

ReMA2026 Convention & Exposition
April 13 – 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

Dear Exhibitor:

As the Official General Service Contractor, we would like to welcome you to the **ReMA2026 Convention & Exposition**.

We have, along with Show Management, compiled this Exhibitor Services Manual to provide you with all of the necessary forms and vital information that you will need for a successful exposition experience.

In order to qualify for discount prices where available, please take time to review this manual now. To receive the discount prices your order(s) along with full payment must be received by the date indicated on the particular form. Please do not miss out on this opportunity to secure discounted prices. The savings offered to you are substantial.

Should you have any questions regarding any of the services or need assistance in planning your exhibit, please do not hesitate to contact our customer service department at 253-437-0031 or via email at operations@levyexpo.com. We will be happy to assist you in any way possible to ensure that you have a successful experience at the **ReMA2026 Convention & Exposition**.

Thank you and we look forward to servicing your needs at the **ReMA2026 Convention & Exposition in Las Vegas, NV**.

Sincerely,

Levy Exposition Services, Inc.

ReMA2026 Convention & Exposition

QUICK FACTS

SERVICE CONTRACTOR CONTACT: LEVY EXPOSITION SERVICES INC.
14900 Interurban Avenue S., Suite 271
Seattle, WA 98168
T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com

LOCATION: Mandalay Bay Convention Center
3950 S Las Vegas Blvd
Las Vegas, NV 89119

EXHIBITOR MOVE-IN:

Friday, April 10, 2026	12:00 pm – 5:00 pm <i>(equipment spaces – appointment only)</i>
Saturday, April 11, 2026	8:00 am – 5:00 pm
Sunday, April 12, 2026	8:00 am – 5:00 pm
Monday, April 13, 2026	8:00 am – 12:00 pm

EXHIBITION DATES:

Monday, April 13, 2026	5:00 pm – 8:00 pm
Tuesday, April 14, 2026	9:00 am – 5:00 pm
Wednesday, April 15, 2026	9:00 am – 4:30 pm

EXHIBITOR MOVE-OUT:

Wednesday, April 15, 2026	4:30 pm – 11:00 pm
Wednesday, April 15, 2026	Hall A move-out
Thursday, April 16, 2026	8:00 am – 5:00 pm

****Please note that all exhibit materials must be removed from the exhibit Facility by 5:00 pm on Thursday, April 16, 2026. Anything left in your booth space after 11:00 pm on Wednesday, April 15th is not the responsibility of Levy Exposition Services, ReMA or any other contracted companies inside the Mandalay Bay Convention Center. If items from your booth go missing, neither Levy Exposition Services, ReMA or other contracted companies will be liable for charges or reimbursement of those items****

BOOTH EQUIPMENT: Each 10' x 10' booth space includes the following:

- 8' high drapery backwall – purple/black/white
- 3' high drapery sidewall – purple
- 1 - 7" x 44" booth identification sign

booth carpeting is **mandatory for this show**

If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).

AISLE CARPET: The aisles will be carpeted in tuxedo which is a mix of white, black and grey.

CEILING HEIGHT: The ceiling height in the exhibit hall is 30'.

DISCOUNT PRICE DEADLINE: In order to receive the discount rates listed on the enclosed order forms, your **PAID** order is to be received by **March 23, 2026**.

LEVY ONLINE ORDERING (LOLO): The online ordering link and instructions will be sent via email to all exhibitors. Please provide your correct contact information to the show organizer to ensure you receive all necessary show information.

FLORAL SERVICES: To order floral services, please follow the link below:
<https://www.expotoolkit.com/upload/154/docs/9909/Floral-Services-ReMA2026.pdf>

ReMA2026 Convention & Exposition

QUICK FACTS

CONVENTION CENTRE SERVICES:

The Mandalay Bay Convention Centre is the official service provider for Electrical, Cleaning, Catering, Internet & Audio Visual services as well as Rigging for over 200 lbs. To order services, please see **page 5** of this Exhibitor Kit.

LEAD RETRIEVAL:

To order Lead Retrieval Services, please follow the link below:
https://leadretrieval.goeshow.com/lr_sales.cfm?form_key=D7FD247D-3FCE-4CF2-A925-0F629E23D657

SPECIALTY FURNITURE:

To order from our Specialty Furniture catalog, please follow the link below:
<https://www.expotoolkit.com/upload/154/docs/9909/Specialty-Furniture-ReMA26.pdf>

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between March 6, 2026 – April 3, 2026. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

ReMA2026
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive Suite 100
Las Vegas, NV 89118

****IMPORTANT: shipments going to the advance warehouse have a maximum weight limit of 5,000 lbs****

All **DIRECT** shipments should not arrive prior to 8:00 am on **Saturday, April 11, 2026**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

ReMA2026
Exhibiting Company Name
Booth # ____
Mandalay Bay Convention Center
c/o Levy Exposition Services, Inc.
3950 S Las Vegas Blvd
Las Vegas, NV 89119

DISMANTLE AND MOVE-OUT INFORMATION:

All exhibitor materials **MUST** be removed from the facility by 5:00 pm on Thursday, April 16, 2026. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 3:00 pm on April 16th. If your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

Quick Facts continued...

Hall A:

Please note that with staggered move out time and dates, booths in Hall A (Exhibitor Booths or Equipment Booths) will need to be completely out of the Exhibit Hall on Wednesday, April 15th by 11:59pm. Please have your carrier check-in on April 15th by 9:30 pm so that we are able to move out all freight. If your carrier fails to check-in, you will be forced out via the official show carrier.

**POST SHIPPING
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) MUST be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you MUST include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.

**MARSHALLING
YARD:**

To control traffic during the install and dismantle, we will utilize a marshalling yard for all exhibitors. The yard will be operational for driver check-in and staging from April 10, 2026 until April 16, 2026. Please notify your carriers that their driver must check in prior to being dispatched to the Mandalay Bay Convention Center for both delivery and pick-up. A \$125.00 usage fee will apply to all inbound and outbound carriers. We have included driving instructions in this exhibitor kit for your convenience.

Address: 9565 Redwood St, Las Vegas, NV 89139



MANDALAY BAY[®]
RESORT AND CASINO, LAS VEGAS

Mandalay Bay Exhibitor Services
Welcomes

REMA 2026 Convention & Exposition

Order Online!

Take advantage of discounted pricing until

System offers easy ordering of:

- Electrical
- Booth Cleaning
- Food and Beverage
- Internet and Telecommunications
- Audio Visual, Rigging & Truss
- Security

Our online ordering system is quick, secure and easy to use. Step-by-step instructions are right on the screen, and assistance from one of our representatives is just a click away!

Order online today at mandalaybayexhibitorservices.com



RAINPROTECTION INSURANCE

WHERE YOUR EVENT GETS INSURED

Rainprotection is an Authorized Official Insurance Supplier for the Recycled Materials Associations.

Exhibitor Liability Insurance Program

As a standard requirement for all our show exhibitors, it is necessary for you to carry 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. Insurance Coverage is not optional.

This insurance must be in force during the lease dates of the event, April 10-18, 2026, naming the Recycled Materials Associations (1250 H Street, NW Suite 400, Washington, DC 20005) as the certificate holder. The following must be listed as additional insured: Recycled Materials Associations (ReMa) and the Mandalay Bay and their parents, subsidiaries and affiliates.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection's policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99
(Plus any applicable taxes)

While completing the online application, DO NOT check any boxes unless it specifically relates to what you will be doing at your booth at the event

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=zdl0uPAMwyw\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=zdl0uPAMwyw$)

After reading the above information, if you still decide to use your own insurance, please make it compliant and then submit a copy to: jrussell@isri.org

MARSHALLING YARD INFORMATION

GIVE THIS INFORMATION TO YOUR CARRIER

Please note:

- All carriers delivering to or picking up from the facility must check in at the Marshalling Yard.
- Drivers will check in using their bill of lading, which should include Exhibitor Name & Booth #.
- Drivers will be assigned a dock pass and will be dispatched once dock space is available.

Marshalling Yard address:

**Levy Marshalling Yard
9565 Redwood St.
Las Vegas, NV 89139**

The Marshalling Yard will be open on the following days:

MOVE-IN:

Friday, April 10, 2026 from 10:00 AM - 6:00 PM

(Equipment spaces - appointment only)

Saturday, April 11, 2026 from 8:00 AM – 5:00 PM

Sunday, April 12, 2026 from 8:00 AM – 5:00 PM

Monday, April 13, 2026 from 8:00 AM – 12:00 PM

MOVE-OUT:

Wednesday, April 15, 2026 from 3:00 PM – 11:00 PM

Thursday, April 16, 2026 from 8:00 AM – 5:00 PM

CONTACT INFORMATION

For questions, please call us at (774) 568-5424, or email us at Logistics@willwork.com

SHOW SITE MAP & PROCEDURE

Please note:

- All carriers delivering to or picking up from the facility must have already checked in at the Marshalling Yard and received a dock pass.
- Dock passes **MUST** be visible to the traffic attendant.
- Drivers will check in with the traffic attendant, who will then direct them to where they will be loaded or unloaded.

