

Exhibitor Service Manual

for



CHILD NUTRITION CONFERENCE

April 13 - 15, 2026

WESTGATE RESORT - PARADISE EVENT CENTER





CHILD NUTRITION CONFERENCE

Keystone Event Services - Welcome to Our Expo

Dear NCNC Exhibitor,

Keystone Event Services is pleased to be the official service contractor for the **National Child Nutrition Conference**. We are ready to assist you with all your exhibitor needs & have developed a customized exhibitor service kit to easily order anything that will enhance your trade show experience. Be sure to send in your orders & ship your freight before the deadlines to take advantage of our discounted rates. Please look through the service kit and familiarize yourself with all the information. If there is a need or service that you do not see in the kit, please contact us as soon as possible. It is our goal at KES to ensure that your experience at the show is a great success.

Keystone Logistics is the official Freight Contractor for our event and can help handle all freight in and out of the show. Using our freight service, your shipment can be received at our Advance Warehouse location more than 30 days prior to the event. Exhibitors have the option of sending shipments directly to the Westgate in c/o Keystone Event Services. They must arrive by April 13th. Although sending to Advance Warehouse is preferred & more economical, either way you choose to send your exhibit material, as long as you use the pre-made labels in the kit, your pieces will be set in your exhibit space prior to Exhibitor move-in. All empty containers will then be stored during the event and returned back to you after the close of the show. Keystone Logistics will be your most convenient & reliable freight service company during the move out Wednesday night from 12:30 - 5:00PM. If you choose Keystone Logistics as your outbound carrier, we will complete all the paperwork for you and even help you tape up your boxes.

We are excited to be part of the National Child Nutrition Conference. Keystone Event Services and Keystone Logistics will maintain a service desk to handle any questions or needs during exhibitor move in & move out. Please do not hesitate to contact us at 702-326-9252 or via e-mail at scott@keystoneeventservices.com.

Thanks & I'll see you at the show,

Scott Rakowski
Keystone Event Services



CHILD NUTRITION CONFERENCE

	Exhibitor Information								
SHOW MANAGEMENT CONTACT INFORMATION:	<p>All questions regarding the show's policies, off site events, non-exhibitor schedules and information on policies of the 2026 National Child Nutrition Conference should be directed to:</p> <p>CACFP Show Management Georgie Morell Phone: 512-430-2722 Georgie@CACFP.com</p>								
GENERAL SERVICE CONTRACTOR CONTACT INFORMATION:	<p>All questions & comments regarding shipping, storage, furniture rental, labor and other exhibitor & trade show related topics should be directed to:</p> <p>Keystone Event Services Scott Rakowski Phone: 702-326-9252 Email: Scott@KeystoneEventServices.com</p>								
EXHIBIT INSTALLATION, DISMANTLE, SCHEDULE INFORMATION:	<p>Tradeshow service move-in: Monday April 13th - 8:00am to 1:00pm</p> <p>Exhibitor move-in: Monday April 13th - 1:00pm to 4:30pm</p> <p><i>NOTE: Show site shipments accepted all day. All displays must be set and empty crates tagged for storage by 4:30pm on Monday night.</i></p> <p>Booth Drape & Skirt Colors: Blue</p> <p>Booth Package Includes: Skirted six foot table with white vinyl topping, two chairs, wastebasket & ID Sign</p> <p>Show Hours:</p> <table><tr><td>Tuesday April 14th.....</td><td>8:00am until 9:00am (exhibitor ready hour)</td></tr><tr><td>Tuesday April 14th.....</td><td>9:00am until 1:00pm</td></tr><tr><td>Tuesday April 14th</td><td>4:00pm until 6:00pm</td></tr><tr><td>Wednesday April 15th</td><td>9:00am until 12:30pm</td></tr></table> <p>Dismantle: Wednesday April 15th.....12:30pm until 4:30pm</p> <p>All exhibitors will start to dismantle at 12:30pm Wednesday, April 15th and be done by 4:30pm on Wednesday, April 15th.</p> <p>Advance Warehouse Freight — Accepted March 2nd until April 10th.</p> <p>Show Site Freight Deliveries — Accepted Monday April 13th all day. Please be sure to have driver come to the Paradise Events Center dock.</p> <p>Advance warehouse deliveries accepted after <u>April 5th are considered late</u> and subject to a 30% additional charge.</p>	Tuesday April 14th.....	8:00am until 9:00am (exhibitor ready hour)	Tuesday April 14th.....	9:00am until 1:00pm	Tuesday April 14th	4:00pm until 6:00pm	Wednesday April 15th	9:00am until 12:30pm
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Wednesday April 15th	9:00am until 12:30pm								



CHILD NUTRITION CONFERENCE

Before, During & After the Show

Before the Show

- Please review the Discount Deadline and take advantage of discount prices.
- Complete and submit your orders with your completed Payment and Credit Card Authorization Form and your check payment, if applicable.
- Retain a copy of your completed order form for your records.
- Forward your order forms and payment to Keystone Event Services via:

Email your orders forms, along with the completed and signed Payment and Credit Card Authorization Form, to Scott@keystoneeventservices.com

Mail your original orders forms with completed and signed Payment and Credit Card Authorization Form. If applicable, attach your company check with the name of the show and your booth number to the top form.

