

# EXPRESSO NAVIGATION



**MAGIC**  
**AUG 14-16, 2017**  
SOURCING AT MAGIC OPENS AUG 13  
Las Vegas & Mandalay Bay Convention Centers

MONDAY	9AM - 6PM
TUESDAY	9AM - 6PM
WEDNESDAY	9AM - 5PM

PROJECT THE TENTS  
THE COLLECTIVE **POOLTRADESHOW**

# Homepage

**MAGIC**  
TELL YOUR FASHION STORY.


LOG IN SEARCH SHOWS

PROJECT / THE TENTS / THE COLLECTIVE / POOL

Mandalay Bay Convention Center,  
Monday August 14 - Wednesday August 16

Order GES Services by Monday July 31  
for Best Pricing

Search



MONDAY 8AM - 6PM  
TUESDAY 8AM - 6PM  
WEDNESDAY 8AM - 6PM

MAGIC  
AUG 14-16, 2017  
SOURCING AT MAGIC OPENS AUG 13  
Live Pages & Postage Bay Convention Center

PROJECT THE TENTS  
THE COLLECTIVE POOLTRADESHOW

**Show Information**

Information for this show, including deadlines and regulations.

Get Information →

**Order for My Booth**

See what is included in your booth and order furnishings, labor and more.

Order Now →

**Ship Exhibit Freight**

Everything you need to ship freight.

Ship Items →

**Manage Files and Forms**

Manage diagrams and drawings, graphics, and more.

Manage Files →

**COMING SOON**

Access this show at these other venues:

PROJECT WOMENS: Mandalay Bay Resort and Casino, Las Vegas, NV; 8/14/2017 - 8/16/2017  
STITCH: Mandalay Bay Resort and Casino, Las Vegas, NV; 8/14/2017 - 8/16/2017  
FN PLATFORM: Las Vegas Convention Center, South Hall, Las Vegas, NV; 8/14/2017 - 8/16/2017  
WWD/MAGIC/Sourcing @ MAGIC/Footwear Sourcing @ MAGIC/WSA at MAGIC/Children's Club MAGIC Accessories/The Show @WWD/MAGIC: Las Vegas Convention Center, Las Vegas, NV; 8/14/2017 - 8/16/2017

**Quick Links**

PROJECT WOMENS Ordering Site [↗](#)  
STITCH Ordering Site [↗](#)  
WWD/MAGIC/Sourcing @ MAGIC/Footwear Sourcing @ Magic/WSA at MAGIC/Children's Club MAGIC Ordering Site [↗](#)  
FN PLATFORM Ordering Site [↗](#)  
Quick Facts

**Important Dates and Deadlines**

Unselect All

Wednesday, 05 Jul 2017 Advance shipments may begin arriving at warehouse\* 8:00 AM

Monday, 31 Jul 2017 Discount Deadline Date for Orders Received with Payment 5:00 PM

Show Information

Target Maps And Targeted Freight Information

THE COLLECTIVE Show Information and Package Ordering

POOLTRADESHOW Show Information and Package Ordering

PROJECT Show Information and Package Ordering

Vanguard (VG) Show Information and Package Ordering

THE TENTS Show Information

Booth Furnishings Rental and Graphics

Shipping, Drayage and Material Handling

Labor and Equipment

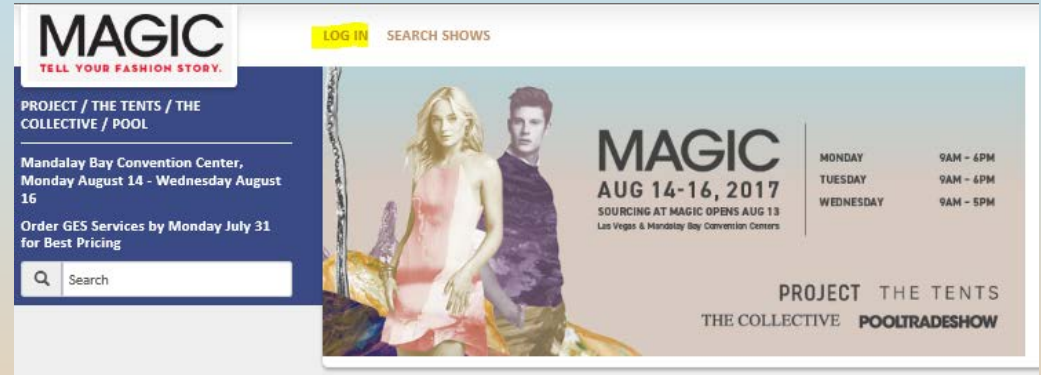
Exclusive Vendors

Exhibitor Appointed Contractors (EACs) and Third Parties

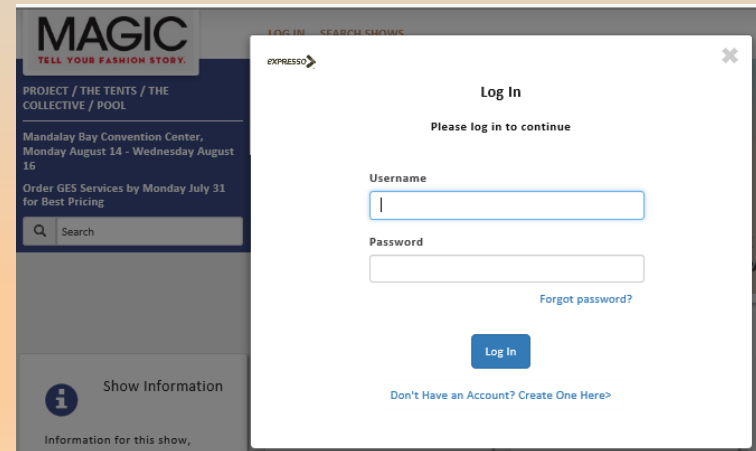
Regulations and Guidelines

# LOG IN PROCESS

Select “Log In” on top left corner.



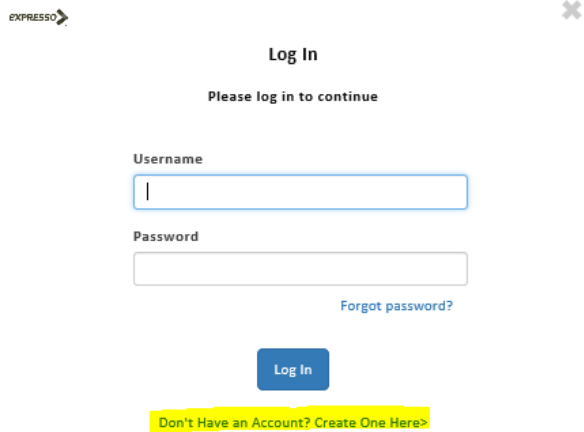
New window will populate to “Log In” or to “Create an Account”



# ACCOUNT CREATION

If a new user account is needed, select “Don’t Have an Account? Create One Here” link.

New window will populate to establish a new account.



