

## WELCOME LETTER | CURVENV@MAGIC

Dear Exhibitor,

Welcome to **LINGERIE AND SWIM by CURVENV@MAGIC** – **February 16, 17, & 18, 2016** edition!

First and foremost we would like to express how excited we are to welcome you to our first February edition of **CURVENV@MAGIC**!

There have been some major changes to be aware of this season, so please take a minute to fully review the enclosed information.

CURVEXPO would like to take a minute to introduce you to our General Contractor for our February 2016 edition – Global Experience Specialists; or better known as GES. Below, you will find the information for your main contacts at GES followed by all the details and renderings for your **NEW** booth packages you purchased this season.

We here at CURVEXPO and GES want to be sure that you feel supported as you work to prepare your show every step of the way.

Enclosed in this mini exhibitor kit, you can find basic information to get started on planning your February 2016 show.

You can expect to find:

- Set Up Hours & Show Hours
- Important Deadlines
- \*NEW\* Graphics Info
- 10' x 6' Booth Package Renderings (\*NEW\*) and Mini Kit
- 10' x 10' Booth Package Renderings (\*NEW\*) and Mini Kit
- FAQ
- Hand Carry Regulations

Our team is here and ready to assist you with your show needs. Please, feel free to call upon us as your resource in planning for the show. We look forward to seeing you in Las Vegas!

Warm Regards,

Samantha Bosshard & The **CURVENV@MAGIC** Team

### **GES MAIN CONTACT:**

Booth Package: Gina Galvan | E: [GGalvan@ges.com](mailto:GGalvan@ges.com)

All Other Items: Joy Villaluz | E: [JVillaluz@ges.com](mailto:JVillaluz@ges.com)

**PLEASE NOTE:** The information included in this document is brief and specific to CURVENV@MAGIC exhibitors. For all other information concerning: additional furniture orders / booth graphic instructions and orders / hiring labor / shipping info and labels / material handling pricing / and additional forms such as: floral, catering, lead retrieval units, security, etc.... *please refer to the general MAGIC Service Manual.* OR [Click Here](#)!

## GENERAL INFO | CURVENV@MAGIC

### SHOW DATES & HOURS | LINGERIE AND SWIM by CURVENV@MAGIC:

Tuesday, February 16<sup>th</sup> | 9:00 AM to 6:00 PM

Wednesday, February 17<sup>th</sup> | 9:00 AM to 6:00 PM

Thursday, February 18<sup>th</sup> | 9:00 AM to 6:00 PM

- **NOTE:** Exhibitors have access to the exhibit hall one hour before and one hour after show hours.

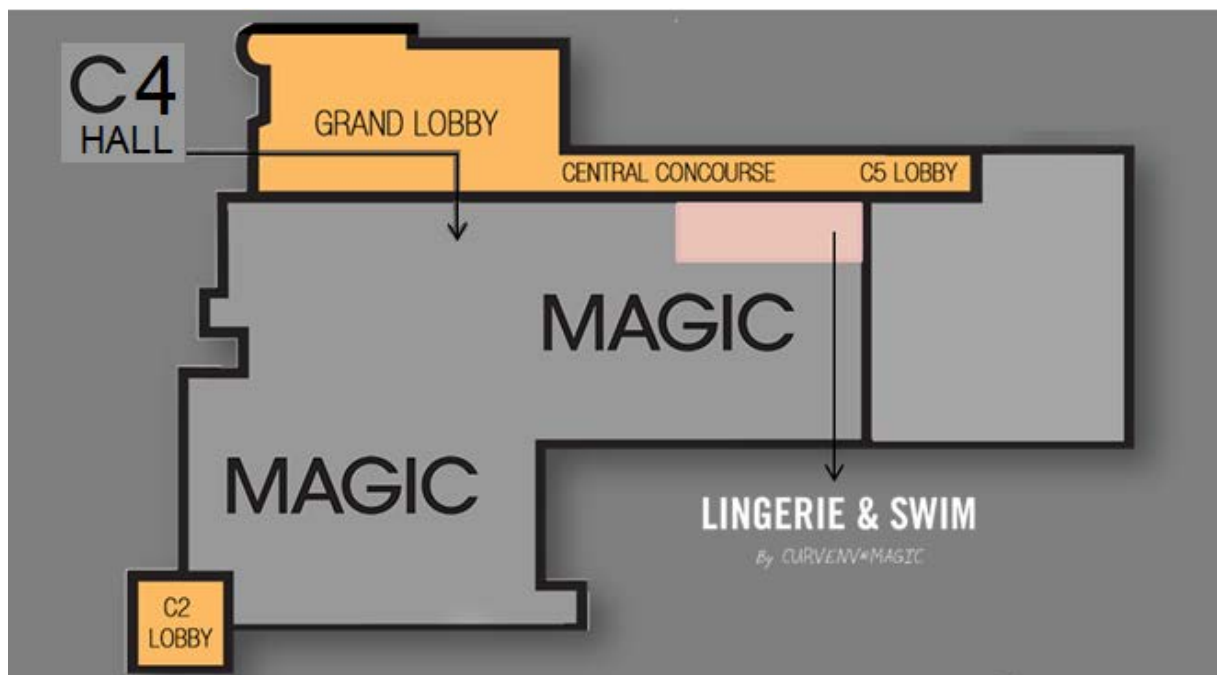
### EXHIBITOR MOVE IN DATE & TIME:

Monday, February 15<sup>th</sup> | 10AM to 5PM

- **NOTE:** Special for LINGERIE AND SWIM CURVENV@MAGIC exhibitors we are offering again a special hand carry location. Please note that it is ***extremely important*** that you follow **ALL** guidelines and rules outlined on page #15 of this document. If not, you will be turned away and/or required to use the docks (in turn, paying material handling fees to GES) or you will be directed to Silver Lots 1 & 2 or Gold Lot, where you can park and unload from there (no overnight parking permitted).
- **IMPORTANT:** For those bringing in their **own booth structure**, your move in and out day and time will be different than those just bringing in product. **PLEASE CONTACT JOY VILLALUZ ([jvillaluz@ges.com](mailto:jvillaluz@ges.com)) FROM GES FOR DATES AND TIMES.** *Otherwise, you will incur additional fees!*

### SHOW LOCATION | LAS VEGAS CONVENTION CENTER:

- **LINGERIE AND SWIM by CURVENV@MAGIC** takes place in the **C4 Hall**, Level 1 at 3150 Paradise Road Las Vegas, NV 89109 (CURVENV@MAGIC curated section highlighted in **PINK**).



## IMPORTANT DEADLINES | CURVENV@MAGIC

### Tuesday, January 26<sup>th</sup> | Discount Deadline for Electrical, Plumbing, Hanging Sign, and Truss:

- Electrical, Plumbing, Hanging Sign, and Truss orders.
- All orders must be submitted and paid in full by 5PM in order to receive the discounted price.

### Tuesday, February 2<sup>nd</sup> | Discount Deadline for Furniture & Accessories, Graphics, and Labor:

- Furniture & Accessories, Graphics, and Labor.
- All orders must be submitted and paid in full by 5PM in order to receive the discounted price.
- Booth Package accessory selection. If you do not submit your accessory selection, you will receive the default quantities. (See relevant mini kit on pages 5 or 8 to make your selection and submit to GES, if you desire something other than the default quantities.)

### Wednesday, February 3<sup>rd</sup> | Changes to Booth Package Structure:

- Any and all changes to booth package structures should be sent to [Samantha@curvexpo.com](mailto:Samantha@curvexpo.com) no later than Wednesday, February 3<sup>rd</sup>.
- Any notices received later than this date will incur additional labor fees from GES.
  - *Example of Changes to Booth Package Structure:* corner location booths come with two sides open. If you want one of those sides closed, it is no extra charge if your request is given prior to the deadline date.

### Monday, February 8<sup>th</sup> | ADVANCED Shipments Deadline:

- Advanced Warehouse Shipments are accepted started *January 7<sup>th</sup> through February 8<sup>th</sup>*
  - February 8<sup>th</sup> is the last day for shipments to arrive to the GES advanced warehouse without a surcharge. Must arrive no later than 4:30PM on Monday, February 8<sup>th</sup>.
- Advanced Warehouse Shipping Labels can be found [here](#).

