

EXHIBITOR

SERVICE MANUAL

National Consortium of Breast Centers



32nd Annual INTERDISCIPLINARY BREAST CENTER CONFERENCE

Paris Las Vegas Resort & Casino
Las Vegas, NV

March 24-28, 2023





702 South A Street—Mt. Shasta, CA 96067
Toll Free: (833) 784-EXPO (3976)
Direct: (714) 981-5966

**32nd Annual
Interdisciplinary
Breast Center Conference
(NCoBC 2023)**

Paris Las Vegas Resort & Casino • Las Vegas, NV
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Dear Exhibitor,

It is with great pleasure that we inform you that we have been selected again as your official general contractor for the upcoming NCoBC 2023 conference at the Paris Las Vegas Resort & Casino in Las Vegas, Nevada. We look forward to assisting you to ensure your participation in the conference is a successful one.

Please review the following information sheets. **IT IS VERY IMPORTANT THAT YOU CAREFULLY REVIEW THIS SERVICE MANUAL.** The following pages contain conference information and information on expo services provided by Century .

You can order any Century expo services that you are in need of here:

[ORDER EXPO SERVICES](#)

You can order any electrical, internet and lighting services you are in need of here :

[ORDER ELECTRICAL](#) [ORDER INTERNET](#)

Please note, for “Discount” pricing all expo service orders **MUST** be submitted by the deadline date of **FRIDAY MARCH 3 , 2023.**

Each 10’ x 10’ booth space is equipped with 8’ **WHITE** back drape and 3’ **WHITE** side divider drape and (1) 7” x 44” ID Sign

NOTE: NCoBC will **NOT** be providing a complimentary booth furniture package as they have done in years past. A discounted booth furniture package is available to order here:

[ORDER BOOTH FURNITURE PKG.](#)

We look forward to helping you have the most successful show possible. Please do not hesitate to contact us for any reason.

Sincerely,
Robin Mount-Ming & Drew Maughan

California Office

(833) 784-EXPO (3976)

Robin Mount-Ming

robin@centuryexposervices.net
(714) 981-5966

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SHOW FACTS

Exhibitor Set and Dismantle Information

Freight Move-In	Thursday—March 23, 2023	12:00pm — 4:00pm
Exhibitor Set-Up	Friday—March 24, 2023	9:00am — 9:00pm*
Exhibitor Registration	Friday—March 24, 2023	9:00am — 9:00pm
Exhibitor Dismantle	Monday—March 27, 2023	1:30pm — 10:00pm**

*Set up AFTER 9 pm on Friday 3/24/2023 will be fined \$500—NO SATURDAY set up.

** \$800 Fee if ANYTHING is removed from the show floor prior to 1:30pm

Exhibit/ Conference Schedule

Saturday—March 25

10:15am	to	6:30pm	Exhibit Floor Hours
10:15am	to	10:45am	Break
12:15pm	to	1:30pm	Lunch ————— Prime Exhibit Hours
2:45pm	to	3:15pm	Break
4:45pm	to	6:30pm	Poster Reception
6:30pm			End of the day

Sunday—March 26

9:50am	to	5:00pm	Exhibit Floor Hours
9:50am	to	10:30am	Break
12:10pm	to	1:30pm	Lunch ————— Prime Exhibit Hours
3:10pm	to	4:00pm	Exhibit Extravaganza ————— Prime Exhibit Hours
4:00pm	to	5:00pm	Exhibits Open
5:00pm			End of the day

Monday—March 27

9:00am	to	1:30pm	Exhibit Floor Hours
9:00am	to	9:30am	Break
12:20pm	to	1:30pm	Lunch ————— Prime Exhibit Hours
1:30pm	to	10:00pm	Dismantle **
		10:00pm	Freight Forced

** \$800 Fee if ANYTHING is removed from the show floor prior to 1:30pm. Additionally, an \$800 deposit will be required to participate in any future NCoBC events



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CONFERENCE SHIPPING INFORMATION

ADVANCE SHIPMENTS

Rates Include:

- Unloading of crated material at warehouse
- Storage for up to 30 days in warehouse
- Reload materials onto trucks to deliver to show site
- Unloading of materials at show site and deliver to your booth
- Removal of empty containers from your booth, storage of “empties” during show and returning at show close
- Reloading of material onto requested outbound transportation

Advantages:

- 30 day window for receipt of materials
- All materials in your booth prior to your arrival

Exhibitors should label and consign shipments as follows:

(You may use the “WAREHOUSE” shipping labels provided on page 5)

TO: (name of exhibitor and booth #)

FOR: 32nd Annual Interdisciplinary Breast Center Conference

C/O: CENTURY EXPO SERVICES

Pyramid Logistics

4120 West Windmill Lane—Suite 111

Las Vegas, NV 89139

ADVANCE SHIPMENT DEADLINE:

**FRIDAY
MARCH 17, 2023**

Any shipment arriving after this date will be charged a \$300 delivery fee to show site as well as a 30% Material Handling surcharge

DIRECT TO SHOW SITE SHIPMENT

Rates Include:

- Unloading materials when received and delivery to your booth
- Removal of empty shipping containers from your booth, storage of “empties” during show and returning at show close
- Reloading of material onto preferred outbound transportation

Important Information:

- Materials MUST be received only on date and time specified
- Unloading occurs on a “first come, first serve” basis as dock space becomes available. All direct shipments will be unloaded AFTER all Advance Warehouse freight is unloaded

Exhibitors should label and consign shipments as follows:

(You may use the “DIRECT TO SHOW SITE” shipping labels provided on page 6)

TO: (name of exhibitor and booth #)

FOR: 32nd Annual Interdisciplinary Breast Center Conference

C/O: CENTURY EXPO SERVICES

Paris Las Vegas Resort & Casino

3645 Las Vegas Blvd. South

Las Vegas, NV 89109

DIRECT SHIPMENT DATE:

**Thursday
March 23, 2023
12pm to 4pm**

Shipments sent directly to the facility will be received only on scheduled move-in day. Shipments arriving at the facility earlier WILL BE REFUSED, the facility does not have storage.



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CONFERENCE SHIPPING INFORMATION continued...

OUTBOUND SHIPPING

The show floor must be cleared by 10pm – Monday March 27, 2023. Any and all materials remaining on the show floor and not picked up by this time will be forced off the floor and via Century Expo Services at the exhibitor's expense. Drivers must be checked in at the docks with a Century representative by 8pm Monday– March 27, 2023 to avoid the freight being forced off the show floor.

Blank Bills of Lading and outbound shipping labels will be available at the Century Expo service desk at the end of the show.

FedEx / UPS drops are available after the show at a rate of \$1.50/ lb.

IMPORTANT SHIPPING FACTS

- All Shipments (to warehouse AND show site) MUST arrive with certified weight tickets
- Ship Prepaid ONLY – Collect shipments will be refused
- Loose and Uncrated Materials will be received at the show site only
- Century Expo Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after they have been delivered to exhibitor's booth
- To ship materials to the Advance Warehouse OR Show Site, please use the enclosed pre-printed labels (Page 5 & 6) or here: [Warehouse Label](#) or [Direct to Show Label](#)

DO NOT ship your materials directly to Paris Las Vegas prior to Thursday—March 23rd!

SPECIAL HANDLING

Any advance shipments received after Friday—March 17, 2023 will be charged a \$300 delivery fee per shipment as well as a 30% material handling surcharge.

A 30% surcharge will be assessed for any shipment arriving at show site after scheduled freight move-in time, handling of improperly packaged materials, materials delivered without proper supporting paperwork or retrieval of exhibitor properties sent directly to the hotel shipping and receiving department.

SURCHARGES

- Based upon the Material Handling rates above, a 30% surcharge per cwt per shipment will apply if shipments are received at show site before or after the posted move-in date and hours
- Shipments received at the warehouse after posted deadline date will be charged a delivery fee of \$300 per shipment in addition to a 30% Material Handling surcharge
- If exhibitor's carrier does not check in by 8pm on Monday—March 27, 2023, Century will transport the shipment to our local warehouse at the rate of \$125/ cwt (200# minimum) at the exhibitor's expense and MUST be picked up by Friday—March 31, 2023 to avoid storage charges

NCoBC EXHIBITOR WAREHOUSE SHIPMENT

EXHIBITOR: _____

BOOTH #: _____

32nd Annual Interdisciplinary
Breast Center Conference
c/o: CENTURY EXPO SERVICES
PYRAMID LOGISTICS
4120 West Windmill Lane – Suite 111
Las Vegas, NV 89139

