



**Live DEMOlition Event®**  
February 5, 2026  
Firebird Motorsports Park  
Phoenix, AZ

Dear Live DEMOlition Event® Exhibitor,

NDA Show Management would like to welcome you to the Live DEMOlition Event® in Phoenix! We've put together this Exhibitor Services Kit to provide all the essential shipping labels and key details you'll need for a smooth and successful event.

If you have any questions about anything included in this kit, please email [exhibit@demolitionassociation.com](mailto:exhibit@demolitionassociation.com).

Thank you for your support, and we look forward to seeing you at **Live DEMOlition Event®** in **Phoenix, AZ!**

NDA Show Management





## Live DEMOLition Event® GENERAL INFORMATION & INSTRUCTIONS

### A. LIVE DEMOLITION EVENT® VENUE

**Location:** Firebird Motorsports Park – Lot #1

**Address:** 20000 S Maricopa Road, Chandler, AZ 85226

**Important Venue Information:** Firebird Motorsports Park is property of the Gila River Native American tribe. Digging and staking into the ground is not permitted. Minimal ground disruption is expected. If any damage is found in your designated exhibit area, NDA will forward the associated damage costs. Temporary pop-up tents must be secured using weights and not stakes.

### B. LIVE DEMOLITION EVENT® MAP AND SPACE ASSIGNMENTS

A map and space assignments will be provided to all Live DEMOLition exhibitors in December. Details are being worked through as we finalize all equipment with each exhibitor. If you have yet to provide your equipment and material needs, please email [Paul Dickson](#).

### C. IMPORTANT DATES AND TIMES

**Exhibitor Move-In:**

**Friday, January 30 – Sunday, February 1 | 7 a.m. – 5 p.m.**

- Daily safety briefing starts at 7:30 a.m. (mandatory)
- Large equipment & attachment move-in
- **A representative from the exhibiting company must be present onsite at the time of equipment delivery.**
- Upon delivery, the company representative will check-in with Live Demo foreman before delivering to designated spot.

**Monday, February 2 | 7:30 a.m. – 4 p.m.**

- Daily safety briefing starts at 7:30 a.m. (mandatory)
- Move-in (attachments)
- Move-in (any remaining large equipment)

**Tuesday, February 3 | 7:30 a.m. – 4 p.m.**

- Daily safety briefing starts at 7:30 a.m. (mandatory)
- Final touches to all exhibiting equipment

**ALL EQUIPMENT MUST BE IN BY 4:00 p.m. All exhibitors are expected to Show Ready by end of day Tuesday, February 3.**



**Wednesday, February 4 | Noon – 4 p.m. \*Equipment Maintenance Exhibitors Only\*** Choices for pieces of equipment and companies will be shared in December.

- Daily safety briefing starts at 10:30 a.m. (mandatory for exhibitors participating in Hands on Equipment Maintenance)
- Final setup for those participating in the Hands-on Equipment Maintenance Course.
- Hands-on Equipment Maintenance Course **Noon - 4 p.m.** (only for those confirmed to participate in the course should be in attendance).
- **ALL equipment must be in place and shut off at the start of the course.**

If your company is interested in providing equipment for the Equipment Maintenance Course, please contact Education Committee Chair, Steve Schwartz, at [sschwartz@hkgroup.com](mailto:sschwartz@hkgroup.com).

**Thursday, February 5 | 7 a.m. – 4 p.m. | Live DEMOlition Event®**

- Exhibitors must be onsite by 7 a.m. for set up and safety briefing
  - Live DEMOlition Event® takes place 9 a.m. – 4 p.m. for attendees

**Friday, February 6 – Sunday, February 7 | 7 a.m. – 4 p.m.**

- Equipment Move-out
- Must be completed by 4 p.m. daily
- **A representative from the exhibiting company must be present onsite at the time of equipment delivery.**
- Upon delivery, the company representative will check-in with Live Demo foreman before delivering to the designated spot.

*\*Schedule is subject to change. Any changes will be communicated to exhibitors as soon as possible.*

#### **D. SHIPPING**

**Do not send any equipment to the Levy Advance Warehouse.** All machinery and other equipment items for the Live DEMOlition Event® should be shipped **directly** to Firebird Motorsports Park. The advance warehouse **does not** have the necessary equipment to unload and store, and the company will be charged high rates for accepting this freight.

The Levy Advance Warehouse **will** accept freight items such as marketing materials, seating, weighted tents, etc., and bring them to Firebird Motorsports Park on **Monday, February 2**. See included labels for these Live DEMOlition items **only**.

#### **E. INSURANCE**

As an exhibitor of the Live DEMOlition Event®, we are requesting a copy of insurance ahead of your participation at the event. Please provide a certificate of insurance including policies that cover the below.

- Workman's Compensation insurance in the minimum amounts required by the laws of the State of Arizona.



- Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any one occurrence.

