



Dear Vendor Partner,

It is time to prepare for the upcoming dealer market and we have all the information you will need to have a successful exhibition! Enclosed you will find the GES Exhibitor Kit and information regarding the Fall Dealer Market held at the Sands Expo and Convention Center, August 25 – 27, 2016.

This exhibitor kit will help you order everything needed to have a successful exhibit. Each section of this kit is organized to give you access to the most important forms and information needed to make your exhibiting process go as smoothly as possible.

- Booth furnishings
- Shipping product
- Ordering labor
- Assembling and disassembling your booth
- Shipping products back to your warehouse

We are excited to announce at the spring market we set records in all measures we utilize to grade our success from sales, attendance and vendor participation. We cannot allow ourselves to become content with simply setting new records, so therefore, we take the responsibility to review our procedures following every dealer market with the goal to find incremental improvements to the exhibitor's process and most certainly the overall dealer experience while attending an Orgill market.

We appreciate your efforts to make us better and willingness to assist in those incremental improvements. Please take the time to review your exhibitor kit carefully to learn more about some changes in our set up process, most important the changing of the timeframe for removal of freight from the aisles on Wednesday, August 24th.

If you have questions concerning your booth number, please contact your merchandise manager at (901) 754-8850 or logon to orgill.com. However, if you have questions concerning the Market or information in this packet, please contact Tammy New at ext. 517.

We look forward to seeing you in Las Vegas.

Sincerely,

Phillip Walker
Sr. Vice President, Merchandising

Orgill 2016 Fall Dealer Market Exhibitor Information:

Sand Expo and Convention Center

201 E. Sands Ave.

Las Vegas, NV 89169

Set-Up:	Monday,	August 22	8:00 AM-5:00 PM
	Tuesday,	August 23	8:00 AM-5:00 PM
	*Wednesday,	August 24	8:00 AM-3:00 PM

***CRATES WILL BE REMOVED FROM THE FLOOR AT 10:00 AM. FLOORS WILL CLEAR AT 3:00 PM TO LAY CARPET.**

Market Hours:	Thursday,	August 25	7:30 AM-6:00 PM
	Friday,	August 26	7:30 AM-6:00 PM
	Saturday,	August 27	7:30 AM-4:00 PM

Tear-Down:	Saturday,	August 27	4:00 PM-10:00 PM
	Sunday,	August 28	8:00 AM-Noon

Ordering electrical, booth furnishing and labor

- Place orders early (payment included) and receive discounts. ON-SITE ORDERS ARE EXPENSIVE!
- Confirm with GES/Convention Center that your order and payment have been received.
- Take copies of your orders sent via fax or placed online with you to the market.
- Take a company credit card to pay all balances due on show site and for deposits on rental equipment.

Installation & Dismantling - Electrical

- Sands Expo electricians will provide the initial electrical power source.
- Electrical service is brought from the nearest column or floor port into the booth. The electrical outlets or boxes are placed in the rear of the booth along the pipe & drape line.

Shipping Reminders

- Shipping to the advanced warehouse guarantees your freight to be in your booth on Monday at 8:00 a.m. for set-up.
- Ship your freight prepaid and keep an inventory and the tracking number(s) for all of your shipments.
- Remove all old shipping labels BEFORE you ship your crates.
- If shipping to the Pallet Area/Bulk Display Area – use the Pallet Form in your GES Exhibitor Kit. Please make sure your company name and booth numbers are clearly marked on the form, and affix this form on all four sides of your pallet.
- Make sure all shipments have a certified weight ticket.

- Shrink-wrap all cartons onto a skid to avoid items possibly becoming separated from shipment in transit.
- Read shipping instructions in the GES Exhibitor Kit.

Material Handling Services

GES is the official material handling contractor. Work rules require that GES off-load all equipment and display material from commercial carriers, common carriers or van lines at the convention center loading docks. The use of forklifts, pallet jacks and lift gates are permitted only by GES personnel. Exhibitors are allowed to perform their own material handling provided they meet all of the following criteria:

- Person performing the work must be a full-time company employee of the exhibiting company
- They must be off-loading from a company-owned truck or rental vehicle, or from a car, van or truck owned by personnel of the exhibiting company. All trucks, including co-owned or rental vehicles over 24' in length will be off-loaded and/or loaded by GES.
- They may use only hand-operated equipment, which they have provided; two-wheeled hand trucks are permitted. The use of forklifts, pallet jacks, lift gates or any other mechanical equipment is not permitted by anyone other than GES.
- GES will not be responsible for any material they do not handle.