### Thursday, February 11<sup>th</sup> through Monday, February 15<sup>th</sup> | DIRECT Shipments Deadline:

- Product being shipped can arrive anytime between February 11<sup>th</sup> and 15<sup>th</sup>
  - **NOTE:** please state on shipping Bill Of Lading and label your boxes 'PRODUCT' in order to not be charged additional fees.
- Direct Shipping Labels can be found [here](#).
- Custom Booth Structures must arrive on Thursday, February 11<sup>th</sup>.
  - **PLEASE CONTACT JOY VILLALUZ ([JVillaluz@ges.com](mailto:JVillaluz@ges.com)) FROM GES FOR DATES AND TIMES**

**Be sure to mark the name of your company/brand AND booth number on all packages.**

**IMPORTANT:** For exhibitor showing at both **CURVENV@MAGIC** and **CURVENY** | CURVEXPO will be sending out an additional communication on how to best proceed with shipping for such a short turnaround time.

**PLEASE STAY TUNED!**

## **\*NEW\* GRAPHICS INFO | CURVENV@MAGIC**

For those of you who have been exhibiting at CURVEXPO for a while now, you have been accustomed to booth walls being made up of fabric. With the switch over to GES as our February 2016 contractor, **we have a NEW booth structure** (see appropriate renderings in mini kits on the pages 5 or 8)!

**The NEW CURVENV@MAGIC booth is built using *hard panel inserts*.**

Each panel measures 1M and is separated by a vertical bar. So, the wall of a 10' x 10' booth is made up of 3 of these 1M hard white panels.

### **Now, what does this mean for your graphic walls?**

GES has your graphics printed onto these panels to offer you the best look possible. Your image is split into three and installed as per your display instructions. Giving your booth a clean and professional finished look.

\*\*\* For more specific specs and instructions, you can contact Gina Galvan ([GGalvan@ges.com](mailto:GGalvan@ges.com)) from GES, and she will walk you through the entire process.

We strongly recommend that you consider printing new graphics, made for these booth structures with GES directly for best results.

**IF YOU HAVE FABRIC BANNERS FROM PAST SEASONS YOU WANT TO USE!** You do have alternative options. BUT, because this booth is not formatted to accommodate fabric panels, it might not give the same look you are accustomed to. Though, the process would be similar.

\*\*\* Talk to Gina Galvan ([GGalvan@ges.com](mailto:GGalvan@ges.com)) about ordering materials and labor to install your graphics.

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

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**WWD MAGIC / Sourcing at MAGIC / WSA at MAGIC / playground**  
Las Vegas Convention Center  
February 16 - 18, 2016

**Discount Deadline Date:**  
February 2, 2016

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**Four (4) accessories, per 6' x 10', are included with your package. Please choose from the following:**
**QUANTITY**

Ladder Rack Hang Bar

Ladder Rack Shelf

*Please be advised if this form is not returned on or before February 2, 2016, your booth package will receive half hang bars and half shelves.*
**GES also provides additional accessories on the MAGIC booth packages. Please choose from the following:**

ITEM#	DESCRIPTION	Order received on or before February 2, 2016	Order received after February 2, 2016
300233	8' Ladder Rack, Single	\$ 426.00	\$ 639.00
300104	Garment Rack*	\$ 68.75	\$ 102.75
300232	Ladder Rack Hang Bar	\$ 64.50	\$ 128.25
300231	Ladder Rack Shelf	\$ 64.50	\$ 128.25
660373	Hardwall, Grid Panel, 24"W x 8"H, Chrome	\$ 108.25	\$ 157.00
600451	Panel, 1/2M, Styrene Insert (VO 18 3/16 x 89 1/2)	\$ 111.50	\$ 223.25
600452	Panel, 1/4M, Styrene Insert (VO 8 1/2 x 89 1/2)	\$ 74.50	\$ 148.75
600450	Panel, 1M, Styrene Insert (VO 37 9/16 x 89 1/2)	\$ 223.25	\$ 446.25

**Place Order Here**

For additional electrical or lighting, please refer to your venue specific exhibitor manual (utilities tab).

