

**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](http://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.**

**MANDATORY  
FORM\***

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

**Form Deadline Date:**  
February 16, 2015

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

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

- ☐ Electrical Forms (For Non-Standard Distribution)
- ☐ Hanging Signs/Truss - Form H-2
- ☐ Display Cases - Form Q-1
- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

A blank sheet of graph paper featuring a uniform grid of small squares. The grid consists of 10 columns and 10 rows, creating a total of 100 square units. The lines are thin and black, set against a white background. There are no margins or additional markings on the page.

Indicate  
Adjacent  
Booth or  
Aisle Number:

Indicate  
Adjacent  
Booth or  
Aisle Number:

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

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