



**The International Travel Goods Show**  
Las Vegas Convention Center, South Halls 3 & 4  
March 10 - 12, 2015

## PLEASE READ!

### IMPORTANT FACTS / DEADLINE DATES TO NOTE

1. Review the Show Information Pages which include booth move in and move out information, advanced and direct shipping instructions and shipping labels.
2. You must complete the Supplied Carpet Information Form (C-1b). This is a **MANDATORY FORM THAT MUST BE SUBMITTED BY EVERY EXHIBITOR** in order to avoid any additional charges. The Travel Goods Association provides blue carpet for your booth, included in your booth price. If you prefer to order a different color or grade of carpet, please refer to the carpet brochure and price list. You may also choose to provide your own carpet. Special shipping labels are included in this kit.
3. GES handles all electrical outlets, power and plumbing services. Please refer to the electrical and plumbing order forms included in this exhibitor manual.
4. GES handles all rigging, labor and equipment for anyone with a hanging sign. Please refer to the sign hanging order forms included in this exhibitor manual.
5. If you have any questions regarding any of the information contained in this exhibitor manual, please feel free to contact your GES service representative via phone, email or live chat. All contact information can be found on the Show Information Pages.

#### **GES DEADLINE DATES:**

1. The date for **DISCOUNT ORDERING FOR GES SERVICES** is **MONDAY, FEBRUARY 16, 2015**. Please make sure all orders are received by this date or higher equipment and labor rates will be incurred.
2. Advanced Storage Fees Apply Before February 3, 2015
3. Late to Warehouse Fees Apply After March 4, 2015
4. Advanced Freight must be received between February 3 - March 4, 2015

Thank you, we wish you a successful 2015 event!