\*Rack measures 50" long and height adjusts from 51" to 61" (without wheels).

Graphic Order Must contain ALL of the following items to be considered complete:

- Completed Order Form
- Method of Payment
- Artwork File
- Layout or Diagram for Placement

\*\*For artwork sizes, please see the next page. Order graphics and upload artwork files directly online: <https://e.ges.com/011600489/signs>

Styrene (.030 MM) material is used for a graphic panel and is single sided.

For any graphic orders received/completed after February 2, 2016, GES will not guarantee to produce and install before the show opens.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
<b>A.</b>	Payment Enclosed			\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				<b>X</b>
AUTHORIZED NAME - PLEASE PRINT				DATE

**Cancellation Policy:** Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

<https://ordering.ges.com/Show/Info/011600489>

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

WWDMAGIC / Sourcing at MAGIC / WSA at MAGIC / playground  
Las Vegas Convention Center  
February 16 - 18, 2016



Furniture depicted in photo is subject to change

A - 1M Panel - 38 1/8" wide x 67 5/8" high  
Visual Opening - 37 9/16" wide x 65 1/2" high



Blade ID Sign  
11" High x 17" Wide



White Table  
48" Wide x 30" Deep x 30" High



Wendy Chair  
19.7" Deep x 15" Wide x 35.8" High

**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

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**WWD MAGIC / Sourcing at MAGIC / WSA at MAGIC / playground**  
 Las Vegas Convention Center  
 February 16 - 18, 2016

**Form Deadline Date:**  
 February 2, 2016

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER			CONTACT'S HOTEL (OPTIONAL)

**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** — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank 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 wire transfer payment information:**

**Beneficiary:** Global Experience Specialists  
 c/o Bank of America      **Account #:** 7188-1-01819  
 901 Main Street, TX1-492-07-14      **ABA Routing #:** 0260-0959-3  
 Dallas, TX 75202-3714 USA      **SWIFT Address:** BOFAUS3N  
 Telephone # 888-715-1000 ext 50118      **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 address listed on the order forms:

- 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.**

<b>Account Number</b>	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
<div></div>	<div></div>	<div></div>
<b>PROVIDE EXPIRATION DATE</b>	<b>EXPIRATION DATE</b>	<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 COUNTRY

**Calculation of Orders**

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

**To simplify payment,** send a check payable to Global Experience Specialists, Inc. (GES) 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** X  
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

**Need Assistance?**

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<https://ordering.ges.com/Show/Info/011600489>



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February 16 - 18, 2016

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February 2, 2016

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**Eight (8) accessories, per 10' x 10', are included with your package. Please choose from the following:**
**QUANTITY**

Ladder Rack Hang Bar \_\_\_\_\_

Ladder Rack Shelf \_\_\_\_\_

*Please be advised if this form is not returned on or before February 2, 2016, your booth package will receive half hang bars and half shelves.*
**GES also provides additional accessories on the MAGIC booth packages. Please choose from the following:**

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600450	Panel, 1M, Styrene Insert (VO 37 9/16 x 89 1/2)	\$ 223.25	\$ 446.25

**Place Order Here**

For additional electrical or lighting, please refer to your venue specific exhibitor manual (utilities tab).

\*Rack measures 50" long and height adjusts from 51" to 61" (without wheels).

Graphic Order Must contain ALL of the following items to be considered complete:

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- Method of Payment
- Artwork File
- Layout or Diagram for Placement

 \*\*For artwork sizes, please see the next page. Order graphics and upload artwork files directly online: <https://e.ges.com/011600489/signs>

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For any graphic orders received/completed after February 2, 2016, GES will not guarantee to produce and install before the show opens.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
<b>A.</b>	Payment Enclosed			\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b>				<b>X</b>
<small>AUTHORIZED NAME - PLEASE PRINT</small>				<small>DATE</small>

**Cancellation Policy:** Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

**Need Assistance?**

 Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)


Order Directly Online:

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Furniture depicted in photo is subject to change

A - 1M Panel - 38 1/8" wide x 67 5/8" high  
Visual Opening - 37 9/16" wide x 65 1/2" high