EXPRESSO

### Log In

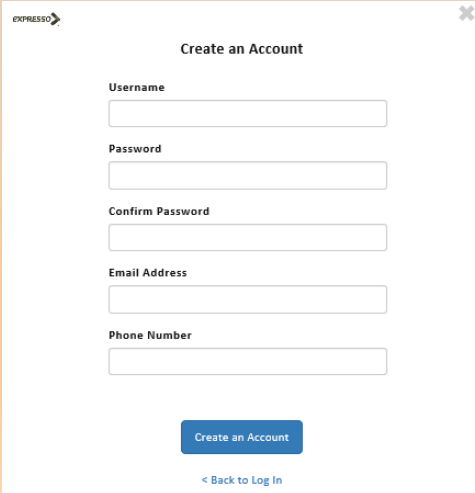
Please log in to continue

Username

Password

[Forgot password?](#)

[Don't Have an Account? Create One Here>](#)



EXPRESSO

### Create an Account

Username

Password

Confirm Password

Email Address

Phone Number

[< Back to Log In](#)

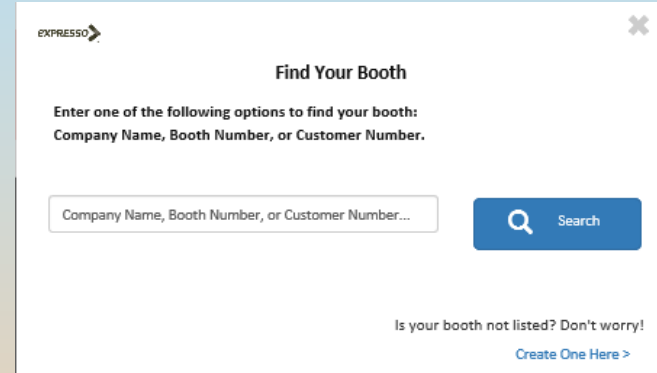
# LOG IN PROCESS

Once existing Espresso users are logged in, a new window will populate asking an exhibitor to associate their account to their booth.

Can associate an account by Company Name, Booth Number or GES Customer Number.

Once one of the above is provided, a new window will populate to select the booth.

(Example- Booth #A and exhibitor name is GES Test 1)

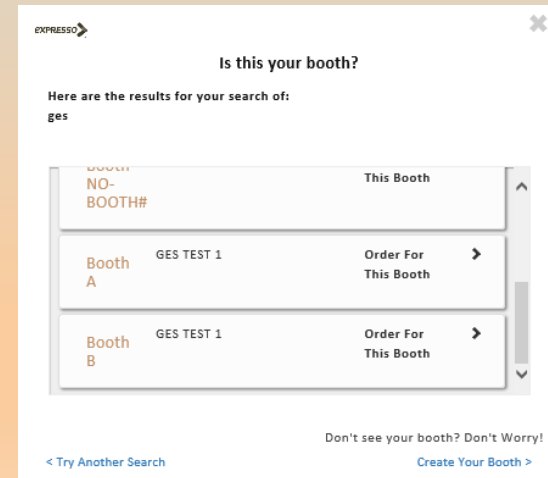


EXPRESSO

### Find Your Booth

Enter one of the following options to find your booth:  
Company Name, Booth Number, or Customer Number.

Is your booth not listed? Don't worry!  
[Create One Here >](#)



EXPRESSO

### Is this your booth?

Here are the results for your search of:  
ges

BOOTH NO-BOOTH#	This Booth
Booth A	GES TEST 1 Order For This Booth >
Booth B	GES TEST 1 Order For This Booth >

Don't see your booth? Don't Worry!  
[< Try Another Search](#) [Create Your Booth >](#)

# LOG IN PROCESS

After the account is associated to a booth, the user selects if they are an Exhibitor or a Third Party.

EXPRESSO

### Tell Us About You

Please choose the option that best applies to you.

- Exhibitor Billing**  
The final bill for products and services ordered should go to the company exhibiting at the show.
- Third Party Billing**  
The final bill for products and services ordered will go to a third party hired by the exhibiting company.

[< Try Another Search](#) [Finish >](#)

Once a selection is made, the user is routed back to the home page and their booth information visible at the top of the home page.

LOG OFF MY SHOWS MY ACCOUNT

Ordering For Booth: **NO-BOOTH# (10 x 10)**  
Current Total: \$0.00

## MAGIC

AUG 14-16, 2017  
SOURCING AT MAGIC OPENS AUG 13  
Las Vegas & Mandalay Bay Convention Centers

MONDAY	9AM - 6PM
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PROJECT THE TENTS  
THE COLLECTIVE POOLTRADESHOW

# LOG IN PROCESS

Users with multiple booths can easily order for all booths at once by adding booths to their account.

Select the drop down arrow located on the account header. A new menu below it will populate “Add a New Booth/Responsible Party. Repeat the steps from slide 5-6 to add in additional booths to the account.

LOG OFF MY SHOWS MY ACCOUNT

Ordering For Booth: NO-BOOTH# (10 x 10)  
Current Total: \$0.00

+ Add a New Booth/Responsible Party

**MAGIC**  
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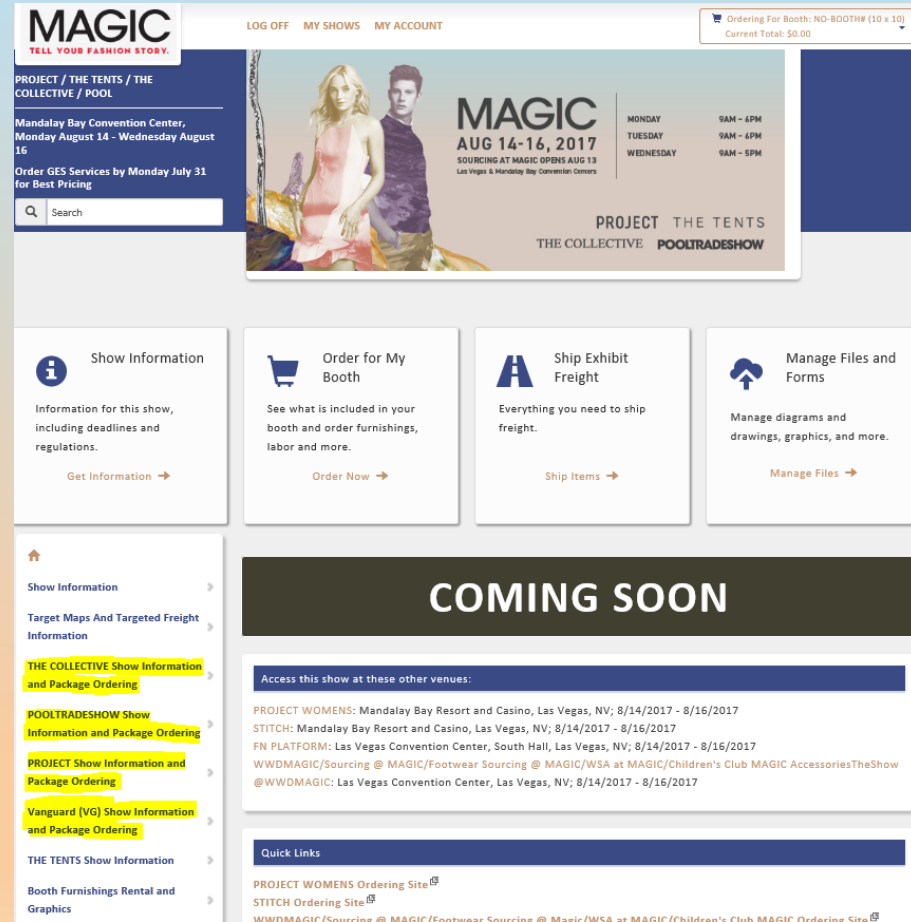
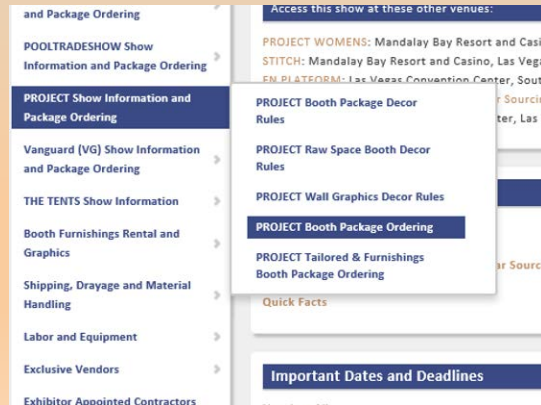
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# BOOTH PACKAGE SELECTION

Deadline for exhibitors to select their option for booth package furniture or to opt out of items is July 31, 2017.