Call to place an order. I can take order & credit card information over the phone.

Mail to: Keystone Event Services
Scott Rakowski
2764 Tyndrum Ave #3
Henderson, NV 89044

During the Show

- Please visit the Keystone Service Desk on-site if there are additional items or services you need during the show.
- Keystone Event Services will distribute the **Move-Out Bulletin**. Please review for important dismantle and move-out procedures.

After the Show

- Service continues after the show. Our customer services representatives will always be happy to assist you with any questions or requests you may have.
- Please turn in your bill of lading once your freight is packed and ready to go.
- Remember, if you are shipping with Keystone Logistics we will have your paperwork and labels all filled out for you at the service desk. Just come see us when you are ready to go.



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Show Checklist

Keystone Event Services Forms

- ☐ Booth Furnishings \$ _____
- ☐ Additional Booth Carpet/Padding \$ _____
- ☐ Material Handling/Shipping \$ _____
- ☐ Display Labor \$ _____
- ☐ Booth Cleaning \$ _____
- ☐ Accessible Storage \$ _____
- ☐ Floral \$ _____
- ☐ Vacuum Service \$ _____
- ☐ Cart Services for POV's \$ _____

Estimated Grand Total \$ _____

Email completed form to Scott@KeystoneEventServices.com

Please Submit Payment and Credit Card Authorization Form with Orders.

Company Name _____

Booth # _____



CHILD NUTRITION CONFERENCE

Payment Policies

- **Payment Options**

Keystone Event Services, the official general service contractor for the **2026 National Child Nutrition Conference** is pleased to offer you convenient ways to pay for services.

- **Checks**

- All checks must be in U.S. funds drawn on a U.S. Bank.

- For advance payments by company check please submit your check with the anticipated charges, along with the completed order forms. Although you may choose to pay by company check or cash, for all charges incurred at show site, **we require your signed Payment and Credit Card Authorization Form** to be on file with Keystone Event Services, in advance, to guarantee payment. Please make all checks payable to: Keystone Event Services.

- **Venmo and Zelle** - Call 702-326-9252 for payment information

- **Credit Card**

- We accept MasterCard, Visa, Discover and American Express. To authorize charges, you must complete the enclosed **Payment and Credit Card Authorization Form**. By completing and returning the Payment and Credit Card Authorization Form you are authorizing Keystone Event Services and/or Keystone Logistics to charge your credit card for any and all charges incurred.

- **Show Site Orders**

To save money, take advantage of the pre-show discounts by ordering as many of your requirements as soon as possible in advance. **For the discount prices to be in effect, your order must be received by the Return Deadline Date - payment must accompany your order.** Orders received after the Return Deadline Date or made at the Service Desk during the show will be billed at standard rates listed on the various order forms.

- **Payment Terms**

To process your order for services and materials listed in the Exhibitor Service Manual, we require your signed **Payment and Credit Card Authorization Form** to be on file with Keystone Event Services to guarantee payment. Invoices for outstanding balances will be available at the Keystone Service Desk for your review and payment. Pre-payments will be indicated, and any balance due must be paid in full by cash, credit card or check upon presentation. **All payment disputes should be resolved before leaving the show site.**

If you have any questions or concerns in regard to your charges for inbound freight, installation, labor, furniture or accessories, please stop by the Exhibitor Service Desk. Charges for these items may not be disputed after the show.

Additionally, Keystone Event Services is authorized to charge the exhibitor's credit card for any charges incurred following the show, e.g., dismantle labor, outbound overtime drayage charges, etc. In these circumstances, Keystone Services will charge the exhibitor's credit card on file, and email an invoice to the exhibitor, outlining the charges which were billed.

- **Cancellation Policy**

- Gladly refund 100% of orders if cancelled on or before April 5th. Orders cancelled April 6th to April 8th subject to 50% charge. No Orders will be refunded after April 8th.
 - Labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

- **Note:** All materials are on a rental basis for the duration of the show, must be returned in good working order and will remain the property of Keystone Event Services.



Payment and Credit Card Authorization Form

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check; however, we require your credit card authorization to be on file with Keystone Event Services. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show orders placed by your representative for this event.