*The following should be listed as additional insured: National Demolition Association, Firebird Motorsports Park and Smithbucklin.*

The Certificate Holder should be listed as below:

National Demolition Association  
2001 K St NW  
Washington, DC 20006

**Action:** Please provide your COI to [exhibit@demolitionassociation.com](mailto:exhibit@demolitionassociation.com) by **Thursday, December 18.**

#### F. SAFETY

- Safety is our main priority at the Live DEMOLition Event®. All exhibitors, exhibitor personnel, truck drivers, and attendees **must** watch NDA's safety presentation and **sign a safety waiver prior to the event.**
- **All exhibitors, exhibitor personnel, and truck drivers must wear appropriate PPE, including safety-toed shoes.** NDA will be providing basic PPE (hard hats, safety vests, goggles, ear plugs), but wearing your own is permitted. Attendees (not exhibitors) walking the 2 event days are required to wear close-toed shoes.
- No person will be permitted to enter the site with any open-toed shoes of any kind. *Please make sure any invited guests or customers are made aware of these requirements.*
- The NDA Live DEMOLition Event® Safety Video will be posted on the NDA website in early 2026 for viewing.
- On set-up days, daily safety briefings will take place during setup starting at 7:30 a.m.
- The site-specific safety plan will be provided in January.

#### G. REGISTRATION INFORMATION

Pending your exhibitor contract with NDA, each Live DEMOLition Event® exhibitors will receive (3) complimentary exhibitor additional staff badges per outdoor space, and exhibitors will receive (1) complimentary exhibitor additional staff badge per attachment or equipment corral.

Exhibitor additional staff badges include access to the Live DEMOLition Event®. All personnel must register for the event.

If you need to purchase exhibitor additional staff badges, you may purchase them for \$375 each. Extra badges can be purchased on the [registration website](#) or at the registration desk onsite. ALL badges must be picked up at the registration desk located at the Phoenix Convention Center prior to going to the Live DEMOLition Event® site. Check registration hours listed within the [online schedule](#).



If you have questions about badges/allotments, please contact us. If you need your registration information resent, contact the [NDA registration team](#).

#### H. RULES AND REGULATIONS

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety, and health, which may be applicable in the Expo during the event. Exhibitors must comply [with NDA's Contract Conditions/Rules & Regulations](#) as included in this kit.

#### I. DRONES

- Drones are **NOT** permitted at the site. If you choose to violate this rule, you will be asked to leave the Live DEMolition Event®.
- NDA Show Management works with Roose Media for exhibitors to coordinate drone footage when at the Live DEMolition Event® site. Order form is included in this kit.

#### J. OTHER IMPORTANT INFORMATION

- Bring your equipment with a full tank of gas, ready to go. There will be a fuel station onsite, however it's set up as a traditional gas station and not mobile. Exhibitors are responsible for fueling equipment as needed.
- **Glass cages/cab guards on equipment are required.**
- Lifting straps for any attachments must be provided by the exhibiting company.
- NDA Live Demo volunteers can assist with unloading tools up to a maximum weight of 14,000 lbs. Anything above this weight must be arranged/handled by your team.
- One tent with weights (**Reminder: tents may not be staked into the ground**), signage, and other marketing materials are permitted ONLY within your company's designated area.
- Firebird Motorsports Park requires all guests to sign a waiver. Exhibitors, attendees, guests, and drivers will be required to sign upon arrival.
- More information about Demolition Phoenix can be found on the [NDA website](#).



## Live DEMOlition Event® Frequently Asked Questions

### Map and Space Assignments

#### Where will my Live DEMOlition Event® exhibit area be located?

A map and space assignments will be provided to all Live DEMOlition exhibitors in December. Details are being worked through as we finalize all equipment with each exhibitor. If you have yet to provide your equipment and material needs, please email [Paul Dickson](#).

### Setup

#### Where is the Live DEMOlition Event® taking place?

Firebird Motorsports Park - Lot #1 (20000 S Maricopa Road, Chandler, AZ 85226).

#### What are the setup and teardown days and times for the Live DEMOlition Event®?

Thursday, January 30 – Sunday, February 1 | 7 a.m. – 5 p.m.

Monday, February 2 | 7:30 a.m. – 4 p.m.

Tuesday, February 3 | 7:30 a.m. – 4 p.m.

Wednesday, February 4 | Noon – 4 p.m. **\*Equipment Maintenance Exhibitors Only\***

Friday, February 6 – Sunday, February 7 | 7 a.m. – 4 p.m.

#### When is the Live DEMOlition Event®?

The event will take place on Thursday, February 5, from 7 a.m. to 4 p.m.

#### What is allowed within my exhibit area?

One tent with weights, signage, and other marketing materials are permitted **ONLY** within each exhibit area. Pop-up tents must be secured with weights. Ground stakes are not permitted.

**Important Venue Information:** Firebird Motorsports is property of the Gila River Native American tribe. Digging and staking into the ground is not permitted. Minimal ground disruption is expected. If any damage is found in your designated exhibit area, NDA will forward the associated damage costs. Temporary pop-up tents must be secured using weights and not stakes.

### Shipping

#### How do I ship my machinery and other materials to the Live DEMOlition Event® venue?

All machinery and other equipment items for the Live DEMOlition Event® should be shipped **directly** to Firebird

Motorsports Park - Lot #1 (20000 S Maricopa Road, Chandler, AZ 85226). **Do not send any equipment to the Levy Advance Warehouse.** The warehouse does not have the necessary equipment to unload and store, and the company will be charged high rates for accepting this freight.

