



2023 EXHIBITOR SERVICES MANUAL

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Welcome

to the Cocina Sabrosa 2023 Exhibitor Services Manual. The information in the pages below is designed to help guide exhibitors through the planning process of exhibiting at Cocina Sabrosa 2023. Schedules and deadlines as well as links to additional information, online ordering sites, and downloadable printable order forms are included for your convenience.

The Main Menu is designed so clicking on a topic will automatically transport you to that section of the manual. Also, each page includes linked tabs at the top to help you navigate back to the Main Menu or to another section of the manual.

We encourage you to thoroughly review this document, especially those areas that pertain to you and your booth and ask questions for any areas you need further clarification on.

GENERAL INFO

All events and displays will be held onsite at the Irving Convention Center. Our full schedule of events with event locations and details will be announced closer to the show.

SCHEDULE OF EVENTS

Exhibitor Set Up

Tuesday, September 26, 2023 9:00 AM – 5:00PM

Show Hours

Wednesday, September 27, 2023 10:00 AM – 5:00 PM
Thursday, September 28, 2023 10:00 AM – 4:00 PM

Exhibitor Breakdown

Thursday, September 28, 2023 4:00 PM – 7:00 PM

LOCATION

Irving Convention Center
500 W. Las Colinas Blvd
Irving, TX 76039

SHOW MANAGEMENT CONTACTS

Brand Director: Andrea Ferrando Fletcher, andrea.fletcher@emeraldx.com
Account Executive: Jurgen Oliver, jurgen.oliver@emeraldx.com
Operations Director: Tim Berry, tim.berry@emeraldx.com

SHOW PLANNER

Click on vendors to get more information.



LVE – General Services
Contractor

[ORDER ONLINE](#)

[EMAIL EXHIBITOR SERVICES](#)



IRVING CONVENTION CENTER

[ORDER ELECTRICAL
AND INTERNET](#)



MARSH TOTAL EXHIBITOR
INSURANCE

[ONLINE APPLICATION](#)



LEAD RETRIEVAL (MARITZ GLOBAL
EVENTS)

[INFORMATION SHEET](#)

IMPORTANT DATES

**AUGUST 28,
2023**

UPDATE SHOW
DIRECTORY LISTING

**AUGUST 25,
2023**

BOOK HOTEL

**AUGUST 28,
2023**

UPLOAD CERTIFICATE OF
INSURANCE

- or -
PURCHASE INSURANCE

**AUGUST 25,
2023**

LVE ADVANCE
WAREHOUSE
SHIPPING BEGINS

ACCEPTED THROUGH
SEPTEMBER 11, 2023
WITHOUT SURCHARGE

**SEPTEMBER 5,
2023**

ORDER ELECTRICITY AND
INTERNET FROM IRVING
CONVENTION CENTER

**SEPTEMBER 15,
2023**

LVE
DISCOUNT DEADLINE FOR
ONLINE ORDERS

FURNISHINGS
BOOTH CLEANING
LABOR

BEFORE YOU ARRIVE TO SHOWSITE



Submit Certificate of Insurance



Coordinate Hotel & Travel



Register Booth Personnel and Update
Show Directory Exhibitor Profile



Check Health & Safety



Submit EAC Notification Form & EAC
Certificate of Insurance



ONCE YOU ARRIVE

PICK UP BADGE FROM
REGISTRATION



CONFIRM FREIGHT
DELIVERY



CONFIRM ADVANCED
ORDERS



PLACE ONSITE ORDERS



INSURANCE

COCINA SABROSA does not provide any type of insurance coverage for the property and/or personnel of exhibiting companies. Exhibitors must maintain insurance that meets the requirements below and provide proof to COCINA SABROSA before the show.

An exhibitor shall, at their own expense, secure and maintain through the term of this contract, including move-in and move-out days, the insurance listed below. All such insurance shall be primary of any other valid and collectible insurance of the exhibitor and shall be written on an occurrence basis. Claims-made policies are not acceptable and do not constitute compliance with the exhibitor's obligations under this paragraph.

The following three types of insurance are required:

- **Workers' Compensation** insurance, unless you are the sole proprietor. A sole proprietor is a business entity that is owned and run by one individual. If you have even one other person in the booth working with you, you will need worker's compensation coverage.
- **Comprehensive General Liability** insurance with limits not less than \$1,000,000 each occurrence, \$2,000,000 aggregate, combined single limit for bodily injury and property damage, including coverage for personal injury, contractual, and operation of mobile equipment, products, and liquor liability (if applicable).
- **Automobile Liability** insurance with limits not less than \$500,000 for each occurrence combined single limit for bodily injury and property damage, including coverage for owned, non-owned, and hired vehicles, including loading and unloading operators. Auto coverage is only required if there is a vehicle in your booth or if you are using a designated loading/unloading area i.e. POV area.

Comprehensive General Liability and Automobile Liability insurance policies shall name as additional insured, Emerald X, LLC (Show Management), Cocina Sabrosa (COCINA SABROSA), Irving Convention Center (Facility), and LVE (General Service Contractor). If requested, copies of additional insured endorsements, primary coverage endorsements, and complete copies of policies satisfactory to Emerald, shall be furnished to Emerald sixty (60) days before the first day of the event. Certified copies of the Certificates of Insurance or policies shall provide that they may not be canceled without a 30-day advance written notice to Emerald.

The following MUST be contained on the certificate: [**DOWNLOAD A SAMPLE CERTIFICATE OF INSURANCE**](#)

"Producer" – Name, Address, and Phone Number of the insurance carrier

"Insured" – Company Name, Address, Phone Number, and Booth Number

"Description of Special Items" – "Emerald X, LLC, Cocina Sabrosa, Irving Convention Center, and LVE and each of its subsidiaries, affiliates, officers, employees, agents, and representatives" must be listed as additional insured for the dates September 27 – 28, 2023.

NEED GENERAL LIABILITY INSURANCE?

[Marsh/TotalEvent Insurance offers General Liability Insurance for \\$65 plus tax. Click for more information.](#)



Certificate Holder Information should be listed as:

COCINA SABROSA 2023
31910 Del Obispo, Suite 200
San Juan Capistrano, CA 92675

REPORTING

In the event of damage or loss of property, or an accident or injury, it is your responsibility to contact your insurance broker or carrier immediately.

[Click here to submit your insurance documents online. Be sure the name of the attachment reflects the name of the insured exhibiting company.](#)

BOOTH PACKAGES



Standard 10x10 Booth Package

Booth Package Includes:

- 8' high black drape backwall
- 3' high black drape side rails
- (1) 6' skirted table
- (2) standard side chairs
- (1) wastebasket
- (1) 17" x 11" Booth ID sign

FREIGHT & DELIVERIES

Warehouse Address

Exhibiting Company Name

Booth No.

COCINA SABROSA 2023

c/o LVE- Crane Freight

4050 Valley View Lane, Suite 100

Irving, TX 75038

LVE will accept crated, boxed, or skidded materials at their warehouse beginning **Friday, August 25, 2023** at the above address. Material arriving after **Monday, September 11, 2023**, will be received at the warehouse with an additional after deadline charge. The last date material can arrive at the warehouse is Friday, September 22, 2023.

Please note that the LVE warehouse does not accept uncrated freight (loose, pad-wrapped material, and/or unskidded machinery), COD shipments, hazardous materials, freight requiring refrigerated or frozen storage, a single piece of freight weighing over 5,000 pounds, or a single piece of freight beyond the dimensions of 180 inches high x 93 inches wide.

Warehouse materials are accepted at the warehouse Monday through Friday between the hours of 8:00 a.m. and 2:30 p.m.

You can download and print Advance Warehouse Shipping Labels for booth. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [Advance Warehouse Shipping Labels](#)

LVE material handling fees for advance shipments to the LVE warehouse include:

- Delivery of items to the booth prior to Exhibitor Move-In.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show. This process will take several hours and LVE cannot guarantee or specify the arrival time of empty crates.

Direct to Site Address

Exhibiting Company Name
Booth No.
COCINA SABROSA 2023
Irving Convention Center
c/o LVE
500 W. Las Colinas Blvd
Irving, TX 76039

LVE will receive shipments at the Irving Convention Center on **Tuesday, September 26, 2023 from 9:00am to 5:00pm EST only**. Shipments arriving before this date may be refused by the venue. Any charges incurred for early freight accepted by the facility or for multiple delivery attempts will be the responsibility of the exhibitor.

Please note: Any materials received by LVE or the Irving Convention Center are subject to material handling charges and are the responsibility of the exhibitor. This also applies to items not ordered through the Official Show Vendors.

You can download and print Show Site Shipping Labels. Plan to use two labels on each piece you will be shipping and use a waterproof marker to address the label and mark your booth number.

- [Show Site Shipping Labels](#)

LVE material handling fees for direct shipments to the Irving Convention Center include:

- Acceptance and unloading of items upon delivery and delivery to the booth.
- Removal and storage of empty crates during the show.
- Return of empty crates after the close of the show and all aisle carpet is rolled. This process will take several hours and LVE cannot guarantee or specify the arrival time of empty crates.

Please be aware that disposal of exhibit properties is not included as part of your material handling charges. Please contact LVE for your quoted rates and rules applicable to disposal of your exhibit properties.

Move-in/out Procedures

Self-Unloading / 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 the LVE Exhibitor Service Manual.

Privately Owned Vehicles (POV)

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in the LVE Exhibitor Service Manual.

POV, or Privately Owned Vehicles, are defined as cars, pick-up trucks, vans, and other trucks primarily designed for passenger use, not for cargo or freight.

Outbound Shipping

All exhibitors must visit the LVE Exhibitor Service Desk at the show to complete the outbound Material Handling Agreement. Be sure your carrier knows the company name and booth number when making arrangements for shipping your exhibit at the close of the show.

Accessible Storage

Accessible storage service is available at show site for exhibitors to easily access their product samples and literature during show days only.

INSTALL/DISMANTLE & LABOR REGULATIONS

Labor/Union Laws

Full time employees of the exhibiting companies may set up their own exhibits. Union Labor, however, is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the providers' order forms. Exhibitors may not operate or utilize any type of powered or mechanical equipment.

Union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays when this work is done by persons other than company personnel. They may be employed by completion of labor forms enclosed in this manual.

Union Labor is not required to put your products on display, to open cartons containing your products, nor to perform testing, maintenance, or repairs on your products.

If, however, you hire any labor to assist you, it must be through the Official Contractor or a contractor which meets all of the regulations as an Exhibitor Appointed Contractor.

Excessive/Bulk Trash

Any bulk trash which consists of display materials, carpet, padding, crates and/or pallets will be disposed of and charged both a dumpster fee and a disposal fee during exhibitor move-in. Excessive booth materials and/or literature left in the booth at the end of published exhibitor move-out that is not labeled for an outbound shipment or donation will be considered abandoned and deemed as bulk trash. Bulk trash is defined as any waste larger than 3' x 3' x 3' or 1m x 1m x 1m. The exhibitor will be charged for the removal and disposal of these items.