CART INFORMATION

Cart Service is a feature for Personally Operated Vehicles (POV) only. This service is for those who have small hand carry items all of which must fit on a 3'x 4' push cart in one trip for a fee of \$62.75. For more information please refer to the Cartload Service Order Form in your GES Exhibitor Kit.

RIGGING

The responsibility to hang an item is shared by GES and Sands Expo as follows:

- GES hangs all non-electrical items weighing less than 200 lbs.
- Sands Expo hangs the following items:
 - Items weighing 200 lbs. or more. Drawings must be reviewed, signed and stamped by a licensed structural engineer to certify structural integrity and safety.
 - Electrical and motorized items regardless of the weight

Note: When an item weighing less than 200 lbs. is hung from a motor, Sands Expo will install and hang the sign/banner.

- All rigging must conform to the rules, regulations and facility limitations of the Sands Expo and Convention Center which may be found in the exhibitor kit and Orgill Show Management regulations.
- All assembly of equipment, signs, products necessary prior to hanging, etc., will be the responsibility of the Exhibitor.
- Failure to submit accurate diagrams prior to set-up will delay the hanging of your sign and could incur additional cost.
- An exhibitor order form for rigging services may be found in the GES Exhibitor Kit.

Frequently asked questions:

How do I label my freight?

Use the labels in the **GES Section** of this exhibitor kit and copy them if you need more. Remove all old labels from your crates and cartons.

How does my shipment get unloaded?

GES has the responsibility of receiving and handling all exhibits materials. It is their responsibility to manage docks and schedule vehicles for a smooth and efficient move-in. If you wish to unload, you must report to the GES Marshalling Yard. Do not proceed to the dock until authorized to do so.

When will I get my empty crates back? Other exhibitors have already received their "empties"?

Platinum Exhibitors will receive their empty crates first followed by the remaining exhibitors; this is all completed on a random basis based on the zone of your booth location. **Please do not stand in the dock area looking for your freight - this only slows down the empty return process and is also a safety concern.**

What are the hours for straight time and overtime labor?

All labor before 8:00 a.m. and after 5:00 p.m. Monday thru Friday, and all hours on Saturday, Sunday and holidays will be overtime. Straight time rates are hours worked between 8:00 a.m. and 5:00 p.m. Monday thru Friday only, excluding holidays.

What is the address for advanced shipments?

C/O GES
Orgill Fall Dealer Market
Name of Exhibiting Company
Booth # _____
7000 Lindell Road
Las Vegas, NV 89118

The first day for shipments to arrive is **Tuesday, July 19th**. Last day for shipments to arrive at the advance warehouse without a surcharge is **Wednesday, August 17th**.

What is the address for direct shipments?

C/O GES
Orgill Fall Dealer Market
Name of Exhibiting Company
Booth # _____
Sands Expo and Convention Center
201 E. Sands Ave.
Las Vegas, NV 89169

Direct shipments can begin arriving at the exhibit site on **Monday, August 22nd**. Last day for shipments to arrive at the exhibit site is by **9:00 AM on Wednesday, August 24th**.

BUSINESS CENTER

FedEx Kinko's will operate a full service business center onsite to provide small package shipping, copy and fax services. They are located on level 2 of the Congress Center at the Venetian, adjacent to the Bellini Ballroom. A satellite business center location is on level 1, near the Galileo ballroom.

DISTRIBUTION OF FLYERS

The distribution of literature, promotional items, samples, etc. is restricted to the location of your contracted exhibit space. Any distribution or other activity interfering with the activities of neighboring exhibitors or the obstruction of aisles will not be allowed.

INTERNET SERVICE

WiFi is offered throughout meeting rooms, lobbies, and exhibit halls. Please refer to the Internet/Network Service form in your exhibitor kit.

FIRE LAWS

All display materials must be flame-retardant treated and certified as such (a certificate should be available if it is asked for). Smoking in the convention center is prohibited. Exhibits must not block aisles, fire exits and fire extinguishers. No decorations of paper, pine bough, leafy decorations, tree branches or other combustible materials are allowed.



