

Growth Capital Expo 2016

The Premier Event in Emerging Growth Company Finance

May 3-5, 2016
Las Vegas - Caesars Palace

Exhibitor,

We are pleased to announce that **Keystone Event Services** has been chosen as the Official General Service Contractor for the **2016 Growth Capital Expo** to be held **May 3-5, 2016** at the **Caesars Palace Resort Hotel**. **Keystone Event Services** is ready to assist you with all your exhibitor needs. Please look through the service kit and familiarize yourself with the information. It is our goal at **Keystone Event Services** to ensure that your experience with the event is a huge success. We look forward to being part of it.

Your exhibit materials are the most important part of a successful event. **Keystone Event Services** is the official Drayage Contractor for this event and will handle all freight in and out of this show. Using our material handling service, your shipment can be received at our advance warehouse facility up to 21 days prior to the event. Make sure to give yourself plenty of transit time to track all shipments. All shipments sent to show site should be sent c/o *Keystone Event Services* to assure prompt delivery to your booth. Your materials will be ready for you in your exhibit space prior to Exhibitor move-in. When you choose to ship with us, your empty cartons, fibers and crates are stored during the event and returned back to you after the close of the show.

For your convenience, **Keystone Event Services** will be available during set up and tear down to handle any last minute needs. We can also help with any outbound freight. We provide you with completed bill of lading and shipping labels, we'll even help you pack it all up. Once completed, we carry your freight out of the hall and your shipment is safely sent back to the location of your choice.

If you have any questions, please do not hesitate to call me at 702-326-9252.

Thank you and we'll see you at the show,

Scott Rakowski

Keystone Event Services

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Advance Warehouse:

Keystone Event Services
c/o Lighting Logistics
6120 N. Hollywood Blvd, #106
Las Vegas, NV 89115

Show Site Facility:

Caesars Palace Resort
3570 Las Vegas Blvd South
Las Vegas, Nevada, 89109

Standard Equipment Provided to Exhibitors:

One six foot table with skirt, Two folding chairs, Wastebasket

Exhibitor Set Up and Show Site Delivery Hours:

Wednesday, May 4 6:30AM – 8:00AM

Exhibit Hours:

Wednesday, May 4 8:30 AM - 7:30 PM

Thursday, May 5 7:30 AM - 4:30 PM

Exhibitor Tear Down and Move-Out Hours:

Thursday, May 5 4:30PM -- 7:00PM Hall Cleared at 7:00PM Thursday

Carriers must check in no later than 5:00PM Thursday. Exhibitors must start dismantle by 5:00PM Thursday.

Exhibitor Services Contact:

Scott Rakowski scott@keystoneeventservices.com
Phone: 702-326-9252 **Fax: 702-914-0909**

Important Dates	Important Facts
Thursday April 14 th -- Advance Warehouse First Day of Receiving Freight:	Advanced Freight can start being delivered to the warehouse starting April 14 and will be stored until show move in.
Monday May 2 nd -- Advance Freight Receiving Ends:	Freight accepted from April 14 until May 2 nd .
Show Site Deliveries:	Contact Scott Rakowski at 702-326-9252 for information .

FAX ALL FORMS to 702.914.0909 or SCAN & SEND to scott@keystoneeventservices.com

PAYMENT FORM

Exhibitor: _____

Booth Number: _____

Contact Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Show Site Contact if Different Than Above: _____

Cell Phone: _____

Services Orders

Material Handling Estimate \$ _____

Orders \$ _____

Inbound or Outbound Freight Shipping [Call Scott for an estimate -- 702-326-9252](tel:702-326-9252) _____

Total Orders \$ _____

Credit Card Authorization:

For your convenience, we will use this authorization to charge your credit card account for your advance orders and any additional amounts incurred as a result of weight adjustments or show site orders placed by your representative.

Number: _____

Expiration Date: _____ Security Code #: _____

Circle one: MC Visa Amex

Cardholder's Signature: _____

Name Printed: _____

Address: _____

Billing Zip: _____

Company Check - [Please note show name on check!](#) _____ Date check being mailed: _____

Make payable to: Keystone Event Services

Mail to: 2764 Tyndrum Ave, Henderson NV 89044

Labels are provided below for advance warehouse and show site delivery. We encourage you to make copies, fill in your specific information and tape one on each piece of your freight.