Users can make their selection on Expresso by selecting their respective show (PROJECT, Collective, Pool, etc.) link from the menu. Select “Booth Package Ordering”.





# BOOTH PACKAGE SELECTION

Prior to making their furniture and accessory selection, users will come across the following:

- Package rendering
- Link for additional renderings
- Standard working space details
- Important information such as:
  - Defaults for corner walls
  - Accessory changes

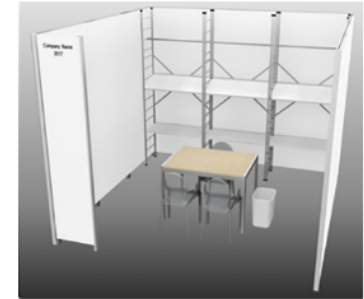
## PROJECT Tailored & Furnishings Booth Package Ordering

### PROJECT Tailored & Furnishings

Your Furniture Package offers a hassle-free experience at PROJECT / THE TENTS / THE COLLECTIVE / POOL. This will make your pre-show and post-show experience as smooth and convenient as possible. Additional booth accessories are available for order on the [Booth Furnishings](#) page.



Option A  
Booth Consists of White Fabric Walls  
[Click here](#) for additional Option A renderings



Option B - Default Package  
Booth Consists of White Fabric Walls  
[Click here](#) for additional Option B renderings

#### Standard 10x10 Booth

10' deep x 10' wide x 8' high walls

Working space = 9' 8-1/4" wide x 9' 8-3/4" deep

Due to fire marshal, electrical and structural requirements, actual booth working space and dimension may vary. Please contact GES for exact dimensions for your booth

#### Important Information:

- All corner booths will have default setup with the side wall down. End cap Booths default setup will have walls down on three sides.
- The 1/2 M Panel located at the front of the booth holding the ID sign may not be removed.
- Names reflected on the ID sign are provided directly from show management. Any change requests must be submitted to your show salesperson. Updates will be communicated to GES.
- If you neglect to submit your accessory selection by July 31, 2017, the fixture choice will remain with the following default set-up:
  - Apparel companies: Ladder Rack with all hang bars
  - Accessory/shoes/jewelry companies: Ladder Rack with all straight shelves
- Any accessory changes on-site will be subject to a min. of one (1) hour labor charge at applicable labor rate of \$126 ST/\$223.75 OT.

Please complete the form below and indicate if you would like to receive all/some/none of your free furnishings.

# BOOTH PACKAGE SELECTION

Users will indicate if they are making their first request by selecting “New Order” or select “Revision”.

Because users are logged in to access this page, it will automatically advise the quantity of furniture a booth receives based on their size.

Users are only allowed to apply the max. number that comes with the booth. Additional items must be placed from the Furniture menu.

If users select to opt out of all their furniture items, leave the quantity as “0”.

Please provide the information below

New Order  
 Revision *(Please check this if you are changing your existing order.)*

Contact Name:\*  Booth Number:\*

Exhibiting Company Name:\*  Email:\*

Booth Width:\*  Ft. Booth Length:\*  Ft.

Your booth package includes any 3 of the following fixtures: 5ft Distinct Rolling Garment Rack and Shelving Unit, or you may receive 1 - Ladder Rack System with 9 accessories

Will you be utilizing the provided furnishings?

YES, we will be utilizing ALL the provided furnishings. Please indicate your selection below.  
 NO, we will not be utilizing any of the provided furnishings.  
 We will be utilizing SOME of the provided furnishings. Please indicate your selection below.

Which fixtures you would like included in your booth?

Option A  5ft Distinct Rolling Garment Rack and Shelving Unit  OR  Ladder Rack System and accessories (Each system includes 3 - 8 Ft. High Ladder Racks)

5ft Distinct Rolling Garment Rack QTY  
 Distinct Shelving Unit QTY

Please indicate choice of accessories.

Slanted Shelf QTY  
 Straight Shelf QTY  
 Ladder Rack Hang Bar QTY

You will also receive the following items at no cost: 1 Distinct Table and 3 Wendy Chairs

Distinct Table QTY  
 Wendy Chair QTY

- 8' High White Fabric Walls
- 1 - White Wastebasket
- 1 - ID Sign

# BOOTH PACKAGE SELECTION

Before submitting their form, users are provided suggestions for customizing their booth, such as Light Box graphics, Graphic Banners and Column Wraps.

Once selections are made, users can submit their form and will be provided with a confirmation via email within 24 hrs.

Wendy Chair QTY:

White Wastebasket QTY:

- 8' High White Fabric Walls
- 1 - ID Sign

Special Instructions for your order:

Looking for a way to customize your booth and stand out from the crowd?



Make a statement with **Light box graphics**!



Take your booth from drab to fab, by adding **Graphics and Signage**!



Turn that unsightly column into a promotional tool with **Column Wraps**!

**IMPORTANT INFORMATION:**

- Multiples of such booths, no matter what the final combined square footage, are considered PROJECT booth package and are subject to PROJECT booth package rules and regulations
- Accessory changes on-site will be subject to a one (1) hour labor charge at applicable labor rate of \$126 ST/\$223.75 OT.

Please Note: Any wall placement changes done on site is subject to applicable showsite ST/OT labor charges.

Please click "Submit" **only once**, it may take a moment for your submission to complete. You will then be prompted to enter an email address to receive your email confirmation.

# IMPORTANT DATES

Available on the home page, directly below Quick Links.

Also available under “Show Information” tab under the contents page.

Feature available for adding important dates to digital calendar. The link for synchronizing the information is located at the bottom of the “Important Dates and Deadlines” page.

The screenshot shows a website interface. On the left is a navigation menu with the following items: Show Information, Target Maps And Targeted Freight Information, THE COLLECTIVE Show Information and Package Ordering, POOLTRADESHOW Show Information and Package Ordering, PROJECT Show Information and Package Ordering, Vanguard (VG) Show Information and Package Ordering, THE TENTS Show Information, Booth Furnishings Rental and Graphics, Shipping, Drayage and Material Handling, Labor and Equipment, Exclusive Vendors, Exhibitor Appointed Contractors (EACs) and Third Parties, and Regulations and Guidelines. Below the menu is a 'Need Help?' section with contact information: Call (800) 803-2375 International: [redacted].

The main content area is titled 'Important Dates and Deadlines' and is divided into two columns. The left column lists various ordering and sourcing sites: UBM AMERICAS Exhibitor Guide to Sustainability, Quick Facts, Important Dates and Deadlines (highlighted), General Information, Exhibitor Badge Registration, Cost Saving Ideas, Child Authorization, Column Wrap, Frequently Asked Questions, Insurance Requirements, PROJECT WOMEN'S ORDERING SITE, STITCH Ordering Site, WWD/MAGIC/Sourcing @ MAGIC/Footwear Sourcing @ Magic/WSA @ MAGIC/Children's Club MAGIC Ordering Site, FN PLATFORM Ordering Site, and Quick Facts. The right column lists EAC Information, Show Rules and Regulations, Vehicle Display Waiver, No Cart Policy, Hand Carry, Safety, WIFI Service, Warehouse Closures, Submit Credit Card, and Download Forms.

