order will not incur cancellation charges if other services are ordered from Smart City provided the canceled services have not already incurred any costs. Some broadband services and special circuits cannot be canceled once ordered and will incur full charges listed/quoted. Credit will not be given for service(s) installed and not used.
- Prices are based upon current rates and are subject to change without notice.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND OUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

- All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
- 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
- SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
- All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
- Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3	15	15	15	15	15	20	30	30	45	60	60	85	100

MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

Complete and Return To

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ONLINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>



Internet Service Contract

George R. Brown Convention Center

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
<p>Dedicated Wired Internet - Routers Allowed Connection speeds of 3Mbps and up Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers (wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet - No Wired or Wireless Routers Connection speeds of 1.5Mbps Burstable to 3Mbps, DHCP Recommended for:</p> <ul style="list-style-type: none"> • Email • Social Media • Surfing the web <p>Includes 1 Private IP Addresses</p>

Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE:

orders.smartcitynetworks.com/ordering.aspx

Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service – Includes 1 Private IP Address		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps – Includes 5 Static IP Addresses		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps – Includes 5 Static IP Addresses		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps – Includes 5 Static IP Addresses		\$7,850	\$9,810	\$11,772	
d. Dedicated 15Mbps – Includes 5 Static IP Addresses		\$11,700	\$14,630	\$17,556	
e. Dedicated 20Mbps – Includes 5 Static IP Addresses		\$15,500	\$19,380	\$23,256	
f. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 100') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Four Lines Per Hour		\$125	\$125	\$125	
4. Wireless Customized Hot Spots Available – Please call (888) 446-6911 for quote.					
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
				SUBTOTAL	
				ESTIMATED 10% Tax/FEES	
				GRAND TOTAL	
<div> <div> Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com </div> <div> Effective January 1, 2020 – December 31, 2020 </div> </div>					
Customer No: 2020 – 001 -					

GRB Rigging Approval Form

All rigging and/or hanging requests are only authorized for installation if this form has been countersigned and drawings have been approved by the George R. Brown Convention Center and Staging Solutions at GRB. The original copy of this form is to be forwarded to Staging Solutions at GRB along with drawings by those intending to suspend systems. Services Requested on this form are for the single event listed. We can provide a secure direct upload link as needed if the packet is too large to send via email.

"The Client" will be identified by the company named in the signature section below.

Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

Rigging Information

	Date:	Start Time:	End Time:
Installation			
Removal			
Description and dimensions of material and /or equipment to be rigged (see Terms & Conditions for drawings required)			
Rigging Location:			
Total Weight:	No. of Hanging points:	Max Weight of each hanging point:	

Third Party Authorization Form

For use by Licensee Appointed Contractor:

We understand and agree that we, the Licensee of the George R. Brown Convention Center, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms & Conditions section of this third-party agreement. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the Licensees' company. All invoices are due and payable upon receipt, by either party. The items checked below are to be invoiced to the third party.

<input type="checkbox"/>	All Services	<input type="checkbox"/>	Structural Rigging
<input type="checkbox"/>	Exclusive House Services	<input type="checkbox"/>	Banner and Sign Hanging
<input type="checkbox"/>	Onsite Equipment Additions	<input type="checkbox"/>	Lift Rentals
<input type="checkbox"/>	Technical/Supplemental Labor	<input type="checkbox"/>	Other

Your signature below denotes acceptance of all terms and conditions included in this document and attachments.

Licensee Company Name:
Licensee Representative Name:
Licensee Company Name:
Rigging Location:
Third Party Billing Address:
City, State, Zip Code:
Phone:
Fax:
Email:
Licensee Signature:

Liability Waiver, Release & Covenant not to sue

For purposes of this contract, “Staging Solutions” means Staging Solutions, Inc., and Staging Solutions at GRB, and their employees, directors, officers, agents and assigns, affiliated companies, related entities including but not limited to any subcontractors Staging Solutions may appoint.

Staging Solutions In consideration of Staging Solutions permitting my involvement in the below-described activity (hereinafter referred to as “Activity”), the undersigned:

1. HEREBY AGREES that prior to participating in the Activity, he or she will inspect the facilities and equipment to be used, and if he or she believes anything is unsafe, he or she will immediately advise Staging Solutions of such condition(s) and refuse to participate. Further, the undersigned agrees that he or she knows how to safely operate and/or use any equipment, and acknowledges that Staging Solutions has no responsibility for training and/or instructing the undersigned on the use and/or operation of equipment.

PROVIDES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO THE CONDITION OF ANY EQUIPMENT INVOLVED IN THE ACTIVITY.