#### What can I ship to the Levy Advance Warehouse?

The Levy Advance Warehouse **will** accept Live DEMOlition Event® freight items such as marketing materials, seating, weighted tents, etc., and bring them to Firebird Motorsports Park – Lot #1 on **Monday, February 2**. See included labels for these Live DEMOlition items **only**.

## Certificate of Insurance

#### Do I have to submit a COI?

Yes, all participating exhibitors must have a certificate of insurance on file to participate in the Live DEMOlition Event®.

#### What parameters must the COI include?

- Workman's Compensation insurance in the minimum amounts required by the laws of the State of Arizona.
- Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any one occurrence.

*The following should be listed as additional insured: National Demolition Association, Firebird Motorsports Park and Smithbucklin.*

- The Certificate Holder should be listed as below:  
National Demolition Association  
2001 K St NW  
Washington, DC 20006

**Action:** Please provide your COI to [exhibit@demolitionassociation.com](mailto:exhibit@demolitionassociation.com) by **Thursday, December 18**.

## Safety

#### What requirements do exhibitor personnel, truck drivers, and attendees need to fulfill to enter the Live DEMOlition Event® venue?

Everyone **must** watch NDA's safety presentation and **sign a safety waiver prior to the event**.

#### What PPE is required?

All exhibitors, exhibitor personnel, and truck drivers must wear appropriate PPE, **including** safety-toed shoes. NDA will provide basic PPE (hard hats, safety vests, goggles, and earplugs), though you are welcome to bring your own.

#### What are the footwear requirements for attendees?

Attendees walking the two event days **must wear close-toed shoes**. No one will be allowed on site wearing open-toed shoes of any kind.

#### Are there daily safety briefings during setup?

Yes. Daily safety briefings will be held each setup day starting at 7:30 a.m.

# Exhibitor Application For Live DEMOLition Event®

## NDA Demolition Convention and Expo

Event Dates: February 4-7, 2026

Live DEMOLition Event® Date: February 5, 2026

Event Location: Phoenix, AZ



### 1. Exhibit Eligibility

The National Demolition Association (NDA) reserves the right, in its sole discretion, to accept or reject, at any time, any application to exhibit at the Live DEMOLition Event® (the "Event"). Applications rejected by NDA will be returned with refund of payment. An application becomes effective once it has been received and countersigned by NDA. Once countersigned by NDA, this application will be a binding agreement between the parties. An executed copy of this application along with confirmation of your exhibit space will be sent to the exhibitor upon acceptance.

### 2. Assignment of Exhibit Space

NDA assigns exhibit space in its sole discretion based on internal methodologies, which may be modified at any given time. NDA reserves the right to change the exhibit space plan at any time. NDA reserves the right to relocate exhibitors should it become necessary for causes beyond the control of NDA, or advisable in the best interest of NDA.

### 3. Subletting of Space

Exhibitors may not assign, sublet or apportion to others the whole or any part of the space allocated, and may not display goods or services other than those manufactured or regularly distributed by the exhibitor.

### 4. Cancellation of Live DEMOLition® Space

All cancellations must be sent in writing to NDA. Cancellations requested prior to December 3, 2025 are entitled to a 50% refund if your space has been paid in full. Cancellations requested after December 3, 2025, are not entitled to a refund; no exceptions will be made by NDA. Exhibitor understands and agrees that Section 2. Assignment of Exhibit Space, 8. Insurance and Liability, 9. Force Majeure, 10. Remedies, and 11. Order of Precedence survive cancellation indefinitely and Exhibitor will continue to be bound thereby. Should the in-person event be altered for any reason, NDA will direct any monies paid to the following options at the discretion of the exhibitor: updated NDA exhibitor opportunity at 2026 Demolition Phoenix, 2026 LiveDEMOLition® participation, NDA sponsorship opportunities, NDA advertising opportunities, or booth space at 2026 Demolition Phoenix.

### 5. Material Handling & Shipping

All equipment must be shipped directly to the Live Demo Site during designated receiving days as provided by NDA. A finalized schedule will be provided to all exhibitors no later than 60 days prior. If exhibitor ships non-equipment materials, arrangements can be made by the official general service contractor (GSC) to deliver to Live Demo site during move-in. Designated labels will be provided by the GSC in the Exhibitor Services Kit. Any Exhibitor Freight that needs to be delivered, picked up or transported to or from the Live Demo site will be subject to an hourly labor charge and a charge for a truck or transportation vehicle. This includes improperly labeled freight or last-minute shipments to the Demolition Phoenix Advanced Warehouse or Convention Center.

### 6. Fuel

All exhibitors are responsible for their fuel consumption. Please make sure your equipment is fueled for eight (8) hours of service and that your equipment is topped off when it arrives.

