



## Exhibitor Service Manual

September 25 - 26, 2009  
LAS VEGAS, NEVADA





## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

### TABLE OF CONTENTS

[Champion Welcome Letter](#)

#### I. General Show Information

[Critical Show Information](#)  
[Online Ordering Information](#)  
[Online Ordering Instructions](#)  
[Official Suppliers](#)  
[Sample Food and/or Beverage Distribution](#)  
[AMI Additional Insured Addresses](#)  
[Hand Washing & Sanitation Stations](#)

#### II. Pre-Show Preparation

[Before, During, & After Show](#)  
[Discount Deadline Checklist](#)  
[How to Place Orders](#)  
[Order Forms Recap](#)

#### III. Rules & Regulations

[Union Guidelines](#)  
[Fire Regulations](#)  
[Liability and Insurance](#)

#### IV. Payment Information

[Payment Options & Policy](#)  
[Credit Card Authorization](#)  
[Third Party Payment Authorization](#)

#### V. Freight/Labor

[Estimated Freight Charges](#)  
[Freight Handling Information](#)  
[Shipping Addresses and Information](#)  
[Spotting Fee](#)  
[Caddie Cart Load](#)  
[Marshaling Yard](#)

#### V. Freight/Labor (continued)

[Shipping Labels](#)  
[Air & Ground Freight](#)  
[Accessible Storage](#)  
[Booth Labor](#)  
[Rigging & Forklift](#)  
[Hanging Ceiling Signs](#)  
[Hanging Sign Labels](#)  
[Booth Cleaning & Porter Service](#)  
[Exhibitor-Appointed Non-Official Contractor](#)

#### VI. Furniture/Custom Rentals

[Exhibitor Catalog](#)  
[Furniture & Accessories](#)  
[Tables, Counters & Drapery](#)  
[Carpet](#)  
[Standard Exhibit Packages](#)  
[Custom Exhibits Brochure](#)  
[Special Signage](#)  
[Watercooler](#)  
[Standard ID Sign Order Form](#)  
[Custom Furniture Catalog](#)  
[Custom Furniture Form](#)

#### VII. Rental Services/Utilities

[Electrical](#)  
[Telephone/Internet](#)  
[DTV & Cable TV](#)  
[Audio-Visual/Computer](#)  
[Floral](#)

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities

Please Note: Adobe Acrobat Reader version 7.0 or higher is required to view these links properly.



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### I. **General Show Information**

- [Critical Show Information](#)
- [Online Ordering Information](#)
- [Online Ordering Instructions](#)
- [Official Suppliers](#)
- [Sample Food and/or Beverage Distribution](#)
- [AMI Additional Insured Addresses](#)
- [Hand Washing & Sanitation Stations](#)

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### II. Pre-Show Preparation

[Before, During, & After Show](#)

[Discount Deadline Checklist](#)

[How to Place Orders](#)

[Order Forms Recap](#)

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### III. Rules & Regulations

[Union Guidelines](#)

[Fire Regulations](#)

[Liability and Insurance](#)

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### IV. **Payment Information**

[Payment Options & Policy](#)

[Credit Card Authorization](#)

[Third Party Payment Authorization](#)

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### V. Freight/Labor

Estimated Freight Charges  
Freight Handling Information  
Shipping Addresses and Information  
Spotting Fee  
Caddie Cart Load  
Marshaling Yard  
Shipping Labels  
Air & Ground Freight  
Accessible Storage  
Booth Labor  
Rigging & Forklift  
Hanging Ceiling Signs  
Hanging Sign Labels  
Booth Cleaning & Porter Service  
Exhibitor-Appointed Non-Official Contractor

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### **VI. Furniture/Custom Rentals**

Exhibitor Catalog  
Furniture & Accessories  
Tables, Counters & Drapery  
Carpet  
Standard Exhibit Packages  
Custom Exhibits Brochure  
Special Signage  
Watercooler  
Standard ID Sign Order Form  
Custom Furniture Catalog  
Custom Furniture Form

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities



## Joe Weider's Olympia Weekend 2009

Las Vegas Convention Center  
Las Vegas, NV  
September 25 - 26, 2009

---

### **VII. Rental Services/Utilities**

Electrical

Telephone/Internet

DTV & Cable TV

Audio-Visual/Computer

Floral

I. General Show  
Information

II. Pre-Show  
Preparation

III. Rules &  
Regulations

IV. Payment  
Information

V. Freight/Labor

VI. Furniture  
/ Custom Rentals

VII. Rental Services  
/ Utilities