



# NDTMA ANNUAL CONFERENCE

Golden Nugget - Las Vegas

August 3-5, 2021

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**August 3-5, 2021**  
**Golden Nugget - Las Vegas**

## SHOW INFORMATION

We are pleased that LAS VEGAS EXPO has been selected as your Official Service Contractor. Our goal is to make sure your participation is a success.

## SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Tuesday, August 3, 2021	9:00 AM	4:00 PM	Exhibitor Setup
Tuesday, August 3, 2021	5:30 PM	7:30 PM	Show Hours - Welcome Party
Wednesday, August 4, 2021	12:30 PM	2:00 PM	Show Hours - Luncheon
Wednesday, August 4, 2021	6:30 PM	8:30 PM	Show Hours - Reception
Thursday, August 5, 2021	12:30 PM	2:00 PM	Show Hours - Luncheon
Thursday, August 5, 2021	2:00 PM	4:00 PM	Dismantle Begins

**ALL FREIGHT CARRIERS MUST CHECK IN WITH LAS VEGAS EXPO BY:**

**3:00 PM on Thursday, August 5, 2021**

**ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY:**

**4:00 PM on Thursday, August 5, 2021**

IMPORTANT: Each exhibitor may begin tear down immediately after the show closes. If you leave the show floor, it is absolutely imperative that you notify LVE Exhibitor Services when beginning to teardown so that your booth contents will not be disturbed or discarded. LVE will not be held responsible for any booth contents that become missing or damaged during the move out.

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS**

**MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

**RESTRICTIONS - MAXIMUM DIMENSIONS FOR SHIPMENTS ARE: 36"L X 36"W X 72"H**

WAREHOUSE SHIPMENTS

WAREHOUSE RECEIVING BEGINS	Tuesday, July 6, 2021	WAREHOUSE RECEIVING HOURS		
STANDARD RECEIVING RATE DEADLINE	Friday, July 23, 2021	MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS		
WAREHOUSE RECEIVING DEADLINE	Monday, August 2, 2021			
All shipments are required to have certified weight tickets		Crated, skidded or boxed materials only		
No COD or collect shipments		Must submit payment authorization form with this form		
All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse		
Shipments sent directly to the show will incur a 100% surcharge to the warehouse handling rates				
WAREHOUSE SHIPPING ADDRESS:  All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	NDTMA	BOOTH #	
	COMPANY		C/O	LVE-IT VEGAS
	ADDRESS	4075 East Post Road, Las Vegas NV 89120		
If exhibit material is shipped to the hotel, the hotel will turn it over to LAS VEGAS EXPO for distribution to your booth. This will result in material handling and late charges from LAS VEGAS EXPO in addition to hotel charges.				

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**Note:** Shipping to show site may cause a delay in getting your freight to your booth. Receiving is based on the time the driver arrives and the number of deliveries ahead of them. It is advised that you send your shipments in advance to the warehouse to receive them in a timely manner at the show.

## HOTEL BELLMAN

Hotel bellman and the transporting of any and all exhibit materials on a bellman cart will not be allowed. If this method of transporting exhibit materials is used, the exhibitor will be charged the minimum material handling rate of \$150.00 plus applicable fees.

## HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may transport exhibit materials as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.

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**PAYMENT AUTHORIZATION**

Please complete the information requested and return payment in full with your order forms. Purchase Orders are not considered advance payment. You may choose to pay by credit card, wire transfer or money order; however, we require that your credit card information remain on file with Las Vegas Expo. Any additional balances or charges for outbound freight, labor or miscellaneous items not paid, will be charged to your credit card account where applicable. Discount pricing applies only to orders received with full payment prior to the deadline date. **Please note: By utilizing this form, exhibitors acknowledge that they have read and agree to comply with the terms of the Payment Options & Policy and Terms and Conditions statements contained herein.**

<b>CONTACT</b>	COMPANY NAME		CLIENT NAME	
	ADDRESS			BOOTH #
	CITY	STATE	ZIP	PHONE
	EMAIL			FAX

<b>CREDIT CARD AUTHORIZATION</b>	<input type="checkbox"/> DISCOVER		<input type="checkbox"/> VISA		<input type="checkbox"/> MASTERCARD		<input type="checkbox"/> AMERICAN EXPRESS	
	ACCOUNT NUMBER							
	EXPIRATION DATE				SECURITY CODE REQUIRED			
	<i>The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.</i>							
	CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)							
	CITY			STATE			ZIP	
	CARDHOLDER'S SIGNATURE*		X _____					
CARDHOLDER'S NAME (PLEASE PRINT)								
<b>*By signing I agree to the Terms and Conditions located on <a href="http://www.lvexpo.com">www.lvexpo.com</a> as well as contained within this manual. All credit card information will be kept on file to be used for future shows and all outstanding balances.</b>								