NO storage behind exhibits provided or permitted. Please make sure you read and understand the *Fire Regulations* located in the *GES* section of this exhibitor kit.



USA Pallet Area Freight Deliver to:

PALLET AREA _____

Pallet area as assigned by your Merchandise Manager

Bauer: G-Housewares, W-Consumables,
C-Cleaner-Chemicals

Bigham: B-Electrical, N - Heating

Brake: Y-Fasteners, T-Builders Hdwe

Cooper: I-Lawn & Garden, E-Fencing,
D-Farm & Pet

Erwin: P-Hand Tools

Gardner: J-Paint 1-Paint Sundries,

Harmon: X: Power Tools,

Z: Automotive

Nickelson: Q-WorldWide Sourcing

Ray: 4-Outdoor Living,H-Agriculture

Vornbrock: A-Plumbing,

K-Kitchen & Bath

Wooldridge: S-Building Materials,
V-Locks

Vendor Name _____

Orgill Merchant _____

Department _____

Vendor Contact _____

**PLEASE COPY AND ATTACH THIS FORM TO
ALL FOUR SIDES OF THE
PALLET AREA MERCHANDISE ONLY!**



**CANADIAN
Pallet Area Freight
Deliver to:**

PALLET AREA _____

Pallet area as assigned by your Merchandise Manager

Bauer: G-Housewares, W-Consumables,
C-Cleaner-Chemicals
Bigham: B-Electrical, N - Heating
Brake: Y-Fasteners, T-Builders Hdwe
Cooper: I-Lawn & Garden, E-Fencing,
D-Farm & Pet

Erwin: P-Hand Tools
Gardner: J-Paint, 1-Paint Sundries
Harmon: X: Power Tools,
Z: Automotive
Nickelson: Q-WorldWide Sourcing

Ray: 4-Outdoor Living, H-Agriculture
Vornbrock: A-Plumbing,
K-Kitchen & Bath
Wooldridge: S-Building Materials,
V-Locks

Vendor Name _____

Orgill Merchant _____

Department _____

Vendor Contact _____

**PLEASE COPY AND ATTACH THIS FORM TO
ALL FOUR SIDES OF THE
PALLET AREA MERCHANDISE ONLY!**

Vendor Meeting



Vendor Meeting

Tuesday

August 23, 2016

1:00pm

3:00pm

Attending the vendor meeting is critical to helping you understand what is required to maximize your market productivity. Even if you have attended vendor meetings at other Orgill Markets, information can change. Please be prompt and turn off or silence phones during the meeting.

Wednesday

August 24, 2016

9:00am

11:00am

Attendance at one of these meetings is required for every person working your booth.

Location:

Sands Expo and Convention
Center





SAFETY REMINDER

**NO FLIP FLOPS OR
OPENED TOED SHOES
DURING SET-UP OR TEAR-
DOWN!**

You should treat the show areas during move-in and move-out as you would a construction site when work is ongoing. Wearing of appropriate attire including footwear with hard soles, protects against potential injuries from site debris, and limits potential for slips and falls. Heels, flip flops, and open toed shoes are inappropriate, they violate safety standards and will not be allowed. You will be asked to leave the show floor.

Children under 16 will not be admitted on the floor during vendor set-up and move-out.



**CLOSED
TOED
SHOES
ARE
REQUIRED**

Almost out of Market Forms?

Need more Copies?

No need to contact your merchant for copies only. Just log on to Orgill.com and follow the steps below to request additional copies of your market forms.

1. Log on to Orgill.com (If you do not know your Vendor's user name and password, please see Lisa Pirtle at Vendor Registration and she will assist you.)
2. Go to Events and click on Market Forms Request.