Advance Warehouse Labels

Shipper Information	Shipper Information
Company: Address: Phone: Contact:	Company: Address: Phone: Contact:
Delivery Information	Delivery Information
Growth Capital Expo	Growth Capital Expo
Lightning Logistics c/o Keystone Event Services 6120 N. Hollywood Blvd,#106 Las Vegas Nevada, 89115 Exhibiting Company: _____ Booth Number: _____ To Be delivered between April 14 th & May 2 nd	Lightning Logistics c/o Keystone Event Services 6120 N. Hollywood Blvd,#106 Las Vegas Nevada, 89115 Exhibiting Company: _____ Booth Number: _____ To Be delivered between April 14 th & May 2 nd
 Growth Capital Expo	 Growth Capital Expo

MATERIAL HANDLING

- **Advance Warehouse Shipments greater than 50 lbs.: \$70.00 / cwt.**
- **Small Package fee of \$20.00 per shipment between 1 lb. & 25 lbs.**
- **Small Package fee of \$40.00 per shipment between 26 lbs. & 50 lbs.**

Advance shipments will be accepted at the **Keystone Event Services** warehouse and allowed up to 3 weeks free storage if delivered by the advance deadline receiving date listed. This includes delivering freight direct to the exhibitor's booth, storage of empties during the show, delivery of empties at end of show to exhibitor's booth, removal from exhibitor's booth upon completion of packing, and turning in BOL to service desk and loading of materials onto outbound transportation carrier. Show Site shipments receive the same services.

Rates are per hundred-weight (cwt) rounded to the next hundred.

ADVANCE WAREHOUSE ADDRESS: Exhibiting Company & Booth # c/o Keystone Event Services Lightning Logistics 6120 N. Hollywood Blvd, #106 Las Vegas NV 89115	
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Special Handling rates of 20% to be applied to the total standard charges to the following type of shipments:

Moving Van/Pickup Truck Shipments:

Shipments delivered by a moving van or shipments by pickup truck or similar truck, which because of the height of the truck bed cannot be unloaded at the docks.

Loose or Fragile Freight:

Shipment packed in such a manner as to require special handling (i.e.: loose display parts, uncrated equipment) regardless of the kind of carrier or vehicle used. Includes open boxes or fragile pieces that are not secured or wrapped properly.

Undetermined or Lost Freight

Shipment of materials or equipment that the exhibitor cannot be determined. Any unmarked packages, or lost pieces where Keystone Event Services is not at fault, and is requested to track, recover and deliver.

Hand Carried or Oversized Freight

Materials must be moved "by hand" to the booth due to facility situations beyond Keystone Event Services control (height/width limits in hallways, no or small elevators, rooms where forklifts cannot be used, etc.)

Material Handling Limits of Liability

Keystone Event Services and its subcontractors shall not be responsible for damage to uncrated materials, materials improperly packed, glass breakage or concealed damage.

Labor is scheduled and based on the Material Handling Order Form included in this kit to accommodate the movement of freight expeditiously to your booth and out and is non-refundable if freight is not received for any reason.

Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by **Keystone Event Services** or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packing and the actual pick-up of materials from the booth for loading onto a carrier. With the knowledge that during such times the shipment(s) will be left in the booth unattended, it is recommended that a representative from the exhibiting company stay with the shipment until it is picked up. Therefore, it is agreed that **Keystone Event Services** and its subcontractors are not responsible for the loss or disappearance of Exhibitor's materials after the same have been delivered to Exhibitor's booth, nor are **Keystone Event Services** and its contractors responsible for Exhibitor's materials before they are picked up from the Exhibitor's booth for loading after the show. Consequently, all bills of lading covering outgoing shipment(s) submitted to **Keystone Event Services** or its subcontractors by Exhibitor will be checked at the time of pick-up from the booth and corrected where discrepancies exist.

Keystone Event Services and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts, or work stoppages of any kind. **Keystone Event Services** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to Exhibitor's materials, which may make it impossible or impractical to exhibit same.

Keystone Event Services and its subcontractors shall not be held liable for any damage incurred during the handling of equipment requiring special devices to properly load, place or reload unless advance notice has been given to **Keystone Event Services** in time to obtain the proper equipment. It is understood that **Keystone Event Services** and its subcontractors are not insurers. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by **Keystone Event Services** hereunder are based on the scope of the liability as herein set for and are unrelated to the value of the Exhibitors property. It is further understood and agreed that **Keystone Event Services** and its subcontractors do not provide for full liability should loss or damage occur.