Below this is another 'Important Dates and Deadlines' section with a table of dates and events:

Important Dates and Deadlines	
Unselect All	
<input checked="" type="checkbox"/> Wednesday, 05 Jul 2017	Advance shipments may begin arriving at warehouse* 8:00 AM
<input checked="" type="checkbox"/> Monday, 31 Jul 2017	Discount Deadline Date for Orders Received with Payment 5:00 PM
<input checked="" type="checkbox"/> Friday, 04 Aug 2017	Last day for Advance Shipments to arrive at Warehouse without surcharges* 5:00 PM
<input checked="" type="checkbox"/> Friday, 11 Aug 2017	Direct Delivery to Show Site* 8:00 AM To 5:00 PM Refer to Target Floor Plan

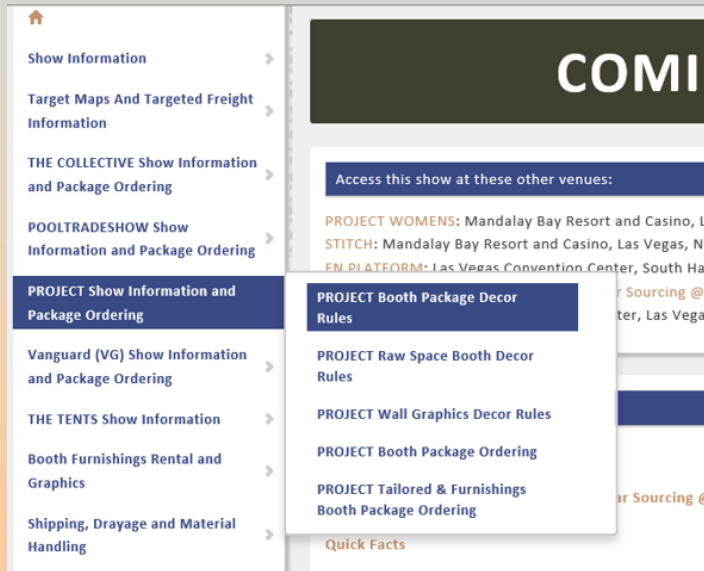
This section shows a list of dates with checkboxes and a button to add them to a calendar. The dates and their associated events are:

- Wednesday, 16 Aug 2017 Empty containers will be returned starting at 5:00 PM
- Friday, 18 Aug 2017 Carriers MUST be checked in by 3:00 PM
- Friday, 18 Aug 2017 All exhibitor materials must be removed by 5:00 PM

At the bottom of this section is a button labeled 'Add Dates to Calendar'.

# SHOW DÉCOR RULES PAGE

Available under each show option.



## PROJECT

AUGUST 14-16, 2017  
MANDALAY BAY CONVENTION CENTER

### BOOTH PACKAGE DÉCOR RULES

- DESCRIPTION:** A Project Booth Package is defined as a fabric wall Project Booth Package that is 10' deep x 10' wide x 8' high back and side walls. Project Booth Packages have an approximate working space 9' 8 $\frac{1}{2}$ " wide x 8'  $\frac{3}{4}$ " deep. Due to fire marshal, electrical and structural requirements, actual booth working space and dimension may vary. Please contact GES for exact dimensions for your booth.

All fixtures, furniture, signage, display and decorative elements must remain within the booth line and may not extend into the aisles.

- NO CUSTOM BOOTHS:** Project Booth Package exhibitors may not build out or bring custom booth. See below for custom fixture/furniture rules.
- FIXTURE ORDER DEADLINE:** Project Booth Package exhibitors will receive a link via email from GES to order furniture and accessories online. This deadline to place your order is **July 31, 2017**.

Accessories are either rolling racks or shelves.

If you neglect to submit your order by **July 31, 2017**, the fixture choice will revert to default set-up and any changes must be made on site at exhibitor's expense.

#### Default Set-up:

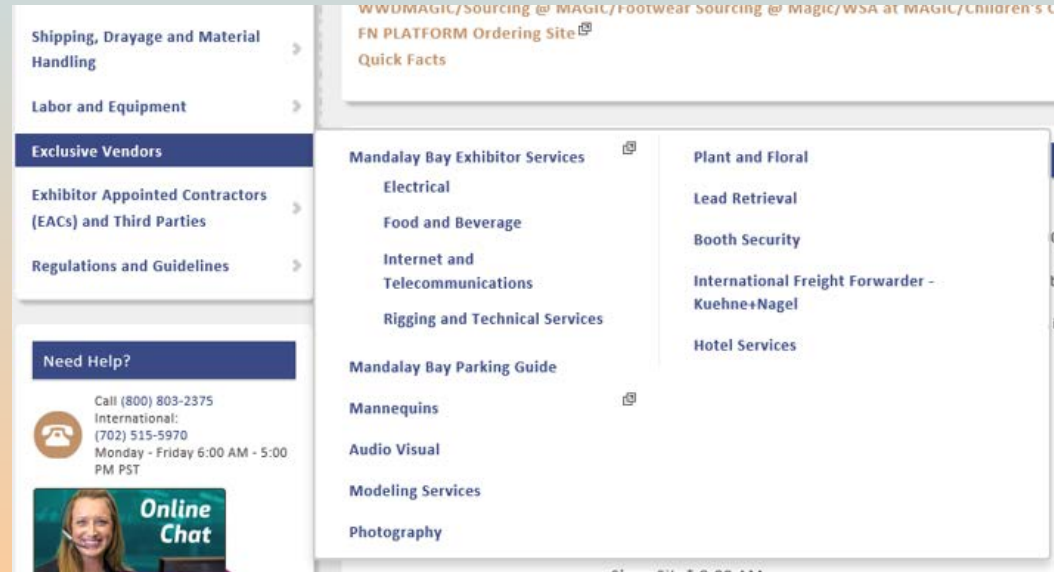
- Apparel companies: all racks
- Accessory/shoes/jewelry companies: all shelves



# EXCLUSIVE VENDORS

Available from the menu on the home page under “Exclusive Vendors” tab

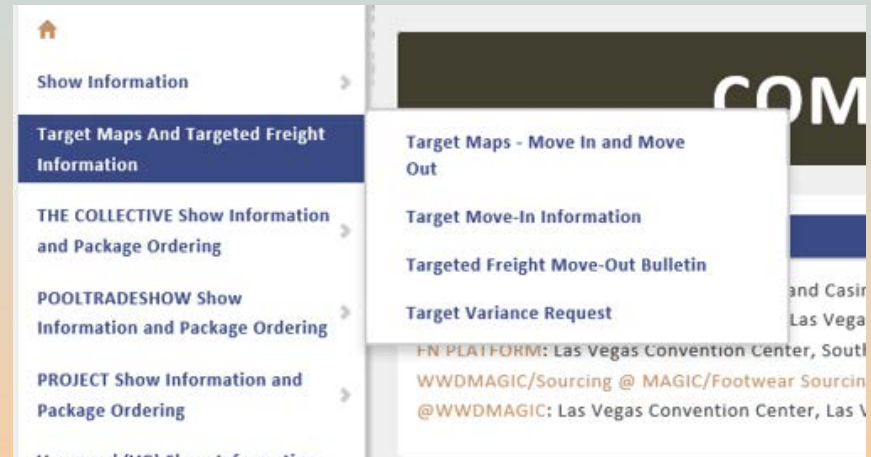
Each link provides direct contact information for the vendor and a rate guide (when available)



# TARGET MOVE-IN / MOVE-OUT

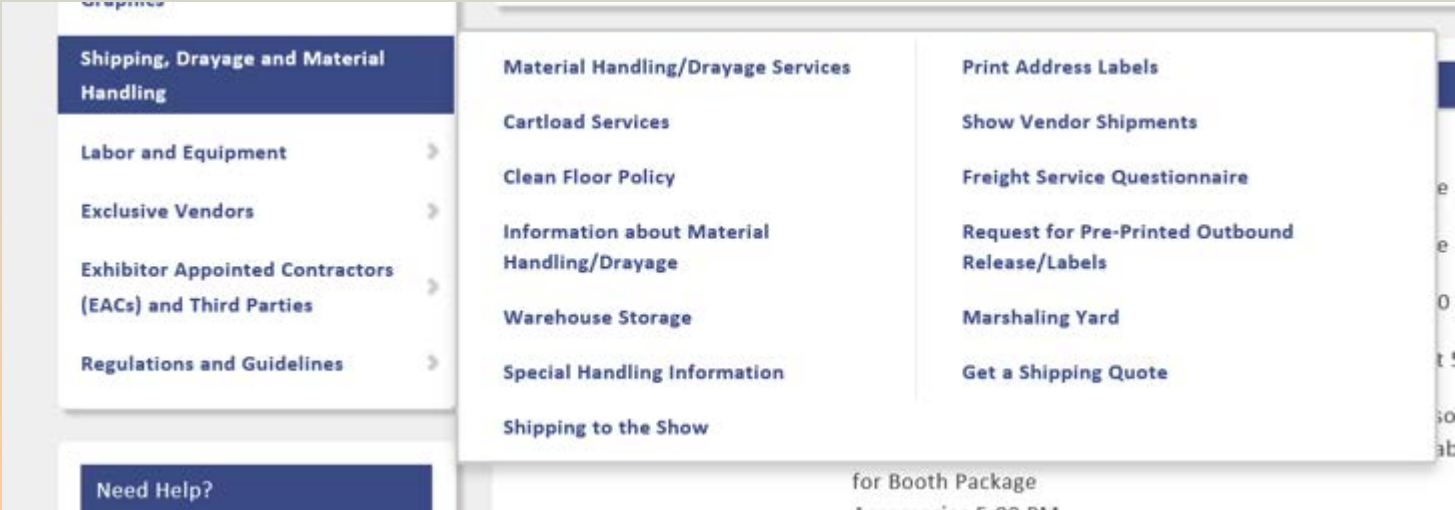
All inbound & outbound exhibit material and equipment is specifically targeted by booth number. Target assignments are intended for general planning purposes.

Target information, including maps, is available under the “Target Maps and Targeted Freight Information” tab.



# MATERIAL HANDLING

Users can locate highly important information regarding material handling, such as drayage rates, special handling, show vendor shipments and more under the “Shipping, Drayage and Material Handling” tab.






# MATERIAL HANDLING

Rate information for material handling and other services, such as cartload service, is available under the “Material Handling/Drayage Services” tab.



**Material Handling/Drayage Services** 


### What is Material Handling?

The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called Drayage). This service is not included in the cost of your booth space. Avoid unexpected costs at show site and pre-order this service below. Shipping/Logistics costs are separate and are not included in Material Handling rates.

Any Shipments from outside vendors will be subject to the Material Handling Rates billed directly to the exhibitor.


Need more info?  
Read over the detailed [Material Handling Information](#) page.

### Freight Material Handling



**Click for Rates**


Exhibit Material Handling  
Starting at \$76.49  
ST/ST per CWT



**Click for Rates**

Small Package  
\$28.25

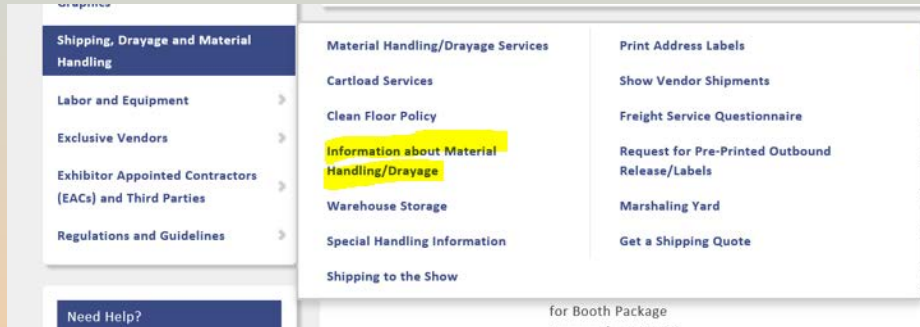
### Cartload



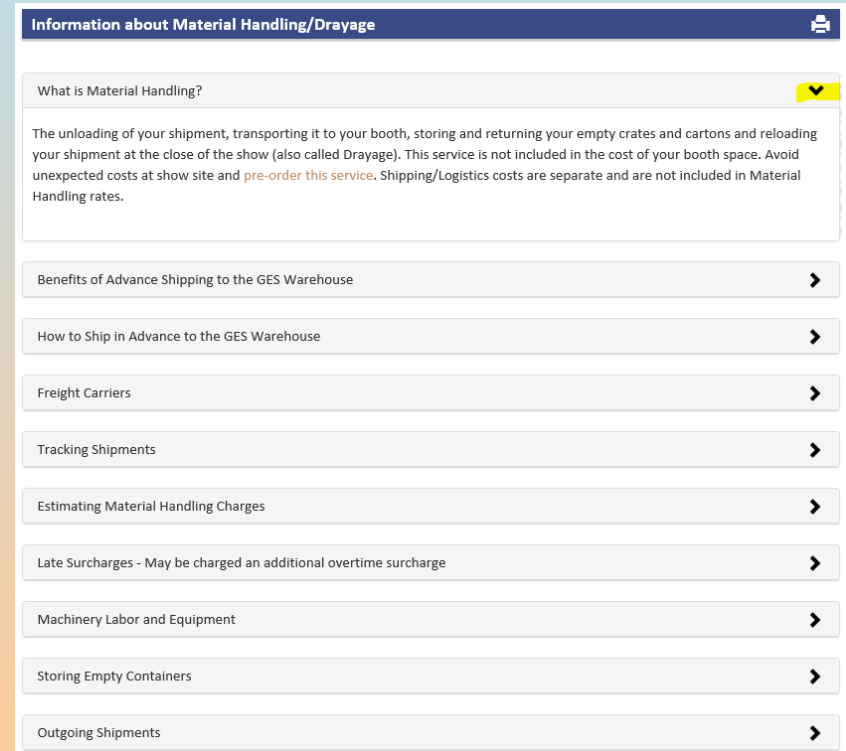
Cartload Service  
\$78.50

# MATERIAL HANDLING

Additional helpful information is available under the “Information about Material Handling/Drayage” page.

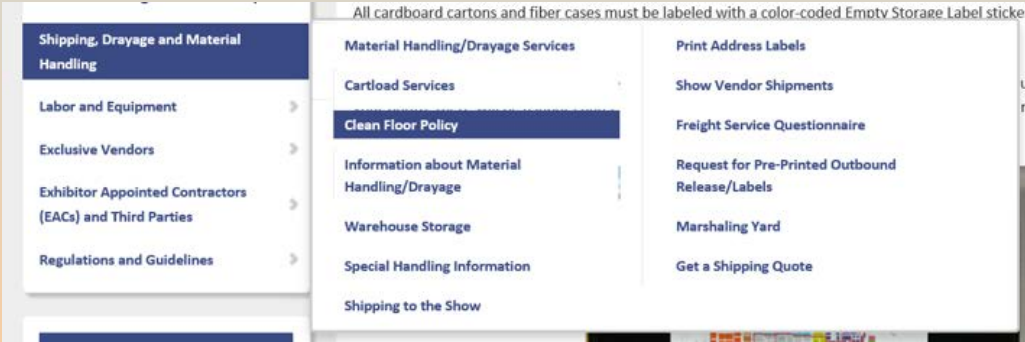


Users can easily click the drop down options under the menu to learn more information



# CLEAN FLOOR POLICY

Information regarding the dates, times and empty storage sticker process is available on this page.



## Clean Floor Policy

### Clean Floor Policy

#### Attention MAGIC Exhibitors!

Due to the volume of crates, limited space for set up, and to facilitate the installation and spotting of aisle carpet, a CLEAN FLOOR POLICY will be enforced for the August 2017 show.

#### Saturday, August 12th at 10:00 PM

All Thursday, Friday and Saturday inbound targeted booths need to empty all wood crates and label them with the color-coded Empty Storage Label sticker for removal no later than 10:00 pm on Saturday, August 12th. All wood crates will be removed for these target days regardless of status.

#### Sunday, August 13th at 1:00PM

All cardboard cartons and fiber cases must be labeled with a color-coded Empty Storage Label sticker and ready for removal from the hall by Sunday, August 13th at 1:00 pm.