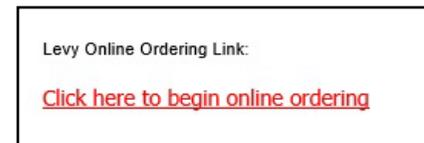


ONLINE ORDERING INSTRUCTIONS

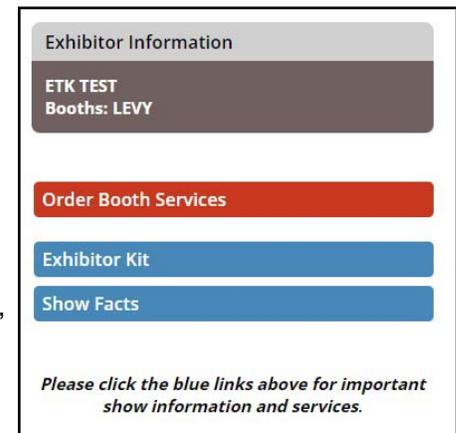
We are pleased to offer online ordering for the **ReMA2026 Convention & Exposition**. This system is designed to assist in fulfilling your exposition needs simply, conveniently and securely.

Our online ordering links are unique to each exhibitor and are generated when exhibitors are imported to our online system. This creates a streamlined experience for exhibitors and eliminates the need to create a username and password.

1. You will receive an email from Levy Exposition Services with a copy of the PDF Exhibitor Kit and your account specific online ordering link.
NOTE: If you do not receive your email, please email agaudet@levyshow.com and you will be sent one directly.



2. Once you have accessed the online ordering portal, you will be directed to the Welcome Page where you can access the Exhibitor Kit, Show Facts and other ancillary service forms. To begin online ordering, you can click the red "Order Booth Services" button. 
3. After making your service or rental selections, click the "Add to Cart" button. Once you have finished adding all items or services to your cart, click on the "My Cart/Orders" tab on the menu at the top of the page to view your order.
4. To complete your purchase click on the "Proceed to Checkout" button.
5. Complete your billing details and enter your credit card information to confirm and complete the order.
NOTE: Alternatively, to expedite the check out process, you may enter your card details before online shopping by clicking the "My Profile/CC" tab on the menu at the top of the page, then click "Credit Cards" and fill out the required information.



OTHER HELPFUL INFORMATION:

1. To find your username and password, please click on the "My Profile/CC" tab on the menu at the top of the page.
2. To access and view your invoice(s), please click on the "My Invoice" tab on the menu at the top of the page.

SAFETY RULES

Exhibitors must provide adequate space within the exhibit to allow for the comfort and safety of persons watching demonstrations and/or placing orders. Each exhibitor is responsible for keeping the aisles near their booth free of congestion which may be caused by such demonstrations and/or order placement.

Aisles **MUST** remain free and clear of all obstructions. If chairs are being used as part of your exhibit, they **MUST** remain inside your booth space. Chairs in the aisle constitute a violation of fire codes and are also considered a booth violation.

Do not run electrical cords or position displays and/or product in such a way as to pose a safety hazard for attendees and company personnel who will traffic into booth areas.

Do not store cardboard cartons or packing materials in booth areas, as this is a violation of fire codes and poses a safety hazard.

Do not place product samples, whether on tables or free-standing displays, at the edge of the aisle, or in the case of an island booth, on shelving units on an outside wall. All portions of an Exhibitor's display must be contained within his/her assigned booth space, including chairs placed at the edge of an aisle.

At the close of the exhibit hall, please keep clear of all aisles including exhibit material and/or product. During the first two or three hours after the close of the exhibit hall, there is ample traffic in the aisles including but not limited to forklift traffic returning empty containers.

SHOW SITE WORK RULES IN NEVADA

To assist you in planning for your participation in the show, we are certain you will appreciate knowing in advance that Levy labor will be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following.

LABOR

The installation and dismantling of prefabricated displays come under the jurisdiction of the Teamster union. Union Labor is available to assist in the building and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians, and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION

Teamster union exhibit labor claims jurisdiction for installing, dismantling, and first cleaning prefabricated exhibits and displays. However, exhibitors may set up their exhibit display if they are full-time employees of the exhibiting company with proof of employment and proper identification. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance, or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc.) on booths of any size unless they are full-time employees of the exhibiting company with proof of employment and proper identification.

When union labor is required, you may provide your company personnel with a union installer on a one-to-one basis. All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle, they must use local union members.

MATERIAL / FREIGHT HANDLING JURISDICTION

The Teamsters have jurisdiction over all unloading and reloading of materials. The Union also has jurisdiction over all material handling equipment, including all dollies and hand trucks. It also has the authority of the unloading, uncrating, unskidding, leveling, painting, and assembly of machinery and equipment and the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

Vehicles must not be left unattended at the loading areas. Any unattended vehicles will be towed at the owner's expense.

GRATUITIES / BREAKS

Levy requests that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Exhibitors should not give coffee breaks other than mid-morning and mid-afternoon when Levy employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service, should be reported immediately to a supervisor of Levy. Levy employee(s) are paid an excellent wage, and tipping is not an accepted company policy.

IN GENERAL

Exhibitors do not have to respond to grievances or complaints from union and trade personnel concerning work. Exhibitors do not have to respond to grievances or complaints from union and trade personnel concerning work jurisdictions. Please refer all such disputes and questions to a Levy management representative immediately.

SAFETY

The safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables, and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Levy Exposition Services Inc. cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual, and the necessary ladders and tools will be provided.

EXHIBIT CONSTRUCTION GUIDELINES SUMMARY

The Exhibitor's responsibility can be summed up as simply: **"Be a good neighbor!"** All exhibitors are equal regardless of size and should be given an equal opportunity, within reason, to present their product in the most effective manner to the audience.

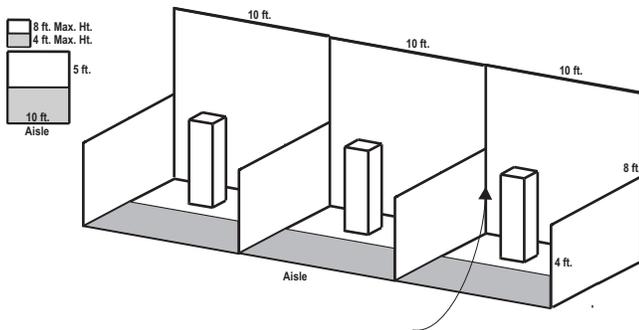
STANDARD BOOTH

Linear Booths have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called "in-line" booths.

Dimensions: Linear Booths are most commonly ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. A maximum back wall height limitation of height feet (8') is generally specified.

Use of Space: Regardless of the number of Linear Booths utilized, (e.g. 10'x20', 10'x30', 10'x40', etc.) Display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



One or more standard 10'x10' units in a straight line.

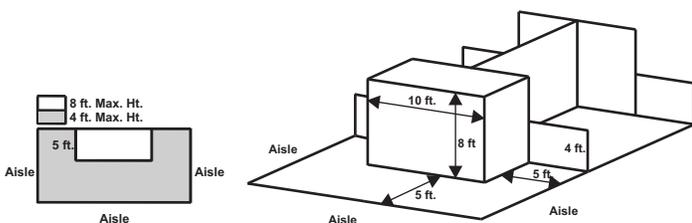
Note: Booth drape is set at 8 ft max.

Display fixtures over 4 ft high must be confined to that area that is at least 5 ft from the aisle line.

PENINSULA END-CAP BOOTH

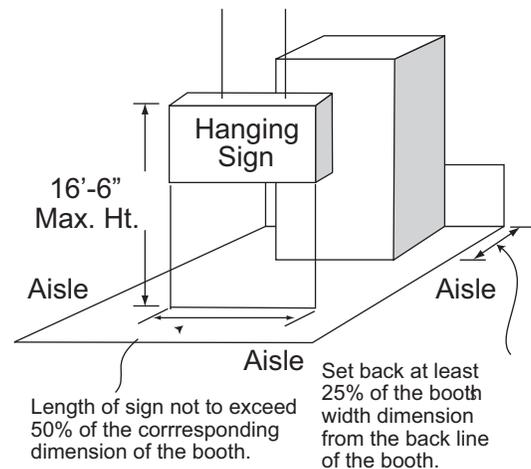
An end cap booth is exposed to aisles on three sides and composed of two booths.

Dimensions: End-cap Booths are generally ten feet (10') deep by twenty feet (20') wide. The maximum back wall height of eight feet (8') is allowed only in the rear half of the booth space and within five feet (5') of the two side aisles with a four foot (4') height restriction imposed on all materials in the remaining space forward to the aisle.



HANGING SIGN BOOTH

An exhibit component suspended above an exhibit of four or more standard units back-to-back with an aisle on at least three sides for the purpose of displaying graphics or identification.



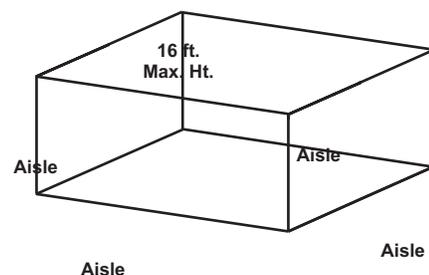
All overhead hanging up to 200lbs must be assembled, installed, and removed by Levy. Please complete the enclosed Labor Order Form for labor to assemble your hanging sign. Any sign hanging requirements over 200lbs must be serviced through the Mandalay Bay Convention Center

ISLAND BOOTH

An Island Booth is any size booth exposed to aisles on all four sides.

Dimensions: An Island Booth is 20'x30' or larger, although it may be configured differently.

Use of Space: The entire cubic content of the space may be used up to the maximum allowable height, which is usually sixteen feet (16'), including signage.