Blade ID Sign  
11" High x 17" Wide



White Table  
48" Wide x 30" Deep x 30" High



Wendy Chair  
19.7" Deep x 15" Wide x 38.8" High

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 February 16 - 18, 2016

**Form Deadline Date:**  
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## MANDATORY FORM\*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
STREET ADDRESS	CITY	STATE ZIP COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT EMERGENCY PHONE NUMBER	CONTACT'S HOTEL (OPTIONAL)

### 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** — Global Experience Specialists accepts MasterCard, Visa, American Express, check and bank 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 wire transfer payment information:

**Beneficiary:** Global Experience Specialists

c/o Bank of America  
 901 Main Street, TX1-492-07-14  
 Dallas, TX 75202-3714 USA  
 Telephone # 888-715-1000 ext 50118

**Account #:** 7188-1-01819  
**ABA Routing #:** 0260-0959-3  
**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 address listed on the order forms:

- 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.**

Account Number	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card
EXP. DATE	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	
PROVIDE EXPIRATION DATE	*Signature Required Below	

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

### Calculation of Orders

	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Electrical	\$
Plumbing	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> 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, Inc. (GES) 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** X  
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://ordering.ges.com/Show/Info/011600489>

011600489

## FREQUENTLY ASKED QUESTIONS (FAQ) | CURVENV@MAGIC

### Q. HOW DO I ORDER BADGES?

**A.** Badges are required to enter the show floor AT ALL TIMES. Exhibitors should request badges for booth personnel only, via the CURVEXPO website by logging onto their personal space.

You will be able to pick up these badges on move in day, Monday, February 15<sup>th</sup> – at registration.

### Q. DOES MAGIC OFFER SPECIAL RATES ON HOTELS?

**A.** Yes, MAGIC has selected “official” hotels; these selected hotels offer special rates to MAGIC participants. To take advantage of these special rates, [click here](#) or call MAGIC’s official travel agency, Travel Planners at (800) 254-7188 Domestic or (212) 532-1660 International.

### Q. WHEN CAN I MOVE IN AND OUT OF THE BUILDING?

**A.** Move in for CURVENV@MAGIC exhibitors with booth packages is Monday, February 15, 10:00 am to 5:00 pm. The Show closes at 6:00 pm Thursday, February 18. All exhibitors are required to keep their booth intact until 6:00 pm on that date. Any exhibitor packing up their booth before 5pm will be subject to fines and/or reevaluation of location for the next show.

**Please note:** that returning stored boxes and containers to you may take longer than you are accustomed to, as GES is managing thousands of exhibitors. Please be patient and plan accordingly!

Same day outbound shipping is done either through GES Logistics or through the Business Center (FedEx). If you are using your own freight carrier – please contact GINA Galvan ([GGalvan@ges.com](mailto:GGalvan@ges.com)) to see when you can schedule your freight carrier to pick up your shipment – as you cannot outbound ship the same day the show breaks.

**\*\*\* CUSTOM BOOTH STRUCTURES & RAW SPACES** – PLEASE CONTACT GINA GALVAN ([GGalvan@ges.com](mailto:GGalvan@ges.com)) FOR SPECIFIC DETAILS - as the above does **NOT** pertain to you.

### Q. I’M BRINGING MY SAMPLES WITH ME IN A CAR OR TAXI, HOW DO I GET THEM TO MY BOOTH?

**A.** Hand-Carried Merchandise - “Hand-carried” is defined as that which can be transferred by one person (not two people carrying together). No freight handling equipment (dollies, carts, etc.) may be used. All hand-carried products for those exhibiting at the Las Vegas Convention Center must enter and exit through the main entrances of the Convention Center or see page #15 for special side entrance for CURVENV@MAGIC exhibitors ONLY. Hand carry materials cannot be brought in from the loading docks or freight entrances.

If you are arriving with your product **by taxi**, ask the driver to go to the SOUTH Hall of the Las Vegas Convention Center and unload your product at the curb. If you have more product than you can carry in one trip, two people must be involved in the procedure, one to stay with the merchandise and one to carry product to the booth. You can also consider using Cartload Service (listed below) to get your product to your booth.