3. Fill out the Form and click send.
 - a. You will need to fill out a separate request for each set of order forms that you need.
 - b. Fill out the form as completely as possible.
 - c. Be sure to include your contact information, so that we can contact you if we have any questions regarding your request.
 - d. If you are requesting copies of coupons, doorbusters, or Market busters, please enter the sku's needed in the boxes at the bottom of the form. The boxes for you to enter your sku numbers will appear at the bottom of the form when one of these options is selected.
 - e. For Dropship Pallet Forms, please enter the Form number located on your forms. This will start with PLT. For example PLT1234. The PLT number is located in the top right hand corner of your pallet form beside the vendor number.
 - f. For Dropship Forms, please enter the Vendor name for your form, located in the top left corner of your form.
 - g. For Dropship Forms and Dropship pallet forms, please select Domestic or Canada.
 - h. For Special Programs and Relays, please be sure to enter the program number and form name. This will help us to quickly locate your form to be printed. The program number will be located in the top right hand corner of your form.

The screenshot shows a web browser window with the Orgill website. The browser's address bar shows the URL <http://orgill.com/DMFPR/default.aspx>. The website has a navigation menu with links: Home, Español, Français, My Profile, View Cart, Logout, Search, Order Center, My Account, Item Center, Catalog, About Orgill, Services, Events, Information, Employee Center, Contact Us, and Admin. The main content area is titled "Orgill - Form Print Request" and "Dealer Market Print Request Form Orgill, Inc.". It contains a form for requesting additional market form copies. The form includes fields for Request Date, Department (Agriculture), Merchandise Manager, Vendor, Vendor Number, Booth#, Number of Copies (100), Check Region (Domestic, Canada), Canada Only (Yes, No), Program Number, Contact Name, Cell Phone, and Contact Email. There are also checkboxes for the type of form to be printed: Coupon, Warehouse Form, Market Buster, Market Buster Planogram, Warehouse Pallet, New Product Coupon, New Product Planogram, Doorbuster Coupon, Warehouse Price Stickers, Drop Ship Form Name, Drop Ship Pallet - PLT#, and Other (Specify form name). A red "SEND" button is at the bottom of the form. The footer of the website includes links: About Orgill, Corporate Information, Driving Directions, Privacy Statement, Usage Policy, Contact Us, Website FAQs, and a page number (3).

Start | Internet Explorer | Orgill, Inc. | FormBuilder - Orgill, Inc. | 7:10 AM 7/28/2015

Orgill, Inc. - Internet Explorer | http://orgill.com/DMFPR/default.aspx | Orgill, Inc. | FormBuilder - Orgill, Inc.

Home | Español | Français | My Profile | View Cart | Logout | Search

Order Center | My Account | Item Center | Catalog | About Orgill | Services | Events | Information | Employee Center | Contact Us | Admin

Orgill - Form Print Request

Dealer Market Print Request Form
Orgill, Inc.

Vendors and Orgill Merchandise Managers: Please use this form to request additional market form copies during the Orgill Dealer Market. Submit a separate request form for each form being printed. For new forms or changes to forms contact your buyer. All printed forms will be delivered to your booth.

Request Date: Department: Agriculture ☒ Merchandise Manager:

Vendor: Vendor Number: Booth#: Number of Copies: 100

Check Region: ☒ Domestic ☐ Canada Canada Only: ☐ Yes ☒ No Program Number:

Contact Name: Cell Phone: Contact Email:

Check the form to be printed below. For Drop Ship Pallets indicate Pallet No. For Coupons, Market Busters, Doorbusters, and New Products please indicate skus's needed.

☐ Coupon ☒ Warehouse Form ☐ Market Buster ☐ Market Buster Planogram

☐ Warehouse Pallet ☐ New Product Coupon ☐ New Product Planogram ☐ Doorbuster Coupon ☐ Warehouse Price Stickers

☐ Drop Ship Form Name

☐ Drop Ship Pallet - PLT#

☐ Other (Specify form name):
(Relay, Booking, Dollar Central, etc).

SEND

About Orgill | Corporate Information | Driving Directions | Privacy Statement | Usage Policy | Contact Us | Website FAQs | (3)

Once you have clicked the send button, your request will be emailed to the Orgill Copy Center.

We will have your forms printed and delivered to your booth. Please make sure to have a representative in your booth at all times. Forms will not be left in an empty booth.

DO NOT WAIT until you only have 1 order form left before requesting copies. When your stack starts to look low (around 20 to 25 copies left) you need to request copies.

This request is for copies only. If you have any changes to your forms – item additions, item deletions, price changes, discount changes, etc.. then you will need to contact your Merchandise Manager.