### 7. Pairings

All pairings must be with a contracted LiveDEMO exhibitor. If you are pairing with a company and/or parent or subsidiary of your company, the excavator and/or attachment company must pay the corresponding exhibit fee. It is recommended that you find your preferred pairing and confirm the company is willing to contract and pay the corresponding exhibit fee before making arrangements. Exhibitors are solely responsible for securing their own equipment pairings. If requested, the NDA may facilitate introductions between exhibitors seeking pairing partners, but the NDA is not responsible for arranging, guaranteeing, or securing any pairing arrangements. All pairing negotiations and agreements are the responsibility of the individual exhibitors. If you are unable to secure a pairing partner, you will be responsible to find a rental or equipment company prior to the event. You are responsible for all associated costs, including rental fees, transportation, and any additional equipment expenses if pairing arrangements are unsuccessful. All pairing arrangements must be documented and confirmed in writing with NDA management.

### 8. Exhibit Setup & Dismantle

Exhibitor setup and dismantle schedule will be communicated by the NDA once contracted. A minimum of (1) one exhibiting company personnel must be present when equipment arrives at the site and available for the duration of move-in. NDA volunteers and LiveDEMO committee members will be available on-site to assist with setup and dismantle with the supervision and instruction of the Exhibitor. LiveDEMO exhibits are to be kept intact until the closing of the Live DEMOLition Event®. Company personnel must arrange with freight company for outbound shipping during designated dismantle schedule. Exhibitor must be present during dismantle if help from NDA Volunteers are needed. If equipment or machines are left unattended or unattended by Exhibitor during setup or dismantle. Exhibitor may lose the privilege of exhibiting at future events.

### 9. Insurance and Liability

The Exhibitor is fully responsible for any claims, liabilities, losses, damages or expenses relating to or arising from any injury to any person, or any loss of or damage to property where such an injury, loss, or damage is incident to, arises out of, or is in any way connected with exhibitor's participation in the Event. Exhibitor agrees to obtain at its own expense, lanyard all licenses and permits to comply with all federal, state and local laws and ordinances for any activities conducted in association or as part of the NDA Event. The Exhibitor shall protect, indemnify, hold harmless and defend NDA, its officers, directors, agents, members, representatives and employees against all such claims, liabilities, losses, damages and expenses, including reasonable attorney's fees and costs of litigation; provided that the foregoing shall not apply to injury, loss or damage caused by or resulting from the willful misconduct of NDA, its officers, directors, agents or employees. In no event shall the facility, NDA, their owners, managers, officers or directors, agents, employees, independent contractors, subsidiaries and affiliates (collectively "NDA parties") be liable to the exhibitor or any third party hired by or otherwise engaged by the exhibitor for any lost profits or any other indirect, special, punitive, exemplary, incidental or consequential damages, including attorney's fees and costs, arising out of this application and contract or connected in any way with use of or inability to use the services outlined in this application and contract or for any claim by exhibitor, even if any of the NDA parties have been advised, are on notice, and/or should have been aware of the possibility of such damages. Exhibitor agrees that NDA parties' sole and maximum liability to exhibitor, regardless of the circumstances, shall be the refund of the exhibit fee. Exhibitor agrees to indemnify and defend the NDA parties from any claims brought by a third party hired by, or engaged by the exhibitor for any amount beyond the exhibit fee. Further, exhibitor agrees to pay all attorneys' fees and costs incurred by NDA parties arising out, or in any way related to, this contract. Exhibitor shall be solely responsible for its attorneys' fees and costs.

### 10. Force Majeure

In the event any part of the exhibit space is destroyed or damaged so as to prevent NDA from permitting an exhibitor to occupy assigned space during any part or the whole of the exhibition period, or in the event occupation of the assigned space during any part or the whole of the exhibition period is prevented by strikes, Acts of God, war, terrorism, disease, health advisory, or threat thereof, national emergency or other cause beyond the control of NDA, then exhibitor will be charged for space during the period it was or could have been occupied by the exhibitor; and exhibitor hereby waives any claim against NDA, its directors, officers, agents, members, representatives or employees for losses or damages which may arise in consequence of such inability to occupy assigned space, its sole claim against NDA being for a refund of rent paid for the period it was prevented from using the space. NDA and Exhibitor agree to take all reasonable steps to mitigate losses to the other party if an event described in the preceding sentence occurs.

### 11. Remedies

In the event Exhibitor breaches this agreement (including, without limitation, by engaging or planning to engage in conduct prohibited hereby), the parties agree that NDA may avail itself of any and all legal and equitable remedies, excluding special, exemplary, and punitive damages. Permitted remedies include, but are not limited to, recovering damages, seeking injunctive relief, terminating this agreement, revoking Exhibitor priority points, removing Exhibitor and its attendees and employees from the Event and/or barring Exhibitor from attending future events. Except as to instances of gross negligence or willful misconduct, NDA's aggregate liability under this shall not exceed the fees paid by Exhibitor to NDA under this Agreement.

### 12. Order of Precedence

In the event of a conflict between these Terms and Conditions and any documents incorporated by reference, the terms of this document shall prevail over the referenced documents.

### 13. Personal Information

Exhibitor acknowledges that personal information of all its company contacts may be used by NDA: (a) to fulfill the purpose and obligations of this contract; (b) to communicate other information about NDA; (c) to engage in outreach to solicit corporate support of NDA in the future; and (d) in furtherance of any other purpose outlined in NDA's privacy policy. Exhibitor represents it is authorized by all its company contacts to provide the preceding acknowledgement on their behalf. To learn more about our privacy policy, [click here](#).