Booth & Material Abandonment

Exhibiting companies are required to make cleaning and labor arrangements for both material dismantle and/or removal. It is expected and required that all the exhibiting material be removed at the end of the show. It is not appropriate for bulk material to be left in the aisles during move-in or left behind during move-out. This includes, but is not limited to: flooring, large boxes and crates, racks, exhibit displays, literature, etc. If the exhibiting company does not want any or part of their exhibit material, arrangements for cleaning labor and dumpster/disposal need to be made in advance through LVE. Exhibitors that do not comply with this policy and leave excessive literature and/or display materials in their booth during move-in or move-out will be deemed guilty of "material abandonment" and will be charged for the removal of these items.

Care of the Facility

It is understood that exhibitors shall neither injure, nor mar, nor in any manner deface the premises.

No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns, or floor of the exhibit areas. All curtains, draperies and decorations made from textiles of combustible fibers or other flammable materials must be flame proofed in the manner approved by all applicable jurisdictions. Exhibitor shall promptly pay for any and all damages to the facility, booth equipment or the property of others caused by the exhibitor or any of its employees, agent's contractors or representatives.

EXHIBITOR APPOINTED CONTRACTOR

If exhibitors wish to use an Exhibitor Appointed Contractor (EAC), the following rules and regulations must be adhered to by the exhibitor and the EAC. **These rules will be strictly enforced.** Completion of the required EAC Notification Form & Insurance Submission qualifies as acceptance that the EAC will abide by all rules and regulations, especially those as contained herein for EAC.

The EAC/I&D contractor must be licensed, insured, and authorized to work in the Irving Convention Center.

Contractors must adhere to all rules and regulations of COCINA

SABROSA, LVE, the Irving Convention Center, and the local unions. This includes keeping “no freight aisles” clear, clearing empty crates off the show floor, not dismantling any portion of the booth before show close, and being properly badged.



Exhibitors using an installation and dismantling contractor (I&D), and/or an exhibitor appointed contractor (EAC) to set-up or teardown their exhibit, must complete the EAC Notification Form & Insurance Submission by deadline.

Complete this form **only** if you are using the services of an outside contractor to install or dismantle any part of your display. The form but be filled out completely and submitted with the EAC's certificate of insurance.

All contracted personnel must pick up the daily EAC wristband from a designated EAC Check-In area before admission to the exhibit floor. Personnel must have proof of company affiliation and a photo I.D.

The EAC shall refrain from placing an undue burden on the official service contractors by interfering, in any way, with the official contractor's work. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors or impairs the smooth installation and dismantling of the event, the EAC will immediately cease such disruption or be removed from the event site. Show Management will have the final decision in such instances.

The EAC will not solicit business at the event and personnel must wear the daily wristband at all times. It is the exhibitor's responsibility to make sure that all independent contractors are properly badged before arrival.

Emerald (Show Management), Cocina Sabrosa (COCINA SABROSA) (Show Management), the Irving Convention Center (Facility), and LVE (General Service Contractor) must be named as additionally insured by all contractors working in the hall. Show Management must receive the certificate of insurance no later than 30 days before the commencement of installation and it must be submitted using the online EAC Notification Form & Insurance Submission. Certificates received through mail, e-mail, fax, or any other means will not be accepted. Show Management will give authorization to the EAC to provide installation and dismantling services to the exhibiting firm upon receipt of:

- Certificate of insurance for workers' compensation and employers' liability, comprehensive general liability, and automobile liability insurance.
- The workers' compensation and employers' liability insurance must provide a minimum limit of (recommended \$500,000 USD) and meet the requirements established by the state in which the event is being held.
- Comprehensive general liability coverage must provide at least (recommended \$1 million USD per occurrence /\$2 million USD general aggregate) in coverage and shall name Show Management, the sponsoring associations, the event owners, the official contractor, and the facility as additional insured.
- Automobile liability should include all owned, non-owned, and hired vehicles with limits of (recommended \$500,000 USD) bodily injury and (recommended \$500,000 USD) property damage liability.

In performing work for their clients, the EAC shall cooperate fully with the official contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Show Management in any contracts with the official contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the event site.

Services ordered on behalf of exhibitors by EAC's or other third parties must be so authorized in writing by the exhibitor. Payment for all services will be the responsibility of the exhibitor.

UTILITIES

ELECTRICAL

For electrical services, visit the Irving Convention Center [Exhibitor Store](#) and set up an account to order services for your booth.

INTERNET SERVICES

For internet services, visit the Irving Convention Center [Exhibitor Store](#) and set up an account to order services for your booth.

ONSITE BOOTH GUIDELINES

DISPLAY

Animals

Permission for any domesticated animal (cats, dogs, etc.) to appear must be approved by Show Management then by the facility. Non-domesticated animals will be considered on an individual basis.

Booth Appearance

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at the exhibitor's expense.

Any portion of the exhibit bordering another exhibitor's space must have the backside of the exhibit finished and not incorporate any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

Exhibitors that do not properly cover the floor of their entire exhibit area will be required to have carpet supplied by the General Service Contractor at the exhibitor's expense.

Display of Product

Aisles must not be obstructed at any time. No portion of an exhibitor's display, product, or demonstration may extend into any aisle, including the audience. Space within the booth must be designated for any group of attendees viewing or participating in a presentation or demonstration within the booth.

Fog, smoke, and steam machines are not permitted.

Exhibitors are prohibited from possessing, displaying, or depicting any products or components in their booth which could be interpreted as being a promotion of another company.

No exhibit will be permitted which interferes with the use of other exhibits or impedes access to the aisles.

Items located in the exhibit space must be in good taste or will be removed at the discretion of Show Management.

DEMONSTRATIONS

Exhibitor Conduct /Good Neighbor Policy

Activities may not disturb neighboring booths. Exhibitors are required to keep all booth activities within the confines of their exhibit space and not interfere with aisle traffic flow or access to neighboring exhibits.

Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the show. Unsportsmanlike, unethical, illegal or disruptive conduct, such as tampering with another party's exhibit or engaging in corporate espionage is strictly prohibited.

Exhibitor's personnel and their representatives may not enter the exhibit space or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit space that is not staffed.

Raffles, Drawings, and Contests

Raffles, drawings and contests, if permitted by law, are allowed in an exhibitor's booth but will be regulated by Show Management. Show Management reserves the right to limit the promotional activity anywhere on the exhibition floor as they see fit to ensure a professional and safe atmosphere. These activities include and are not limited to, handouts, contests, lotteries, promotional activities, entertainment, raffles and drawings.

ADDITIONAL

Americans with Disabilities Act (ADA)

All exhibiting companies are required to comply with the Americans with Disabilities Act (ADA) and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Click [here](#) for more information on the Americans with Disabilities Act (ADA).

Distribution of Promotional Items

Circulars, catalogs, magazines, folders, promotional, educational or other giveaway matter may be distributed only inside the exhibitor's display. Distribution from booth to booth or canvassing on any part of the facility property is forbidden. Exhibitors must confine their exhibit activities to the space for which they have contracted.

No exhibitor may distribute or leave behind merchandise, signs, or printed materials in the registration areas, meeting rooms, or public areas of the event site, including hotels, shuttle buses, parking garages, etc., without prior written approval of Show Management.

Selling at Booth

Selling merchandise from your booth during the show is strictly prohibited.

Any display items sold during the show cannot be removed from the show floor until after closing on the final show day. Exhibitors who choose to sell their display items must work jointly with the purchasing party to arrange for removal of the items from the show floor, while following all move-out and labor regulations. Exhibitors must also escort the purchaser to the exhibit hall exit and confirm with security that the purchaser is authorized to remove the items from the exhibit hall.

Sharing of Exhibit Space

An exhibitor may not bridge an aisle, whether by a physical structure, carpeting, banners, etc., in order to connect their exhibit space with one across the aisle without permission from Show Management.

Strolling Entertainment & Suitcasing

Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations and loss of priority points.

Suitcasing is defined as any activity designed to solicit or sell products or services to delegates attending a meeting, conference, or event without the proper authorization by Show Management or in ways that violate the rules of the event. Any attendee who is observed to be soliciting business in the aisles or other public spaces, in another company's booth, or in violation of any portion of this policy, is subject to removal without refund and additional penalties.

The selling or solicitation of product or services may only be conducted by companies in good standing, within their exhibit space, confirmed meeting or conference space or within the event as authorized by Show Management. Companies conducting business outside the confines of the exhibit hall, booth location or in unauthorized properties within the exhibit facility without the permission of Show Management are in violation of this clause.

SECURITY INFORMATION

COCINA SABROSA Show Management makes every effort to protect exhibitors' merchandise and displays. Show Management will provide perimeter guard service on a 24-hour basis to include move-in, show days, and move-out. While Show Management will implement security measures to safeguard your property, neither Show Management, the Irving Convention Center, agents nor employees assumes any responsibility for such property, loss, or theft.

Exhibitors are solely responsible for the care, custody, and control of their own exhibit space and material. Exhibitors should carry insurance for covering loss or damage to their exhibit material.

Small electronic equipment such as video players, monitors, cameras, etc., should never be left unattended. In cases where valuable equipment may not be removed to storage daily, the services of a private booth guard are available.

When shipping your equipment, do not list contents on the outside of crates or cartons. Do not ship computers, monitors, tablets, or other electronic equipment in the manufacturer's cartons. Place these cartons inside larger crates or have special packaging made, which does not indicate contents.

At the close of the show, when your materials have been packed and bills of lading have been prepared, turn in your completed bills of lading at the general service contractor's service desk. Do not leave bills of lading in your booth or attached to your crates.

Tips To Help Protect Your Product

- Monitor your booth when your product is being delivered.
- Hire a security guard to watch your booth overnight.
- Perform an inventory after your product has been delivered and note any damages or missing items.
- Do not list the contents on the outside of your shipping crates/boxes. Use a code to indicate contents.
- After show hours cover your displays with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the show is closed, or your booth is unattended.
- Always staff your booth during show hours (required).
- Staff your booth until your product and/or the floor is cleared during move-out. Once the show has closed, pack as quickly as possible and do not leave your display unattended.

REGISTRATION

STAFF BADGES

Booth personnel may be registered online by logging in to your [COCINA SABROSA Exhibitor Console](#).

Badges will not be mailed. Staff registered will need to pick up their badges onsite at registration upon arriving at the Irving Convention Center. Exhibitors will not be allowed to pick up badges for anyone else and everyone must present photo I.D. when picking up their badge.

All exhibitor personnel must have and visibly wear their Exhibitor badge while in the exhibit hall during move-in, move-out and official show hours.

Each exhibiting firm receives booth staff badges based on the booth package purchased:

- **10 x 10 Booth:** 2 staff badges
- **10 x 20 Booth:** 4 staff badges
- **10 x 30 Booth:** 6 staff badges
- **20 x 20 Booth:** 8 staff badges

Additional exhibitor registrations are available for a fee. Buyers, customers, and exhibitor appointed contractor personnel should **not** be registered as exhibitors.

Badges are the property of Show Management and are non-transferable. The lending/sharing of badges is prohibited and will result in confiscation.

Exhibitor badges do NOT automatically receive access to conference sessions. If exhibiting staff desire to attend conference sessions, this can be added to their registration for a fee at Exhibitor Registration.

ADMISSION POLICY

Children

Children under the age of 16 must be accompanied and supervised by an adult while on the exhibit floor.

Registration for children is complimentary and must be done onsite. All children except infants in backpacks or slings must be registered and badged to be admitted to the exhibit areas.