SHIPMENTS MUST ARRIVE BY: FRIDAY – March 17th, 2023

CARRIER: _____

PIECE _____

OF _____

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
OR A BOL (Bill of Lading) WITH ACCURATE WEIGHT**



Century
EXPRESS TRANSPORTATION & LOGISTICS SERVICES

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING: Place at least one label on each item being shipped

NCoBC EXHIBITOR

DIRECT TO SHOW SHIPMENT

EXHIBITOR: _____

BOOTH #: _____

32nd Annual Interdisciplinary
Breast Center Conference
c/o: CENTURY EXPO SERVICES
PARIS LAS VEGAS
3645 Las Vegas Boulevard, South
Las Vegas, NV 89109

SHIPMENTS MUST ARRIVE ON: THURSDAY - March 23rd 12pm - 4pm

CARRIER: _____

PIECE _____

OF _____

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS
OR A BOL (Bill of Lading) WITH ACCURATE WEIGHT**



Century
EXPO SERVICES



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MATERIAL HANDLING

All charges are per cwt (100 lbs.) and are rounded up to the next 100 lbs. There is a 200 lb. minimum charge per shipment. Century will receive advance crated shipments at the warehouse and will provide up to 30 days storage prior to the show (February 17, 2023—March 17, 2023). Century will receive direct shipments at show site on the scheduled move in date and time only. Century will provide delivery to booth, storage of empty packing materials, and will return outbound shipments to the loading dock when carriers arrive.

ADVANCE SHIPMENTS TO WAREHOUSE (Must arrive between 2/17/2023 and 3/17/2023)

**All shipments must arrive with certified weight tickets or a BOL with an accurate weight*

Pyramid Logistics
4120 West Windmill Lane—Suite 111
Las Vegas, NV 89139

\$183.00 / 100 lbs. (200 lb. min.)

DIRECT SHIPMENTS TO SHOW SITE (May ONLY arrive Thursday March 23, 2023 between 12pm & 4pm)

**All shipments must arrive with certified weight tickets or a BOL with an accurate weight*

Paris Las Vegas Resort & Casino
3645 Las Vegas Blvd. South
Las Vegas, NV 89109

\$169.00 / 100 lbs. (200 lb. min.)

SMALL PACKAGE FEE

Any individual package or multiple packages that are received at the same time that weigh a total of 100# or less will be charged a "Small Package Fee" of \$95.00—surcharges are applicable.

SURCHARGES

- Based upon the Material Handling rates above, a 30% surcharge per cwt per shipment will apply if shipments are received at show site before or after the posted move-in date and hours
- Shipments received at the warehouse after posted deadline date will be charged a delivery fee of \$300 per shipment in addition to a 30% Material Handling surcharge
- If exhibitor's carrier does not check in by 8pm on Monday—March 27, 2023, Century will transport the shipment to our local warehouse at the rate of \$125/ cwt (200# minimum) at the exhibitor's expense and MUST be picked up by Friday—March 31, 2023 to avoid storage charges



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HAND CARRY POLICY PERTAINING TO THE TRANSPORTING OF MATERIALS INTO AND OUT OF THE EXHIBIT HALL

Exhibitors may hand carry exhibit materials into and out of the exhibit hall as long as they adhere to the following rules:

- All materials must be carried by hand by one (1) person in one (1) trip. The use of wheeled carts, hotel luggage racks or dollies are not permitted.
- The freight doors are off limits. All hand carry items must be brought into the exhibit hall using the front entrance of the exhibit hall.

Exhibitors may deliver exhibit materials in their personally owned vehicle as long as the following guidelines are met:

- A personal vehicle is described as a car, van, SUV or pick-up truck.
- Labor must be hired to transport your materials from your vehicle to your booth.*
- A 200# maximum is the limit for hired labor and is limited to one trip per exhibitor. If the exhibitor's freight exceeds the 200# maximum or takes more than one trip, the exhibitor will be charged according to our Material Handling Policy
- Exhibitors must sign in at the Century Expo Services desk to obtain labor service.

* The cost for labor is:

\$136.00—if unloading is performed between the hours of 8:00am and 4:30pm
Monday through Friday

\$205.00—if unloading is performed prior to 8:00am or after 4:30pm Monday through
Friday, all day Saturday, Sunday and all holidays

Any personally owned vehicle that is carrying crated or skidded freight will require a certified weight ticket and will not be unloaded until such certificate is presented. This type of freight will also be charged according to our Material Handling Form.