<b>ORDER RECAP</b>	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			ESTIMATED MATERIAL HANDLING
			*FREIGHT/SHIPPING
			TAX
			OTHER EXPO SERVICES
	TOTAL (If received by deadline date)	TOTAL	

**CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.**

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COMPANY NAME

BOOTH #

**MATERIAL HANDLING** (The PAYMENT AUTHORIZATION FORM must accompany this form)

**MATERIAL HANDLING**

ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.

200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
ADVANCE WAREHOUSE	\$ 72.00 Per 100lbs	\$ 90.00 Per 100lbs	\$ 97.00 Per 100lbs	\$ 121.25 Per 100lbs
Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE-IT/LAS VEGAS EXPO does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				

**OVERTIME**

200 LBS MINIMUM	IN BOUND	OUT BOUND
OVERTIME FREIGHT (IN ADDITION TO INITIAL CHARGES)	\$ 30.00 Per 100lbs	\$ 30.00 Per 100lbs
Based on incoming weight - When move-in and/or move-out times are scheduled during overtime hours due to circumstances beyond the control of LAS VEGAS EXPO, any shipment delivered to, and/or picked up from show site, will be charged at an additional rate. See specifications below.		

**SMALL PACKAGES**

PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE
SMALL PACKAGE	\$ 55.00	\$ 30.00
25% Late fee if received after deadline date		Maxium weight per shipment is 25lbs.
Items received without documentation will be delivered without guarantee of piece count or condition.		

**TOTALS**

WEIGHT PER SHIPMENT	RECEIVING LOCATION	RATE	ESTIMATED TOTAL
	<input type="checkbox"/> WAREHOUSE		
	<input type="checkbox"/> WAREHOUSE		
	<input type="checkbox"/> WAREHOUSE		
	<input type="checkbox"/> WAREHOUSE		

**NO SHIPMENTS ARE TO BE SENT DIRECTLY TO THE SHOW**
**INSTRUCTIONS**

All material handling rates include delivery to booth	All shipping charges must be prepaid
Materials must arrive during published dates to avoid additional charges	No collect shipments.
Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge	
<b>SPECIAL HANDLING</b>	
UPS, FedEx, USPS, loose, uncrated exhibit material, van line	Materials with no inbound documents
Material with no certified weights OR doesn't meet restrictions	Materials with no pick points received
<b>OVERTIME RATE (OT)</b>	
Any shipment delivered to, and/or picked up from show site prior to 8:00 AM or after 4:30 PM Monday through Friday, weekends and all holidays. This charge will apply on inbound and outbound shipments.	
<b>Formula for estimating freight between 25 lbs and 200 lbs:</b> Round up to minimum 200 lbs <i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs at \$72.00 per 100lbs = minimum charge of \$ 144.00</i>	
<b>Formula to estimate charges over 200 lbs:</b> Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges. <i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$ 72.00 = \$ 288.00</i>	

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<b>COMPANY NAME</b>	<b>BOOTH #</b>
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## OUTBOUND SHIPPING INFORMATION

Exhibitor must pickup complete and return in the Outbound Material Handling Form to the Exhibitor Services on-site representative.

<b>SHIP EXHIBIT TO (COMPANY NAME)</b>		<b>ATTN.</b>	
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP</b>	<b>PHONE</b>
NOTE: If outbound shipping is to be a split shipment, check here <input type="checkbox"/> and attach specific instructions and address.			
<b>SHIPPING CARRIER NAME:</b>		<b>CARRIER PHONE</b>	
<b>SELECT SERVICE:</b>	<input type="checkbox"/> NEXT BUSINESS DAY	<input type="checkbox"/> 2nd BUSINESS DAY	<input type="checkbox"/> DEFERRED (3-5 BUSINESS DAYS)
		<input type="checkbox"/> GROUND	
<b>IS THE BOOTH GOING TO ANOTHER TRADE SHOW?</b>		<input type="checkbox"/> NO	<input type="checkbox"/> YES
<b>DATE &amp; TIME OF SCHEDULED PICK-UP</b>		<b>SHOW NAME</b>	
		<b>BOOTH #</b>	
<b>THIS SHIPMENT MUST ARRIVE NO LATER THAN:</b>		<b>DAY</b>	<b>DATE</b>
		<b>TIME</b>	<input type="checkbox"/> AM <input type="checkbox"/> PM