PAYMENT METHOD: ☐ Personal Credit Card
☐ Corporate Credit Card
☐ Check

CARD TYPE:

☐ Visa

☐ MasterCard

☐ American Express

☐ Discover

**Call 702-326-9252 for
Venmo & Zelle
Payment information**

Note that some items taxable in the State of Nevada

Standard Booth Furnishings	\$	
Booth Carpet/Padding	\$	
Display Labor Order Form	\$	
Booth Cleaning/Vacuuming	\$	
Accessible Storage	\$	
Material Handling / Shipping	\$	
Floral and/or Plants	\$	
Porter Service	\$	
Cart Services for POV's	\$	
TOTAL AMOUNT DUE →	\$	

Custom Order / Special Requests
Contact 702-326-9252

**E-mail form to
Scott@KeystoneEventServices.com**

[illegible]

Please enter the CVV2 (security) Code on your card:

Billing Zip Code

Cardholder's Name:

Company Billing Address:

Cardholder's Signature:

Exhibiting Company Name:

Phone #:

E-Mail:



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Limits of Liability and Responsibility

1. Keystone Event Services shall not be responsible for damage to uncrated materials, materials improperly packed or concealed damage.
2. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials after same has been delivered to the exhibitor's booth.
3. Keystone Event Services shall not be responsible for loss, theft or disappearance of exhibitor's materials before they are picked up from exhibitor's booth for reloading after the show. Bills-of-Lading covering outgoing shipments, which are furnished by Keystone Event Services to the exhibitor, will be checked at the time of actual pick-up from the booth and corrections made where discrepancies occur.
4. Keystone Event Services shall not be responsible for any loss, damage or delay due to fire, acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.
5. Keystone Event Services liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Keystone Event Services maximum liability shall be limited to \$.50 per pound per shipment based on the weight of the freight lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less.
6. Keystone Event Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.
7. The consignment or delivery of materials to Keystone Event Services by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as acceptance by such exhibitor (and/or shipper) on the terms and conditions set forth.



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Standard Booth Furnishings Order Form

Advance Pricing Deadline April 3rd.

Standard Pricing Starts on April 6th

RENTAL EQUIPMENT				
Qty	Description	Advance Rate	Standard Rate	Amount
	Chair	\$45.00	\$55.00	\$
	Stool	\$85.00	\$105.00	\$
	Wastebasket	\$12.00	\$18.00	\$
	Easel	\$35.00	\$45.00	\$
	Garment Rack	\$75.00	\$95.00	\$
	Bag Stand	\$75.00	\$95.00	\$
	Literature Rack	\$90.00	\$110.00	\$
	Display Cube 24x24x42"	\$120.00	\$180.00	\$
	4 Ft. Table Shelf	\$35.00	\$45.00	\$
	6 Ft. Table Shelf	\$45.00	\$55.00	\$
	8 Ft Table Shelf	\$55.00	\$65.00	\$
	Rope & Stanchion (per set)	\$80.00	\$110.00	\$
	4' x 8' Poster Board	\$225.00	\$275.00	\$
	Raffle Drum	\$80.00	\$100.00	\$
	Fish Bowl	\$45.00	\$60.00	\$
	Refrigerator (small)	\$150.00	\$225.00	\$
	8' Masking (per 10')	\$40.00	\$40.00	\$
	Item not listed _____			\$

SKIRTED & TOPPED DISPLAY TABLES				
Qty	Description	Advance Rate	Standard Rate	Total
	2' x 4' x 30" High	\$85	\$110	\$
	2' x 6' x 30" High	\$105	\$130	\$
	2' x 8' x 30" High	\$125	\$150	\$
	2' x 4' x 42" High	\$95	\$120	\$
	2' x 6' x 42" High	\$115	\$140	\$
	2' x 8' x 42" High	\$135	\$160	\$
Without Skirt and Vinyl Topping subtract \$25 per table				
	Café Round Table 30"x30"	\$125.00	\$155.00	\$
	Café Round Table 30"x36"	\$135.00	\$165.00	
	Café Round Table 30"x42"	\$145.00	\$175.00	\$
Tables & Counters come Black unless noted below <u>DRAPE COLOR CHOICE;</u> Black, Blue, Yellow, Red , Green, Silver and White				
FUN STUFF				
Qty.	Game	Advance Rate	Standard Rate	Total
	Park Bench	\$160.00	\$255.00	\$
	Arcade Machine	\$425.00	\$625.00	\$
	Putting Green with Putter & Balls	\$125.00	\$165.00	\$
	"Spin 2 Win" Wheel	\$85.00	\$95.00	\$
	Fishbowl of Candy or Chocolates	\$75.00	\$40.00	

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Custom Order / Special Requests

702-326-9252

Fax all order forms to 702-914-0909

or scan & send to

Company Name:

Ordered By:

Phone #:

Signature:

Booth #



CHILD NUTRITION CONFERENCE

Additional Booth Carpet/Padding Order Form

Advance pricing deadline is April 3rd

STANDARD CARPET

Price includes installation.