### 14. Exhibitor Rules and Regulations

As an Exhibitor, I agree to abide by the rules and regulations set forth by NDA for this Event. The exhibitor understands and agrees that these NDA Exhibitor Terms and Conditions are an integral and binding part of this contract. Please note all drivers must have proper PPE to be allowed on the site as it is an active construction site.

## Video/Photography/Drone Pre-Show Order Form



NATIONAL  
DEMOLITION  
ASSOCIATION

**Roose Media, LLC**  
[www.roosedmedia.com](http://www.roosedmedia.com)

**Contact:** Eric Purdue **Phone:** 612-432-8187

**Address:** 1313 E Randolph st. Apt C  
Milwaukee, WI 53212 **Email:**

[eric@roosedmedia.com](mailto:eric@roosedmedia.com)

EXHIBITOR \_\_\_\_\_ BOOTH # \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_ PHONE # \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_ EMAIL \_\_\_\_\_

### 60 SECOND ELEVATOR PITCH VIDEO/Drone Shoot

Professional video that features your brand and or the product/service you would like to highlight

- Your pitch overlaid with footage of your booth/brand
- Up to 3 takes of your 60 second pitch w/ professional audio
- Delivered digitally within 4 weeks of the show

Video / \$850 \_\_\_\_\_

Drone \$300-\$400 \_\_\_\_\_

- Drone footage for an additional \$300. \$400 if only drone footage needed

Total Due \_\_\_\_\_

### MINI PROFESSIONAL PHOTO SESSION

15 minute photoshoot of your booth, products, people and/or brand.

- You choose what we photograph at your booth
- Minimum 20 photos edited & delivered
- Delivered digitally within 3 weeks of the show
- 

Mini Photo Session / \$300 \_\_\_\_\_

Expedited 1 week delivery / \$60 \_\_\_\_\_

Total Due \_\_\_\_\_

Total Payment \_\_\_\_\_

Orders must be paid before the shoot via check or credit card

Filming and photography sessions will be scheduled as payments are recieved.

Timeslots are limited

For questions please email Eric Purdue at [eric@roosedmedia.com](mailto:eric@roosedmedia.com)

# SOLORATE

ONE RATE. ONE FEE.

**LEVY**  
EXPOSITION SERVICES INC.



## THE SIMPLIFIED PRICING OF PAYING PER POUND INCLUDES:

- Receiving and unloading your materials at the advance warehouse.
- Secure storage of materials for up to 30 days before the show.
- Transfer to show-site, unload, and deliver materials to your booth.
- Removal and storage of empty containers during the show.
- Returning empties from storage at the close of the show.
- Outbound loading of your materials onto your carrier of choice or Levy's official carrier.



# MATERIAL HANDLING FAQs

The following is a list of frequently asked questions pertaining to material handling and freight services. We strongly recommend that you read this document in its entirety to better familiarize yourself with the processes relating to material handling and freight services.

As the official service contractor, LEVY is the exclusive provider of freight services. Material handling includes unloading your exhibit material, storing up to 30 days in advance at the warehouse address, delivering to the booth, the handling of empty containers to and from storage, and removing of material from the booth for reloading onto outbound carriers. It should not be confused with the cost to transport your exhibit material to and from the convention or event. You have two options for shipping your advance freight — either to the warehouse or directly to show site.

## HOW DO I SHIP TO THE ADVANCE WAREHOUSE?

- We will accept freight beginning 30 days prior to show move-in.
- To check on your freight arrival, call Exhibitor Services at the number listed on the Quick Facts.
- To ensure timely arrival of your materials at show site, freight should arrive by the deadline date listed on the Quick Facts and Shipping Instructions pages. Your freight will still be received after the deadline date, but additional charges will be incurred.
- The warehouse will receive shipments Monday through Friday, except holidays. Refer to the Shipping Instructions page for warehouse receiving hours.
- The warehouse will accept crates, cartons, skids, trunks/cases and carpets. Loose or pad-wrapped materials must be sent directly to show site.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.
- Warehouse freight will be delivered to the booth prior to exhibitor setup.
- Please call the number located on the Quick Facts if you want to ship oversized material that requires special equipment to the warehouse.

## HOW DO I SHIP TO SHOW SITE?

- Freight will be accepted only during exhibitor move-in. Please refer to the Quick Facts for the specific exhibitor move-in dates and times.
- All shipments must have a bill of lading or delivery slip indicating the number of pieces, type of merchandise and weight.
- Certified weight tickets must accompany all shipments.

## WHAT ABOUT PREPAID OR COLLECT SHIPPING CHARGES?

- Collect shipments will be returned to the delivery carrier.
- 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, the booth number and the name of the event.
- The specific shipping address for either the warehouse or show site can be found on the Quick Facts and Shipping Instructions pages.

## HOW DO I ESTIMATE MY MATERIAL HANDLING CHARGES?

- Charges will be based on the weight of your shipment. Each shipment received is considered separately. The shipment weight will be multiplied by the applicable per pound rate with no round-ups. All shipments are subject to reweigh.
- On the Order Form, select whether the freight will arrive at the warehouse or be sent directly to show site.