Strollers for children are permitted in the exhibit areas during published show hours. Attendees assume all risks associated with the use of strollers on the show floor, including but not limited to personal injury or property damage.

Exhibitor Appointed Contractors (EAC)

All contracted personnel must pick up wristbands daily at the EAC Check-In areas before admission to the exhibit floor. Each individual person must sign-in and present photo I.D. each day to be issued a wristband. Wristbands cannot be picked up for others.

Guests

All guests must have and visibly wear their Guest badge while in the exhibit hall, sessions, or any function held by COCINA SABROSA during move-in, move-out or show hours.

GETTING THERE

HOTELS

EventSphere is the official hotel agency for COCINA SABROSA and the best way to book hotel reservations. Hotel arrangements can be made online at the end of October through the [Exhibitor Housing Reservations](#) page.

With EventSphere you will receive descriptions, photos, and maps to help you choose the perfect hotel. An acknowledgment of your hotel reservation will be sent to you immediately via email upon completion of the online process or within 24 hours for reservations received via phone, fax, or mail.

Reservations are accepted on a first-come, first-served basis and require a first night's room and tax deposit guaranteed by check or credit card. All deposits are due when the initial reservation is made. All new reservations, changes, substitutions, and cancellations must be made through EventSphere. Please refer to your hotel confirmation for individual cancellation policies.

DIRECTIONS AND PARKING

Parking Information can be found on the [Irving Convention Center's website](#).



LVE



FOOD & BEVERAGE TRADE EXPO

Cocina Sabrosa 2023

Irving Convention Center

September 27-28, 2023

Exhibitor Service Manual

888-989-EXPO

LAS VEGAS • ORLANDO • NASHVILLE • NJ

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Cocina Sobrosa 2023

September 27-28, 2023
Irving Convention Center - Hall A & B

SHOW INFORMATION

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

BOOTH EQUIPMENT	Each Pipe and Drape 10' x 10' inline booth will consist of:			
	BACK WALL DRAPE COLOR	Black	SIDE RAIL DRAPE COLOR	Black
	HALL FLOORING	EXHIBIT HALL IS NOT CARPETED		
	One	6' Skirted Table	Two	Side Chairs
	One	Wastebasket	One	ID Sign
				Electrical not included

SHOW DATES

DAY OF WEEK & DATE	START TIME	END TIME	DESCRIPTION
Tuesday, September 26, 2023	9:00 AM	5:00 PM	Exhibitor Move In
Wednesday, September 27, 2023	10:00 AM	5:00 PM	Show Hours
Thursday, September 28, 2023	10:00 AM	4:00 PM	Show Hours
Thursday, September 28, 2023	4:00 PM	7:00 PM	Exhibitor Move Out

ALL FREIGHT CARRIERS MUST CHECK IN WITH LVE BY: 6:00 PM on Thursday, September 28, 2023

ALL FREIGHT MUST BE CLEARED FROM THE FACILITY BY: 7:00 PM on Thursday, September 28, 2023

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 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.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

Cocina Sobrosa 2023

September 27-28, 2023
Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

10 x 10 MODULAR BOOTH PACKAGE INCLUDE THE FOLLOWING:

8'H X 10'W AGAM BACKWALL and 3'H X 10'W SIDE WALLS

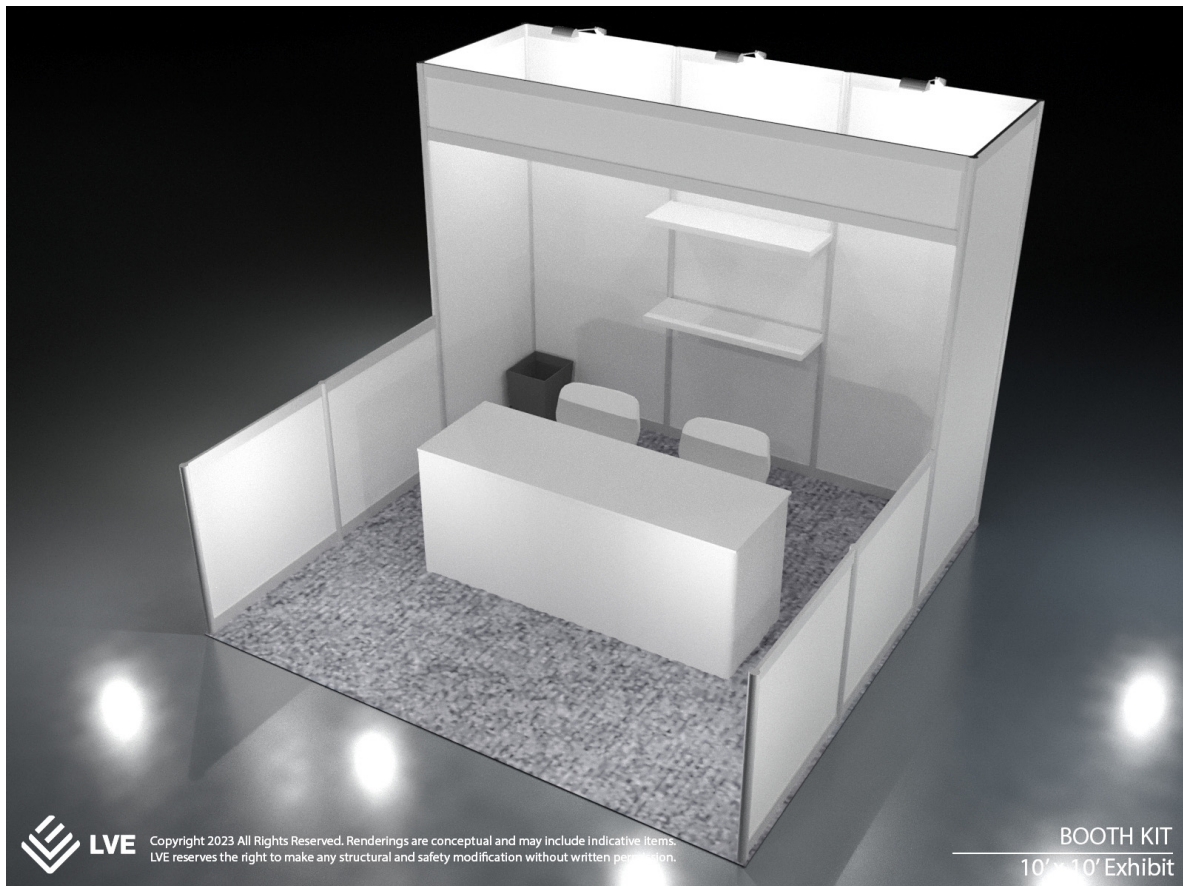
BOOTH EQUIPMENT	Two	Backwall Shelves	One	6' Skirted Table
	Two	Side Chairs	One	Wastebasket
	One	ID Sign	Three	Arm Lights

Carpet and Electrical not Included

Advanced Price: \$1850.00

Standard Rate: \$2497.50

Graphics may be applied to all front and inside side panels for an additional fee.



Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

SHOW INFORMATION CONTINUED

**ALL SHIPMENTS ARE REQUIRED TO HAVE CERTIFIED WEIGHT TICKETS
MATERIAL HANDLING CHARGES APPLY ON ALL SHIPMENTS**

WAREHOUSE SHIPMENTS

WAREHOUSE RECEIVING BEGINS	Friday, August 25, 2023	WAREHOUSE RECEIVING HOURS			
STANDARD RECEIVING RATE DEADLINE	Monday, September 11, 2023	MONDAY - FRIDAY 7:30AM - 3:00PM EXCLUDING HOLIDAYS			
WAREHOUSE RECEIVING DEADLINE	Friday, September 22, 2023				
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 all orders			
All inbound shipments must be sent to the warehouse		No pad wrapped shipments will be accepted at the warehouse			
DO NOT SHIP DIRECTLY TO THE FACILITY WITHOUT USING SHOW LABELS.					
WAREHOUSE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the warehouse labels enclosed.	SHOW NAME	COCINA SABROSA 2023		BOOTH #	
	COMPANY		c/o	c/o Crane Freight	
	ADDRESS	4050 Valley View Lane, Suite 100, Irving TX 75038			
If exhibit material is shipped to the facility, the facility will turn it over to LVE for distribution to your booth. This will result in material handling and late charges from LVE in addition to facility charges.					

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SHOWSITE SHIPMENTS

SHOWSITE RECEIVING				
DAY/DATE		START TIME		END TIME
Tuesday, September 26, 2023		9:00 AM		5:00 PM
Do not consign shipments to the receiving facility.		All shipments must be consigned c/o LVE		
Material shipped direct to the facility will be turned over to LVE and incur additional charges.				
Do not ship your materials to arrive prior to the dates above.				
SHOW SITE SHIPPING ADDRESS: All information must be provided on the shipping labels. Please use the show site labels enclosed.	SHOW NAME	COCINA SABROSA 2023		BOOTH #
	COMPANY		C/O	LVE
	ADDRESS	Irving Convention Center 500 W. Las Colinas Blvd, Irving, TX 76039		

The Payment Authorization Form must be completed and submitted to LVE prior to shipping.

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.

BELLMAN

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 \$175.00 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.

PERSONAL OWNED VEHICLES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they adhere to the rules listed on the Hand Carry Policy form included in this manual.



Cocina Sobrosa 2023

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Irving Convention Center - Hall A & B

WELCOME LETTER

Dear Exhibitor,

LVE is pleased to have been selected by Show Management as your Official Service Contractor to ensure that your show participation is successful.

The exhibitor manual contains IMPORTANT information and order forms on the wide variety of services offered. Please review this manual carefully to determine which products and services will be necessary for your exhibit. Be sure to return the completed forms promptly to take advantage of discount pricing. You may receive discounts of up to 30% on many decorating items and services on orders placed by the discount deadline dates. Please see order forms for applicable deadline dates.

LVE requires payment in full at the time services are requested. Purchase Orders are not considered advance payment. Payments may be made by wire transfer or credit/debit cards. VISA, Discover, MasterCard, and American Express are accepted. A credit card authorization form is enclosed for your convenience as a credit/debit card on file is required. The card will be used for all services provided at this show and for any outstanding balances. All materials are on a rental basis only and remain the property of LVE.

It is our mission to provide you with a seamless planning process, a supporting infrastructure, and to be a reliable information resource that will result in the successful execution of your event. Our Exhibitor Services department is available to assist you with all of your needs, including any questions you may have prior to, during, and post show. You may reach us at 702-248-6200 ext 602 during the hours of 7:30 am - 4:00 pm (PST) Monday through Friday, or email us at exhibitorservices@lvexpo.com. You can also visit our Exhibitor Services Desk at show site.

We look forward to serving you!

Sincerely,
LVE

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



Cocina Sobrosa 2023

September 27-28, 2023
Irving Convention Center - Hall A & B

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

CONTACT	COMPANY NAME		CLIENT NAME	
	ADDRESS	BOOTH #		
	CITY	STATE	ZIP	PHONE
	EMAIL	FAX		

CREDIT CARD AUTHORIZATION	<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)							
	*By signing, I agree to the Terms and Conditions located on www.lvexpo.com 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. Signer authorizes agent/employees to sign off and create order for the company.							

ORDER RECAP	DISCOUNT PRICE	STANDARD PRICE	SERVICE
			FURNITURE
			ACCESSORIES
			CARPET
			SIGNS
			CLEANING
			LABOR
			ESTIMATED MATERIAL HANDLING
			PACKAGE RENTAL BOOTH
			OTHER EXPO SERVICES
		TAX	
	TOTAL (If received by deadline)	TOTAL	CONVENIENCE FEE - All orders paid with a credit card will incur an additional non-refundable 3% fee.

Damage to rental items outside of normal wear and tear could result in exhibitor charges for replacement.
If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



Cocina Sobrosa 2023

September 27-28, 2023

Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

FURNITURE ORDER

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT DEADLINE
9/15/2023

STANDARD PRICE

TOTAL

CHAIRS

SIDE CHAIR

\$ 83.00

\$ 106.90

ARM CHAIR

\$ 107.55

\$ 139.80

STOOL COUNTER HEIGHT

\$ 120.25

\$ 155.25

TABLES

4'L x 30"H x 24"W TABLE SKIRTED*

\$ 121.50

\$ 157.85

6'L x 30"H x 24"W TABLE SKIRTED*

\$ 132.85

\$ 173.65

8'L x 30"H x 24"W TABLE SKIRTED*

\$ 164.45

\$ 213.90

4'L x 30"H x 24"W TABLE UNSKIRTED

\$ 75.90

\$ 97.75

6'L x 30"H x 24"W TABLE UNSKIRTED

\$ 94.88

\$ 123.35

8'L x 30"H x 24"W TABLE UNSKIRTED

\$ 113.85

\$ 147.80

COUNTER TABLES

4'L x 42"H x 24"W COUNTER SKIRTED*

\$ 139.15

\$ 181.25

6'L x 42"H x 24"W COUNTER SKIRTED*

\$ 170.80

\$ 221.95

8'L x 42"H x 24"W COUNTER SKIRTED*

\$ 202.40

\$ 263.35

4'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 82.20

\$ 114.50

6'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 82.20

\$ 114.50

8'L x 42"H x 24"W COUNTER UNSKIRTED

\$ 82.20

\$ 114.50

CAFÉ

TABLE ROUND 36"W x 30"H

\$ 183.45

\$ 239.20

TABLE ROUND 36"W x 42"H

\$ 208.75

\$ 269.10

ACCESSORIES

4th SIDE TABLE SKIRT*

\$ 54.00

\$ 70.20

4th SIDE COUNTER SKIRT*

\$ 60.00

\$ 78.00

RISER FOR TABLE TOP 4'L x 14"H

\$ 71.50

\$ 92.00

RISER FOR TABLE TOP 6'L x 14"H

\$ 71.50

\$ 92.00

*SELECT SKIRT COLOR - If no skirt color is selected the designated show color will be provided.

COLOR

☐

Green

☐

Teal

☐

Red

☐

Royal Blue

☐

Black

☐

Silver

☐

Burgundy

☐

Gold

☐

White

☐

Beige

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after close of event on items or services ordered but not received.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



Cocina Sobrosa 2023

September 27-28, 2023

Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

ADDITIONAL FURNISHINGS ORDER

ORDER ONLINE
order.lvexpo.com

QTY

DISCOUNT DEADLINE

9/15/2023

STANDARD PRICE

TOTAL

ACCESSORIES

WASTEBASKET

EASEL

BAG RACK

GARMENT RACK

WATERFALL CLOTHING RACK 4 - ARM

LITERATURE RACK (FREE STANDING)

SIGN HOLDER 22" x 28"

TACKBOARD 4' x 6' VERTICAL

TACKBOARD 6' x 4' HORIZONTAL

GRID 2' x 8'

GRID 2' x 8' WITH LEGS

16" WATERFALL ARM FOR GRID

GRID HOOKS (CHOOSE SIZE BELOW)

☐ 4"

☐ 6"

☐ 8"

8' HIGH DRAPE* PER LN. FT. AT 10' INCREMENTS

FT

8' UPRIGHT POLE W/BASE (NO DRAPE)

12'-16' UPRIGHT POLE W/BASE (NO DRAPE)

6' - 10' TELESCOPIC ROD (NO DRAPE)

ZIP STANCHIONS (TENZA BARRIERS) Min. Order 2

*SELECT DRAPE COLOR - If no drape color is selected, the designated show color will be provided.



Silver



Black



White

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

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Cocina Sobrosa 2023

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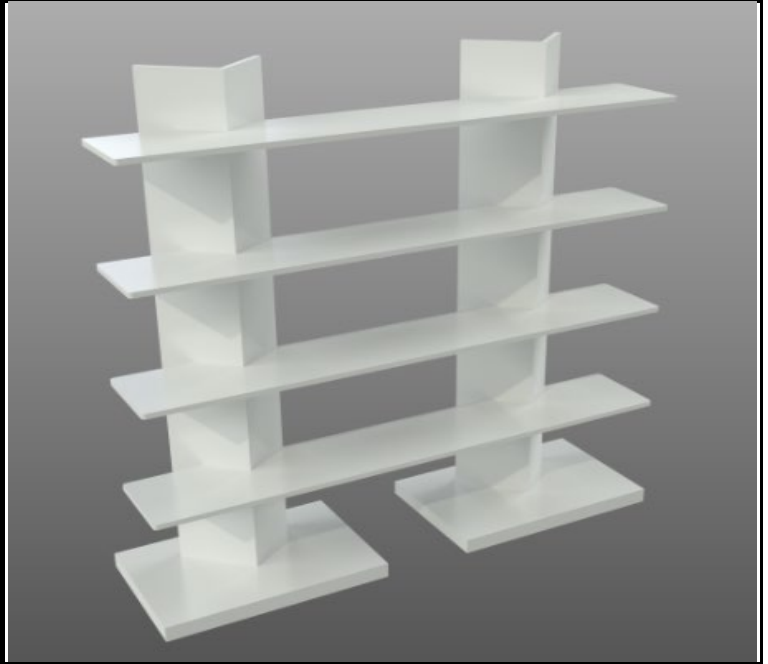
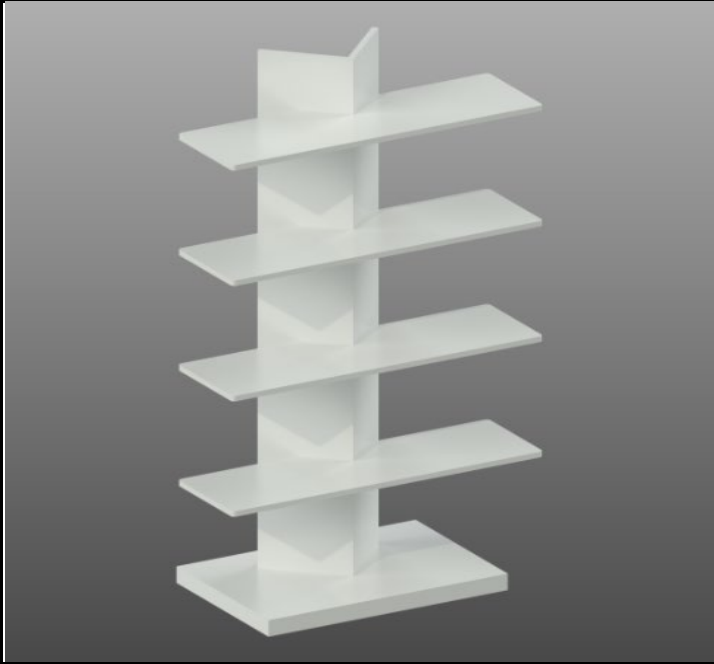
Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

SHELVING UNITS

DEADLINE DATE: 9/15/2023



SINGLE SHELVING UNIT

DOUBLE SHELVING UNIT

DISCOUNT PRICE

\$ 320.85

DISCOUNT PRICE

\$ 573.85

STANDARD PRICE

\$ 355.35

STANDARD PRICE

\$ 608.35

SINGLE SHELVING UNIT SPECS:

UNIT: 39"W x 72"H

SHELVES: (4) 39"W x 12"D

DOUBLE SHELVING UNIT SPECS:

UNIT: 72"W x 72"H

SHELVES: (4) 72"W x 12"D

SHELVING

QUANTITY

DISCOUNT DEADLINE
9/15/2023

REGULAR PRICE

TOTAL

SINGLE UNIT

\$ 320.85

\$ 355.35

DOUBLE UNIT

\$ 573.85

\$ 608.35

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged at 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of the original price.

All materials are to remain the property of LVE.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

Cocina Sobrosa 2023

September 27-28, 2023

Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

SHOWCASES



FULL



HALF



QUARTER



CORNER HALF



CORNER QUARTER



TOWER



WALL CASE


SEE-THROUGH
WALL CASE

**ALL UNITS COME STANDARD WITH
FLORESCENT LIGHTING**

ELECTRICAL OUTLET IS NOT INCLUDED

**FULL, HALF OR QUARTER VIEW MUST
BE SELECTED BELOW**

ORDER ONLINE
order.lvexpo.com

QUANTITY

DISCOUNT DEADLINE

9/15/2023

STANDARD PRICE

TOTAL

SHOWCASES

BLACK 4'L (FULL HALF QUARTER) VIEW

\$ 676.20

\$ 831.45

WHITE 4'L (FULL HALF QUARTER) VIEW

\$ 611.80

\$ 748.65

BLACK 5'L (FULL HALF QUARTER) VIEW

\$ 739.45

\$ 894.70

WHITE 5'L (FULL HALF QUARTER) VIEW

\$ 675.05

\$ 817.65

BLACK 6'L (FULL HALF QUARTER) VIEW

\$ 802.70

\$ 957.95

WHITE 6'L (FULL HALF QUARTER) VIEW

\$ 738.30

\$ 880.90

BLACK CORNER (HALF QUARTER) VIEW

\$ 701.50

\$ 864.80

WHITE CORNER (HALF QUARTER) VIEW

\$ 644.00

\$ 790.05

BLACK TOWER 80"H x 20"W x 20"D

\$ 708.40

\$ 865.95

WHITE TOWER 80"H x 20"W x 20"D

\$ 632.50

\$ 790.05

BLACK WALL CASE 48"W

\$ 1,120.10

\$ 1,434.05

WHITE WALL CASE 48"W

\$ 1,044.20

\$ 1,358.15

BLACK WALL CASE 60"W

\$ 1,183.35

\$ 1,497.30

WHITE WALL CASE 60"W

\$ 1,107.45

\$ 1,421.40

BLACK WALL CASE 70"W

\$ 1,246.60

\$ 1,560.55

WHITE WALL CASE 70"W

\$ 1,170.70

\$ 1,484.65

BLACK SEE-THROUGH WALL CASE

\$ 1,136.20

\$ 1,454.75

WHITE SEE-THROUGH WALL CASE

\$ 1,060.30

\$ 1,378.85

UPGRADED LED LIGHTING

\$ 139.15

\$ 181.70

CANCELLATION POLICY

The Payment Authorization Form must be submitted with this order.

Cancellations after the discount deadline date will be charged at 50% of ordered price.

No credit will be given after move-in begins.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

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Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

CARPET ORDER

STANDARD	CARPET LENGTH	QUANTITY		DISCOUNT DEADLINE 9/15/2023		STANDARD PRICE		TOTAL
	10' x 10'			\$ 212.75		\$ 276.60		
	10' x 20'			\$ 425.50		\$ 553.15		
	10' x 30'			\$ 638.25		\$ 829.75		
COLOR	CUSTOM SIZES - 100 sqft increments For sizes over 300 sqft you will be charged custom price.		LENGTH		WIDTH		TOTAL SQ FT	
			TOTAL SQ FT		DISCOUNT	\$ 3.45	STANDARD	\$ 4.60
	<input type="checkbox"/> Gray <input type="checkbox"/> Burgundy							
	<i>If you order carpet but no color is selected above, black carpet will be installed. Orders of multiple runs of carpet do not include seaming and exact color match is not guaranteed.</i>							

CANCELLATION POLICY

Items cancelled after the discount deadline date will be charged 50% of ordered price.

Items cancelled after show move-in begins will be charged 100% of ordered price.

No refunds on custom or plush carpet orders.

No credit will be given after close of event on anything ordered but not received.

STANDARD COLORS



GRAY



BURGUNDY



Cocina Sobrosa 2023

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COMPANY NAME

BOOTH #

BOOTH CLEANING & PORTER SERVICE ORDER

BOOTH CLEANING ORDER

VACUUMING	AVAILABLE SERVICES (Minimum 100 sq.ft.)	DISCOUNT DEADLINE Rate Per sq.ft. 9/15/2023	STANDARD PRICE Rate Per sq.ft.	TOTAL BOOTH SQ FT* (Minimum 100 sq.ft.)	TOTAL
	ONE TIME VACUUMING PRIOR TO SHOW OPEN	\$ 0.89	\$ 1.10	X _____ *	= _____ **
	DAILY VACUUMING PRIOR TO EACH SHOW DAY	\$ 1.52	\$ 2.00	X _____ *	= _____ **
	*How to Calculate Booth Sq Ft? Length _____ X Width _____ = Total Booth Sq Ft _____ **How to Calculate Total? Total Booth Sq Ft _____ x Rate _____ = Total _____				

PORTER SERVICE ORDER

Porter Service does NOT include vacuuming.

PORTER SERVICE	PORTER SERVICE RATES ARE PER SHOW DAYS	SELECT BOOTH SIZE	SHOW DAYS	DISCOUNT DEADLINE 9/15/2023	STANDARD PRICE	TOTAL
	Up to 1,000 square feet		2	\$196.00 per day	\$ 253.00 per day	
	1,001 to 3,000 square feet		2	\$235.00 per day	\$ 297.50 per day	
	3,001 and above		2	\$342.00 per day	\$ 436.50 per day	
How to Calculate Porter Service? # of Show Days _____ X Rate _____ = Total _____						
<i>Includes emptying of wastebaskets in your exhibit area in two hour intervals during show hours.</i>						
<i>Porter Service does NOT include wiping down of booth.</i>						
Please bring cleaning concerns to our attention onsite. LVE will be unable to address the concern after the close of the show.						

ADDITIONAL CHARGES WILL APPLY FOR THE FOLLOWING:

- Removal of excessive items left in booth at the close of show will be charged per man hour to remove and possible dumpster fees.
- Removal of adhesive materials or stickers on the show floor will be billed per man hour for removal.

CANCELLATION POLICY

Services cancelled after the discount deadline date will be charged 50% of ordered price.

Services cancelled after show move-in begins will be charged 100% of ordered price.

No credit will be given after close of event on anything ordered but not received.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



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Irving Convention Center - Hall A & B

COMPANY NAME

BOOTH #

GRAPHICS & SIGNS

DISCOUNT DEADLINE: 9/15/2023

LVE has the capabilities to provide you with the finest digital graphic reproduction available. Capabilities including four-color, photo-quality, high-resolution digital printing of virtually any size for banners, signage, exhibit graphics on a variety of substrates.

Minimum order \$50.00

Double sq. Ft. for double-sided graphics

Round sq. Ft. to next whole increment

File conversion, retouching, cloning or color correcting may incur additional labor charges.

sq. Ft. L X W = sq. Ft.
X RATE =

DIGITAL GRAPHICS

MATERIAL (Per s/f)	DISCOUNT PRICE	STANDARD PRICE	MATERIAL	DISCOUNT PRICE	STANDARD PRICE
1/4" PLEXIGLAS	\$ 34.50	\$ 41.40	3mm SINTRA	\$ 16.10	\$ 20.70
3/16" FOMECOR	\$ 14.95	\$ 19.55	6mm SINTRA	\$ 18.40	\$ 23.00
VINYL BANNER	\$ 9.20	\$ 13.80	FLOOR DECALS	\$ 20.70	\$ 25.30

PLEASE CONTACT OUR GRAPHIC DEPARTMENT FOR PRICE QUOTES ON GRAPHICS OVER 80 sq. Ft.

ELECTRONIC FILE NAME				MATERIAL (Choose Below)
PMS COLOR		<input type="checkbox"/> FOMECOR	<input type="checkbox"/> PVC	<input type="checkbox"/> PLEXI
APPLICATION		<input type="checkbox"/> GATORFOAM	<input type="checkbox"/> ECO-BOARD*	<input type="checkbox"/> ULTRA-BOARD*
<p>*The product offered has recycled content or has eco-friendly attributes and is 100% recyclable according to the manufacturer's specifications.</p>				
SPECIAL INSTRUCTIONS				

STANDARD SIZES

STANDARD GRAPHIC SIZES	QTY	DISCOUNT DEADLINE 9/15/2023	STANDARD PRICE	TOTAL
FOMECOR w/Easel Back 12" x 18" - single sided		\$ 51.75	\$ 66.70	
FOMECOR SIGN 22" x 28" - single sided		\$ 59.80	\$ 78.20	
FOMECOR SIGN 28" x 44" - single sided		\$ 118.45	\$ 154.10	
FOMECOR SIGN 24" x 36" - single sided		\$ 82.80	\$ 108.10	
FOMECOR SIGN w/Base 38" x 87" - single sided		\$ 316.25	\$ 411.70	
File conversion, retouching, cloning or color correcting may incur additional labor charges. Print ready graphics are required. Artwork must match the size requested. See below for graphic guidelines.				

ARTWORK SUBMISSION REQUIREMENTS

It is our goal to provide our customers with accurate, high-quality graphics and trade show signs. In order to achieve this goal, all artwork submitted to us for production must meet ALL of the requirements listed below. Please send any questions/concerns to: exhibitorservices@lvexpo.com

SIZE / SCALE - 10% Scaling Factor Scale your finished artwork so that 1" = 0.1" (EXAMPLE: FOR A HEADER THAT MEASURES 77.5"W X 12"H IN REAL SIZE, THE GRAPHIC FILE WILL BE DESIGNED AT 7.75" W X 1.2" H) DO NOT include bleeds or gutters. DO include a die line for any router cuts needed.

RESOLUTION - 600dpi MINIMUM (1200dpi Recommended)

COLOR MODE - CMYK (Before submitting your artwork to us, please make sure you convert the color mode to CMYK.)

FORMAT - TIFF, flattened (We require the use of flattened TIFFs for all artwork.) PLEASE BE ADVISED - FAILURE TO ADHERE TO THESE REQUIREMENTS MAY PRODUCE UNPREDICTABLE RESULTS THAT MAY OR MAY NOT BE CORRECTABLE. FOR THIS REASON, WE WILL CONVERT/ADJUST ANY NON-.TIFF FILES TO MEET THESE REQUIREMENTS, AND BILL THE CUSTOMER AT A RATE OF \$125.00/HR

IMPORTANT! - Please be 100% sure to convert ALL FONTS to OUTLINES! Do not send us font files to replace missing text.

LVE will not offer any refunds on graphics that have been produced.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



Cocina Sobrosa 2023

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Irving Convention Center - Hall A & B

COMPANY NAME		BOOTH #	
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DISPLAY LABOR ORDER

DEADLINE DATE: 9/15/2023

EXHIBIT INSTALLATION & DISMANTLING INFORMATION

LABOR	BEGIN DATE	START TIME	SPECIAL EQUIPMENT	# OF LABORERS	EST. HOURS EA.	TOTAL HOURS
INSTALLATION						
DISMANTLING						

LABOR	ESTIMATED CHARGES	HOURS	COST PER HOUR	TOTAL	
	STRAIGHT TIME (ST) - One Hour Minimum		\$ 86.10		
	OVERTIME (OT) - One Hour Minimum		\$ 129.15		
	DOUBLE TIME (DT) - One Hour Minimum		\$ 172.20		
	LABOR ORDERED ON SITE WILL BE AT THE RATE OF: ST \$160.00 OT \$240.00 DT \$320.00				
EQUIPMENT	MINIMUM CHARGE FOR LABOR IS ONE HOUR. Time will be calculated to include gathering equipment, materials and travel to and from booth space. If your representative has not reported to the exhibitor services desk at the time the labor had been requested, or if ordered labor is not utilized, a one hour minimum will be charged for each man ordered.				
	STRAIGHT TIME - After 8:00 AM and prior to 4:30 PM Weekdays. OVERTIME - Prior to 8:00 AM and after 4:30 PM weekdays, and weekends. DOUBLE TIME - Holidays, or any job exceeding 12 work hours in one day.				
	HOURS	STRAIGHT TIME	OVERTIME	DOUBLE TIME	TOTAL
	FORKLIFT w/operator 0 to 4,000 lbs	\$ 322.00	\$ 483.00	\$ 644.00	
	If specific equipment is needed, please contact Exhibitor Services for a quote. If forklift w/operator is not utilized, there will be a fee of one hour per equipment w/operator ordered.				

SUPERVISION	<input type="checkbox"/> DO NOT PROCEED: The exhibitor will supervise the setup of their exhibit. Labor scheduled to begin other than 8:00 AM will be provided on a first come first serve basis. It is the exhibitors responsibility to request their labor at Exhibitor Services for all orders.
	<input type="checkbox"/> OK TO PROCEED (MUST FILL OUT FORM BELOW): LVE will supervise the setup of your exhibit. Your display will be installed and dismantled per your drawings and instructions. The exhibitor need not be present for this service. A 35% Supervision Fee will be added to the installation and dismantle invoice, (Minimum \$75.00). Your on-site personnel will be responsible for turning in Bills of Lading and shipping labels.

LVE LABOR SUPERVISION FORM (NOTE: Your show site person is responsible for filling out Bills of Lading and Shipping Labels)

FREIGHT IS BEING SENT TO ADVANCED WAREHOUSE OR SHOW SITE				<input type="checkbox"/> ADVANCED WAREHOUSE	<input type="checkbox"/> SHOW SITE
SPECIAL INSTRUCTIONS					
# OF CRATES		SET-UP PLANS IN CRATE #		SET-UP PLANS ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
SHOW CARRIER	<input type="checkbox"/> YES	# OF SKIDS TO SHRINK WRAP		PHOTO ATTACHED	<input type="checkbox"/> YES <input type="checkbox"/> NO
OWN CARRIER	<input type="checkbox"/> YES	# OF SKIDS/CRATES TO BAND		SELF-CONTAINED UNIT	<input type="checkbox"/> YES <input type="checkbox"/> NO
If not using our official show carrier, please fill out the below.				FACILITY FLOORING	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER NAME		PICK UP DATE		LVE RENTED CARPET	<input type="checkbox"/> YES <input type="checkbox"/> NO
CARRIER PHONE		PICK UP TIME		CARPET SENT WITH SHIPMENT	<input type="checkbox"/> YES <input type="checkbox"/> NO
CONSIGNEE (Where your freight is being shipped to when the show closes)			BILLING INFORMATION (Responsible party paying your carrier's shipping charges)		
CO. NAME				CO. NAME	
ADDRESS				ADDRESS	
CITY		STATE		CITY	
SHOW		BOOTH #		SHOW	
CONTACT				CONTACT	
PHONE				PHONE	

Labor orders must be sent in by the deadline date to ensure labor availability.

Onsite orders will be handled on a first come first serve basis at a higher rate and upon availability.

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113

WORK AUTHORIZATION

DEADLINE DATE: **9/15/2023**

All Exhibitors using an Exhibitor Appointed Contractor must return this form.

THIS FORM & CERTIFICATE OF INSURANCE MUST BE RETURNED BY THE STATED DEADLINE DATE.



We have selected the following Exhibitor-Appointed Contractor(s) (EACs). The EAC has been notified that a General Liability Insurance Certificate is required by Show Management and must be received by LVE no later than deadline date.

The contractor hired by the exhibitor must provide a certificate of insurance with at least the following limits:

Comprehensive General Liability not less than \$1,000,000 with respect to injuries to any person in one occurrence; \$2,000,000 with respect to injuries to more than one person in any one occurrence; and \$500,000 with respect to damage of property; Worker's Compensation Insurance, including employee liability coverage, in a minimum amount not less than \$1,000,000 of individual and/or aggregate coverage, and naming Show Management(Event Name) and Exhibitor as additional insured.

EAC COMPANY INFORMATION

EAC COMPANY NAME			
SERVICES TO BE PROVIDED			
EAC CONTACT PERSON(S)			
ADDRESS			
CITY		STATE	
PHONE		FAX	
EMAIL			
Is this company authorized to order services on your behalf?		<input type="checkbox"/> YES	<input type="checkbox"/> NO
Is this company responsible for charges incurred for the show?		<input type="checkbox"/> YES*	<input type="checkbox"/> NO
<i>*If yes, both parties must complete and sign the Third Party form</i>			
EXHIBITING COMPANY			
PHONE			
BOOTH # (S)			

I hereby authorize the company noted above to perform services on our behalf. Further, they have been provided with a copy of the Show Rules and Regulations as noted in the Exhibitor Manual and agree to abide by the same.

SIGN: _____

PRINT: _____

CERTIFICATE OF LIABILITY INSURANCE

PRODUCER: Insurance Agent/Broker who issues certificate.

NAME OF INSURED: Must be the legal name of contracting party

TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information in this Exhibitor Manual.)

FORM OF COVERAGE: Must be "occurrence" form coverage

NAME ADDITIONAL INSUREDS: LVE (Official Service Provider), <show organizer name> (Show Management), <show name> (Show) and <facility name> (Facility) as additional insureds on a primary and non-contributory basis.

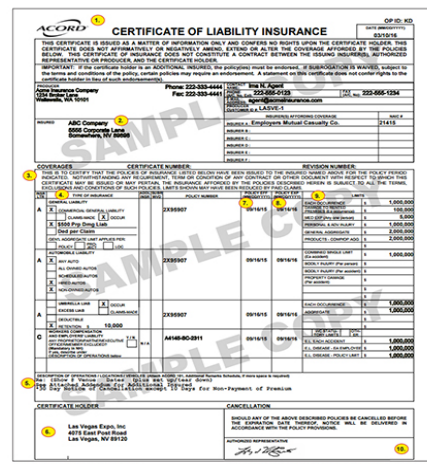
CERTIFICATE HOLDER: Must be LVE

POLICY EFFECTIVE DATE: Must be prior to or coincide with the first day of Exhibitor Move-In

POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out

LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Terms and Conditions located within this manual or online at www.lvexpo.com

AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer



SUBMIT YOUR CERTIFICATE OF LIABILITY INSURANCE ONLINE: <https://www.lvexpo.com/eacregistration/>



Cocina Sobrosa 2023

September 27-28, 2023
Irving Convention Center - Hall A & B

THIRD PARTY PAYMENT AUTHORIZATION

By submitting this form I authorize LVE to charge any additional amounts incurred by myself or my show representative, including material handling and/or labor charges. In the event the credit card provided declines, standard show site rate prevails and a \$25.00 service charge will be added. **CONVENIENCE FEE** - All orders paid with a credit card will incur an additional non-refundable 3% fee.

THIRD PARTY'S CREDIT CARD

EXHIBITING COMPANY NAME

EXHIBITING COMPANY

BOOTH #

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (INFORMATION MUST BE PROVIDED)

THIRD PARTY COMPANY

PHONE

THIRD PARTY CONTACT

EMAIL

ADDRESS

CITY

STATE

ZIP

BOOTH #



DISCOVER



VISA



MASTERCARD



AMERICAN EXPRESS

ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE REQUIRED

The security code can be found on the front of your Amex or on back of your Visa, Discover and MasterCard.

CARDHOLDER'S BILLING ADDRESS (IF DIFFERENT FROM ABOVE)

CITY

STATE

ZIP

CARDHOLDER'S NAME (PLEASE PRINT)

CARDHOLDER'S SIGNATURE*

X

*By signing, I agree to the Terms and Conditions located within this manual. For your convenience, the above credit card information will be kept on file to be used for future shows and all outstanding balances.

SERVICES TO BE
INVOICED TO THIRD
PARTY

Discount pricing applies only to orders received with full payment prior to the deadline date. See each form for their specified deadline date.

Damage to rental items outside of normal wear and tear could result in charges for replacement.

If you suspect you have potential errors on your charge card you have 60 days after the error appeared on your statement to contact us. You must notify us of the potential errors in writing.

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

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



Cocina Sobrosa 2023

September 27-28, 2023

Irving Convention Center - Hall A & B

COMPANY NAME		BOOTH #	
--------------	--	---------	--

MATERIAL HANDLING					
(The PAYMENT AUTHORIZATION FORM must accompany this form)					
ALL SHIPMENTS MUST BE PREPAID WITH CERTIFIED WEIGHT TICKETS. COLLECT SHIPMENTS WILL NOT BE ACCEPTED.					
MATERIAL HANDLING	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	ADVANCE WAREHOUSE	\$ 105.00 Per 100 lbs	\$ 131.25 Per 100 lbs	\$ 141.75 Per 100 lbs	\$ 177.19 Per 100 lbs
	Crated/boxed exhibit material received at warehouse prior to show move-in, up to 30 days free storage and delivery to show site. LVE does not accept PAD WRAPPED SHIPMENTS at advanced warehouse all rates are per shipment received. See Show Information for delivery deadline dates.				
	200 LBS MINIMUM	STANDARD	LATE	SPECIAL HANDLING	SPECIAL HANDLING LATE
	SHOW-SITE	\$ 102.00 Per 100 lbs	\$ 127.50 Per 100 lbs	\$ 137.70 Per 100 lbs	\$ 172.13 Per 100 lbs
Crated/boxed exhibit material received at show site. See Show Information for delivery deadline dates.					

**Material Handling rates are round trip rates,
there will be no additional handling fees at the show.**

SMALL PACKAGES	PER SHIPMENT RECEIVED	WAREHOUSE FIRST PACKAGE	WAREHOUSE ADDITIONAL PACKAGE	SHOW SITE FIRST PACKAGE	SHOW SITE ADDITIONAL PACKAGE
	SMALL PACKAGE	\$ 65.00	\$ 58.50	\$ 75.00	\$ 55.00
25% Late fee if received after deadline date					
Maximum 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"/> SHOW SITE		
	<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE			
	<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE			
	<input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SHOW SITE			

DO NOT SHIP DIRECTLY TO THE FACILITY WITHOUT USING SHOW LABELS.

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. "COD"
	Shipments arriving at the warehouse after move-in will be late and will incur an additional delivery charge		
	SPECIAL HANDLING		
	UPS, FedEx, USPS, loose, uncrated exhibit material, van line		Materials with no inbound documents
	Material with no certified weights		Materials with no pick points received
<p>Formula for estimating freight between 25 lbs. and 200 lbs.: Round up to minimum 200 lbs.</p> <p><i>Example Only: Shipment to the warehouse weighing 89 lbs. Rounded to minimum of 200 lbs. at \$98.00 per 100 lbs = minimum charge of \$196.00</i></p> <p>Formula to estimate charges over 200 lbs.: Number of lbs. Rounded to the next 100, divided by 100, x rate = estimated charges.</p> <p><i>Example: Shipment to the warehouse weighing 328 lbs. Rounded to the next 100 = 400, divided by 100 = 4 x \$98.00 = \$392.00</i></p>			

Submit LVE forms to: exhibitorservices@lvexpo.com / FAX: 702-248-4113



WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, August 25, 2023 - Monday, September 11, 2023

TO: _____
EXHIBITOR NAME

C/O: c/o Crane Freight
4050 Valley View Lane, Suite 100
Irving, TX 75038

EVENT: **COCINA SABROSA 2023**

NO. _____ OF _____ PIECES

BOOTH #: _____

WAREHOUSE DELIVERY

RECEIVING DATES WITHOUT LATE FEES

Friday, August 25, 2023 - Monday, September 11, 2023

TO: _____
EXHIBITOR NAME

C/O: c/o Crane Freight
4050 Valley View Lane, Suite 100
Irving, TX 75038

EVENT: **COCINA SABROSA 2023**

NO. _____ OF _____ PIECES

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Tuesday, September 26, 2023 : 9:00 AM - 5:00 PM

TO: _____

EXHIBITOR NAME

C/O: LVE

Irving Convention Center - Hall A & B
500 W. Las Colinas Blvd.
Irving, TX 75039

EVENT: **COCINA SABROSA 2023**

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____



LVE

DIRECT TO SHOW SITE

CAN ONLY BE DELIVERED

Tuesday, September 26, 2023 : 9:00 AM - 5:00 PM

TO: _____

EXHIBITOR NAME

C/O: LVE

Irving Convention Center - Hall A & B
500 W. Las Colinas Blvd.
Irving, TX 75039

EVENT: **COCINA SABROSA 2023**

NO. _____ **OF** _____ **PIECES**

BOOTH #: _____

Cocina Sabrosa 2023

September 27-28, 2023

AIRWAYS FREIGHT
LAND • AIR • SEA

Official Freight Carrier & Customs Broker
Worldwide Trade Show Transportation

- **Domestic & International**
- **Next or Second-Day Air**
- **Customs Broker on Staff**
- **LTL or Full Truckload**
- **Ocean LCL or Full Container**
- **24/7/365 Customer Service**



Priority freight handling by our partners at:



LVE

For immediate assistance 24/7/365
Call: 800.643.3525
Email: LVExpo@airwaysfreight.com

AIRWAYS FREIGHT
LAND • AIR • SEA

Serving the Trade Show Industry for 35+ years!