COLORS: Black, Blue, Gray, Red, Green (circle one)

Quantity	Color	Size	Advance Rate	Standard Rate	Amount
		10' x 10'	\$ 210.00	\$290.00	\$
		10' x 20'	\$ 310.00	\$390.00	\$
		20 x 20'	\$580.00	\$650.00	\$

CUSTOM SIZE CARPET

Price includes Installation to fit booth space, protective covering and edges taped.

COLORS: Blue, Black, Gray, Red, Green NOTE: 100 Square Foot Minimum Order

Booth Dimensions		Total Sq. Ft.	Color	Advance Rate	Standard Rate	Amount
ft.	ft.			\$ 3.93 / sq. ft.	\$ 5.09 /sq. ft.	\$

CUSTOM PADDING

Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.		\$90.00 per 10x10	\$120 per 10x10	\$

VISQUEEN

Note: 100 Square Foot Minimum Order

Booth Dimensions		Total Sq. Ft.	Advance Rate	Standard Rate	Amount
ft.	ft.	ft.	\$.50/ sq. ft.	\$.75/ sq. ft.	\$

Sub-Total \$

8.8% NV Sales Tax \$

TOTAL AMOUNT → \$

Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing.

Company Name:

Booth #:

Ordered By:

Phone #:

Signature:

Date:

Shipping Definitions

CRATED - Referred to as "Common Carrier Shipments"

- Crates, fiber cases, cartons, etc. that are not stacked but placed side by side on the trailer.

UNCRATED - Referred to as loose or pad wrapped; i.e., your exhibit material is not protected in a shipping container.

ADDITIONAL HANDLING - Referred to as "Van Line Shipments"

- In this instance, the carrier delivering your exhibit to the show is charging you by space used (per cubic foot) as opposed to charging by weight (per 100 lbs.) Exact measurements of your crates are taken by your carrier for loading and unloading the trailer. Customarily, these carriers charge in such a manner as is advantageous to them to maximize the space inside the trailer. This process may require additional Keystone labor to load/unload.

SMALL PACKAGES - Referred to as a package, carton or envelope.

- Any **single package** that arrives at the warehouse or show site weighing less than 50 lbs. In this category are shipments received from UPS, FedEx, DHL, Airborne Express, etc.

SPECIAL HANDLING

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

Shipment packed in such a manner as to require special handling (i.e.: loose display parts; uncrated equipment, etc.) regardless of the kind of carrier or vehicle used, including small package shipments. Description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.)

Materials must be moved "by hand" to the booth due to facility situations beyond Keystone Event Services control (height/width limits in hallways, or small elevators, rooms where forklifts cannot be used, etc.)

Small package carriers such as FedEx, UPS, DHL

Money Saving Tips

Helpful Hint for Small Shipments!

To reduce material handling costs, ship all materials in one shipment, not several shipments.
See example of savings below.

Before the show...

THE WRONG WAY



— Shipped as three separate shipments —

RECEIVED: (Generic Example Only)

54 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
59 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00
72 lbs. charged @ 200 lbs. min x \$88.00/cwt.....	\$176.00

Total 185 lbs.

Total Cost:..... \$528.00

THE MONEY SAVING WAY



— Shipped everything together as a single shipment* —

RECEIVED:

3 pieces totaling 185 lbs. @ 200 lbs. min x \$88.00/cwt. \$176.00

TOTAL SAVINGS... \$352.00!

- The Material Handling charge from Keystone for handling your freight should not be confused with the cost from your carrier to transport your freight to and from the show.

After the show...

- 1) Obtain a Bill of Lading from the Service Desk.
- 2) Once your freight is packed and ready to ship, complete and return the Bill of Lading form to the Service Desk.
- 3) If not using Keystone Logistics, you must make and/or confirm arrangements for pick-up with your choice of carriers.
- 4) Be sure your chosen carrier is declared on the Bill of Lading.
- 5) Make sure all crates, packages, etc. are clearly addressed (remove all old address labels).

Failure to follow these steps could result in freight being re-routed through Keystone Logistics and assessed additional shipping charges.

Be sure to pack all freight properly to avoid damage in transit.



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F.A.Q.

HOW DO I SHIP TO WAREHOUSE?

(i.e. advance shipment to warehouse)

- We will accept freight beginning 30 days prior to show move-in.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Material Handling Order Form. Your freight will be accepted after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday 8:00 a.m. to 4:30 p.m. No appointment is necessary.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

HOW DO I SHIP TO SHOW SITE? (i.e. direct to show site)

- Freight will be accepted only during exhibitor move in. Please refer to the Exhibitor Information page for specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Be sure to check your service manual if you are targeted for a specific date or time.

WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- We do accept collect shipments. We will Collect an additional 40% Surcharge
- To ensure that your freight does not arrive collect, mark your bill of lading "prepaid."
- "Prepaid" designates that the transportation charges will be paid by the exhibitor or a third party.

HOW SHOULD I LABEL MY FREIGHT?