**Crated:** material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

- Add the late delivery charge listed on the Order Form if the shipment is accepted at the warehouse or at show site after the deadline date listed on the Quick Facts and Shipping Instructions pages.
- The above services, whether used completely or in part, are offered as a package and the charges will be based on the total inbound weight of the shipment.
- Shipments received without receipts or freight bills, such as UPS and Federal Express, will be delivered to the booth without guarantee of piece count or condition.

## WHAT HAPPENS TO MY EMPTY CONTAINERS DURING THE SHOW?

- Pick up "Empty Labels" at the Service Center. Place a label on each container. Labeled containers will be picked up periodically and stored in non-accessible storage 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.
- *Please note that LEVY will assume no liability for interrupted travel plans due to the length of time required for the empty container return. It is the responsibility of the exhibitor to schedule travel plans accordingly.*

## HOW DO I PROTECT MY MATERIALS AFTER THEY ARE DELIVERED TO THE SHOW OR BEFORE THEY ARE PICKED UP AFTER THE SHOW?

- Consistent with trade show industry practices, there may be a lapse of time between the delivery of your shipment(s) to your booth and your arrival. The same is true for the outbound phase of the show — the time between your departure and the actual pick-up of your materials. During these times, your materials will be left unattended. We recommend that you arrange for a representative to stay with your materials or that you hire security services to safeguard your materials.

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

- Each shipment must have a completed Material Handling Agreement in order to ship materials from the show. All pieces must be labeled individually.
- To save time, complete and submit the Outbound Shipping Form in advance, or you may contact the Service Center at show site for your shipping documents. The Material Handling Agreement and labels will be processed and available prior to show closing.
- After materials are packed, labeled, and ready to be shipped, the completed Material Handling Agreement must be turned in at the Service Center.
- Call your designated carrier with pick-up information. Please refer to the Quick Facts and Shipping Instructions pages for specific dates and times. In the event your selected carrier fails to show on final move-out day, your shipment will either be rerouted to LEVY's carrier choice or delivered back to the warehouse at exhibitor's expense.
- For your convenience, show-recommended carriers will be on site to handle outbound transportation.

## WHERE DO I GET A FORKLIFT?

- Forklift orders to install or dismantle your booth after materials are delivered may be ordered in advance or at show site. We recommend that you order in advance to avoid additional charges at show site. Refer to the Order Form for available equipment.
- Advance and show-site orders for equipment and labor will be dispatched once a company representative signs the labor order at the Service Center.
- Start time is guaranteed only when equipment is requested for the start of the working day.

## 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 riders to your existing policies.
- All materials handled by LEVY are subject to the enclosed Terms and Conditions.

## OTHER AVAILABLE SERVICES (may not be available in all locations)

- Cranes
- Scissor lifts, condors
- Access storage at show site
- Exhibit transportation services (see enclosed Liberty Convention Freight form)
- Security storage at show site
- Short-term and long-term warehouse storage
- Local pick-up and delivery



**Fax: 253 437 0032**  
14900 Interurban Avenue South, Suite 271  
Seattle, WA  
USA 98168  
Telephone: 253 437 0031  
E-mail: [operations@levyexpo.com](mailto:operations@levyexpo.com)

**LIVE DEMO**  
**February 4 - 7, 2026**  
**Phoenix Convention Center**  
**Phoenix, AZ**

## SOLO RATE MATERIAL HANDLING ORDER FORM & INVOICE

### SOLO RATE MATERIAL HANDLING SERVICES

**DUE TO LIMITED MATERIAL HANDLING SERVICES AT THE PHOENIX CONVENTION CENTER, WE HIGHLY RECOMMEND THAT ALL MATERIALS BE SHIPPED TO OUR ADVANCE WAREHOUSE.**

#### Material Handling Service:

Levy Exposition Services Inc. is the exclusive provider of Solo Rate Material Handling Services for LIVE DEMO. Solo Rate Material Handling Services include:

- receiving and unloading your exhibit materials at the advance warehouse
- storage of exhibit materials for up to 30 days prior to the show
- transportation to show site, unloading and delivery of exhibit materials to your booth space,
- removal and storage of your empty containers during the event
- return of your empty containers at the close of the event
- outbound loading of your materials onto your carrier vehicle of choice at show site

### SOLO RATE MATERIAL HANDLING DESCRIPTIONS

**Normal Warehouse Hours for Receiving Freight:** 8:00 A.M. to 3:00 P.M. Monday through Friday, Holidays excluded.

**Advance Receiving:** Shipment(s) received at the Advance Warehouse *between January 5, 2026 and January 28, 2026.*

**Early/Late to Warehouse:** Shipment(s) received at the Advance Warehouse *prior to January 5, 2026 or after January 28, 2026.*

**Dedicated Delivery from Advance Warehouse:** Any freight received at the Advance Warehouse after **January 28, 2026** could incur a \$650.00 delivery fee if a dedicated truck is required to deliver freight to show site.