LIMITS OF LIABILITY & RESPONSIBILITY**I. TERMS AND CONDITIONS**

These terms and conditions, limitations of liability, and time limitations are binding on all parties and their representatives, including Exhibitor Appointed Contractors, Installation & Dismantle personnel, as well as agents of the parties. They may be changed by LVE without notice. LVE assumes no liability in connection with Client's use and Client's supervision of union labor provided by LVE. Client agrees and understands that its employees and representatives attend the show site at their own risk.

All charges for services or materials are due in advance or at the time of order. A credit card on file and authorization to charge it is required to place an order. Payment may be made by credit card, check, or wire transfer. A credit card on file with LVE and authorization to charge it is required in order to pay by check or wire transfer. Fees for cancellation of an order can range up to the full amount of the order (up to 100%) depending on the pre-event work already performed, set up costs, and other factors. A non-refundable deposit will be required.

Outstanding balances must be paid by the end of the show. A late charge of 1.5% per month applies to any amounts not settled before the end of the event. LVE reserves the right to retain Client's goods in appropriate circumstances for amounts due which have not been settled. Client is responsible for all charges involved in the rendering of services or materials in the transaction with LVE, and for all amounts incurred in connection with the transaction with LVE which involve the event. Parties agree that the credit card provided to LVE may be charged for services, material handling, labor, and for other services and materials related to the transaction, including those provided by any third parties, representatives, or agents of the parties. By placing an order online or otherwise, client authorizes LVE to charge its credit card and agrees that LVE may charge the credit card provided to LVE by Client for any services, equipment, transportation, shipping, or materials as described and set forth in this Paragraph. Client authorizes LVE to charge all amounts to the credit card on file for said materials and services ordered by Client or Client's representatives as well as for said materials and services rendered to Client's company.

In order to obtain advance pricing, payment must be received and accepted by LVE prior to the deadline. After the conclusion of the event, LVE will make any adjustments to an invoice, if applicable. If Client is tax exempt in the state in which the event is held, a sales tax exemption certificate must be submitted to LVE.

Services and goods have separate, specific forms that apply to their order. Client must review the specific form that is applicable to the ordered service or materials for additional terms and conditions contained therein. LVE has a separate agreement with terms and conditions that apply to storage of goods. Client shall review LVE's form that pertains to the agreement for storage of goods for additional provisions that apply and authorize said form for the storage of any materials.

II. LIMITS OF LIABILITY & RESPONSIBILITY

1) The placing of an order for services, equipment, transportation, shipping, or materials by a client or any agent of the Client shall be construed as an offer subject to acceptance and approval of LVE in its sole discretion. Upon participation of any LVE show or event, the Client and its agents shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III. Likewise, once LVE has accepted and approved the Client's offer, any shipper consigning or delivering a shipment to LVE or its subcontractors on behalf of Client shall be bound by the terms and conditions set forth in Sections 2 through 8 below and Sections 1 through 7 in Part III.

2) LVE and its subcontractors shall not be liable for: damage to, or loss of, pieces of art; fragile equipment; electronics; uncrated freight; freight improperly packed or improperly labeled; glass breakage; concealed damage as determined by LVE; for delay to uncrated freight or freight improperly packed or labeled; or for ordinary wear and tear which occurs in the handling of the goods. Client shall package and label items properly before goods are moved or shipped; this includes making sure that goods are packed to withstand transport using forklifts, dollies, and related equipment.

3) Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to a booth by LVE or its subcontractors and the arrival of the Client'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. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that LVE and its subcontractors are not responsible for the loss or disappearance of, or damage to any items left in the booth unattended at any time, or for loss, disappearance, or damage occurring during the time the items are transported to dock and subsequently accepted by carrier. All bills of lading covering outgoing shipment(s) submitted to LVE or its subcontractors by Client will be checked at the time of pick-up from the booth and corrected where discrepancies exist. Received goods must be accompanied by documents showing appropriate details, such as bills of lading or suitable documents showing unit counts. If goods are not accompanied by such documents there shall be no guarantee as to the goods' condition or as to the piece count.

4) LVE 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 LVE in time to obtain the proper equipment.

5) LVE and its subcontractors shall not be held responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water, vandalism, acts of God, failure of power or utilities, events of force majeure, actions or lack thereof of Client or other third parties, and the transportation of fragile items.

6) LVE and its subcontractors shall not be liable for ordinary wear and tear in the handling of materials and/or equipment. LVE shall not be responsible for damage to shrink wrapped items.

7) LVE and its subcontractors are not to be held liable for events of loss or damage to Client's property; that is, LVE does not insure the Client's property against loss or damage, nor does it provide full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Client. Amounts payable by LVE under this Paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Client's property. Provisions of this paragraph shall apply if Client's property is lost or damaged through performance or nonperformance of services by LVE or from the negligence of LVE, its subcontractors, or their respective employees. If such loss or damage occurs, the liability of LVE and its subcontractors 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. This amount shall be considered Client's agreed-upon damages and exclusive remedy.

8) LVE will not be bound to honor any claim or action brought against LVE or its subcontractors more than 60 days after the date of incident.

LIMITS OF LIABILITY & RESPONSIBILITY CONTINUED**III. LIMITATION OF LIABILITY**

- 1) LVE AND ITS SUBCONTRACTORS SHALL NOT BE LIABLE TO ANY EXTENT WHATSOEVER FOR ANY INDIRECT, SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES, WHICH MAY INCLUDE, BUT ARE NOT LIMITED TO ANY ACTUAL, POTENTIAL OR ASSUMED LOSS OF PROFITS OR REVENUES, LOSS OF USE OF EQUIPMENT OR PRODUCTS, OR ANY COLLATERAL COSTS THAT MAY RESULT FROM ANY LOSS OR DAMAGE TO CLIENT'S MATERIALS OR ANY INJURY TO CLIENT'S PERSONNEL WHICH MAY MAKE IT IMPOSSIBLE OR IMPRACTICAL FOR CLIENT TO EXHIBIT ITS MATERIALS.
- 2) Client agrees in connection with the receipt, handling, temporary storage and reloading of its freight, that LVE and its subcontractors will provide these services as Client's agent and not as bailee or shipper. If any employees of LVE or its subcontractors sign a delivery receipt, bill of lading or other document, the parties agree that LVE or its subcontractors will do so as the Client's, and the Client shall accept the responsibility thereof.
- 3) LVE and its subcontractors shall not be liable for shipments received without receipts, freight bill, or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
- 4) Empty container labels will be available at the LVE Service Desk. Affixing the labels is the sole responsibility of the Client or its representative. It is understood that these labels are used for Empty Storage only, and LVE and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
- 5) In order to expedite removal of freight from the show site, LVE shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where the Client makes no disposition, freight will be taken to a warehouse or forced shipped on a carrier determined by LVE and the Client agrees to be responsible for payment charges relating to such handling and shipping. LVE assumes no liability as a result of such rerouting or handling.
- 6) Dry and Cold Storage – Client stores products at its own risk. LVE assumes no liability or responsibility for dry or cold storage.
- 7) The Client agrees, in the event of a dispute with LVE or its subcontractors related to any loss or damage to any of the Client's freight or equipment, that the Client will not withhold payment in any amount due to LVE for freight handling services or any other services provided by LVE or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Client agrees to pay LVE prior to the close of the show for all such charges and further agrees that any claim the Client may have against LVE or its subcontractors shall be pursued independently by the Client as a completely separate transaction to be resolved on its own merits.

* * * * *

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Clients arrange all risk coverage. Riders to existing policies can usually do this. Contact your insurance representative. Also, be sure your liability insurance is in effect during transmit and return of your freight, during storage, and at show site. All transit claims will be referred to the common carrier.

* * * * *

Client shall hold harmless, protect, defend, and indemnify LVE and LVE's subcontractors, its employees, agents, contractors, representatives, installation and dismantle persons, persons supervising union labor obtained through LVE, including reasonable attorney fees and court costs, for and against every claim, demand, damage, cause of action, suit or other litigation, without limit and without regard to the cause or causes thereof or the fault of any party, on account of or stemming from every instance of bodily injury to persons, or loss or damage to property other than goods, arising from performance of services.

The terms and conditions of this agreement and transaction with LVE shall be construed in accordance with and governed by the applicable laws of the United States of America and the laws of the State of Nevada where applicable. Any action or proceeding against LVE under or in connection with this Agreement or transaction with LVE, or any of the forms or Contract Documents involving LVE providing services or materials for the event, may be brought in the Courts of the State of Nevada, County of Clark.

* * * * *

I, the Client herein, agree that submitting my order online or otherwise shall constitute my acceptance of, and electronic signature to, this Agreement. I have read and understand all of the terms of this Agreement. By submitting this information to LVE, I hereby agree to, consent to, and authorize this Agreement and all of its terms.

SHOW SITE WORK RULES**** ATTENTION ******UNION JURISDICTION**

To simplify show preparation, we are certain you will appreciate knowing in advance that Union 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.

EXHIBIT LABOR

Local Union has jurisdiction through a labor agreement with all contractors for the installation, touch-up painting, dismantling and repair of all exhibits. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging signs and decorative material from the ceiling, and the erection of platforms used for exhibit purposes. To secure labor, please utilize the labor form enclosed.

If full-time company personnel are utilized to set their exhibits, they must carry positive company identification such as medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company.

DEFINITION OF EXHIBITS THAT FULL-TIME COMPANY PERSONNEL MAY SET: 10 X 10, 10 X 20, KNOWN AS MOM & POP POP-UPS (NO GEM WALLS OR HARD WALL EXHIBITS MAY BE SET BY EXHIBITOR).

Local Union 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 machinery or products.

FREIGHT HANDLING

Local Union has jurisdiction through a labor agreement with the General Contractor for the loading and unloading of all trucks, trailers, and common and contact carriers as well as the handling of empty crates and the operation of material handling equipment and any mechanical devices such as forklifts, pallet jacks, hijackers, etc. The Local Union also has the jurisdiction of the unloading, uncrating, un-skidding, leveling, painted, and assembly of machinery and equipment and the reverse process.

The General Contractor has the responsibility of receiving and handling all the exhibit materials and empty crates. It is their responsibility to manage docks and schedule vehicles for the smooth and efficient move-in/move-out of the trade. Show.

An exhibitor may "hand carry" merchandise and "pop ups" only, provided they do not use material handling equipment to assist them, such as push carts, two or four wheel dollies or anything with wheels. When an Exhibitor chooses to "hand carry" materials they must utilize the "hand carry doors". They are not permitted to access to the loading dock/freight door areas. Please see the Hand Carry Policy contained in this kit for details.

Exhibitors may deliver materials to the loading dock/freight doors in their own personnel vehicle with the following restrictions:

1. The General Contractor has complete control of the loading dock at all times; 2. Exhibitors may not leave vehicles unattended at the loading areas. Any unattended vehicle may be towed. 3. All materials must be handled by the freight department and subject to the published material handling prices.

GRATUITIES

The General Contractor and I&D companies signatory to the contractor with Teamsters Local Union requires that exhibitors do not tip its employees by giving money, merchandise, or other special consideration for services rendered. Any attempts to solicit or take gratuity by an employee for any service, should be reported immediately to a supervisor of the contractor. Contracted employees are paid an excellent wage, and tipping is not an accepted policy.

All craftsmen dealing with exhibitors will do so in a courteous and professional manner. All questions arising with regard to the Union's jurisdiction or practices must be directed to the General Contractor and the Union.