- The label should contain the exhibiting company name, booth number and the name of the event.
- The specific shipping address for either the warehouse or show site is located on the Material Handling Order Form page. We have also included in your service manual labels for both warehouse and show site shipments for you to copy and attach to cartons as needed.
- Some labels are color coded, so please check the service manual before making copies.
- Try to label every carton that is skidded with at least your name & booth number.

WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- If you shipped using Keystone Logistics will store your empties
- Pick up "Empty Labels" at the Keystone Service Desk. Place a label on each container. Please consolidate containers if possible. 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 booths in random order. Depending upon the size of the show, this process may take several hours.

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

- For your convenience, Keystone Logistics will be on site to handle outbound transportation.
- Each shipment must have a completed Bill of Lading form in order to ship materials from the show. All pieces must be labeled individually. (You can pick up a bill of lading from the Keystone Service Desk.)
- Do Not leave freight in booth unattended until you turn in your Bill of Lading.
- After materials are packed, labeled, and ready to be shipped, the completed Bill of Lading must be turned in at the Service Desk. DO NOT leave the bill of landing in your booth or on your freight.
- Provide your designated carrier with pickup information. Please refer to the Exhibitor Information page for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will be rerouted through Keystone Logistics.
- You must notify your carrier of the dates & times of pick-up if you are not using Keystone Logistics.

DO I NEED INSURANCE?

- Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by adding "riders" to your existing policies.



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Material Handling Order Form

Shipments to the Warehouse can Arrive Starting March 3rd and no later than April 10th.
Shipments to the Show Site at WestGate should arrive on April 13th only
Shipments arriving to Advanced Warehouse after April 3rd are late and subject to 30% surcharge.

WHERE TO SHIP:

Shipments to WAREHOUSE:

Keystone Event Services
c/o Sunset Trans
Marion Drive
Suite 109 Dock Door 37
Las Vegas, NV 89115

Shipments to SHOW SITE:

Keystone Event Services
WESTGATE RESORT
PARADISE EVENT CENTER DOCK
3000 Paradise Road
Las Vegas NV 89109

- The Show Name, Your Company Name and Booth Number must be referenced on all shipments.

AUTHORIZATION TO PROVIDE MATERIAL HANDLING

We hereby authorize Keystone Event Services to handle our shipment(s) in accordance with the information above and on the following page, and have read this order and agree to the terms and provisions hereof, including the following page, and acknowledge receipt of a copy. We agree that Keystone Event Services will provide its services as our agent, and not as bailee or shipper, and if any employee of Keystone Event Services shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Keystone Event Services relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Keystone Event Services as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Keystone Event Services for the full amount of the invoice for all such charges, and we further agree that any claim we may have against Keystone Event Services shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

Description: _____

Name of Event: CACFP Child Nutrition Conf.

Company Name:

Booth #:

Ordered By:

Phone #:

Signature:

Date:



CHILD NUTRITION CONFERENCE

Material Handling Rate Schedule

DISPLAY MATERIALS RATE SCHEDULE

All shipments received & stored at advanced warehouse and delivered to booth space. Empty containers are removed before show opening, stored & returned at close of show. Freight carted from exhibit floor post show & loaded onto outbound carrier.

Exhibitor Advanced Warehouse \$125.00 per cwt Freight above 75lbs.

Exhibitor Show site shipments \$125.00 per cwt Freight above 75 lbs.

Small Package fee of \$40 per shipment between 1 lb. & 25 lbs.

Small Package Fee of \$60 per shipment between 26 lbs. & 50 lbs.

Small Package Fee of \$80 per shipment between 51 lbs. & 75 lbs.

**Freight will be in booth when exhibitor arrives on Monday April 13th.
Advance Freight can arrive up to 30+ days before show opening.**

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT WAREHOUSE OR EXHIBIT SITE will be subject to a 20% surcharge in addition to the above show site rates. This applies to shipments packed in such a manner as to require special handling including loose display parts, fragile pieces, heavy pieces that must be lifted, uncrated and/or poorly wrapped freight.

All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Display freight should be on a separate bill-of-lading from machinery freight. Mixed shipments will charged at the Display freight rate. Trucks without a bill-of-lading or documented weight will be directed to a public scale or estimated weights will prevail. Estimated weights will be binding by both parties. Shipments arriving COD will be accepted, and subject to 40% Surcharge.

- Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.
- Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. Keystone Event Services assumes no responsibility for removal of containers with old or empty labels or for valuables stored inside containers while containers are in storage.
- Outbound shipping labels & bills-of-lading will be available at the Service Desk. Exhibitor or his representative must pack & label their exhibit material and turn in a bill-of-lading for each shipment at the Service Desk before leaving the Show. Keystone Event Services will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick-up by the removal date of the show, Keystone Event Services reserves the right to re-route exhibit material to Keystone Logistics or an alternate carrier. As a result of re-routing no liability will be assumed Keystone Event Services.