## FAQ CONTINUED... | CURVENV@MAGIC

If you are arriving **by private car**, drive to the drop off area near BLUE LOT by the C5 HALL of the Las Vegas Convention Center and look for the security guard managing the hand carry area. OR you can park and unload in Gold and Silver Lots ONLY – if you park and unload in an area not designated to do so, you risk towing. Unloading at the front doors of the South Hall is not permitted. If you have more product than you can carry, you should consider using Cartload Service (listed below) to get your product to your booth.

**Cartload Service** – If you have too much product to carry from your car or a taxi, for \$76.25 GES will provide labor to unload from your car and deliver to your booth one cart-load (200-lbs. maximum) of merchandise. If you are interested in this service, look for the Cart-Load Kiosk located on the sidewalk between Platinum Parking Lot and Central Hall in the front of the LVCC. A GES representative will be there to assist you. Any large vehicles (one ton & over) will be directed to the Marshaling yard. Unloading at the front doors of the South Hall is not permitted. NEVER leave unattended merchandise at the curb or in the parking lots!

### Q. ARE THERE HEIGHT RESTRICTIONS FOR MY BOOTH?

A. Yes, the walls provided with your booth package are 8' tall. NO booth display items can exceed that height. Custom/raw space booths are allowed to be up to 10' tall so you may see a height difference between your booth package walls and some of the booths around you.

### Q. CAN I CUSTOMIZE THE INTERIOR OF MY BOOTH?

A. Yes, you can customize the interior of your booth however, it is mandatory that any modifications to your booth are set inside the walls provided by GES with your booth package. A diagram must be sent to show management for approval prior to show ([samantha@curvexpo.com](mailto:samantha@curvexpo.com)). Please make sure any interior graphics are PROFESSIONALLY produced.

### Q. CAN I CUSTOMIZE THE EXTERIOR OF MY BOOTH?

A. Yes, you can. Specific graphic panels that work with the booth package framework may be ordered from GES using the general [LVCC ESM](#).

- If you wish to print with an outside provider, please see with GES for proper specs, so that you can get the best finish possible.

If you want to customize your booth structure in any way, you must contact Samantha from CURVEXPO for approval ([samantha@curvexpo.com](mailto:samantha@curvexpo.com)). Any non-approved booths may be subject to additional fees or not permitted all together.

- **DEADLINE** for approval is February 3<sup>rd</sup> | Please send to [samantha@curvexpo.com](mailto:samantha@curvexpo.com)

### Q. IS WIFI AVAILABLE?

A. Yes, there is complimentary WIFI in the LVCC. Please note – If you need high-speed internet for order taking, high resolution graphics or video, you should consider ordering a dedicated internet line for your booth from Cox Communications. Please see the Utilities Section of the general [LVCC ESM](#)

## FAQ CONTINUED... | CURVENV@MAGIC

### Q. WHERE DO I SHIP MY SAMPLES?

**A.** For delivery to your booth prior to move-in, ship merchandise to the GES warehouse before February 8, 2016. These boxes/crates will be in your booth when you arrive for move-in. For shipments arriving during regular move-in on February 15, 2016, ship directly to the Las Vegas Convention Center. Be sure to mark the name of your company/brand AND booth number on all packages.

Please label boxes as 'Product' if applicable. Otherwise you may risk additional fees.

For further information and shipping labels see the Shipping section of the general [LVCC ESM](#). Bring copies of all way bills and tracking numbers with you to show site.

### Q. ARE CLEANING SERVICES PROVIDED?

**A.** CURVENV@MAGIC will provide nightly cleaning and trash removal for accessible booths. If you choose to seal your booth, you will need to order and make arrangements for access to your booth for cleaning with our authorized contractor United National. Please see the Utilities Section of the general [LVCC ESM](#).

### Q. WHO DO I CONTACT IF I HAVE QUESTIONS DURING SET UP?

**A.** Floor Managers and Show Management Staff are on site during set up, show days and break down. If you require assistance, go to the GES Service Center and ask to have your assigned Floor Manager or CURVENV@MAGIC staff member come to your booth.