Please be advised that if your crates are removed on clean floor night and then requested to be brought back from empty storage to your booth, there will be a labor charge, per hour, for a forklift and driver to bring your crate to your booth and wait while it is unloaded. Crates will not be left in the booth space.



#### Empty Label Stickers

The exhibitor or EAC must apply empty Storage Label stickers to every empty cardboard, crate, pallet, etc.

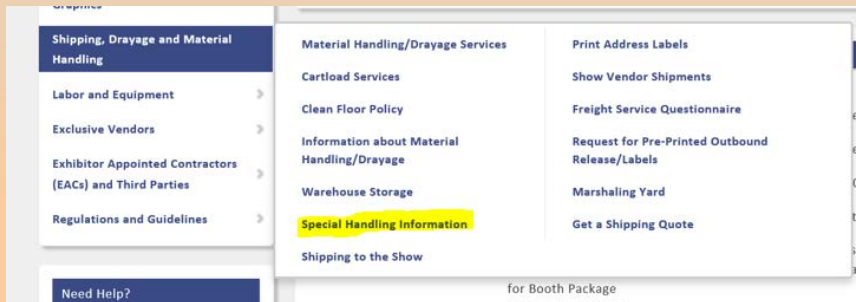
Stickers are available at the GES Servicenter and at each of the freight doors. Each color-coded sticker is assigned a specific area. Please refer to the floor plan available at the empty storage label kiosks to determine which color is assigned for your booth number (s). If the wrong color-coded sticker is applied, delays in delivery return will occur.

Please refer to the targeted floor plans for empty return delivery times. Hours will vary and can take multiple hours. Please plan your travel after the show accordingly.

Thank you for your help in making MAGIC a successful event!

# SPECIAL HANDLING

Save money by avoiding special handling surcharges.



## Special Handling Information

### What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

### Special Handling Includes:

#### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space.

#### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

#### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

#### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

#### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

#### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

#### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

#### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

#### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### Special Handling Examples:



Side Door Loading

Constricted Space Loading



Stacked Shipments

Uncrated Shipment

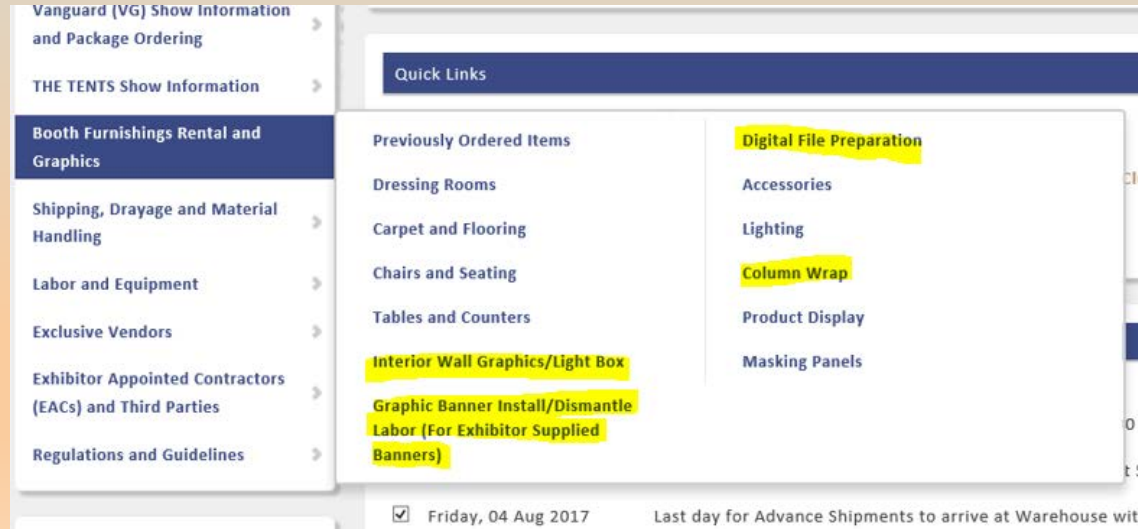


Multiple Shipments

# GRAPHICS

From the home page, graphic options are available under “Booth Furnishings Rental and Graphics” menu tab.

- Interior Wall Graphics/Light Box
- Graphic Banner Install/Dismantle Labor (For Exhibitor Supplied Banners)
- Digital File Preparation
- Column Wrap



# GRAPHICS

Users are provided with vital information, such as:

- What is required to obtain the discount rate
- How artwork should be provided
- A link to the show graphic décor rules page
- Instructions for digital file preparation
- Note advising any files received without an order is considered incomplete
- Ability to upload graphic files along with an example of how to label graphic files

## Interior Wall Graphics / Light Box

- Price includes graphics and labor to install and remove.
- Order must contain ALL of the following items to be considered complete:
  - Graphic Order with Payment in Full
  - Artwork File(s)
  - Layout or Diagram for Placement
- To receive the Discount Price, all of the above requirements must be submitted by: Monday, July 31, 2017. Any graphic file content changes after July 31, 2017 will automatically receive the regular price.
- Regular Price applies starting: Tuesday, August 1, 2017
- If using a solid color wall must provide PMS color.
- Artwork must be accompanied by a pdf depicting the complete print image to ensure GES has all graphic elements.
- Artwork must be created at actual size 100%
- Artwork must have all included fonts outlined or rasterized
- Artwork provided that is not saved as 1:1 and in High Resolution will be produced "as is".
- See Graphics Rules for your show:

THE COLLECTIVE 

POOLTRADESHOW 

PROJECT 

**Digital File Submission:** You can upload your file(s) after sending in your order using the information below.

Refer to the [Digital File Preparation](#) information for graphic instructions.

Please place your order for graphics or signage before uploading your file(s).

**\*\*\*IMPORTANT\*\*\* Any graphic file(s) submitted without an order will be considered incomplete.**

[Log In](#) to upload your file(s) now.

# GRAPHICS

At the bottom of the “Interior Wall Graphics / Light Box” page, users will find their options for ordering GES Graphics

Options Include:

- Upgraded Graphic Fabric Inserts
- Interior Wall Hanging Fabric Banners
- Interior Wall Hanging Vinyl Banners
- Branding Wall- Light Box

**\*NEW\* Upgraded Graphic Fabric Inserts**

			
Graphic, 1M, Fabric Wall Panel \$795.00	Graphic, 2M, Fabric Wall Panel \$1,200.00	Graphic, 2.5M, Fabric Wall Panel \$1,644.00	Graphic, 3M, Fabric Wall Panel \$1,990.00

**Interior Wall Hanging Fabric Banners**

			
Graphic, Banner, 1M, Fabric \$661.00	Graphic, Banner, 2M, Fabric \$991.25	Graphic, Banner, 2.5M, Fabric \$1,361.25	Graphic, Banner, 3M, Fabric \$1,652.00

**Interior Wall Hanging Vinyl Banners**

			
Graphic, Banner, 1M Vinyl \$479.00	Graphic, Banner, 2M Vinyl \$714.75	Graphic, Banner, 2.5M, Vinyl \$952.75	Graphic, Banner, 3M Vinyl \$1,210.25

**Branding Wall - Light Box**


Large Exhibit Light Box \$1,606.25

# GRAPHICS

When selecting a graphic option, users are provided with important information, such as:

- Measurements for the panel
- Requirements for placement instructions
- A note advising any changes in placement of graphics after installations is subject to billable labor

Once the quantity and graphic files are provided, users can add it to their shopping cart by selecting “Add to Booth”

### Add to Order



## Graphic, Banner, 1M, Fabric

1M Graphic Banner, Fabric

Name art file with your company name and booth number.

- Rate includes labor to install and remove graphics in the booth space.
- Required- Submit your layout diagram form or instructions for placement to the following email address- [MAGICLayoutForms@ges.com](mailto:MAGICLayoutForms@ges.com)
- [Download Booth Layout PDF](#)
- Requests to change the placement of a graphic panel(s) after the installation is subject to billable labor.
- Interested in storing your graphics for the next show? Please visit the GES Servicenter to complete a storage form to have GES store your graphics for the next show.