2. HEREBY RELEASES, WAIVES, DISCHARGES AND COVENANTS NOT TO SUE Staging Solutions, Show Management, and if applicable, owners and lessors of the premises, all of which are hereinafter referred to as “releasees” from all liability to the undersigned, his or her employer, his or her personal representatives, assigns, heirs, and next of kin for any and all damage, and any claim or demands therefore on account of injury to the person or property or resulting in death of the undersigned, whether caused by the negligence of the releasees or otherwise while the undersigned is participating in the Activity.
3. HEREBY AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the releasees and each of them from any loss, liability, damage, or cost (including attorneys’ fees) they may incur due to the undersigned’s participation in the Activity and WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
4. HEREBY ASSUMES FULL RESPONSIBILITY FOR AND RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE DUE TO THE NEGLIGENCE OF RELEASEES OR OTHERWISE WHILE ENGAGED IN THE ACTIVITY.
5. THE UNDERSIGNED further expressly acknowledges and fully understands that the Activity involves specific risks of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from the undersigned’s own actions, inactions or negligence, but the actions, inactions or negligence of others, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time. THE UNDERSIGNED further expressly agrees that the foregoing release, waiver, and indemnity agreement is intended to be as broad and inclusive as is permitted by the law of the Province or State in which the Activity is conducted and

that if any portion thereof is held invalid, it is agreed that the balance shall continue in full legal force and effect. THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements or inducement apart from the foregoing written agreement have been made.

(Activity) Operation of Man-Lift, Scissor Lift or Boom Lift

Please describe in detail:	
Name:	Employer:
Signed individually and as Agent of the Employer:	
Date:	

The Client shall provide and maintain in full force and effect, for the duration of the Term and any Renewal Term, at least the following insurance and limits of liability:

- | | |
|--|---|
| a. <u>Commercial General Liability</u> | Combined single limit of \$1,000,000 per occurrence, subject to a general aggregate of \$2,000,000 |
| b. <u>Automobile Liability Insurance</u> | \$1,000,000 combined single limit including Owned, Hired, and Non-Owned and Auto Coverage |
| c. <u>Workers' Compensation</u> | In the minimum amount required by the applicable Workers' Compensation statute. In the absence of the Workers' Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers' Compensation Act. |
| d. <u>Employer's Liability</u> | Bodily Injury by accident \$1,000,000 (each accident); Bodily Injury by disease \$1,000,000 (policy limit); and Bodily Injury by disease \$1,000,000 (each employee) |

A certificate of insurance shall be furnished to the SSGRB at least 10 business days before the commencement of the project and must include the SSGRB as additional insureds by the names listed in Exhibit A, except those for Workers' Compensation. Each policy must include an endorsement to the effect that issuer waives any claim or right in nature of subrogation to recover against the other party by the names listed on this agreement.

Exhibit A

Liability Requirements	
General Aggregate Limit	\$ 2,000,000
Products Completed Operations Limit	\$1,000,000
Personal & Advertising Injury Limit	\$1,000,000
Each Occurrence Limit	\$1,000,000
Damage to Rented Premises	\$100,000
Owned/Hired/Non-Owned Automobile-CSL	\$1,000,000
Statutory Workers' Compensation including Employer's Liability Insurance	
<p>In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance in Texas, evidence of an alternative employee benefit program must be provided, as well as proof that the Party has legally non-subscribed to the applicable Workers Compensation Act.</p>	
On-Site Property	
<p>Staging Solutions Inc. is not responsible for damage or theft of any equipment on site.</p>	
Description of Operations Locations Vehicles Special Provisions	
<p>The General Liability policy includes a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder when required by written contract.</p> <p>The General Liability policy includes a blanket automatic waiver of subrogation endorsement that provides this feature when required by written contract.</p>	
Certificate Holders	Please send certificate of insurance to:
Staging Solutions, Inc., including all its subsidiaries 2014 Lou Ellen Ln. Houston, TX 77018	
A certificate of insurance shall be furnished to the other party at least 10 business days before the commencement of the project.	

I have reviewed the rigging requirements for the above event. Based on the information provided to me, the rigging meets the building guidelines set forth by the architect. The Client hereby certifies and guarantees that the stress points for the hanging structure have been properly engineered and tested. We further certify that the structure can be hung safely, and has been constructed to meet all applicable regulations and safety measures. All weights and measurements are accurate at this time of submittal and any changes to equipment and/or placement will be reflected in a revised drawing.

Authorized Client Signature

Date

Staging Solutions has reviewed the attached rigging requirements for the above event. Based on the information provided to Staging Solutions by the Client, the rigging meets the building guidelines set forth by the architect.

Staging Solutions at GRB Audio Visual

Date