It is agreed that if **Keystone Event Services** or its subcontractors should be found liable for loss or damage to Exhibitor's equipment, the liability shall be limited to the specific article that was physically lost or damaged. Such liability shall be limited to a sum equal to \$.30 per pound per article, with a maximum liability of \$50.00 per item or \$1,000.00 per shipment, whichever is less, as agreed upon damages and exclusive remedy. Provisions of this paragraph shall apply if loss or damage, regardless of cause or origin, results directly or indirectly to property through performance or non-performance of obligations imposed by the offering of services to Exhibitors or from negligence, active or otherwise, by **Keystone Event Services**, its subcontractors or their employees. **Keystone Event Services** and its subcontractors shall not be responsible for ordinary wear and tear in handling of equipment, nor for loss or damage due to fire, theft, windstorm, water, vandalism, acts of God, mysterious disappearance or other causes beyond their control. Claims for loss or damage must be submitted to **Keystone Event Services** by the close of the show. No suit or action shall be brought against **Keystone Event Services** or its subcontractors more than one year after the cause of action.

The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its materials, that **Keystone Event Services** and its subcontractors will provide these services as Exhibitor's agent and not as the shipper. If any employee of **Keystone Event Services** or its subcontractors shall sign a delivery receipt, bill of lading or other document, we agree that **Keystone Event Services** or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.

The Exhibitor agrees, in the event of a dispute with **Keystone Event Services** or its subcontractors relative to any loss or damage to any of our materials or equipment, that the Exhibitor will not withhold payment in any amount due to **Keystone Event Services** for material handling services or any other services provided by **Keystone Event Services** or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay **Keystone Event Services** prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against **Keystone Event Services** or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

In order to expedite removal of materials from the show site, **Keystone Event Services** shall have the authority to change designated carriers, if such carriers do not pick up on time. Where the Exhibitor makes no disposition, materials will be taken to a warehouse to await Exhibitor's shipping instructions, and the Exhibitor agrees to be responsible for payment of charges relating to such handling at the warehouse. **Keystone Event Services** assumes no liability as a result of such re-routing or handling.

Keystone Event Services and its subcontractors shall not be liable for shipments received without receipts; freight bills or specified unit counts on receipts or freight bills, such as UPS or van lines. Such shipments will be delivered to booth without guarantee of piece count or condition.

The consignment or delivery of a shipment to **Keystone Event Services** or its subcontractors by an Exhibitor or by any shipper on behalf of the Exhibitor shall be construed as an acceptance by such Exhibitor (and/or other shipper) of the terms and conditions set forth above.

Keystone Event Services and its subcontractors shall not be responsible for loss, injury, or damage caused by tradesmen or equipment furnished by **Keystone Event Services**, or its subcontractors, except when such tradesmen are working or operating equipment under the direct supervision of a supervisor designed by **Keystone Event Services**, or its subcontractors

Keystone Event Services and its subcontractors shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit the exhibitor's materials

Keystone Event Services and its subcontractors are not insurers of you or your property and will not assume responsibility for loss, injury or damage where the direct cause of the loss, injury, or damage is unknown or undeterminable. **Be sure your materials are insured**

MATERIAL HANDLING ESTIMATION FORM

For complete information on rates for this show refer to the sheet in this service manual titled "Material Handling". If you would like assistance calculating your material handling estimate **please contact us at 702-326-9252**

Rates for this show are on actual weights for every hundred pounds (cwt or hundred-weight) rounded up.

Example: 452 lb. shipment is rounded up to 500 lbs. 500 lbs. is 5 cwt. 5 x rate = total material handling rate.

Shipments to Advance Warehouse: \$70.00 /cwt.

Calculate your CWT (hundred weight)

- Estimated Weight of Shipment: _____ Pounds
- (If 50 lbs. or less, enter \$20 or \$40 - _____ -- This is your total amount owed)
- Pounds Divided by 100 = _____ Your CWT.

Calculate Your Estimated Total Amount Owed

Your CWT x \$70 (for Advance Warehouse Delivery) \$ _____ TOTAL

INBOUND & OUTBOUND SHIPPING

Keystone Event Services is capable of providing air; ground expedited and ground class 125 shipping to all exhibitors. Actual shipping rates are determined based on zip codes of the pickup and drop off points as well as the weight of the shipment. The actual rates can be confirmed at the time of the request/order is made. Discounts for pre-booked shipments available to all exhibitors

WE CAN ARRANGE ALL SHIPPING FOR YOU – INBOUND AND OUTBOUND
Call 702-326-9252 for an estimate