Please note that the ceiling height in the Exhibit Hall is 30 feet.

THIRD PARTY BILLING REQUEST

COMPANY	BOOTH NUMBER	Deadline Date March 23, 2026
ADDRESS <small>street city state/province zip/postal code country</small>		
PHONE <small>FAX</small>	PURCHASE ORDER NUMBER	<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
AUTHORIZED CONTACT SIGNATURE X	AUTHORIZED CONTACT - PLEASE PRINT DATE	

You may arrange for a third party to handle your display and be billed for services. LES will agree to this arrangement if the third party has a satisfactory payment record with us. BOTH firms must complete this form, and the **THIRD PARTY must complete the credit card charge authorization on the *Payment & Credit Card Authorization form***. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

EXHIBITING FIRM

EXHIBITING FIRM

ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

PHONE FAX

AUTHORIZED SIGNATURE

THIRD PARTY

THIRD PARTY

ADDRESS

CITY STATE/PROVINCE ZIP/POSTAL CODE

PHONE FAX

AUTHORIZED SIGNATURE

ALL LES SERVICES WILL BE INVOICED TO THE THIRD PARTY UNLESS INDICATED BELOW:

EXHIBITING FIRM'S CREDIT CARD CHARGE AUTHORIZATION

CARDHOLDER'S BILLING ADDRESS

CITY PROV. / STATE

POSTAL/ZIP CODE COUNTRY

TODAY'S DATE MONTH / DAY / YEAR

CARD NUMBER

VISA MASTERCARD AMEX CHECK

EXPIRY DATE CVCC

CARDHOLDER NAME (PLEASE PRINT)

SIGNATURE



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

COMPANY			BOOTH NUMBER			<i>All orders are regulated by LES Payment Terms & Conditions as well as Material Handling Terms & Conditions.</i>
ADDRESS	street	city	state/province	zip/postal code	country	
PHONE	FAX	PO #	E-MAIL			
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT - PLEASE PRINT		DATE		

CREDIT CARD AUTHORIZATION

<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMERICAN EXPRESS		EXPIRY DATE			CCVC				
ACCOUNT NUMBER									<input type="checkbox"/> CORPORATE <input type="checkbox"/> PERSONAL
CARDHOLDER'S BILLING ADDRESS		city	state/province	zip/postal code	country				
CARDHOLDER'S SIGNATURE		CARDHOLDER'S NAME - PLEASE PRINT							

Please complete the REQUIRED order forms and submit them along with the Payment & Credit Card Authorization Form and full payment. You may choose to pay by credit card, ACH, wire transfer, or check; however, a valid credit card authorization must be kept on file with LES. For your convenience, this authorization will be used to charge your card for any additional amounts incurred as a result of on-site orders placed by your representative for this event.
Please note: A 2% fee will apply to all credit card payments.

CALCULATION OF ORDER FORMS

TOTAL FROM EACH ORDER FORM

Carpet, Drape & Complements Rental Order Form.....	\$	
Custom Carpet Order Form.....	\$	
Table and Chair Rental Order Form.....	\$	
Specialty Accessories Order Form.....	\$	
Rental Exhibits Order Form.....	\$	
Cabinets Order Form.....	\$	
Graphics & Sign Order Form.....	\$	
In-Booth Forklift Order Form.....	\$	
Sign & Banner Hanging Order Form.....	\$	
Power Washing & Detailing Order Form.....	\$	
Labor Order Form.....	\$	
Material Handling Order Form.....	\$	
Machinery Material Handling Order Form.....	\$	
Specialty Furniture Order Form.....	\$	
FULL PAYMENT IN US FUNDS	\$	
Charge my credit card in the amount of	\$	

For payments by ACH, wire transfer, or check please contact our office at 253-437-0031 or email operations@levyexpo.com.

CARPET and DRAPE

Standard carpet color options



Blue



Red



Teal



Grey



Burgundy

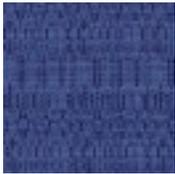


Purple



Black

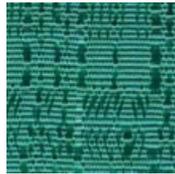
Drape color options



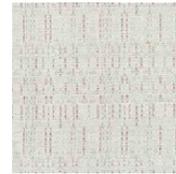
Blue



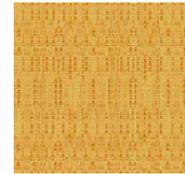
Red



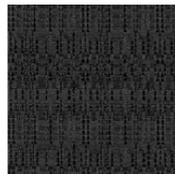
Teal



White



Gold



Black



Purple



Green



Grey



Burgundy

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

We would be pleased to help. Contact us at: 253 437 0031

operations@levyexpo.com

www.levyexpo.com

CARPET, DRAPE & COMPLEMENTS RENTAL ORDER FORM & INVOICE

COLORED CARPET SELECTIONS

Description	Discount Rate	Standard Rate	Total
Size - 10 ft. X 10 ft.	349.00	439.00	
10 ft. X 20 ft.	698.00	878.00	
10 ft. X 30 ft.	1,047.00	1,317.00	
10 ft. X 40 ft.	1,396.00	1,756.00	
Custom cut size. Calculate sq. ft. x price per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	5.95	7.45	

Blue Red Teal Grey Burgundy Purple Black

BOOTH CARPET

- WILL BRING OWN CARPET
 WILL RENT FROM LEVY

DRAPE (Includes installation and removal)

_____ lin. ft. of 3' high drape	\$15.00/ft	\$19.00/ft	
_____ lin. ft. of 8' high drape	\$18.00/ft	\$23.00/ft	

Blue Red Teal White Gold Black
 Purple Green Grey Burgundy

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

CARPET OPTIONS

Description	Discount Rate	Standard Rate	Total
Carpet foam padding per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	2.90	3.50	
Poly covering per sq. ft. Size _____ ft. x _____ ft. = _____ sq. ft.	1.75	2.10	

****Poly covering is highly recommended to all exhibitors to protect carpet during the move in of ReMA. Should you choose not to order poly covering and your carpet acquires damage or gets dirty during the move in, the carpet will be replaced at the Exhibitors expense. Levy will not be liable for any damages****

COMPLEMENTS (Also see Specialty Accessories Form)

Quantity	Description	Discount Rate	Standard Rate	Total
	Waste basket	55.00	65.00	
	Chrome coat tree	140.00	182.00	
	Aluminum easel	85.00	111.00	
	Chrome sign holder 22" X 28"	140.00	182.00	
	Chrome stanchions	35.00	45.50	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

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CUSTOM CARPET

Deluxe Decorator 28oz. Carpet color options



Black



Red



Nu Blue



Silver Cloud



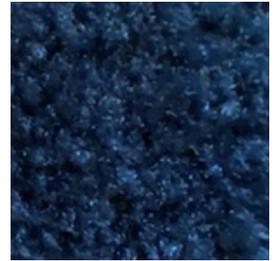
Beige



Charcoal



Key Lime



Navy



Cobalt



White



Silky Beige

**DISCLAIMER* Actual products and colors available may vary from the images shown. All products subject to availability*

Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

CUSTOM CARPET ORDER FORM

Deluxe 28 oz. Carpet in a Variety of Decorator Colors to Enhance Your Exhibit

- | | | |
|---------------------------------------|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Black | <input type="checkbox"/> Red | <input type="checkbox"/> Nu Blue |
| <input type="checkbox"/> Silver Cloud | <input type="checkbox"/> Beige | <input type="checkbox"/> Charcoal |
| <input type="checkbox"/> Key Lime | <input type="checkbox"/> Navy | <input type="checkbox"/> Cobalt |
| <input type="checkbox"/> White | <input type="checkbox"/> Silky Beige | |

(CHECK BOX OF COLOR DESIRED)
 SAMPLES AVAILABLE UPON REQUEST

Rental includes installation and poly covering for protection and removal.
 Orders must be received by **March 23, 2026** to guarantee availability.

	DISCOUNT PRICE	STANDARD PRICE (late order)
Booth Size _____ ft. x _____ ft. = _____ sq. Ft. at	\$8.50 per sq. ft.	\$9.23 per sq. ft. =\$ _____
Carpet Pad _____ ft. x _____ ft. = _____ sq. Ft. at	\$2.90 per sq. ft.	\$3.50 per sq. ft. =\$ _____

NOTE: Include a floor plan if additional carpet is required to cover steps, skids and display fixtures. A quotation will be forwarded to you before we proceed

****Poly covering is highly recommended to all exhibitors to protect carpet during the move in of ReMA. Should you choose not to order poly covering and your carpet acquires damage during the move in, the carpet will be replaced at the Exhibitors expense. Levy will not be liable for any damages****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL	US DOLLARS	

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TABLES & CHAIRS

Tables

All tables are available in the below options:

- Unskirted or Skirted
- 30" or 40" height
- 4', 6', or 8' lengths x 2' widths



4' x 2' skirted table

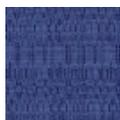


6' x 2' skirted table



8' x 2' skirted table

Skirt color options



Blue



Red



Black



Teal



Burgundy



Gold



Green



Grey



Purple



White

Pedestal Tables

All pedestal tables are available in the below options:

- 30" diameter tops
- 30" or 40" high



40" high pedestal



30" high pedestal

Chairs



Fabric Sled Base Chair



Fabric Arm Chair



Fabric Highback Stool

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operations@levyexpo.com

www.levyexpo.com

TABLE AND CHAIR RENTAL ORDER FORM & INVOICE

SKIRTED TABLES

Description	Qty.	Discount Rate	Standard Rate	Total
 TABLES 30" HEIGHT				
8' x 2' Skirted		280.00	365.00	
6' x 2' Skirted		239.00	312.00	
4' x 2' Skirted		189.00	242.00	
Fourth side of table skirted		72.00	93.60	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

 TABLES 40" COUNTER HEIGHT				
8' x 2' Skirted		345.00	395.00	
6' x 2' Skirted		320.00	375.00	
4' x 2' Skirted		280.00	350.00	
Fourth side of table skirted		78.00	104.40	
<input type="checkbox"/> Blue <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Teal <input type="checkbox"/> Burgundy <input type="checkbox"/> Gold <input type="checkbox"/> Green <input type="checkbox"/> Grey <input type="checkbox"/> Purple <input type="checkbox"/> White				

PEDESTAL TABLES

 PEDESTAL TABLE 30" DIAMETER				
30" Table height		215.00	245.00	
40" Counter height		245.00	275.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

UNSKIRTED TABLES

30"H TABLES	Qty.	Discount Rate	Standard Rate	Total
4' X 2' unskirted table		115.00	145.00	
6' x 2' unskirted table		135.00	175.00	
8' x 2' unskirted table		165.00	215.00	
40"H TABLES				
4' X 2' unskirted table		150.00	195.00	
6' x 2' unskirted table		180.00	215.00	
8' x 2' unskirted table		210.00	235.00	

CHAIRS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC SLED BASE CHAIR - GREY		135.00	165.00	
 FABRIC SLED BASE ARMCHAIR - GREY		150.00	185.00	
 FABRIC HIGHBACK STOOL - GREY		199.00	260.00	

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

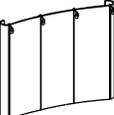
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SPECIALTY ACCESSORIES RENTAL ORDER FORM & INVOICE

DISPLAY UNITS

Description	Qty.	Discount Rate	Standard Rate	Total
 FABRIC POSTER BOARD 4' x 8' grey fabric covered both sides <input type="checkbox"/> Horizontal (shown) <input type="checkbox"/> Vertical		235.00	275.00	
 POP-UP BOOTH 9'-6" x 7'-5" tall Velcro compatible Set of four lights <input type="checkbox"/> Blue <input type="checkbox"/> Grey <input type="checkbox"/> Black		3,240.00	4,212.00	
 BLACK UPRIGHT LITERATURE RACK 6 pockets for 8.5" x 11" material		160.00	208.00	
 PLEXIGLASS BROCHURE HOLDER 9" x 11" <input type="checkbox"/> Table top <input type="checkbox"/> Wall mount		46.00	59.80	
 ALUMINUM EASEL Fits sign sizes: 22" x 28" 24" x 36" 28" x 44"		85.00	111.00	
 CHROME SIGN HOLDER 22" x 28"		140.00	182.00	

ACCESSORIES

 CHROME BAG HOLDER OR CLOTHING STAND		140.00	182.00	
 CHROME COAT TREE		140.00	182.00	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL	US DOLLARS	

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RENTAL EXHIBITS

10' x 10' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 10' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package A1 Base



Package A2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package B1 Base

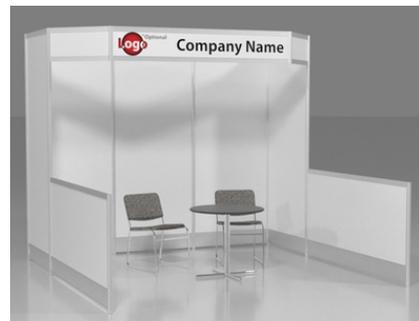
- Curved header - block letters - black (logo extra)
- Curved front display counter



Package B2 Deluxe

- Base Package plus the below:
- Enclosed corner counter
- 10" deep shelves (x2)

Package C1 Base



Package C2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

Package D1 Base

- Oversized header - block letters - black (logo extra)
- 20" x 39" x 39" high built-in counters on backwall (x2)



Package D2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)

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Do you have questions?

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operations@levyexpo.com

www.levyexpo.com

RENTAL EXHIBITS

10' x 20' Hardwall Rental Exhibit Booths

All hardwall packages include the below:

- Aluminum structure
- White
- Header(s) - block letters - black (logo extra)
- 10' x 20' Carpet
- 30" pedestal table (x1)
- Fabric sledbase chairs (x2)

Package E1 Base

- Straight headers (x2)



Package E2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x2)
- 39" x 20" x 39" counter (x1)



Package F1 Base

- Straight header (x1)
- Angled header (x2)
- Storage area with drape door
- Front built-in corner counters (x2)



Package F2 Deluxe

- Base Package plus the below:
- Lockable door for storage area
- 39" x 20" x 39" counter (x2)



Package G1 Base

- Straight header (x1)
- 39" x 20" x 39" built-in counter (x1)



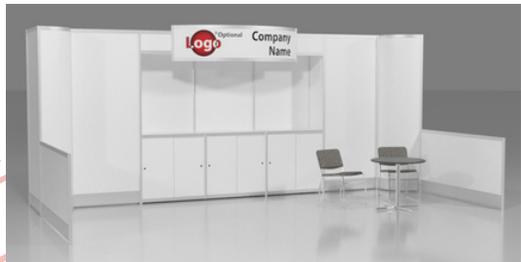
Package G2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x4)



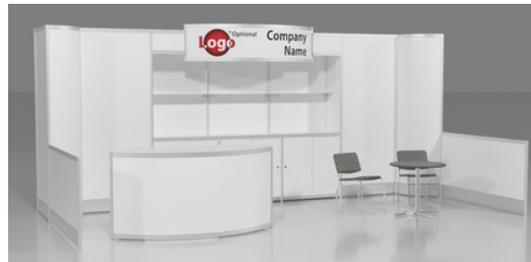
Package H1 Base

- Oversized curved header (x1)
- 39" x 20" x 39" built-in counters (x3)



Package H2 Deluxe

- Base Package plus the below:
- 10" deep shelves (x3)
- 2m curved front counter (x1)



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Fax: 253 437 0032
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 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

RENTAL EXHIBITS RENTAL ORDER FORM & INVOICE

10' x 10' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE A1 Basic - Base package with header		4,796.00	6,235.00	
PACKAGE A2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,181.00	6,735.00	
PACKAGE B1 Basic - Corner base package booth with curved counter, 1 curved header sign		5,324.00	6,921.00	
PACKAGE B2 Deluxe - Base package + enclosed corner counter, (2) 10" deep shelves		5,621.00	7,307.00	
PACKAGE C1 Basic - Base package with header		4,950.00	6,435.00	
PACKAGE C2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		5,555.00	7,221.00	
PACKAGE D1 Basic - Base package with oversized header, (2) built-in back counters		5,764.00	7,493.00	
PACKAGE D2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		6,028.00	7,836.00	

10' x 20' BOOTH PACKAGES - *Please contact customer service for GRAPHIC UPGRADES*

Description	Qty	Discount Rate	Standard Rate	Total
Description: Base package includes: Aluminum structure, white hardwalls, booth header with company name in block lettering, carpet, 30" pedestal table, (2) fabric chairs, installation and dismantle.				
PACKAGE E1 Basic - Base package with headers		8,019.00	10,425.00	
PACKAGE E2 Deluxe - Base package + (2) 10" deep shelves, (1) 39" x 20" x 39" counter		8,724.00	11,341.00	
PACKAGE F1 Basic - Base package with headers, storage and drape door, (2) built-in counters		9,456.00	12,293.00	
PACKAGE F2 Deluxe - Base package + lockable door for storage, (2) 39" x 20" x 39" counters		9,652.00	12,548.00	
PACKAGE G1 Basic - Base package with header, (1) built-in counter		9,108.00	11,840.00	
PACKAGE G2 Deluxe - Base package + (2) 10" deep shelves		9,618.00	12,503.00	
PACKAGE H1 Basic - Base package with oversized curved header, (3) built-in back counters		10,197.00	13,256.00	
PACKAGE H2 Deluxe - Base package + (2) 10" deep shelves, (1) curved front counter		10,993.00	14,291.00	

OPTIONS & INFORMATION

HARDWALL PANEL (non fabric) SELECTION

White

CARPET COLOR SELECTIONS

Grey Red Teal Blue Black Burgundy Purple

HEADER TO READ (up to 20 characters, black lettering on white)

Header One

Header Two

ACCESSORY OPTIONS

Description	Qty.	Discount Rate	Standard Rate	Total
1 meter Angled Shelves		80.00	104.00	
1 meter Shelves		70.00	91.00	
Spot Lights (For use with rental unit)		90.00	117.00	
Literature Pockets 8 1/2" x 11"		40.00	52.00	
Nylon Loop Fabric Panel per sq.ft. <small>**contact for available color options</small>		\$5.25 sq.ft.	6.83 sq.ft.	

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL	US DOLLARS	

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 xpo21_rentalexhibits

CUSTOM EXHIBITS

A more sophisticated technique to exhibit marketing messages creatively and effectively!

With decades of service, Levy continues to provide viable and reliable alternatives to maximize clients' overall booth space. Our sales team and design specialists work closely with each and every client to create a unique exhibit designed to meet a wide variety of today's marketing strategies. Whether the image and budget are conservative or extravagant Levy exceeds to offer the most suitable and perfect space solutions.