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Reverse Side of Material Handling Order Form

Please read carefully!

You are entering a contract which may limit your possible recoveries in case of loss or damage.

The terms and conditions set forth below, become a part of the contractual agreement between Keystone Event Services /Logistics, and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed by agreeing to the rules and regulations of exhibiting at the event. This Bill of Lading and/or Delivery Receipt will act as a binding document for any potential claims. By signing this Bill of Lading, Exhibitor/Exhibitor's Agent guarantees payment for shipping services provided by Keystone Event Services.

1. **DEFINITIONS.** The name Keystone shall be construed within the meaning of this contract as Keystone Logistic Services, or and their employees, officer, agents, and assigns including any subcontractors that Keystone may appoint. The term EXHIBITOR refers to any party who contracts for services with Keystone.

2. **Keystone RESPONSIBILITIES.** Keystone shall be responsible only for those services which it directly provides, and hereby agrees to execute its contractual duties in good faith. Keystone assumes no responsibilities for any persons, parties, or other contracting firms not under Keystone direct supervision and control. Keystone shall not be responsible for loss, delay, or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Keystone reasonable control, or for ordinary wear and tear in the handling of materials.

3. **INSURANCE.** It is understood that Keystone is not an insurer. Insurance on exhibit materials, if any, shall be obtained by EXHIBITOR in amounts and for perils determined by EXHIBITOR. EXHIBITOR agrees to provide Keystone with a release of subrogation to the extent that any insurance Keystone settlement is received.

4. **CLAIMS(S) FOR LOSS.** EXHIBITOR agrees that any and all claims for loss or damage shall be submitted to Keystone prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes the "conclusion" of the show shall be construed as the end of the day on which EXHIBITOR must vacate the show site. All claims reported after the (30) day period will be rejected. In no event shall a suit or action be brought against Keystone more than one year after the date that loss or damage occurred.

5. **INDEMNIFICATION.** Exhibitor agrees to indemnify, forever hold harmless and defend Keystone and their employees, officers, and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to, by any of the following:

- EXHIBITOR'S negligent supervision of any labor secured through Keystone or the negligent supervision of such labor by any of EXHIBITOR'S employees, agents, representatives, invitees, and/or any EXHIBITOR appointed contractor (EAC).

- EXHIBITOR'S negligence, willful misconduct, or deliberate act, or such actions of Exhibitor's employees, agents, invitees, representatives, or EACs at the show or exposition to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration, or negligent handling of Keystone equipment.

- EXHIBITOR'S violation of Federal, State, or Local ordinances.

- EXHIBITOR'S violation of Show Regulations and/or Rules as published by Facility and/or Show Management.

6. **PACKAGING AND CRATES.** Keystone shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped materials, or shrink-wrapped materials. Keystone shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Keystone shall not be responsible for crates and packaging which are unsuitable for handling, partially assembled, or having prior damage.

7. **EMPTY CONTAINERS.** Affixing "empty storage" labels to containers is the sole responsibility of EXHIBITOR or his representative. All previous labels should be removed. Keystone assumes no responsibility for removal or mis-delivery of containers with old labels or incorrect information on labels, or for loss or damage to materials stored in containers labeled "empty."

Keystone's **LIABILITY LIMITS.** If found liable for any loss or damage, Keystone's sole and maximum liability for loss of or damage to EXHIBITOR'S materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed \$.50 per lb. per shipment based on the weight of the article(s) lost or damaged, or a maximum liability of \$50.00 per shipment, whichever is less. Keystone shall be liable ONLY for loss of or damage to articles actually physically handled or for articles for which Keystone specifically acknowledges receipt in writing. Keystone shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from or related to a claim for loss or damage of material. In no event will Keystone be held liable for any concealed damage-no exceptions.

8. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between EXHIBITOR and Keystone relative to any loss or damage claim, the EXHIBITOR shall not be entitled to and shall not withhold payment to Keystone as an offset against the amount of the alleged loss or damage. Any claim against Keystone shall be considered a separate transaction and shall be resolved on its own merit.

9. **INBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment (s) the booth and the arrival of the EXHIBITOR or his representative. During such time the materials will be left unattended. Keystone is not, and cannot be, responsible for loss, damage, theft, or disappearances of EXHIBITOR'S material after same have been delivered to the EXHIBITOR'S booth at show site.

