



**EXHIBIT SERVICES REQUEST
AUDIO & VISUAL SERVICES**

1538 Broadway
New York, NY 10036
212-704-8879

Event Name: _____

Load In - Day/Date/Time: _____

Load Out - Day/Date/Time: _____

Exhibiting Firm: _____

Booth # & Location: _____

Contact Name: _____

Onsite Representative: _____

Phone: _____

Onsite Phone Contact: _____

Email _____

Company Address: _____

PLEASE COMPLETE THIS FORM AND RETURN TO EXHIBITS220@PINNACLELIVE.COM

FREQUENTLY REQUESTED ITEMS	QUANTITY	DAILY RATE	SHOW RATE
32" LED Monitor Table Set (No Audio)		\$500	\$1000
42" LED Monitor with Floor Stand		\$650	\$1460
65" LED Monitor with Floor Stand		\$1250	\$2500
Laptop Computer Windows Based		\$375	\$843
Media Server (for file USB playback)		\$55	\$125
Labor and Handling – (per monitor)		\$350	

INTERNET	QUANTITY	ONE TIME FEE
Wireless Internet Access for (1) device (up to 5Mbps)		\$395
Wireless device(s) Each Additional		\$150
Wired Internet Access (up to 5Mbps)		\$800
Wired Line Installation Each Additional		\$200

**All services are subject to a 25% administrative charge and 8.875% sales tax.
Orders less than 10 business days to load-in subject to short order fee of \$195++
Orders received on-site will be subject to rush fee of \$250++**

Name on Card: _____

Card #: _____ Exp: _____ CVV: _____

Signature: _____ Date: _____

Terms and Conditions

These Terms and Conditions (“Terms”), together with the Scope of Work, Rental Contract, and Exhibitor Pricing Guide, if applicable, and other applicable documents, provided to you in connection herewith, constitute the entire agreement (the “Agreement”) between the undersigned client (“Client” or “you”) and Pinnacle Live LLC (“Pinnacle Live”, “us” or “we”) with respect to the subject matter hereof.

The Scope of Work, including any pricing, discounting, and concessions set forth therein, is valid for thirty (30) days prior to the start date of the program. All prices and availability are subject to change without notice until this proposal is signed, accepted, and the required deposit is received. Until such a time, all equipment reservations, and the scheduling of required technical personnel will be done on a tentative basis only.

Pinnacle Live agrees to rent to Client, and Client agrees to rent from Pinnacle Live, the equipment described more fully in the attached Scope of Work (the “Equipment”), subject to these Terms:

Acceptance

1. Client must review, sign and return these Terms to us prior to receiving any Equipment or related services from us.
2. Adjustments to the Scope of Work can generally be made prior to delivery of the Equipment and provision of services, provided that any necessary labor and equipment are available to accommodate your request.

Estimate Assistance

If you are uncertain of your requirements or for any changes, speak with our Venue Director, Sales Director, or Sales Manager. We can assist with estimating your labor and equipment needs for your program.

Labor Rates

1. Labor costs included in the Scope of Work (“Labor Costs”) are estimates only, and the total Labor Costs will depend on the actual number of hours worked, including any applicable overtime, which we will bill to you at prevailing rates.
2. A standard workday for our staff is eight (8) hours per day. After the first eight (8) hours, overtime rates go into effect at one and one-half (1.5) times the regular rates of pay.
3. If a program continues until after midnight, any hours worked after midnight for the same program shall be considered part of the previous calendar day for purposes of calculating hours and overtime applicability.
4. All labor between the hours of 12:01 AM and 6:00 AM will be billed at 1.5 or 2 times the prevailing rate regardless of the number of hours worked.
5. Pinnacle Live Labor must have at least eight consecutive hours off between each shift or labor will be charged at 1.5 times the prevailing rate beginning at hour one of the subsequent shifts.
6. On federal and state Holidays, labor rates are two times the regular rates of pay.
7. Meal Periods: Operators require a 1 hour paid break period for every 5 hours of consecutive work. Should this requirement not be met, a meal penalty of 2 times the prevailing rate will be applied to each position and the client must supply Hotel prepared meals for the crew. Operators are not permitted to eat at their stations and as such a minimum of 30 minutes should be allotted to step away.
8. A staffed Production and/or Project Manager position (PM) is required for all Ballroom Programs at prevailing rates.