Collaboratively designed to meet your specific requirements, budget, and bring your vision to reality.

Each Levy Custom Designed Exhibit will be built to exact specifications and will be:

- Unique
- Attractive
- Versatile
- Impressive
- Memorable
- Functional
- Creative
- Inviting
- Efficient

Let us help you create a one of a kind booth space.

Call our experienced professionals for an innovative, customized, and no obligation approach.



CABINETS ORDER FORM & INVOICE

STYLE	DESCRIPTION	QTY	DISCOUNT RATE	STANDARD RATE	TOTAL
CABINET "A"	1 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		764.00	993.00	
	Cabinet with + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		968.00	1,258.00	
CABINET "B"	1 meter Jewelry Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		913.00	1,187.00	
	Jewelry Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,067.00	1,387.00	
CABINET "C"	1 meter Show Case with doors <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,056.00	1,373.00	
	Show Case + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each) <input type="checkbox"/> Lights (\$20.00 each)		1,133.00	1,473.00	
CABINET "D"	2 meter Cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		1,078.00	1,401.00	
	2 meter Cabinet + custom graphic panel <input type="checkbox"/> Lock (\$20.00 each)		1,507.00	1,959.00	
CABINET "E"	1 meter Curved cabinet (open back)		946.00	1,230.00	
	Curved cabinet + custom graphic panel		1,232.00	1,602.00	
CABINET "F"	1 meter Curved cabinet with doors <input type="checkbox"/> Lock (\$20.00 each)		1,034.00	1,344.00	
	Curved cabinet w/ doors + custom graphic panel		1,325.00	1,722.00	

NOTE: Should you wish to have a graphic panel upgrade for your cabinet, please contact our Operations department to confirm details on graphic file submission.

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL US DOLLARS		

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GRAPHICS AND SIGN ORDER FORM & INVOICE

STANDARD SIGN SIZES

Quantity	Description	Discount Rate	Standard Rate	Total
	7" x 11"	55.00	65.00	
	7" x 44"	65.00	72.00	
	11" x 14"	75.00	89.00	
	14" x 22"	85.00	95.00	
	22" x 28"	125.00	155.00	
	28" x 44"	165.00	195.00	

Prices listed are for one-color copy (up to 10 words) on a white background.

OPTIONAL SERVICES

Quantity	Description	Discount Rate	Standard Rate	Total
	Over 10 words (Add per word)	3.62	4.70	
	Easel back on sign (Up to 22" x 28")	4.83	6.23	
	Logo sign	Quoted on Request		
	Banner	Quoted on Request		

DIGITAL GRAPHICS (6 SQ FT MINIMUM)

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show to receive discount price.

Quantity	Description	Discount Rate	Standard Rate	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminat)	\$24.00	\$33.00	

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

INDICATE YOUR SIGN COPY HERE

ADDITIONAL SERVICES & TERMS

If you would like us to provide more information and pricing on banners, logos, silk screening, special graphics or any other items please contact our Exhibits department for a complimentary consultation.

Orders required within 72 hours before show opening may be subject to a rush delivery charge. Please allow a minimum of 24 hours for any on-site sign orders.

CHOOSE YOUR LAYOUT

 Vertical

 Horizontal

Levy Exposition Services Inc.
to design layout

Vertical

Horizontal

LETTER COLOR SELECTIONS

Blue Red Green Teal Black Purple

Black lettering will be provided unless otherwise specified.

SPECIAL INSTRUCTIONS

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
100% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
8.375% SALES TAX		
TOTAL	US DOLLARS	

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Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

IN-BOOTH FORKLIFT ORDER FORM & INVOICE

TERMS & CONDITIONS

The exhibitor, his agent or representative must supply sufficient manpower including competent and authorized supervisors to manage and control the exhibit installation activity.

The exhibitor, upon signing this order form, covenants and agrees to indemnify and hold harmless Levy Exposition Services Inc., from and against all claims, demands, charges, losses or damage arising or alleged to arise directly or indirectly or incidentally by person of any act omission or operations of the exhibitor, his agent or representative, their officers, employees, agents or anyone for whom the exhibitor, his agent or representative are legally responsible. Levy Exposition Services Inc., is to be cross insured on the insurance for the exhibitor's, his agent's or representative's operations conducted at this event. Evidence of the insurance described above shall be forwarded to Levy Exposition Services Inc.

THIS SERVICE IS NOT PROVIDED BY SHOW MANAGEMENT

****if you are in the Equipment Area, a representative from levy will contact you to schedule a move-in time****

RATES

DESCRIPTION	Foreman per person, per hour	Up to 5,000 lbs capacity forklift & operator per hour	Up to 15,000 lbs capacity forklift & operator per hour	Up to 35,000 lbs capacity forklift & operator per hour
STRAIGHT TIME 8:00 AM - 4:30 PM Monday to Friday	\$151.00	\$285.00	\$415.00	\$2,850.00
OVER TIME 4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.	\$225.00	\$425.00	\$600.00	\$4,225.00

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments. For the 35k forklift, in addition to the forklift cost, one or more foreman will be required depending on the size and weight of the pieces.

FORKLIFT ESTIMATE COSTS

	Date	Time	# of Forklifts 5k, 15k or 35k	# of Hours per forklift	Total hrs.	Rate per Hour 5k, 15k or 35k Forklift	Subtotal	Foreman per person per hour	Estimated Cost
INSTALLATION									
DISMANTLE									

There is a minimum charge of one (1) hour per forklift. Additional time thereafter is charged in one-half (½) hour increments.

****Please call Danny Reyes at 813-478-0462 if you require a forklift greater than 15,000 lbs****

***PLEASE ADD 25% FOR ORDERS PLACED AFTER
MARCH 23, 2026.**

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
ADDITIONAL 25% LATE ORDER		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

SIGN & BANNER HANGING ORDER FORM & INVOICE

TERMS AND CONDITIONS

ALL OVERHEAD HANGING SIGNS MUST BE ASSEMBLED, INSTALLED AND DISMANTLED BY LEVY. SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK. THERE IS A MINIMUM CHARGE OF 2 HOURS FOR INSTALL AND 2 HOURS FOR DISMANTLE FOR ALL SIGN HANGING SERVICES.
****THE SIGN ASSEMBLY LABOR ORDER FORM FOLLOWING THIS FORM MUST BE COMPLETED AND SUBMITTED WITH SIGN ASSEMBLY INSTRUCTIONS****

This order form is for labor and equipment that may be required for the hanging of signs, banners, decorations, etc. This order will be considered as a tentative reservation and **must be confirmed with a signed work order** at the Levy Exposition Services Inc. service desk.
 A sign hanging crew consists of two men and a boom lift.

****All rigging ordered and scheduled for Monday will be automatically subject to a 4 hour minimum charge. We strongly recommend exhibitors schedule all rigging for before Monday to avoid additional charges, delays in aisle carpet installation and empty removal****

NOTE: A rigging hanging point fee of \$210.00 per rigging point will be applied to all hanging signs. Upon completion of the work this fee will be added to your invoice. Any miscellaneous rigging supplies such as cable, shackles etc. required to install your sign will be calculated and added to your invoice upon completion of the installation.

SIGN & BANNER HANGING LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	Boom lift + two person crew - \$975.00 per Hour / minimum 2 hours Additional Rigger(s) - \$151.00 per Person per Hour / minimum 2 hours
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday and Holidays	Boom lift + two person crew - \$1,395.00 per Hour / minimum 2 hours Additional Rigger(s) - \$225.00 per Person per Hour / minimum 2 hours

ESTIMATED SIGN HANGING INSTALLATION REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$975.00 per Hour Additional Rigger(s) - \$151.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,395.00 per Hour Additional Rigger(s) - \$225.00 per Person per Hour	\$ _____ Total

ESTIMATED SIGN HANGING DISMANTLE REQUIREMENTS

REGULAR TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$975.00 per Hour Additional Rigger(s) - \$151.00 per Person per Hour	\$ _____ Total
OVER TIME	Laborers	Date Required	Start Time	Approx. Hours	Boom lift + two person crew - \$1,395.00 per Hour Additional Rigger(s) - \$225.00 per Person per Hour	\$ _____ Total

****PLEASE ADD 25% TO ORDERS PLACED AFTER MARCH 23, 2026****
****All Rates are based on current wage scales and are subject to change in accordance with existing wage scales at the time of the exposition****

SPECIAL INSTRUCTIONS

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____ **BOOTH#** _____

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

EXHIBITOR SUPERVISED

LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

COST SUMMARY

RATE ADJUSTMENT (OFFICE USE ONLY)		
25% CANCELLATION FEE (OFFICE USE ONLY)		
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.
 XPO/Banner.cdr



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ReMA2026 Convention & Exposition
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SIGN ASSEMBLY LABOR ORDER FORM & INVOICE

TERMS & CONDITIONS

SIGN ASSEMBLY REQUIRES A 2 PERSON CREW. THE REQUIRED AMOUNT OF MAN HOURS TO ASSEMBLE YOUR SIGN(S) WILL BE ADDED TO YOUR ACCOUNT UPON COMPLETION OF THE WORK.

PLEASE NOTE: It is required to include sign assembly instructions when submitting your order for signs under 200 lbs.