10. **OUTBOUND SHIPMENTS.** Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and the actual pick up of EXHIBITOR'S materials from the booth for loading onto a carrier. During such time the materials will be left unattended. Keystone shall not be responsible for loss, damage, theft of, or disappearance of EXHIBITOR'S material before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted to Keystone by EXHIBITOR. Notations of exceptions to conditions of materials, or piece counts will be made on the form submitted by EXHIBITOR. Keystone assumes no responsibility for loss, damage, theft, or disappearance of EXHIBITOR'S materials after same have been delivered to EXHIBITOR'S appointed carrier, or agent for transportation after the show. Keystone loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Keystone assumes no liability for any materials after carrier assumes custody of materials. If EXHIBITOR'S designated carrier fails to show by the move out deadline after a show Keystone shall have the authority to route EXHIBITOR'S shipment via an alternate carrier, or return shipment to a local warehouse for disposition at EXHIBITOR'S expense.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Sunset Trans
3101 Marion Drive
Suite 109 Dock Door 37
Las Vegas, NV 89115**

Exhibitor

Booth #

Arrive April 2nd–March 10th

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:



**Keystone Event Services
c/o Sunset Trans
3101 Marion Drive
Suite 109 Dock Door 37
North Las Vegas, NV 89115**

Exhibitor

Booth #

Arrive April 2nd–March 10th

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the advance warehouse.
- Please make additional copies of these labels as needed.

Important note: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at show site.

DIRECT TO WESTGATE

*EXHIBIT MATERIAL
Rush to:*

**Keystone Event Services
Westgate Resort
Paradise Event Center Dock
3000 Paradise Road
Las Vegas, NV 89109
Attn: Scott Rakowski 702-326-9252**



Exhibitor _____

Booth # _____

Arrive April 13th ONLY



DIRECT TO WESTGATE

*EXHIBIT MATERIAL
Rush to:*

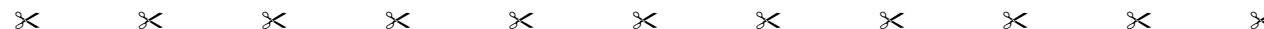
**Keystone Event Services
c/o Westgate Resort
Paradise Event Center Dock
3000 Paradise Road
Las Vegas NV 89109
Attn: Scott Rakowski 702-326-9252**



Exhibitor _____

Booth # _____

Arrive Monday April 13th ONLY



- These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.



CHILD NUTRITION CONFERENCE

Display Labor Order Form

Labor Rates

Display Labor for Installation and Dismantling of Exhibits — Power Tools Are Not Supplied —		
Straight Time	\$ 68.00 per hour, one hour minimum per worker, thereafter 1hr. increments.	8:00 am to 4:30 pm Monday through Friday.
Over Time	\$88.00 per hour, one hour minimum per worker, thereafter 1 hr. increments	Monday through Friday after 5:00pm Saturday and Sundays

NOTE: 11:00 am Monday is the only guaranteed starting time. All the other orders will be filled as labor is available. All labor must be signed in and out at the Service Desk. Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per worker ordered, unless we receive cancellation 24 hours prior to starting time.

PLEASE INDICATE SERVICE REQUIRED:

- ☐ EXHIBITOR'S SUPERVISION – All work performed under the supervision of the Exhibitor.
- ☐ Keystone Event Services Supervision – Hourly rate plus 30% Supervision charge. Detailed set-up and outbound shipping instructions must be sent in advance or provided at show site.

	Dates Required	# of Workers Requested	Time of Day Requested	Estimated # of Hours Per Worker	Estimated Amount
SET-UP	Monday, April 13th				\$
DISMANTLE	Wednesday April 15th				\$
TOTAL AMOUNT →					\$

Name of Carrier: _____ # of Crates: _____ # Cartons: _____ # of Skids: _____

Display shipped to:	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Show Site	<input type="checkbox"/> Display includes Carpet	<input type="checkbox"/> Will Rent Carpet
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PLEASE INCLUDE YOUR SET-UP PLANS WITH YOUR ORDER

After Dismantle Return Display to: _____

Payment Policy: Credit Card information must be on file for all display labor services. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, Visa, MasterCard, Discover and American Express accepted.

Cancellation Policy: Display labor service orders cancelled 48 hours prior to move in will be refunded at 100% of original price. Display labor service orders cancelled less than 48 hours prior to move-in will be invoiced a minimum of one hour per worker.

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:



CHILD NUTRITION CONFERENCE

Booth Cleaning & Porter Order Form

The show floor (including booth carpets) will be cleaned on Monday night after set up.
If you would like booth cleaning on Tuesday Morning or Wednesday mornings
before show opening, please order using this form.

Porter service includes daily cleaning & organizing of booth area. Does not include Vacuuming.