**Dimensions:** 38-1/4" x 96"      **Code:** 600680

**Price:** \$661.00 Each (Save 23%)

**Quantity:**  Quantity

**Upload Your File:**

**Special Instructions:**

**Total:**  or [return to shopping](#)



# GRAPHICS

**GES offers exhibitors a solution for ensuring exhibitor provided graphics are properly installed in the booth with Graphic Banner Install/Dismantle Labor**

**Available under the “Booth Furnishings Rental and Graphics” menu bar.**



# GRAPHICS

Graphic installation is available in the following increments

- 1M
- 2M
- 2.5M
- 3M

Users are provided with vital information, such as:

- What is required to obtain the discount rate
- How graphic panel(s) should be provided
- Labels and shipping information for sending the graphic panel(s) to the advance warehouse.

## Graphic Banner Install/Dismantle Labor (For Exhibitor Supplied Banners)

If supplying your own graphic panels, please order GraphicBanner Install/Dismantle Labor below to schedule labor to install your graphic panel(s). Rate noted below includes the labor to install and remove the graphic panels.



Graphic, 1M  
Installation  
\$144.75



Graphic, 2M  
Installation  
\$180.00



Graphic, 2.5M  
Installation  
\$185.50



Graphic, 3M  
Installation  
\$225.00

To receive the discount rate, you must complete and submit the following by Monday, July 31, 2017.

- Graphic Installation Order
- Must ship Exhibitor Supplied Graphic(s) to the [Advance Warehouse](#)<sup>®</sup>. Shipments should arrive on or between business days: Wednesday, July 05, 2017 - Friday, August 04, 2017
- Must supply directions for graphic panel placement. Submit your layout form or placement instructions to the following email [MAGICLayoutForms@ges.com](mailto:MAGICLayoutForms@ges.com)<sup>✉</sup>
- Payment and Credit Card Authorization

**\*If order is missing any of the above, it will automatically revert to the regular rate.**

### \*\*\*Quantity Discount Rate\*\*\*

Have 2 or more graphic panels to install? GES has a special offer for you. When ordering 2 or more graphic labor install orders, receive a 10% discount towards your order (the 1st one will be at listed price - 2 and over at the 10% quantity discounted rate).

- No quantity discount for show site orders.
- Quantity discount will be taken on final invoice.
- Must adhere to order submission rules noted above.

Click [here](#) for Exhibitor Supplied Graphics Label

### Shipping Instructions

Exhibitor supplied graphics should be received in advance at the Warehouse between Wednesday, July 05, 2017 - Friday, August 04, 2017. Please ship all exhibitor supplied graphics in a separate container with the special sign label provided on the [Labels](#) page. Mark bill of lading "Exhibitor Supplied Graphics". Prepay all shipments. Collect shipments will not be accepted.

# SUPPLEMENTAL FURNITURE

Supplemental furniture options are available under “Booth Furnishings Rental and Graphics” menu tab.

A full array of items are available under this menu, such as Carpet and Flooring, Chairs and Seating, and more.



# SUPPLEMENTAL LIGHTS

Supplemental light options are available under “Booth Furnishings Rental” menu tab. Select “Lighting”.

For light orders, users will be advised to supply a required placement plan or instructions for placement of the track for the booth.

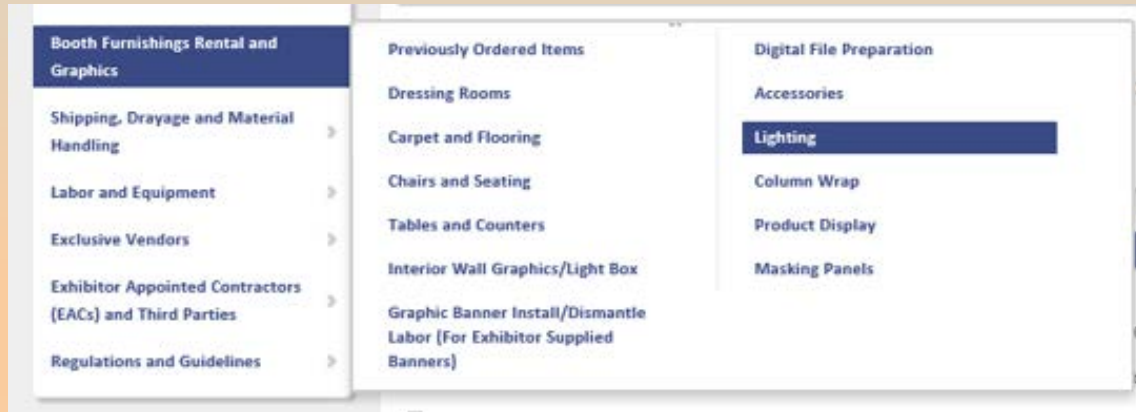
**Lighting**

Electrical is not included in the Specialty Furniture pricing, please order separately.

Lights



Additional Track Light Fixture, Black \$58.00	Track with 3 Light Fixtures, Black \$319.25	Track with 4 Light Fixtures, Black \$380.50	Track with 5 Light Fixtures, Black \$380.50
			Track with 6 Light Fixtures, Black \$380.50



- Booth Furnishings Rental and Graphics
  - Shipping, Drayage and Material Handling
  - Labor and Equipment
  - Exclusive Vendors
  - Exhibitor Appointed Contractors (EACs) and Third Parties
  - Regulations and Guidelines
- Previously Ordered Items
  - Dressing Rooms
  - Carpet and Flooring
  - Chairs and Seating
  - Tables and Counters
  - Interior Wall Graphics/Light Box
  - Graphic Banner Install/Dismantle Labor (For Exhibitor Supplied Banners)
- Digital File Preparation
  - Accessories
  - Lighting**
  - Column Wrap
  - Product Display
  - Masking Panels

# SUPPLEMENTAL FURNITURE


For furniture options, it is broken down by category, such as Table and Counters, Chairs and Seating and more.

To place the order or to see additional details regarding the item, such as measurements, users would need to click on the item of interest.

**Tables and Counters**


Prices include delivery, installation, rental, and removal. If you order after the discount deadline date we may not have the item, based on availability.

**Table, Distinct**




Table, Distinct  
\$211.25


**Specialty Furniture, Tables - Cocktail**




Table, Cocktail, Oliver  
\$278.75



Table, Merlin  
\$211.25



Sydney Powered  
Cocktail Table, White  
\$499.50




Sydney Powered  
Cocktail Table, Black  
\$499.50


**Chairs and Seating**

Prices include delivery, installation, rental, and removal. If you order after the discount deadline date we may not have the item, based on availability.


**Specialty Furniture, Seating - Chairs**




Chair, Fusion,  
Red/White  
\$171.75




Chair, Madden Arm  
\$607.00




Chair, La Brea Swivel  
\$589.00




Chair, Swanson  
Swivel  
\$406.25




Chair, Rustique Arm  
\$226.00



Chair, Duet Stack  
\$96.50



Malba Chair, Gray  
\$226.00



Malba Chair, Green  
\$226.00


# SUPPLEMENTAL FURNITURE

When selecting an item, a full array of details are available regarding the item, such as this example for a Distinct Shelving Unit.

Users can submit their quantity for the item and provide special instructions, such as placement.

Select “Add to Booth” to add it to your shopping cart. A message will pop up to confirm item was added to the cart.

Add to Order for Booth: A



### Shelving Unit, Distinct

- Max of 4 shelves
- Height between each shelf is 11"
- Height between the floor to the first shelf is 21"
- Height from the last shelf to the rim of the unit is 14"
- Max support weight per shelf is 25 lbs.
- Shelves are not adjustable, but can be removed by the exhibitor (labor not required)

**Dimensions:** 72" H x 54" W x 14" D

**Code:** 302148

**Price:** \$393.50 Each (Save 33%)

**Quantity:**  Quantity

**Special Instructions:**

**Total** <sup>Ⓞ</sup>:  or [return to shopping](#)

Time to add, switch, or checkout your booth? Use the convenient booth selector.