Equipment Rates

1. Client agrees to pay to Pinnacle Live the rental fee for the Equipment during the rental period (“Rental Fee”) specified in the Scope of Work. The Rental Fee is calculated in full-day increments based on the rental rate for each piece of Equipment per calendar day.
2. Additional charges may apply if your actual rental period exceeds the number of days identified in the Scope of Work.
3. A single program that continues until after midnight into the following calendar day may be considered a single day for purposes of calculating the Rental Fee, only if provided in the Scope of Work or otherwise in writing by us.

Administration Fee

The Administration Fee allows Pinnacle Live to provide the necessary support required to help make your meeting or program successful, including pre-program planning and preparation, on-site support, coordination with our hotel partners and more. The entire fee helps cover our administrative costs and is not a gratuity in whole or part to employees of Pinnacle Live or any other party.

Damage & Security

1. Client hereby assumes all responsibility for any and all damages or loss to the Equipment and agrees to pay all costs to repair or replace any Equipment damaged or otherwise rendered out of service through accident, misuse or neglect.
2. In case of loss or destruction of the Equipment or loss of possession thereof, or inability to return equipment to Pinnacle Live in as good condition as when delivered to Client, Client agrees to pay to Pinnacle Live the complete and full current replacement costs of the Equipment.

3. Client agrees to allow Pinnacle Live access to the Equipment, and to each location under Client's control where the Equipment is located at any time, for the purpose of implementation, service and/or removal.

4. Pinnacle Live will make every attempt to secure its own equipment, however if equipment is to be left on show-site overnight security may be necessary. Any costs of providing security shall be the responsibility of the Customer and may be arranged through the property/venue.

Equipment

1. Pinnacle Live retains all title and rights to Equipment and accessories, and Client shall ensure that no liens, claims or encumbrances are attached thereto or placed thereon.

2. After Pinnacle Live personnel set up the Equipment, Client will have the opportunity to test the Equipment and identify any potential problems with the Equipment before Pinnacle Live personnel depart. After such time, Client is deemed to have inspected and tested the Equipment and agrees to have received the Equipment in good operating condition.

3. Client agrees that Pinnacle Live is not in any way liable for any loss, property damage or personal injury caused by or in connection with the operation, storage or transportation of the Equipment.

4. Client agrees to use the Equipment in good faith and in accordance with all instructions provided by Pinnacle Live, and further agrees to notify Pinnacle Live in the event of any interruption of service or damage to, or failure, of the Equipment.

5. Pinnacle Live shall repair such Equipment or, if unable to repair, use reasonable efforts to replace the Equipment with similar Equipment, if available, as soon as practicable after receiving such notice. Provided, however, that the preceding sentence does not apply where Pinnacle Live determines, in its sole discretion, that the Equipment has been subjected to abuse, misuse, neglect, negligence, accident, improper handling, abnormal physical stress, abnormal environmental conditions, or use contrary to any instructions provided by Pinnacle Live, or use with any third-party product, hardware, software, or product that has not been previously approved in writing by Pinnacle Live.

6. If you are bringing a personal computer or other equipment that will be used for presentation purposes during your program, the computer or other equipment should be tested with the Equipment in advance to ensure compatibility. Please be sure you are familiar with the operation of both your computer and software.

7. All Equipment rentals are for use in the specific room or other location identified in the Scope of Work. Client shall not move the Equipment from the initial set up location for use elsewhere.

8. All Equipment and any other materials furnished by Pinnacle Live shall be removed only by Pinnacle Live at the close of your program in accordance with the Scope of Work.