Advance Shipment Rates	Price Per lb.
Advance Warehouse Receiving Rate.....	\$2.15
Early/Late to Warehouse Rate.....	\$2.30
Dedicated Delivery from Advance Warehouse (in addition to material handling rates).....	\$650.00 (flat fee)

#### PLEASE NOTE:

Acceptance of Terms & Conditions will be construed when the Material Handling Service Agreement is signed; or when exhibitor's materials are delivered to Levy Exposition Services Inc. warehouse or to a SHOW / EXPOSITION SITE for which Levy Exposition Services Inc. is the official show contractor.

Description	Weight in LBS	Price Per lb.	Estimated Total Charges
Advance Receiving - 1 crate, 2 boxes	298	\$2.15	\$640.70
RATE ADJUSTMENT (OFFICE USE ONLY)			
SUBTOTAL			
TOTAL US DOLLARS			

**EXHIBITOR INFORMATION**

COMPANY

CONTACT

BOOTH#

**PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM**

**\*\*ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT\*\***

## SHIPPING INSTRUCTIONS

SHIPMENTS CAN BE SENT DIRECTLY TO THE SHOW-SITE ON MOVE-IN DAY, OR TO THE ADVANCE WAREHOUSE UP TO THIRTY DAYS PRIOR TO MOVE-IN.

All freight shipped to the advance receiving warehouse must be properly crated, boxed, or stretch wrapped on pallets.

### ADVANCE RECEIVING

For advance receiving, mail or fax the Material Handling Order Form & Invoice with pre-payment to LEVY EXPOSITION SERVICES INC. Shipments sent collect **WILL NOT** be accepted.

Advance receiving includes the following:

- receiving your material at the warehouse up to thirty days in advance of the move-in day
- delivering the shipment to your booth at the facility
- removing empty crates from your booth to a designated storage area
- returning your empty crates to your booth at the close of the show
- loading your crates onto your designated carrier at the close of the show

The material handling services provided by LEVY EXPOSITION SERVICES INC. end with the close of the show. It is the responsibility of the exhibitor to make appropriate arrangements with a carrier for shipping following the close of the show. Please make special note of the allotted move-out times and days, and confirm with your carrier that they are able to meet these allotted times.

Please remove all old shipping labels and ensure that all freight destined for the advance warehouse is labeled with the following information:

#### LIVE DEMO

#### COMPANY NAME & BOOTH #

**Levy Exposition Services Inc.**

**c/o LibertyCFS**

**5620 West Lower Buckeye Road**

**Phoenix, AZ 85043**

Shipments may be sent to the advance warehouse up to thirty days prior to the move-in day for the show. All shipments however, must be received at the warehouse a minimum of one week (seven days) in advance of the show move-in date. Shipments received less than seven days prior to the move-in day are subject to extra charges and delivery time **will not** be guaranteed. All shipments must be received at the advance warehouse between the hours of 08:00 and 15:00, Monday to Friday, no earlier than **January 5, 2026** and no later than **January 28, 2026**. **Shipments that arrive prior to January 5, 2026 or after January 28, 2026 will be subject to the rate of \$2.30 per pound.**

**ANY SHIPMENT(S) RECEIVED AT THE ADVANCE WAREHOUSE AFTER JANUARY 28, 2026 WILL INCUR A CHARGE OF \$650.00 IF A DEDICATED TRUCK IS REQUIRED TO DELIVER TO THE SHOW SITE.**

Shipments must include an official weight ticket or bill of lading.

# MATERIAL HANDLING

Acceptance of said terms and conditions will be constructed when any of the following conditions are met:

- ~ **THE MATERIAL HANDLING ORDER FORM AND INVOICE IS SIGNED; OR**
- ~ **WHEN EXHIBITOR'S MATERIALS ARE DELIVERED TO LES'S WAREHOUSE OR TO A SHOW/ EXPOSITION SITE FOR WHICH LEVY EXPOSITION SERVICES INC. IS THE OFFICIAL SHOW CONTRACTOR; OR**
- ~ **WHEN AN ORDER FOR LABOR AND/ OR RENTAL EQUIPMENT IS PLACED BY AN EXHIBITOR WITH LEVY EXPOSITION SERVICES INC.**