****THIS SERVICE IS FOR SIGN ASSEMBLY ONLY. FOR GENERAL LABOR, PLEASE REFER TO THE LABOR ORDER FORM****

SIGN ASSEMBLY LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$151.00 per Person per Hour / minimum 2 hours
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$225.00 per Person per Hour / minimum 2 hours

****two person crew is required for sign assembly labor****

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$151.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$225.00 per Person per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	___ Laborers	___ Hours	\$151.00 per Person per Hour	\$ _____ Total	A minimum charge for labor is two (2) hours. One (1) hour per two person crew. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	___ Laborers	___ Hours	\$225.00 per Person per Hour	\$ _____ Total	

SUPERVISION SERVICES

(PLEASE INDICATE DESIRED SERVICE)

- EXHIBITOR SUPERVISED
- LEVY SUPERVISED (PLEASE ADD 50% FOR THIS SERVICE)

****PLEASE ADD 25% TO ORDERS PLACED AFTER MARCH 23, 2026****

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. Orders cancelled within 7 days of scheduled start date will be charged 100% of the original fee.



PLEASE INCLUDE THIS FORM WITH YOUR HANGING SIGN ORDER FORM

STRUCTURAL INTEGRITY STATEMENT THIS FORM MUST BE RETURNED FOR ALL SUSPENDED STRUCTURES

_____, the contracted exhibitor at the MANDALAY BAY CONVENTION CENTER, APRIL 13 - 16, 2026 and (if applicable), the display house or builder for the aforementioned exhibitor, do hereby certify and guarantee 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. We hereby release, indemnify and forever hold harmless the ASSOCIATION, MANDALAY BAY CONVENTION CENTER, LEVY, and its subsidiaries, their directors, officers, employees, representatives, agents and contractors from and against any and all liability, claims, damage, loss, fines, or penalties arising from the installation, use or dismantling of this structure. All hang points supporting in excess of 200 lbs. may be verified (metered) on site at exhibitor's expense.

Exhibiting Company: _____ Booth #: _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

Display House/Builder (if applicable): _____

Authorized Signature: _____

Printed Name: _____ Date: _____

E-Mail: _____

LEVY structural integrity statement



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ReMA2026 Convention & Exposition
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Mandalay Bay Convention Center
Las Vegas, NV

LABOR ORDER FORM & INVOICE

SUPERVISION SERVICES (Please indicate desired service)

LEVY EXPOSITION SERVICES INC. SUPERVISED

MOVE IN MOVE OUT

LEVY EXPOSITION SERVICES INC. WILL SUPERVISE labor to unpack and install display before exhibitor arrival at show site and/or dismantle and pack display after show closing.

A **50% Surcharge** will be added to the labor rates below for this professional supervision.

EXHIBITOR SUPERVISED

MOVE IN MOVE OUT

EXHIBITOR WILL SUPERVISE the laborers provided by Levy Exposition Services Inc. for the installation and/or dismantle of the exhibit.

Supervisor's name _____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8 AM. For all other starting times, check in at the **Exhibitor Service Desk** one-half (1/2) hour before time requested.

LABOR RATES

REGULAR TIME	8:00 AM - 4:30 PM Monday to Friday	\$151.00 per Hour
OVER TIME	Before 8:00 am and after 4:30 pm Monday to Friday, All day Saturday, Sunday, and holidays.	\$225.00 per Hour

ESTIMATED INSTALLATION REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$151.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$225.00 per Hour	\$ _____ Total	

ESTIMATED DISMANTLE REQUIREMENTS

REGULAR TIME	____ Laborers	____ Hours	\$151.00 per Hour	\$ _____ Total	A minimum charge for labor is one (1) hour per laborer. Labor thereafter is charged in one-half (1/2) hour increments. Date Required _____ Start Time _____
OVER TIME	____ Laborers	____ Hours	\$225.00 per Hour	\$ _____ Total	

INBOUND FREIGHT INFORMATION ****BE SURE TO COMPLETE THE OUTBOUND FORM AS WELL****

Carrier	Date Shipped	Pro Number
Number of Pieces	Weight	Arrival Date (Target)
<input type="checkbox"/> Loose Display <input type="checkbox"/> Crated Display		
Quantity of Ladders Required (Optional) _____		

EXHIBITOR INFORMATION

COMPANY _____	
CONTACT _____	BOOTH# _____

***PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 23, 2026.**

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
SUPERVISION 50%		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM
****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

TERMS & CONDITIONS Gratuities in any form, including cash, gifts or labor hours for work not actually performed are prohibited. We reserve the right to adjust orders calculated incorrectly.

CANCELLATION FEE A one (1) hour "per person, per hour" charge will be applied for all canceled labor orders.

OUTBOUND SHIPPING - BOOTH I&D LABOR

Exhibitor Name:	Tel. #:	Booth #
Billing Address:	Fax #:	
City / State / Zip:	Auth. by:	

1 Outbound Shipping Instructions

Please complete this section if Levy will be supervising booth labor.

*Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address:
 If your freight is being forwarded to another show, be sure to include the name of show and your booth number.*

Company / Show: _____ **Booth #:** _____

Address: _____

City / State / Zip: _____

Attention: _____

Select Carrier

Ship via carrier of exhibitor's choice

Name of Carrier: _____

Ship via official show freight carrier

Select shipping method Ground Air **Select Service Provider:** _____

Please note:

- If an exhibitor is using a carrier of his/her own choice (or not using the official show freight carrier,) the exhibitor is responsible for arranging for carrier to pick up at close of show.
- Levy cannot guarantee pick up time for exhibitor appointed carriers. All shipments are moved out of the exhibit hall at Levy's discretion.

Please review the Quick Facts for the Carrier Check-in time

2 Billing Information

Please indicate billing information for carrier charges if different than above.

Bill Shipping Charges to (if different from above):

Shipper (signature): _____ **Shipper (print name):** _____

Freight Charges Billed To (Company/Show): _____

Address: _____

City / State / Zip: _____

Telephone: _____ **Attention:** _____

PAYMENT & LABOR

The terms and conditions set forth below become part of the contractual agreement between Levy Exposition Services Inc. and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- ~ **WHEN THE METHOD OF PAYMENT FORM IS SIGNED; OR**
- ~ **WHEN AN ORDER FOR LABOR, SERVICES, AND/OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.; OR**
- ~ **WHEN WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH LEVY EXPOSITION SERVICES INC.**

DEFINITIONS

"Levy Exposition Services Inc." ("LES"), and any sub-contractors affiliated within the show. The term EXHIBITOR shall be construed within the meaning of this contract as the EXHIBITOR and/or its employees, agents, representatives, and/or any Exhibitor Appointed Contractor (E.A.C.).

PAYMENT TERMS

Full payment, including any applicable tax, is due in advance or at show site. All payments must be in U.S. Funds and all checks must be drawn on a U.S. Bank. Orders received without advance payment or after the deadline date will incur additional [After Deadline] charges as indicated on each order form. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of LES except where specifically identified as a sale. All LES rentals include delivery, installation and removal from EXHIBITOR's booth, unless stated otherwise. In case of cancellation, a one-hour "per person, per hour" charge will be applied to all labor, forklift and sign hanging orders that are not canceled in writing at least seven (7) days prior to the scheduled start time. If services have already been provided at the time of cancellation, 100% of original fee will be applied. It is EXHIBITOR'S responsibility to advise LES Exhibitor Services personnel of any problem with any order, and to check invoices for accuracy prior to the close of the exhibit. If EXHIBITOR is exempt from payment of sales tax, LES requires an exemption certificate for the State in which the services are to be used. Resale certificates are not valid unless EXHIBITOR is rebilling these charges to its customers. For International EXHIBITORS, LES requires 100% prepayment of advance orders, and any orders or services placed at show site must be paid at the show. For all others, should there be any pre-approved unpaid balance after the close of the show, terms will be net, due and payable in the UNITED STATES OF AMERICA, upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge here under exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by LES shall either be applied to reduce the principal unpaid balance or refunded to the payer. These payment terms and conditions shall be governed by and construed in accordance with the LAWS OF THE STATE OF NEVADA. In the event of any dispute between EXHIBITOR and LES relative to any loss, damage, or claim, such EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment, due to LES relative to any services, as an offset against the amount of any alleged loss or damage. Any claim against LES shall be considered a separate transaction, and shall be resolved on its own merits. LES reserves the right to charge EXHIBITOR for the difference between the EXHIBITOR's estimate of charges and the actual charges incurred by the EXHIBITOR, or for any charges that LES may be obligated to pay on behalf of the EXHIBITOR, including without limitation, any shipping charges.

LABOR PROVIDED UNDER THE SUPERVISION OF LES

RESPONSIBILITIES

LES shall be responsible for the performance of labor provided under this option. LES cannot assume responsibility for any acts of, or loss to, persons, parties and/or other contracting firms not under LES's direct supervision and control. In no event shall LES be liable for loss or damage caused by delay in labor beginning work when EXHIBITOR requests labor to begin later than the start of the working day. LES shall not be responsible for loss, delay or damage due to strike, lockouts, and/or work stoppages, or other causes beyond LES's reasonable control.

INDEMNIFICATION

LES agrees to indemnify, hold harmless, and defend EXHIBITOR from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, or property damage arising out of work performed by labor provided by and supervised by LES, except when EXHIBITOR exercises direction and/or control over the work being performed.