Certified Weight Tickets: Wild West Truck Plaza (2 Blocks west of I-15 and Tropicana)
4830 S. Procyon Avenue
Las Vegas, NV
702.736.2298
Daily: 4am—10:00pm



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INTENT TO USE “NON-OFFICIAL” SERVICE CONTRACTOR FOR I & D LABOR

DEADLINE: FRIDAY—March 3, 2023

In the event an exhibitor plans on utilizing a service contractor other than CENTURY to handle the installation and dismantle of their exhibit, the exhibitor must complete and submit our “NON OFFICIAL SERVICE CONTRACTOR for I&D LABOR” form on our website (located on the Upcoming Events page under the NCoBC 2023 section) or [HERE](#)

If in fact, this form is not received in the Century office by the deadline date of **March 3, 2023**, the “Non-Official” Contractor will NOT be permitted to service your exhibit.

A current Certificate of Insurance showing General Liability Coverage and Workman’s Compensation valid in NEVADA naming CENTURY as the “additional named insured and certificate holder” must be submitted at the same time as the form or they will not be allowed on the show floor.

The COI can be emailed directly to: robin@centuryexposervices.net

The Exhibitor’s “Non-Official” Contractor must coordinate all activity with Century. The show floor, aisles, loading docks, service and storage areas will be controlled by Century.

Century will not bill an Exhibitor’s “Non-Official” Contractor for charges incurred. However, the “Non-Official” Contractor will be responsible for all reasonable costs related to it’s operation, to include, but not be limited to: overtime pay for stewards, restoration of exhibit space to its initial condition, freight handling charges, etc. It will be the responsibility of the “Non-Official” Contractor to remove all tape, any bulk trash from the booth floor AND any bulk trash from the exhibit hall; skids, crates, etc. or be billed accordingly by Century.



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HOTEL INFORMATION



The Paris Las Vegas Hotel & Casino
3645 Las Vegas Boulevard South
Las Vegas, NV 89109

Rooms can be booked through the NCoBC website at:

www.breastcare.org

Click on “Register to Attend” then find the “Housing Information” link in the right margin

In addition to reduced room rates, NCoBC has also negotiated reduced “resort fees”.

You MUST book your room (s) through the www.breastcare.org website or [HERE](#) to take advantage!

If you are in need of assistance booking your room, please contact
Kimberly Bolin directly at: Kimberly@breastcare.org or
Christine@breastcare.org and they will gladly help you with your requests! 10



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FIRE DEPARTMENT REGULATIONS

Dear Exhibitor,

We are pleased that you will be having your exhibit in our city, and we want to help you make it both safe and successful. Special attention must be given to many details, so we hope you will call the Fire Prevention Division for consultation.

To help you in planning your event, we offer some key information. Attention to these requirements will prevent problems. They apply to all public assemblies and exhibitions.

We will provide the required permit for assemblies of 100 or more people following review of a plan showing the capacity and location of aisles and exits which must be kept on display at the assembly.

Listed below are additional requirements to follow for safety:

- Install display or exhibit so as to not interfere with access to exits or visibility of exits, or of exit signs. Also, it is important not to block access to fire fighting equipment and/or emergency equipment.
- Use flame retardant materials for all displays, table covers, tablecloths, streamers, booths and decorations.
- We will assign an inspector to fire watch and first aid if deemed reasonable, with the individual compensated by the exhibit operator or promoter.
- Prior approval should be obtained before using an open flame lighting device.
- The required way to display vehicles inside a building is to disconnect the positive lead of the battery, drain the fuel tank to one-quarter tank or less, and tape or lock fuel caps; LP tanks should be removed from all vehicles. WRITTEN NOTIFICATION OF PLANS TO BRING A VEHICLE ONTO THE SHOW FLOOR MUST BE MADE TO THE SHOW CONTRATOR AT LEAST FOUR(4) WEEKS PRIOR TO SHOW SET-UP SO THAT THE PROPER PERMITS CAN BE OBTAINED.
- When LP gas is used, five pound non-refillable containers are permitted temporarily inside buildings for demonstration purposes, if spaced not closer than twenty (20) feet from each other, but no spare tank storage is allowed inside. All LP tanks must be removed from the exhibit floor each night.

NOTE: Smoking is prohibited in the exhibit areas during move-in and move-out due to the accumulation of combustible materials