1. **DEFINITIONS.** "Levy Exposition Services Inc" ("LES"), and any sub-contractors affiliated within the show.
2. **PACKAGING AND CRATES.** LES shall not be responsible for damage to loose, uncrated materials, pad-wrapped or shrink-wrapped materials, glass breakage, concealed damage, carpets in bags or poly, or materials improperly packed. In addition, LES shall not be responsible for crates and packaging which are unsuitable for handling, in poor condition, or have prior damage. Crated and packaging should be of a design to adequately protect contents for handling by forklift and similar means.
3. **EMPTY CONTAINERS.** Empty container labels will be available at the show site service desk. Affixing labels to the containers is the sole responsibility of EXHIBITOR or his representative. All previous labels must be removed or obliterated. LES assumes no responsibility for: Error in the above procedures; Removal of containers with old empty labels & without LES labels; or Improper information on empty labels. LES WILL NOT BE LIABLE FOR LOSS OR DAMAGE TO CRATES AND CONTAINERS OR THEIR CONTENTS WHEN SAID ITEMS ARE IN EMPTY CONTAINER STORAGE.
4. **INBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of EXHIBITOR or his representative, and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS AFTER SAME HAVE BEEN DELIVERED TO EXHIBITOR'S BOOTH AT SHOW SITE. LES highly recommends the securing of security services for Facility or Show Management.
5. **OUTBOUND SHIPMENT(S).** Consistent with trade show industry practices, there may be a lapse of time between the completions of packing and the actual pickup of materials from the booths for loading onto a carrier and during such time the materials will be left unattended. LES WILL NOT BE RESPONSIBLE OR LIABLE FOR ANY LOSS, DAMAGE, THEFT, OR DISAPPEARANCE OF EXHIBITOR'S MATERIALS BEFORE SAME HAVE BEEN PICKED UP FOR RELOADING AT THE CONCLUSION OF THE EVENT. LES highly recommends the securing of security services from Facility or Show Management. All Material Handling Agreements submitted to LES by EXHIBITOR will be checked at the time of pickup from booth and corrections will be made where discrepancies exist between the quantities of times listed by EXHIBITOR and the actual count of such items in the booth at the time of pickup.
6. **LES'S RESPONSIBILITIES.** LES shall be responsible only for those services which it directly provides. LES assumes no responsibility for any persons, parties, or other contracting firms not under LES's direct supervision and control. LES shall not be responsible for loss, delay, or damage due to strike, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failure, explosion, acts of terrorism or war, other causes beyond LES's reasonable control, nor for ordinary wear & tear in the handling of materials.
7. **INSURANCE.** It is understood that LES 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 LES with a release of subrogation to the extent of any insurance settlement received.
8. **CLAIM(S) FOR LOSS.** Claims for loss or damage must be reported at show-site.
  - A. **PAYMENT FOR SERVICES MAY NOT BE WITHHELD.** In the event of any dispute between the EXHIBITOR shall not be entitled to and shall not withhold payment, or any partial payment due to LES for its services, as an offset against the amount of any alleged loss or damage.
  - B. **MAXIMUM RECOVERY.** If found damaged LES's sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR's materials and EXHIBITOR's sole and exclusive remedy is limited to \$.50 per pound article with a maximum liability of \$100.00 per item, or \$1,500.00 per shipment.
9. **JURISDICTION.** THIS CONTRACT SHALL BE CONSTRUED UNDER THE LAWS OF THE STATE OF ARIZONA WITHOUT GIVING EFFECT TO ITS CONFLICT OF LAWS RULES. EXCLUSIVE VENUE FOR ALL DISPUTES ARISING OUT OF OUR RELATING TO THIS CONTRACT SHALL RESIDE IN A COURT OF COMPETENT JURISDICTION IN PHOENIX, ARIZONA.
10. **INDEMNIFICATION.** EXHIBITOR agrees to indemnify, forever hold harmless and defend LES, its employees, directors, officers, and agents from and against any and all demands, claims, causes of action, fines, penalties, damages (including consequential), liability, judgments, and expenses (including but not limited to reasonable attorney's fees and investigation costs) on account of personal injury, death, or 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 LES, or the negligent supervision of such labor by any of EXHIBITOR's employees, agents, representative, customers, invitees and/or Exhibitor Appointed Contractor (EAC).
  - EXHIBITOR's negligence, willful misconduct, or deliberate act of EXHIBITOR's employees, agents, representatives, customers, invitees and/or any Exhibitor Appointed Contractor (EAC) at the show or exposition to which this contract relates.
  - EXHIBITOR's violation of U.S.A. or Local ordinances or the violation of Show Regulations and/or Rules as published and set forth by Facility and/or Show Management.
  - EXHIBITOR's inclusion of illegal substances, hazardous materials or waste in any shipment placed with LES and for the violation of the representations and warranties made regarding hazardous materials made on the front of this Agreement.
11. **MISCELLANEOUS.** EXHIBITOR, as a material part of the consideration LES for material handling and transportation services, waives and releases all claims against LES, its employees, agents, officers, and directors, with respect to all matters for which LES has disclaimed liability pursuant to the provisions of this contract. The EXHIBITOR acknowledges that he or she has read this agreement, understands it and agrees to be bound by its terms, and further agrees that it is the complete and exclusive agreement between the parties. The invalidity or enforceability of any provision hereof shall not affect, modify, or impair the validity and enforceability of all provisions herein.

## TERMS & CONDITIONS





## ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
5620 West Lower Buckeye Road  
Phoenix, AZ 85043

EVENT NAME:

**LIVE DEMO**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.



## ADVANCE WAREHOUSE

TO: \_\_\_\_\_  
(EXHIBITOR NAME)

BOOTH # \_\_\_\_\_

Levy Exposition Services Inc.  
c/o LIBERTY CFS NV, INC.  
5620 West Lower Buckeye Road  
Phoenix, AZ 85043

EVENT NAME:

**LIVE DEMO**

NO. \_\_\_\_\_ # of \_\_\_\_\_ PCS.

The above labels are provided for your convenience.  
Place one on each piece shipped to the ADVANCE WAREHOUSE.  
*If more labels are needed, copies are acceptable.*



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