FIRE & SAFETY REGULATIONS**NOTICE: SMOKING IS PROHIBITED IN EXHIBIT AREAS DURING MOVE-IN AND MOVE-OUT DUE TO THE ACCUMULATION OF COMBUSTIBLE MATERIALS.**

1. ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE CERTIFIED AS FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials that cannot be treated to meet requirements, may not be used. A flame-proofing certificate should be available for inspection.
2. ALL EXITS AND AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs, or displays may protrude into aisles.
3. DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
4. ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes or obscured from view by exhibit components.
5. VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Fire code stipulates that fuel in fuel tanks shall not exceed 5 gallons or 1/4 of tank capacity, whichever is less. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External transformers are recommended for demonstration purposes. A fire extinguisher must be present, visible, and accessible at all times.
6. COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
7. VEHICLES IN THE BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINES IDLING. Exhaust gases present extreme hazards to workers on catwalks. If the engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.
8. ALL 110-VOLT EXTENSION CORDS SHALL BE GROUNDED THREE WIRE, #14 OR LARGER AWG COPPER WIRE. Connectors must not be supported by cords. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed (6) feet in length and must be UL approved with built in over-load protectors.
9. COMPRESSED GAS CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gas; are subject to prior approval. Compressed gas cylinders cannot be stored inside the building. After show hours, gas cylinders must be removed from the show floor and stored outside or off-site.
10. CUBE TAP ADAPTERS ARE PROHIBITED (UNIFORM FIRE CODE 85.107). MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.
11. ELECTRICAL WORK UNDER CARPETS MUST BE DONE, OR SUPERVISED, BY THE OFFICIAL CONTRACTOR'S ELECTRICIANS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage", must be No. 12AWG or larger, and must be protected against injury. All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must be at least 9 inches from rear booth lines and 18 inches between hard walls.
12. NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors.
13. ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates or raw flammable materials are not to be used as exhibit supports.
14. MATERIALS FOR HANDOUTS MUST BE LIMITED TO A ONE-DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. Violators will be notified and if not removed by show opening, show decorator will remove and store at EXHIBITOR'S EXPENSE. All storage must be kept clear of electrical cables or junction boxes.
15. FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans are strictly prohibited within the building.

HAND CARRY POLICY

Teamsters Union has jurisdiction over the handling of materials that are transported into and out of the exhibit hall. Exhibitors may hand carry exhibit materials as long as they adhere to the following rules.

- This is limited to only ONE exhibitor per booth.**
- The exhibitor is limited to one trip.**
- The exhibitor must carry the materials by hand.**
- The use of wheeled carts or dollies is NOT permitted.**
- The exhibitor must use the front entrance; the freight doors are NOT allowed.**

PERSONAL VEHICLE & CART SERVICE RULES & FEES

Exhibitors may deliver exhibit materials in their personally owned vehicle (POV), as long as they meet ALL of the following guidelines. Fees will apply.

- A personal vehicle (POV) is defined as a small passenger car.**
- You must hire a teamster and cart to unload vehicle.**
- Entire load must weigh less than 200 pounds to qualify for POV fees.**
- Entire load must fit on one 2 1/2' x 5' cart. (Cart is supplied by LVE)**
- Payment must be provided in advance or at the time of service.**

If your material meets ALL of the above Personal Vehicle rules the following fees will apply:

\$ 185.00	STRAIGHT TIME (ST): Monday through Friday between 8:00 AM and 4:30 PM, excluding holidays.
\$ 277.50	OVERTIME (OT): Before 8:00 AM or after 4:30 PM, Monday through Friday and weekends, excluding holidays.
\$ 370.00	DOUBLE TIME (DT): All holidays

If you choose not to wait for a teamster and cart, but do use freight doors, you will still be charged the applicable Material Handling rates for facility access. Minimum charge \$175.00

If the POV freight is crated, skidded, requires a forklift, or requires more than one trip, Material Handling charges will apply. See Material Handling Form for associated costs.

You may also contact LVE's Exhibitor Services Department for assistance on any questions you may have pertaining to material handling at (702) 248-6200 or email at: exhibitorservices@lvexpo.com

FREQUENTLY ASKED FREIGHT QUESTIONS
WHEN CAN I SHIP TO THE WAREHOUSE?

We will begin accepting freight 30 days prior to move-in.

The warehouse will receive shipments Monday through Friday 7:30 AM - 3:00 PM.

To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Show Information page. Your freight will be accepted after the deadline date, however additional charges will be incurred.

HOW DO I LABEL MY FREIGHT?

The label should include the exhibiting company, the booth number, the name of the event and addresses c/o LVE-IT VEGAS.

The specific shipping address for the warehouse is located on the Show Information page.

It is best to label every carton on a skid with at least your company name and booth number. For your convenience we have provided labels in the exhibitor manual.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

Pick up "Empty Labels" at Exhibitor Services. Place a label on each container. Labeled containers will be picked up periodically and stored 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.

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

Each shipment must have a completed LVE Outbound Material Handling Form in order to ship materials from the show. All pieces must be labeled individually. (You can pick these items up at LVE Exhibitor Services.)

After materials are packed, labeled, and ready to be shipped, the completed LVE Outbound Material Handling Form must be turned in to LVE Exhibitor Services.

Make arrangements with your designated carrier to pick up your shipment at the address of the facility where the event is taking place. Please refer to the Show Information pages for the specific dates and times. In the event your selected carrier fails to show, the shipment will be rerouted to the preferred carrier at the exhibitor's expense.

For your convenience, the preferred show carrier will be on site to handle outbound transportation.

You must notify your carrier of the date and times of pick up.



2023 TRADE SHOW FURNISHINGS

EXPLORE FURNISHINGS

AFRTRADESHOW.COM

Cocina Sabrosa

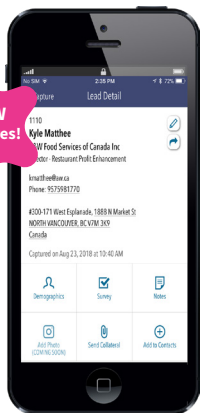
September 27-28, 2023 | Irving Convention Center, TX



Instantly capture contact & demographic data

LEAD RETRIEVAL OPTIONS	on or before 7/29/23	from 7/30/23 to 8/30/23	after 8/30/23	number of units	TOTAL
SWAP® Mobile App Badge Scanner (Up to 3 users)	\$ 549	\$ 579	\$ 599		\$
Additional Mobile App Users*	\$ 149 each				\$
ADDITIONAL SERVICES					
Survey Setup (up to 5 questions) Includes singular and branching questions	\$ 99				\$
Developer's Kit (Real Time Data Services) Click here for more information	\$ 800				\$

NEW Features!



SWAP

- Native app for Android or iOS
- Economical way to get scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Business card scanning



Lead Retrieval Order Confirmation will be emailed to you.

TERMS AND CONDITIONS:
Purchase Orders are not accepted.

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

Leads captured through badge images and handwritten badge ID's are available for upload within 14 days post-event, and are subject to a data services fee.

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

* Additional SWAP User Licenses pricing applies to singular booths only. If you are part of a pavilion, please contact Exhibitor Services.

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

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

Order Online Now: <https://exhibitor.swap.mge360.com/>

Exhibiting Company: _____ Booth #: _____

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

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

Address: _____ City: _____

State/Country: _____ Zip: _____ Email: _____

Phone: _____ Fax: _____

Do not email credit card information

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

Order Online Now: <https://exhibitor.swap.mge360.com/>

For Assistance Contact:

ExhibitorServices@maritz.com
877-623-3487

It is against Maritz Global Events' security policy to accept credit card information via email.

Maritz Global Events®
(formerly Experient)

QS0231

LEAD MANAGEMENT ORDER FORM



Exhibitor Insurance Program

EXHIBITOR GENERAL LIABILITY INSURANCE (REQUIRED)

Emerald requires that all exhibitors carry Commercial General Liability with minimum limits of **\$1,000,000 per occurrence, \$2,000,000 aggregate**. Emerald and the Venue shall be named as Additional Insured.

The insurance will be in force during the lease dates of the event/show.

- Provides exhibitors who do not have Commercial General Liability Insurance or who do not want to use corporate insurance.
- Protects foreign exhibitors whose insurance will not pay claims brought in the U.S. Courts
- Cost is \$65.00 USD per exhibiting company – regardless of booth size.

Apply for insurance coverage online

[Click here](#) to purchase General Liability insurance for Cosina Sabrosa
Visa, Mastercard, AMEX are accepted
Coverage must be purchased prior to the event/show

QUESTIONS?

Total Event Insurance

emeraldexhibitor@totaleventinsurance.com

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE		
PRODUCER Insurance Company Name Fax: (212) 555-6100 Insurance Company Address 1 Insurance Company Address 2 Attn: Agent Name (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center; border: 1px solid black; padding: 5px; margin: 5px 0;">INSUREERS AFFORDING COVERAGE</div>					
INSURED 2. Exhibiting Company Name Exhibiting Company Address 1 Exhibiting Company Address 2 Attn: Exhibiting Company Contact Name Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:					
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000	
					FIRE DAMAGE (Any one fire)	\$ 50,000	
					MED EXP (Any one person)	\$ 5,000	
					PERSONAL & ADV INJURY	\$1,000,000	
					GENERAL AGGREGATE	\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/23	01/01/24	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000	
					BODILY INJURY (Per person)	\$	
					BODILY INJURY (Per accident)	\$	
					PROPERTY DAMAGE (Per accident)	\$	
					AUTO ONLY-EA ACCIDENT	\$	
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/23	01/01/24	EACH OCCURRENCE	\$1,000,000	
					AGGREGATE	\$1,000,000	
						\$	
						\$	
						\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/23	01/01/24	X	WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	\$1,000,000	
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000	
					E.L. DISEASE -POLICY LIMIT	\$1,000,000	
D	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISION Emerald (Show Management), Las Vegas Expo (Official Service Provider), the Irving Convention Center (Facility), and Cosina Sabrosa (Show) are hereby named as additional insured, except for Workers' Compensation. The insurance provided for the benefit of Emerald, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by Emerald shall be excess and non-contributory. Show date(s) are: September 27-28, 2023 in Dallas, TX.							
CERTIFICATE HOLDER		X		ADDITIONAL INSURED: INSURER LETTER: X			
6. Emerald / Cocina Sabrosa 31910 Del Obispo #200 San Juan Capistrano, CA 92675 Attn: Tim Berry				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 			

1. PRODUCER: Name, address and phone number of insurance carrier.
2. INSURED: Company name, address, phone number and booth number of company insured.
3. COVERAGES: Coverage must be provided for Comprehensive General Liability, Automotive Liability (if applicable), and Workmen's Compensation, complete with policy numbers, effective dates of Coverage and limits of coverage.
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME OF ADDITIONAL INSUREDS: Emerald (Show Management), Las Vegas Expo (Official Service Provider), Cosina Sabrosa (Show) and the Irving Convention Center (Facility) as additional insureds on a primary and

- non-contributory basis. Show dates are September 27-28, 2023.
6. CERTIFICATE HOLDER: Emerald – Show Name, 31910 Del Obispo #200, San Juan Capistrano, CA 92675, Attn: Tim Berry
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Insurance Requirements.
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.