Daily Vacuuming Service Rates					
Booth Dimensions	X	Advanced and show Rate	X	# of Days Needed	Amount
	X	\$50.00 per day, per 10x10	X		\$
Porter Service (daily cleaning inside your booth)					
	X	\$65.00 per day, per 10x10	X		\$
Sub-Total					\$
TOTAL AMOUNT →					\$

TV Monitor Order Form

DISPLAY MONITORS			
INCLUDES MONITOR, STAND AND HDMI CORD FOR THE DURATION OF THE EXPO			
Quantity Color Size	Advance Rate	Standard Rate	Amount
30" - 34" Display Monitor	\$525.00	\$625.00	\$
36" - 40" Display Monitor	\$600.00	\$700.00	\$
42" - 52" Display Monitor	\$675.00	\$775.00	\$
60"+ Display Monitor	\$850.00	\$950.00	\$
Sub-Total			\$
8.8% NV Sales Tax			\$
TOTAL AMOUNT DUE			\$



CHILD NUTRITION CONFERENCE

Non-Official Contractor Request Form

For Exhibitors intending to use their own labor (for installation and/or dismantle) or contract for such services separately from Keystone Event Services, please read the following restrictions, requirements and restraints. A non-official contractor is any company other than the designated official contractors. If an Exhibitor wishes to use a non-official contractor that requires access to the exhibit hall either before, during or after the show, the following criteria must be met or access will not be granted. The following services cannot be provided by any non-official contractor:

Electrical • Plumbing • Telephone Lines • Drayage • Rigging • Booth • Cleaning • Catering

PLEASE NOTE: A valid and current copy of Exhibitor's Certificate of Insurance must accompany this document. If such proof is not provided, Exhibitor will not be allowed to use contractor's services.

Complete this form only if your company is using a Services Contractor other than the official decorator to unpack, erect, assemble, dismantle or pack your display.

**Have your labor company return this form along with
Certificate of Insurance by April 10th**

Event Name:		
Exhibiting Company Name:		Booth#:
Address:	State:	Zip:
Authorized On-Site Representative:		
Name of Service Firm:		
Address:	State:	Zip:
Telephone:	On-Site Supervisor:	
Signature:	Date:	



CHILD NUTRITION CONFERENCE

Floral & Cart Service

Fresh Floral Arrangements	Advance Price	Standard Price
Small Floral Arrangements	\$80.00	\$105.00
Medium Floral Arrangements	\$100.00	\$125.00
Large Floral Arrangements	\$120.00	\$145.00
Live Green Plants		
2 Foot Green Plant	\$70.00	\$90.00
3 Foot Green Plant	\$95.00	\$115.00
4 Foot Green Plant	\$120.00	\$140.00
5 Foot Green Plant	\$145.00	\$165.00
6 Foot Green Plant	\$170.00	\$190.00
	Total	\$
	Tax 8.8%	\$
	Total	\$

Cart Service for POV'S

Keystone Event Services is pleased to offer Cartage Service for the show. KES workers will be positioned to assist in unloading personally owed vehicles (POV's) to expedite show move in & out. Items unloaded will be set in the exhibitor's booth while the exhibitors park their cars. Cost is a flat \$95 per cart load. Workers will be stationed in a designated porter turnout area in parking area or dock area, waiting with push carts to expedite the move in process. Exhibitors have the option of pre-ordering porter service and scheduling a specific move in time. Round trip cart service available for \$180 for both in & out. Cart service must be ordered in advance.

Time Requested for unloading -- @ _____am/pm (circle one)

Amount of loads _____ x \$95/\$180 (one way/round trip)

Total \$ _____

Exhibiting Company _____ Booth Number _____



SAFETY FIRST



SAFETY IS VERY IMPORTANT FOR EVERYONE!

Keystone Event Services is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a Keystone Event Services supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely!

THANK YOU FOR YOUR COOPERATION!

EXHIBITOR SAFETY GUIDELINES AT SHOWSITE

- Smoking or vaping is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is strictly prohibited. The furniture is not designed to support standing weight.
- Forklifts, push carts and four wheel dollies are to be used by authorized personnel only. Please do not operate this equipment. Please ask for help.
- Be aware of forklifts and workers with pallet jacks moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Watch your step in the aisles and around the loading docks. There are hazards throughout the hall during set-up and move out. Please watch where you step.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Secure or remove any cords where you or others are going to be walking.
- Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets. We cannot be responsible for lost or stolen items.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely. Please keep in mind the safety of your employees and those attending the show.



CHILD NUTRITION CONFERENCE

Move-Out Instructions

The 2026 National Child Nutrition Conference exhibit hall closes on Wednesday, April 15th at 12:30 pm

There should be no dismantling of exhibits before this time.

Outbound forms must be completed and turned into the Keystone service desk, after your freight is packed and ready to ship.

DO NOT LEAVE YOUR FREIGHT ON THE SHOW FLOOR WITHOUT SEEING US AT THE SERVICE DESK.

If you choose to make your own arrangements for outbound shipping, you **MUST** take everything with you. It is your responsibility to get all packages to UPS or FEDEX from the show.

Thank you for reading the exhibitor kit. Should there be any services or items not found within this kit that we may provide for you, please do not hesitate to let us know. We look forward to helping you in any way needed, and wish you great success at the show.

Scott@keystoneeventservices.com 702-326-9252