9. Pinnacle Live is the exclusive provider of rigging services.

10. These prices do not include electrical orders from AmpRite Electrical Service nor internet charges. A Managed Internet Services (MIS) specialist from Pinnacle Live can assist with additional capabilities and proposal clarification or creation.

11. The following charges are beyond Pinnacle Live control and may be applied by the venue: Electrical / Power, Security, Shadow Staff, Fire Marshal, and Fogger / Hazer Use Charges. Pinnacle Live is not responsible for the above charges or any other venue-imposed charges, unless stated in this proposal. These items, if applicable, will be billed separately by the venue or its agents.

Payment

1. MASTER BILL – All charges will be applied to Client's venue master bill upon approval with the venue, unless otherwise set forth in the Scope of Work.

2. The Venue will be Pinnacle Live's agent for payment. The Customer will pay the Venue. The Customer will make full and final payment to Pinnacle Live through such master account with the Venue in accordance with the Venue's payment terms. In all cases, payment in full, and in advance of load-in is required. Should collection procedures become necessary, the Customer agrees to pay attorney fees, court, and all other reasonable costs of collection. CREDIT CARDS: Pinnacle Live accepts credit cards for COD orders only, on behalf of Pinnacle Live.

3. If necessary to enforce the collection of amounts due to us under this Agreement, Client agrees to pay all collection costs and charges incurred by us including court costs and reasonable attorney's fees.

4. The estimated charges do not include any electrical or network charges that may be incurred.

Cancellation

1. Customer must inform Pinnacle Live of any cancellation in writing and said communication must be received during regular business hours. Cancellation of any order less than 45 business days of the scheduled load-in will be billed at full contracted price. Cancellation of any order in less than 90 business days will be subject to a 50% liquidated damages fee. Additionally, any non-refundable deposits paid to suppliers or expenses incurred on behalf of the client will be billed to the client in full regardless of cancellation of this contract.

Changes to Program Quote

1. Prior to the first day of the program, Pinnacle Live will provide an updated estimate of Rental Fees, Labor Costs, and any other applicable charges for approval and signature.

2. Exhibitors must submit all change orders in writing.

Onsite Additions

1. Client must provide to us the names of approved personnel authorized to make changes to the Scope of Work on behalf of Client.

2. Any requests for additional services or equipment after the Equipment is delivered are subject to the availability of our personnel and equipment.

3. You must notify the Pinnacle Live contact listed in the Scope of Work directly to request any changes.

Additional Terms for Exhibitors

1. Insurance and security for the Equipment is solely your responsibility. You must maintain an insurance policy that covers loss or damage to the Equipment in an amount not less than the Equipment's full replacement value as identified on the Scope of Work, and such policy must list Pinnacle Live as an additional beneficiary. You must provide us a copy of the policy prior to receiving any Equipment from us, and must ensure the policy remains active until after we have confirmed receipt of payment for the final invoice.
2. Union labor costs, if applicable, are not included in the Rental Fee.
3. No refunds or credits will be issued after the program ends.
4. These prices do not include electrical orders from AmpRite Electrical Service nor internet charges. A specialist from Pinnacle Live's Managed Internet Services (MIS) team can assist with capabilities and proposal creation.
5. All equipment use must comply with current NEC, Federal, State, and local codes.
6. ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY PINNACLE LIVE ARE PROHIBITED. Client-provided access points are prohibited for use within the program facility without Pinnacle Live's prior written approval. Wireless access points without adjustable power outputs are prohibited under all circumstances. If you wish to showcase your wireless products, you must contact Pinnacle Live at least fourteen (14) days prior to the start of the program so that we may attempt (but do not guarantee) to engineer a cohesive operating network that limits or controls interference. Approvals may incur a site survey fee.