**IF DESIGNATED CARRIER FAILS TO CHECK IN, LAS VEGAS EXPO SHOULD:**

<input type="checkbox"/> RE-ROUTE VIA SHOW CARRIER PER ABOVE INSTRUCTIONS	OR	<input type="checkbox"/> RETURN SHIPMENT TO WAREHOUSE AT EXHIBITOR'S EXPENSE
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**NOTE:** Exhibitor is responsible for contracting any carrier except those recommended in this manual. Las Vegas Expo will not be responsible for literature/products not properly packed and labeled by exhibit personnel.

I understand that Las Vegas Expo shall not be responsible for loss, theft or damage to any display installed or dismantled under Las Vegas Expo's supervision of labor, nor for any misdirected, delayed or lost shipment of said display. I further understand that it is my/our responsibility to provide Las Vegas Expo with complete and accurate written instructions for the packing and/or shipping of said display by Las Vegas Expo supervised labor. Payment of all services will be my/our responsibility as the exhibitor. It is also understood that LVE-IT VEGAS reserves the right to remove and dispose of stored materials from our facility after 90 days of non-payment.

**SIGN:** \_\_\_\_\_ **PRINT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Once your shipment is packed and ready to be picked up, please return the Material Handling Agreement to Exhibitor Services. SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT THE EXHIBITOR'S EXPENSE. Las Vegas Expo will make arrangements for all LVE exhibit transportation shipments. Arrangements for pick-up by other carriers is the responsibility of the exhibitor.

## RETURN FREIGHT & STORAGE

<b>WAREHOUSE</b>	Rates include delivery of shipment at close of show to LVE-IT VEGAS warehouse for storage or loading to outbound carriers. Freight that is crated or skidded and weighs 50 lbs or more will be charged the following rates with a 1,000 lb minimum		
	<b>DRAYAGE TO WAREHOUSE</b>	\$ 17.00	per 100 lbs
	<b>WAREHOUSE HANDLING</b>	\$ 8.50	per 100 lbs
All freight returned to warehouse that is less than 50 lbs will have a flat rate charge of \$76.50. A LVE Outbound Material Handling Form is required to be completed on site at the close of the show for this service.			

<b>STORAGE</b>	<table border="1" style="width:100%"> <tr> <td style="width:300px"><b>MONTHLY STORAGE RATE</b></td> <td style="width:100px; text-align:right">\$ 6.50</td> <td style="width:100px;">per 100 lbs</td> </tr> </table>			<b>MONTHLY STORAGE RATE</b>	\$ 6.50	per 100 lbs
	<b>MONTHLY STORAGE RATE</b>	\$ 6.50	per 100 lbs			
	Monthly storage rate is billed quarterly, at \$19.50 per 100 lbs. (1,000 lbs. minimum)					
All freight must be crated, palletized or boxed to be eligible for storage. LVE-IT VEGAS reserves the right to refuse to store freight due to condition of the freight, past payment history, etc. A signed Storage Agreement is required for storage of your freight.						

## ADVANTAGES

- Save on expensive shipping charges.
- Storage freight is delivered to the show in advance of direct shipment.
- No Marshalling Yard, Check-in, or waiting
- Warehouse facilities and services are located in Las Vegas for year round access.
- 30 Days free storage included in LVE-IT VEGAS advance material handling rates.

**The PAYMENT AUTHORIZATION FORM must accompany this form**



## WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Tuesday, July 6, 2021 - Friay, July 23, 2021

TO: \_\_\_\_\_

EXHIBITOR NAME

MAXIMUM SHIPMENT SIZE: 36"L X 36"W X 72"H

C/O: LVE - IT VEGAS

4075 East Post Rd  
Las Vegas, NV 89120

EVENT: \_\_\_\_\_ NDTMA 2021

NO. \_\_\_\_\_ OF \_\_\_\_\_ PIECES

BOOTH #: \_\_\_\_\_



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BOOTH #: \_\_\_\_\_



Nondestructive Testing  
Management Association

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