## QUICK TIPS | CURVENV@MAGIC

### QUICK TIPS: BEFORE THE SHOW...

Being prepared will help save you time, money, and needless aggravation.

- Pre-register for exhibitor badges through your CURVEXPO exhibitor space.
- Know the booth display rules (located under the Rules & Regulations section of the general [LVCC ESM](#)).
- To make hotel arrangements, [click here](#) to get the lowest rates at official hotels.
- Show fees must be paid in full to receive your booth number.
- Submit Certificate of Insurance – ONLY if an outside contractor is coming to build your custom structure.
- Use the complimentary marketing tools included in your booth package offering:
  - Homepage news exposure / dedicated brand page / newsletters / customized e-invite / social media outlets / customized banner / etc...
  - Contact Charlotte to see what you can do: [charlotte@curvexpo.com](mailto:charlotte@curvexpo.com) | 212.993.8585
- Talk to our buyers team about your strategy and see where and who you should be targeting. They can facilitate the booking appointments process.
  - Contact Kris or Meghan to see how they can help: [Kris@curvexpo.com](mailto:Kris@curvexpo.com) | [Meghan@curvexpo.com](mailto:Meghan@curvexpo.com) | 212.993.8585
- Send media kits to the industry press.
- Ship samples to GES's warehouse in advance
  - Pack office supplies such as: scissors, stapler, paper, pens and business cards.

### QUICK TIPS: ORDERING

- Order any essential services in advance to ensure cost savings:
  - Electrical labor & service; including additional electrical outlets
  - Additional booth furniture/displays
  - Internet (CURVENV@MAGIC provides free wireless internet in HALL C4, if you require a hard line connection please see the Utilities Section of the general [LVCC ESM](#)).
  - Models
  - Booth security
- Order early through authorized contractors for the lowest prices.

**ON-SITE ORDERS ARE EXPENSIVE AND MAY BE SUBJECT TO MAJOR DELAYS.**

#### **BENEFITS... if you meet deadlines:**

You will save money  
You get what you want when you want it  
You will have a smoother running show

#### **DRAWBACKS... if you miss deadlines:**

You will pay more  
Things you need may be unavailable  
You may encounter frustrating delays

## HAND CARRY RULES AND REGULATIONS | MOVE IN AND MOVE OUT

### **CURVENV@MAGIC & LVCC Hand Carry Policy is as follows:**

- Only vehicles with TWO licensed drivers will be granted entry
- All vehicles must be attended at ALL TIMES by a licensed driver
- Loading and unloading of vehicles is limited to vehicles NO LARGER than an Econoline van
- All vehicles are allocated maximum 30 minutes, and the time limit will be strictly enforced
- During move out, exhibitors will *not be permitted* to carry any materials through the main concourse prior to 6PM on Thursday, February 18<sup>th</sup>.

### **Failure to follow the above regulations may lead to a fine and/or vehicle towing:**

- Individuals moving these items must be employees of the exhibiting company and must carry identification to verify their position
- Exhibitors moving items must use doors and routes designated by event management
- Exhibitors may NOT use dollies. **All items are strictly hand carry.**
- Hanging clothing racks with four wheels are allowed for moving hanging garments
  - NOTE: GES garment racks do NOT have wheels.
- Pop-up displays – equal or less than 10 feet in length and capable of being carried by hand by one person – may be brought into the building
- During the move out it is recommended exhibitors pack all exhibit items before parking a vehicle

### **Prohibited During Hand Carry Operations:**

- Power tools, ladders or any other type of carpenter/construction equipment are not permitted in the building, unless specific written approval is obtained in advance;
- Any freight from a vehicle larger than an Econoline van
- Any freight moved on a dolly or larger equipment
- Any freight that cannot be hand carried by one person
- Any freight moved by a moving or freight company, contractor or any persons other than direct employees of an exhibiting company is prohibited

**NOTE:** The LVCC reserves the right to search any box, bag, container, crate, etc. to ensure full compliance with the building's regulations.

\*\*\* See LVCC MAP on following page...



# HAND CARRY LOCATION & DAY TIME PARKING AREAS:

