

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

ASDMARKETWEEK

Form Deadline Date:
February 11, 2016

Las Vegas Convention Center
February 28 - March 2, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Please check your manual for Rules and Regulations, governing the guidelines for hanging banners, to ensure that your banner is permissible. Note that the local teamsters union claims jurisdiction on installation/dismantling of banners.

A credit card charge authorization on file with GES is required before work can be performed. See *Payment & Credit Card Charge Authorization Form* in this kit.

Please indicate location of your banner below:

All banners that are to be installed above your booth must be shipped in advance to the GES warehouse, separate from your booth samples and/or merchandise.

Hanging banners must arrive at the GES warehouse by Thursday, February 11, 2016. **Please submit Hanging Banner Labor Order Form H-2a with diagram and send banner in advance, meeting shipping requirements as outlined above.**

Please use the shipping labels provided for Banners that are included in this kit.

Use the diagram on this page to indicate the location of your banner. All banners will be hung with the bottom of the banner at the top of the 8' drape.

The height of the banner cannot exceed 4'.

The overall booth height can not exceed 12'.

All banners/signs extending above the 8' backwall drape **MUST** be installed by GES using GES materials, no exceptions. See below for rate based on the time of order.

Any exhibitor found to have installed their own banner will be charged for 2 workers at one hour minimum labor for both the install and dismantle.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment for install and dismantle (2 workers required). Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

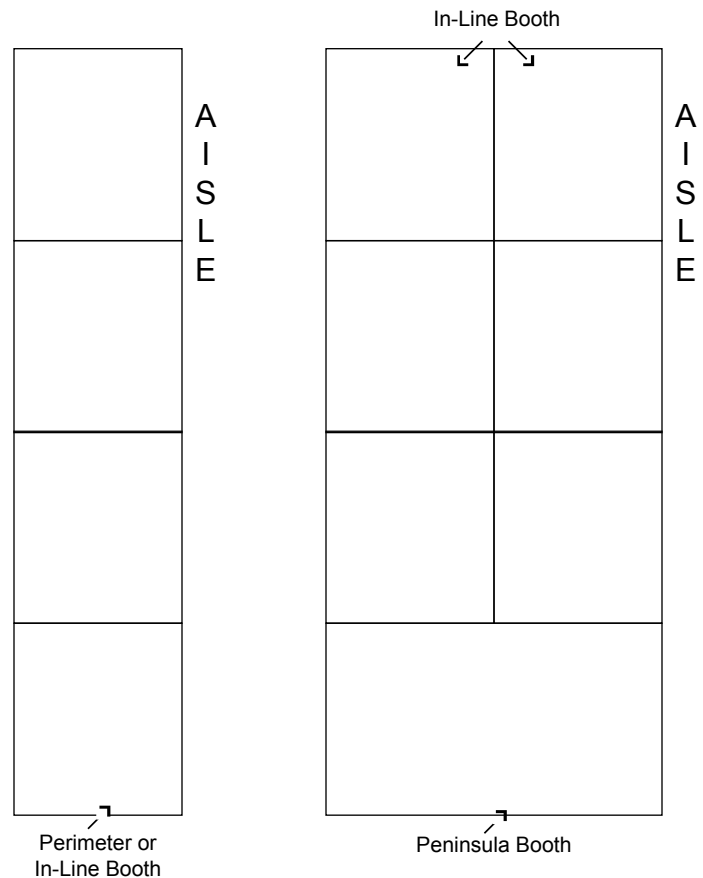
LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Hanging Banner, ST Code: 705020	\$ 75.25	\$ 83.50	\$ 104.50
Hanging Banner, OT Code: 705020	\$ 128.00	\$ 142.25	\$ 177.75

HANGING BANNER ACCESSORIES / MATERIAL RATES ARE AS FOLLOWS:

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
300001	Base, Heavy	\$ 9.70	\$ 12.20
300039	Pipe, 9' to 16' Upright, Adjustable	\$ 34.50	\$ 43.25
702078	Plastic Ties, Zip Ties	\$ 0.25	\$ 0.30
300015	Rod, 6' to 10' Telescopic	\$ 15.60	\$ 19.50
703121	Trick Line, per Foot	\$ 0.25	\$ 0.30
702049	Wire, per Foot	\$ 0.30	\$ 0.40

Place order for Accessories on form A-1



In order to qualify for discount pricing:

1. Banner must be received in GES Warehouse by discount deadline date
2. Hanging banner order form must be received by discount deadline date
3. Credit card or form of payment must be submitted by discount deadline date

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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ASDMARKETWEEK

Las Vegas Convention Center

February 28 - March 2, 2016

Discount Deadline Date:

February 11, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL INSTALLATION OF HANGING BANNERS.
TO DETERMINE WHAT IS REQUIRED FOR HANGING BANNERS PLEASE READ THIS FORM CAREFULLY.**

Please check your manual for Rules and Regulations, governing the guidelines for hanging banners, to ensure that your banner is permissible. Note that the local teamsters union claims jurisdiction on installation/dismantling of banners.

Please submit this form with Hanging Banner Placement form (H-1b) and send banner in advance, meeting shipping requirements. Use the shipping labels (H-1a) provided in this manual.

Important Information & Rates

All orders that qualify for discount pricing will receive priority dispatch starting at 8:00 AM as crew becomes available. For all other starting times, check in at the GES Servicenter one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Straight Time is Monday through Friday from 8:00 AM to 5:00 PM.

Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime is All other times Monday through Friday. All day Saturday, Sunday & Holidays.

LABOR RATES ARE AS FOLLOWS:

Order your labor early and receive a 10% discount!

Worker per Hour		Discount Save 10% if Ordered by Feb 11	Regular Orders Placed Feb 12 thru Feb 25	Show Site Rate Increases 25% on Feb 26
Hanging Banner, ST	Code: 705020	\$ 75.25	\$ 83.50	\$ 104.50
Hanging Banner, OT	Code: 705020	\$ 128.00	\$ 142.25	\$ 177.75

Please Indicate Service

Supervision Information:

- Indicate workers needed for installation **and** dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

LOCATION OF Banner: Use the H-1b: Hanging Banner Placement Form to represent your booth and indicate from each boundary how you would like your banner placed.

Place Order Here

TOTAL # OF HOURS	X	TOTAL # OF LIFT W/CREW	X	LABOR RATE	=	TOTAL
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.				A.	Payment Enclosed	\$
Authorized Signature - Please Sign:						
X	AUTHORIZED NAME - PLEASE PRINT		DATE			

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Need Assistance?

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Order Directly Online:

<https://e.ges.com/011005908/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*
See form H-1a: Hanging Banner Shipping Labels when shipping Hanging Banners.

H-1a



FROM:



TO:

EXHIBITING COMPANY

ASD MARKETWeek

NAME OF EXHIBITION

BOOTH NUMBER

**C/O Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Jan 19, 2016 - Thursday, Feb 11, 2016

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces



FROM:



TO:

EXHIBITING COMPANY

ASD MARKETWeek

NAME OF EXHIBITION

BOOTH NUMBER

**C/O Global Experience Specialists, Inc. (GES)
7000 Lindell Road
Las Vegas, NV 89118
USA**

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Carrier _____

Number _____ of _____ pieces



Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

ASDMARKETWEEK

Las Vegas Convention Center
February 28 - March 2, 2016

Form Deadline Date:
February 11, 2016

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP/POSTAL CODE COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America Account #: 7188101819
901 Main Street, TX1-492-07-14 Wire ABA Routing #: 026009593
Dallas, TX 75202-3714 USA ACH ABA Routing #: 071000039
Telephone # 702-263-2795 or 702-914-5112 SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div style="display: flex; justify-content: space-between;"> <div>PROVIDE EXPIRATION DATE</div> <div>EXPIRATION DATE</div> <div> <input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express </div> </div>		

*Signature Required Below

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP/POSTAL CODE COUNTRY

Calculation of Orders

	TOTAL
Material Handling	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Hardwall Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Cleaning	\$
Electrical	\$
Plumbing	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check Number: Dated:

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN ☒ AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

Need Assistance?

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Order Directly Online:

<https://e.ges.com/011005908/esm>