## Item Added to Shopping Cart

\$393.50 has been added to your order. Your total is now \$393.50

# CHECK OUT PROCESS- STEP 1

When checking out, users will go through a 5 step check out process.

## Step 1

- Review and confirm items within the shopping cart.
- If orders appear correct, proceed to Step 2 by selecting “Next: Company Information”

< Back to Shopping

**Checkout Steps:**

- 1 Shopping Cart
- 2 Company Information
- 3 Notice of Intent to Hire an EAC
- 4 Payment
- 5 Order Summary

Need Help?

Call (800) 803-2375  
International:  
(702) 515-5970  
Monday - Friday 6:00 AM - 5:00 PM PST

Online Chat  
6am - 5pm (PST)

Leave Us Feedback

## COMING SOON

Step 1 : Shopping Cart

Booth A  
Estimated Order Total: **\$393.50**

Next: Company Information

Items in your cart:

Standard Furniture

Shelving Unit, Distinct  
Code: 302148

Quantity: 1  
Base Price: \$393.50  
Taxes: \$0.00  
PSP: \$0.00

Total: \$393.50

Show Order Total: \$393.50

Next: Company Information

# CHECK OUT PROCESS- STEP 2

## Step 2

### Confirm Company Information

- Company Name, Address and Showsite Contact
- If information is correct, proceed by selecting “Notice of Intent to Hire an EAC”

The screenshot shows a checkout page with a 'COMING SOON' banner. The left sidebar contains a 'Checkout Steps' menu with '2 Company Information' selected, and a 'Need Help?' section with contact information and an 'Online Chat' button. The main content area is titled 'Step 2 : Company Information' and includes a 'Previous: Shopping Cart' button, 'Booth A', and an 'Estimated Order Total: \$393.50'. Below this is a form for 'Which Company will be Exhibiting at this event?' with a 'Company Name' field containing 'GES TEST 1'. At the bottom, there is a form for 'Please enter the address for the exhibiting company' with a radio button, a text area containing '501 GATE TREE LN, AUSTIN, TX 78745, United States of America', and 'Edit' and 'Delete' buttons.

The screenshot shows a form titled 'Who should we contact at this company with any concerns?'. It features a radio button, a text area containing 'JEFFREY WHALEN', '8606130', and 'jwhalen@edgeamericas.com', and 'Edit' and 'Delete' buttons. Below this is a section for 'Create and save a new contact:'. The next section is 'Please Choose the option which best applies to you :', with a radio button selected for 'I am the exhibitor or EAC. Payment for services will be from the exhibiting company.' and another radio button for 'I am a 3rd party that was hired by the exhibitor. Payment for services will be from my company.'. This is followed by a 'Show Site Contact' section with a radio button, a text area containing 'Gina Galvan', '702-515-5500', and 'ggalvan@ges.com', and 'Edit' and 'Delete' buttons. At the bottom, there is a 'Create and save a new contact:' section. The page includes 'Previous: Shopping Cart' and 'Next: Notice of Intent to Hire an EAC' buttons.



# CHECK OUT PROCESS- STEP 3

## Step 3

Confirm if you plan to use an EAC (Exhibitor Appointed Contractor)

- After selection is made, proceed by selecting “Payment”

The screenshot shows a checkout interface with a sidebar on the left and a main content area on the right. The sidebar contains a 'Checkout Steps' list with five items: '1 Shopping Cart' (checked), '2 Company Information' (checked), '3 Notice of Intent to Hire an EAC' (highlighted in red), '4 Payment', and '5 Order Summary'. Below the steps is a 'Need Help?' section with a phone icon and contact information: 'Call (800) 803-2375 International: (702) 515-5970 Monday - Friday 6:00 AM - 5:00 PM PST'. The main content area has a dark header with 'COMING SOON' in white. Below this is a red bar with 'Step 3 : Notice of Intent to Hire an EAC'. The main content area contains two identical forms. Each form has a 'Previous: Company Information' button on the left and a 'Next: Payment' button on the right. The text in the middle of each form reads 'Booth A' and 'Estimated Order Total: \$393.50'. Below the buttons is a question: 'Do you intend to hire any outside companies to provide services for your booth?'. There are two radio button options: 'No, I do not intend to hire additional service providers' and 'Yes, contractors other than the exhibiting company will be providing services for this booth (You will be prompted to add their information below)'. At the bottom of each form are 'Previous: Company Information' and 'Next: Payment' buttons.

< Back to Shopping

Checkout Steps:

- 1 Shopping Cart ✓
- 2 Company Information ✓
- 3 Notice of Intent to Hire an EAC
- 4 Payment
- 5 Order Summary

Need Help?

Call (800) 803-2375  
International:  
(702) 515-5970  
Monday - Friday 6:00 AM - 5:00 PM  
PST

## COMING SOON

Step 3 : Notice of Intent to Hire an EAC

Previous: Company Information Booth A Next: Payment

Estimated Order Total: **\$393.50**

Do you intend to hire any outside companies to provide services for your booth?

No, I do not intend to hire additional service providers

Yes, contractors other than the exhibiting company will be providing services for this booth (You will be prompted to add their information below)

Previous: Company Information Next: Payment

# CHECK OUT PROCESS- STEP 4&5

## Step 4

Provide Payment Information

- Provide standard billing information
- Confirm method for payment

Proceed with selecting “Order Summary”

## Step 5

Order Summary with confirmation number is provided.

Step 4 : Payment

Previous: Notice of Intent to Hire an EAC Booth A Estimated Order Total: \$393.50 Next: Order Summary

To place an order for this show, we require the following credit card(s) on file:

[What if I want to pay by a different method?](#)

Please enter a Credit Card on file:

Use a new card:

Cardholder Name

Card Number

Credit Card Type

Expiration

Keep this credit card on file for easy checkout on future orders.

Please enter the billing information for this card:

Address

City

Country  State/Province

Postal Code

Please select the method you would like to use for final payment:

I intend to use the credit card provided for GES TEST 1  
Your Credit Card Statement for GES Purchases Now Includes Itemized Charges

I'll be sending a bank wire to GES. I understand that if GES does not receive my payment that I will not receive the services I'm ordering.  
Wire Instructions

I will be sending a company check to GES. I understand that regular rates will apply if payment is not received by the discount date. I also agree that if GES does not receive my payment by the installation date of the show, I may not receive the services I ordered.  
Check Instruction

Previous: Notice of Intent to Hire an EAC Next: Order Summary

# CONTACT GES

GES representatives are available to assist through the following methods:

- **Phone**

- Dedicated MAGIC Phone Line  
(800) 801-7648
- General National Service Center  
(800) 475-2098 or (702) 515-5970

- **Email**

- [MAGICConcierge@ges.com](mailto:MAGICConcierge@ges.com)
- [NationalServicenter@ges.com](mailto:NationalServicenter@ges.com)

- **Chat**

**COMING SOON**

**Contact Us**

Global Experience Specialists National Servicer is this show's [Official Service Provider](#).

**Call Us**  
Our National Service Center is available to call at (800) 475-2098 or (702) 515-5970 Monday - Friday 6:00 AM - 5:00 PM PST

**Chat Online**  
You can also chat with us online during the NSC business hours listed above.

**Fax**  
(866) 329-1437 or (702) 263-1520

**Our Headquarters' Address**  
Global Experience Specialists National Servicer  
7000 Lindell Road  
Las Vegas, NV 89118-4702

**Send Us a Message**  
What can we help you with? Tell us what's on your mind by typing your message in the box below. Please include your contact information.

Submit Message

# QUESTIONS