LABOR PROVIDED UNDER THE SUPERVISION OF EXHIBITOR

RESPONSIBILITIES

EXHIBITOR shall be responsible for the performance of labor provided under this section. It is responsibility of EXHIBITOR to supervise labor secured through LES in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with LES Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management Rules and/or Regulations. It is the responsibility of EXHIBITOR to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

INDEMNIFICATION

EXHIBITOR agrees to indemnify, hold harmless, and defend LES from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgements, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) for bodily injury, including any injury to LES employees, and/or property damage arising out of work performed by labor provided by LES but supervised by EXHIBITOR. Further, EXHIBITOR's indemnification of LES includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by LES to work in a manner that violates any of the above rules, regulations, and/or ordinances.

IMPORTANT

PLEASE REFER TO LES's MATERIAL HANDLING TERMS AND CONDITIONS AS THEY RELATE TO MATERIAL HANDLING SERVICES. CONTRACTUAL TERMS DEPEND ON THE NATURE OF SERVICES SECURED BY EXHIBITOR THROUGH LES. TERMS & CONDITIONS MAY VARY FOR EACH TYPE OF SERVICE ORDERED THROUGH LES.

TERMS & CONDITIONS





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ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

POWER WASH & DETAILING ORDER FORM

TERMS OF SERVICE

- All work is performed under the direction of the exhibitor
- Exhibitors must meet the scheduled labor at the Marshaling Yard
- Failure to check-in at the scheduled time will result in a one-hour minimum charge
- Exhibitor must be present during the entire wash/detail
- Power wash / detail cancellations must be received prior to move-in. Failure to notify Levy of such cancellation will result in a one-hour minimum charge
- Power washes ordered on site are subject to time availability

Please Note: power washing is not a detailed cleaning (see below rates for detail cleaning)

POWER WASHING RATES

DESCRIPTION:	Advance Rate	Standard Rate
-Hot water power wash -Biodegradable soap -Spot free water -Hand Brush and mitt **One hour minimum per machine. Labor is then charged in 1/2 hr increments per crew**	includes equipment & up to 2 laborers	includes equipment & up to 2 laborers
	\$450.00 per crew per hour	\$550.00 per crew per hour

DETAILING RATES

DESCRIPTION:	STRAIGHT TIME	OVER TIME
- Wax exterior - Detail interiors - Tire Dressing - Polish Glass - Repair and replace decals - Minor paint touch-ups (paint to be provided by exhibitor) **One hour minimum per machine. Labor is then charged in 1/2 hr increments per crew**	8:00 AM - 4:30 PM Monday to Friday	4:30 PM - 8:00 AM Monday to Friday, All day Saturday, Sunday, and holidays.
	\$225.00 per person per hour	\$285.00 per person per hour

ESTIMATE COSTS

Date	Time	# of Machines	Description (power wash / detail)	Total Est. hrs.	Rate Per Hour	Estimated Cost

PLEASE ADD 25% FOR ORDERS PLACED AFTER MARCH 23, 2026

EXHIBITOR INFORMATION

COMPANY	
CONTACT	BOOTH#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
ADDITIONAL 25% LATE ORDER		
2.0% CREDIT CARD FEE		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.

MOTOR VEHICLE ESCORT ORDER FORM

Submit this form if you wish to display a vehicle at show site. This form must be received by Levy Exposition Service prior to vehicles being received. Enter the total below to the Payment & Credit Card Charge Authorization Form. Orders received without full payment or credit card information will not be processed.

****If you are in the Equipment Area, a representative from Levy will contact you to schedule a move-in time****

FIRE & SAFETY REGULATIONS

Vehicle may only be displayed in accordance with local fire regulations and prior approval of Show Management

DELIVERY DETAILS

Date: _____ Time: _____

RATE

Vehicle: _____ x \$405.00 ST/ST round trip = \$ _____ (subtotal)
 x \$575.00 ST/OT round trip = \$ _____ (subtotal)
 x \$745.00 OT/OT round trip = \$ _____ (subtotal)

INFORMATION:

- **ST** = Monday to Friday from 8:00 am – 4:30 pm, **OT** = Monday to Friday before 8:00 am and after 4:30 pm, and all-day Saturday & Sunday
- **ST/ST** = when move-in and move-out both occur during straight time hours
- **ST/OT** = when move-in occurs during straight time hours, and move-out occurs during overtime hours
- **OT/OT** = when move-in and move-out both occur during overtime hours
- Any vehicle brought into the exhibit hall will be escorted from the landing area to the booth.
- Escort fees are charged round trip.
- Display materials transported in display vehicles are subject to material handling charges.
- Weights will be estimated by Levy Exposition Service unless documentation is provided.
- Ensure the gas tank in the vehicles are only ¼ tank full

TERMS / ORDER ESTIMATE

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- Transfer this total to the Payment & Credit Card Charge Authorization Form.

EXHIBITOR INFORMATION

COMPANY _____

CONTACT _____

BOOTH# _____

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
2.0% CREDIT CARD FEE		
TOTAL US DOLLARS		

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****



MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- To ensure that your freight does not arrive “collect,” mark your bill of lading “prepaid.”
- “Prepaid” designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be rounded to the next 100 pounds. Each 100 pounds is considered one “cwt.” (one hundred weight). All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.
- Next, select the category that best describes your shipment. There are three categories of freight:

Crated: material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling: material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, stacked and constricted space unloading, designated piece unloading, loads mixed with pad-wrapped material, loads failing to maintain shipping integrity, carpet and/or pad-only shipments, and shipments that require additional time, equipment or labor to unload. Federal Express, UPS and all van lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

- Add overtime charges for inbound if material is delivered to the booth during the overtime period stated on the Quick Facts and Shipping Instructions pages. This includes both warehouse and show site shipments.

- Add overtime charges for outbound if material is loaded onto the outbound carrier during the overtime period stated on the Quick Facts and Shipping Instructions pages.
- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up “Empty Labels” at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage during the show.
- At the close of the show, the empty containers will be returned to the booth in random order. Depending on the size of the show, this process may take several hours.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

HOW DO I SHIP MY MATERIALS AFTER THE CLOSE OF THE SHOW?

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY’s carrier choice or delivered back to the warehouse at exhibitor’s expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

MATERIAL HANDLING ORDER FORM & INVOICE

MATERIAL HANDLING SERVICES

Crated: Material that is skidded or is in any type of shipping container that can be loaded at the dock with no additional handling required.

Special Handling: Material delivered by the carrier in such a manner that it requires additional handling, such as ground unloading, side door unloading, constricted space loading, designated piece loading, and stacked shipments. Federal Express and UPS and All Van Lines are included in this category due to their delivery procedures.

Uncrated: material that is shipped loose or pad-wrapped, and/ or unskidded machinery without proper lifting bars or hooks.

Small Package Shipment: A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30lbs. that is received on the same day, from the same shipper and delivered by the same carrier.

Late to Warehouse: Shipment received at the Advance Warehouse prior to **March 6, 2026** or after **April 3, 2026**.

Dedicated Delivery from Advance Warehouse: Any freight received at the Advance Warehouse after **March 6, 2026** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight.

Off Target: Shipment(s) received at the **Mandalay Bay Convention Center** prior to **8:00 am on Saturday, April 11, 2026**.

Marshaling Yard Fee: A \$125.00 usage fee will apply to all carriers. This fee will apply to both inbound and outbound carriers.

Normal Warehouse Hours for Receiving Freight: 9:00 A.M. To 3:00 P.M. Monday through Friday, Holidays excluded.

Straight Time - 8:00 A.M. To 4:30 P.M. Monday through Friday

Overtime - Before 8:00 am and after 4:30 am Monday through Friday, all day Saturday, Sunday, and Holidays.

**** Please be advised that overtime charges may apply during move-in or move-out.****

DESCRIPTION	CWT Price	Minimum
Advance Shipment		
Crated or Skidded Shipment.....	\$ 154.00	\$ 308.00
Special Handling Shipment.....	185.00	370.00
Late to Warehouse.....	192.00	384.00
Small Package shipment (less than 30 lbs).....	75.00	75.00
Dedicated Delivery from Advance Warehouse (in addition to late to warehouse fees)....	650.00 flat fee	
Showsite Shipment		
Crated or Skidded Shipment.....	\$ 137.50	\$ 275.00
Special Handling Shipment.....	159.00	318.00
Uncrated or Pad Wrapped Shipment.....	181.00	362.00
Small Package shipment (less than 30 lbs).....	75.00	75.00
Off Target.....	47.00	94.00
Overtime Charge (Inbound)(In addition to above rates)		
Applies to all above shipments.....	\$ 45.00	\$ 90.00
Overtime Charge (Outbound)(In addition to above rates)		
Applies to all above shipments.....	\$ 45.00	\$ 90.00

PLEASE NOTE: Total weight is in lbs. With a minimum shipment of 200 lbs. Please round up to the next 100 lbs when filling out the weight of your shipment.

Description	Weight	CWT	Unit Price	Estimated Total Charges
<i>Crated or Skidded Shipment</i>	<i>1200 LBS</i>	<i>÷ 100 = 12</i>	<i>\$154.00</i>	<i>\$1,848.00</i>
PLEASE NOTE: Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.				
RATE ADJUSTMENT			(OFFICE USE ONLY)	
SUBTOTAL				
2.0% CREDIT CARD FEE				
TOTAL	U. S. DOLLARS			

EXHIBITOR INFORMATION

COMPANY

CONTACT

BOOTH#

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

****ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT****

SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

ReMA2026 Convention & Exposition
COMPANY NAME & BOOTH #
Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive Suite 100
Las Vegas, NV 89118

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **March 6, 2026** and no later than **April 3, 2026**. Shipments that arrive prior to **March 6, 2026** or after **April 3, 2026** will incur a surcharge of \$192.00 per hundred weight surcharge with at \$384.00 minimum.