Indemnification

Client and Pinnacle Live each hereby forever agree to indemnify, defend, and hold harmless the other for any and all third-party claims, losses, costs (including reasonable attorneys' fees and costs), damages, or injury to property and persons (including death) as a result of the negligent acts, errors, or omissions of the indemnifying party and its respective employees, agents, representatives, and contractors. Client also agrees to indemnify, defend, and hold harmless Pinnacle Live, its affiliates and their respective personnel against all claims for copyright, patent, or other intellectual property infringement including claims for licenses and royalties, as a result of Pinnacle Live's use of any and all Client-provided materials such as images, recordings, transmissions, videos, software, hardware, or any other form of intellectual property, etc., in connection with the program.

Limitation of Liability

1. IN NO EVENT SHALL PINNACLE LIVE BE LIABLE TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT OR LOSS OF DATA OR DIMINUTION IN VALUE, OR FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, EXEMPLARY, SPECIAL, OR PUNITIVE DAMAGES WHETHER ARISING OUT OF BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, REGARDLESS OF WHETHER SUCH DAMAGES WERE FORESEEABLE AND REGARDLESS OF WHETHER PINNACLE LIVE HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, AND NOTWITHSTANDING THE FAILURE OF ANY AGREED OR OTHER REMEDY OF ITS ESSENTIAL PURPOSE.
2. IN NO EVENT SHALL PINNACLE LIVE'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE) OR OTHERWISE, EXCEED THE AGGREGATE AMOUNTS PAID OR PAYABLE TO US PURSUANT TO THIS AGREEMENT.
3. REQUESTS FOR RECORDING: ALL RECORDINGS AND EDITS ARE CLAIMED TO BE OF A QUALITY SUITABLE FOR DOCUMENTATION AND TRANSCRIPTION PURPOSES ONLY.

Exclusion of Warranties

PINNACLE LIVE MAKES NO WARRANTY WHATSOEVER REGARDING THE EQUIPMENT OR ITS SERVICES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY (a) WARRANTY OF MERCHANTABILITY; (b) WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE; (c) WARRANTY AGAINST INTERFERENCE; OR (d) WARRANTY AGAINST INFRINGEMENT OF ANY PATENT, COPYRIGHT, TRADEMARK, TRADE SECRET, OR OTHER PROPRIETARY RIGHTS OF A THIRD PARTY; WHETHER ARISING BY LAW, COURSE OF DEALING, COURSE OF PERFORMANCE, USAGE OF TRADE, OR OTHERWISE.

Force Majeure

The parties' performance under this Agreement is subject to governmental actions, applicable law, ordinances, or regulations; acts of God, hurricanes, earthquakes, other adverse weather conditions; war or terrorism; strikes or other labor disputes; third party failures; or any other emergency of comparable nature beyond the parties' control; in each instance making it impossible, illegal or impracticable to perform its obligations under this Agreement (Force Majeure Event). In the event of the occurrence of a Force Majeure Event, the parties agree that, if possible, the program that is the subject of this Agreement will be rescheduled at the first available opportunity suitable for each party; if the parties are unable to reschedule, this Agreement may be terminated upon reasonable written notice without a Cancellation Charge as set forth herein, provided that in the event of any cancellation or postponement of the program or termination of this Agreement due to a Force Majeure Event, Pinnacle Live will return to Client any and all prepayments and deposits made by Client, less reimbursement for any work performed and expenses incurred by Pinnacle Live up through the date of cancellation, postponement or termination (or Client shall, within fourteen days of invoice, pay Pinnacle Live for all such expenses incurred and work performed if no deposit or prepayment has been made).

Entire Agreement; Modification

This Agreement supersedes all previous verbal or written contracts with respect to the subject matter hereof and is held inviolable unless mutually agreed in writing. These Terms and the Agreement prevail over any of Client's general terms and conditions regardless of whether or when Client has submitted its request, order, or such terms. Provision of services to Client does not constitute acceptance of any of Client's terms and conditions and does not serve to modify or amend these Terms or the Agreement.