****IMPORTANT: shipments going to the advance warehouse have a maximum weight limit of 5,000 lbs****

ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER APRIL 3, 2026 WILL INCUR A CHARGE OF \$650.00 IN ADDITION TO LATE TO WAREHOUSE FEES.

Shipments must include an official weight ticket or bill of lading.

SHIPPING INSTRUCTIONS (CONT'D.)

SHOW-SITE RECEIVING

For show-site receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Show-site receiving includes the following:

- receiving and signing for your shipment on your behalf
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for show-site receiving is labeled with the following information:

ReMA2026 Convention & Exposition
COMPANY NAME & BOOTH #
Mandalay Bay Convention Center
c/o Levy Exposition Services Inc.
3950 S Las Vegas Blvd
Las Vegas, NV 89119

PLEASE NOTE THAT SHIPMENTS CANNOT BE RECEIVED AT THE MANDALAY BAY CONVENTION CENTER PRIOR TO 8:00 AM ON SATURDAY, APRIL 11, 2026.

ALL SHIPMENTS MUST INCLUDE A CERTIFIED WEIGHT TICKET OR BILL OF LADING. IN THE EVENT THAT YOUR SHIPMENT(S) DOES NOT INCLUDE A CERTIFIED WEIGHT TICKET, IT WILL BE WEIGHED ON-SITE AND A SURCHARGE MAY APPLY.

TO CONTROL TRAFFIC DURING THE INSTALL AND DISMANTLE, WE WILL UTILIZE A MARSHALLING YARD FOR ALL EXHIBITORS. THE YARD WILL BE OPERATIONAL FOR DRIVER CHECK-IN AND STAGING FROM APRIL 10, 2026 UNTIL APRIL 16, 2026. PLEASE NOTIFY YOUR CARRIERS THAT THEIR DRIVER MUST CHECK IN PRIOR TO BEING DISPATCHED TO THE MANDALAY BAY CONVENTION CENTER FOR BOTH DELIVERY AND PICK-UP. A \$125.00 USAGE FEE WILL APPLY TO ALL INBOUND AND OUTBOUND CARRIERS. WE HAVE INCLUDED DRIVING INSTRUCTIONS IN THIS EXHIBITOR KIT FOR YOUR CONVENIENCE.

ADDRESS: 9565 REDWOOD ST, LAS VEGAS, NV 89139

LIMITS OF LIABILITY

See Material Handling Terms & Conditions Sheet enclosed.

FREIGHT MACHINERY QUESTIONNAIRE

Dear Exhibitor,

Please complete the following information for **each machine** you plan to bring to the convention center.

Exhibitor Name: _____

Booth Number: _____

Machine Description: _____

Machine Weight (lbs.): _____

Mobile Spot: (Yes/No): _____

Requires More Than 5K Forklift: (Yes/No): _____

If yes, what size forklift is required? _____

Other Equipment Needed (e.g., crane, pallet jack, planks, visqueen, etc.): _____

Estimated time to offload & deliver to booth? _____

Additional Notes: _____

Please return the completed form to:
Danny Reyes
dreyes@levyexpo.com
(813) 478-0462

Important Notice Regarding Move-In

Please note that Levy Exposition Services is not responsible for any waiting time that may occur during the move-in process. We understand that delays can be inconvenient and appreciate your patience as our team works to ensure a smooth and efficient move-in for everyone.

We will communicate any schedule updates or changes as they arise. Thank you for your understanding and cooperation.

MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
 - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
 - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF NEVADA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN LAS VEGAS, NEVADA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or damage to or loss of property or profits arising out of, or contributed to, by any of the following:
 - EXHIBITOR's negligent supervision of any labor secured through LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
 - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
 - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
 - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

TERMS & CONDITIONS





ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

**Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118**

**Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118**

EVENT NAME:

ReMA2026

EVENT NAME:

ReMA2026

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



SHOW SITE

SHOW SITE

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

Mandalay Bay Convention Center
c/o Levy Exposition Services Inc.
3950 S Las Vegas Blvd
Las Vegas, NV 89119

Mandalay Bay Convention Center
c/o Levy Exposition Services Inc.
3950 S Las Vegas Blvd
Las Vegas, NV 89119

EVENT NAME:

ReMA2026

EVENT NAME:

ReMA2026

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the SHOW SITE.
If more labels are needed, copies are acceptable.



ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

HANGING SIGN

HANGING SIGN

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118

Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118

EVENT NAME:

ReMA2026

EVENT NAME:

ReMA2026

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



ADVANCE WAREHOUSE

ADVANCE WAREHOUSE

CARPET AND PADDING

CARPET AND PADDING

TO: _____
(EXHIBITOR NAME)

TO: _____
(EXHIBITOR NAME)

BOOTH # _____

BOOTH # _____

**Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118**

**Levy Exposition Services Inc.
c/o LibertyCFS NV, Inc.
7015 Corporate Plaza Drive
Suite 100
Las Vegas, NV 89118**

EVENT NAME:

ReMA2026

EVENT NAME:

ReMA2026

NO. _____ # of _____ PCS.

NO. _____ # of _____ PCS.

The above labels are provided for your convenience.
Place one on each piece shipped to the ADVANCE WAREHOUSE.
If more labels are needed, copies are acceptable.



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MOVE YOUR EXHIBIT WITH PEACE OF MIND

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email: exhibitorservices@libertycfs.us - www.libertycfs.us

LAS VEGAS | TORONTO





Fax: 253 437 0032
 14900 Interurban Avenue South, Suite 271
 Seattle, WA
 USA 98168
 Telephone: 253 437 0031
 E-mail: operations@levyexpo.com

ReMA2026 Convention & Exposition
April 13 - 16, 2026
Mandalay Bay Convention Center
Las Vegas, NV

REQUEST FOR SET-UP BY NON-OFFICIAL CONTRACTOR

The unpacking, erection, assembling, dismantling, and packing of displays and equipment must be done by the correct type of labor. Levy Exposition Services Inc., the official contractor, will have skilled craftsmen available to assist Exhibitors. Arrangements for labor should be made through Levy Exposition Services in advance whenever possible. Official labor forms are included in the Exhibitor Service Manual.

Exceptions to the foregoing will be considered only in cases where permission has been requested in writing by the Exhibitor and **received by Levy Exposition Services Inc. no later than March 23, 2026.** Exceptions will be granted only if it will not interfere with or prejudice the orderly set-up, interim service, or dismantling of the Exposition. An exception will not be granted if it is inconsistent with the commitments made and obligations assumed by Management in any contract with service contractors or its lease with the **Mandalay Bay Convention Center.** For services such as electrical, plumbing, telephone, drayage, rigging and booth cleaning, no exception will be made, and the contractor designated by Management will be used.

All agents representing the Exhibitor must be fully identified by the official Management badge. All agents or representatives who are performing services other than the Exhibitor's own employees must provide Levy Exposition Services with **Certificates of Insurance naming Levy Exposition Services Inc., Recycled Materials Association, ReMA2026 Convention & Exposition, and the Mandalay Bay Convention Center as additional insured's by March 23, 2026.** These Certificates of Insurance must include public liability and property damage insurance for at least \$1,000,000, and workmen's compensation insurance in accordance with local law.

Exhibitors wishing to use a contractor other than Levy Exposition Services Inc. to set up and dismantle their exhibits must fill out this form and return to us no later than March 23, 2026. If this form and the certificate of insurance from the non-official contractor is not received by March 23, 2026, your non-official contractor will be allowed to supervise only. All labor must then be hired from Levy Exposition Services Inc. for installation and dismantle of the exhibit.

**ORIGINAL CERTIFICATES ONLY
 PHOTOSTATS OR FACSIMILES WILL NOT BE ACCEPTED**

Name of Exhibiting Company: _____ Booth Number: _____

Contracting Company Name: _____

Contracting Company Address: _____

City: _____ State: _____ Zip: _____ Telephone: _____ Fax _____

Estimated Arrival at Show _____ Number of Workers: _____

Authorized By: _____ Title: _____
 (Sign & Print Name)

ACCESSIBLE STORAGE INFORMATION

Accessible storage will be available to you at this show. You must sign up for the service at the Levy Exposition Services Inc. desk and pick up your accessible storage labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage.

This is not an order form. This service must be ordered on site.

Accessible Storage is **NOT** Secured Storage.

NOTE: Accessible Storage items are not necessarily the first items returned to your booth at the close of the show.

Rates are for SET UP, STORAGE SPACE PER DAY, AND EACH TIME ACCESSED, and are as follows:

SET UP:

One time set up charge of \$150.00

STORAGE RATES:

(RATES ARE PER SQUARE FOOT INCREMENTS OR PORTION THEREOF PER DAY.)

0 - 25	square feet	\$150.00
26 - 50	square feet	\$200.00
51 - 100	square feet	\$250.00
101 - 150	square feet	\$300.00
151 - 200	square feet	\$350.00

ACCESS RATES:

There is a 1/2 hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

LABOR RATES:

STRAIGHT TIME	8:00 AM - 4:30 PM Monday to Friday	\$195.00 per Hour
OVER TIME	4:30 PM - 8:00 AM Monday to Friday, All day Saturday and Sunday	\$255.00 per Hour