

Exhibitor Services Manual Table of Contents

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Show Organizer Information and Forms	4
ISSA Information and Forms	5
Exhibitor Checklist	5
Hotel List	7
EAC Wristband Policy	8
EAC & COI Guidelines & Procedures	10
LVCC ESCA Rules & Policies	11
ISSA Booth Approval Form	12
ISSA Booth Construction Guidelines	13
Exhibitor Intellectual Property Rights	24
Hotel Meeting Space Contacts	26
Product Donation Information	28
Media Contact List	29
Las Vegas Convention Center Rules and Regulations	36
GES Information and Order Forms	51
Show Information	52
Show Information	52
General Information	54
Tips for New Exhibitors	55
Required Forms	57
Payment and Credit Card Charge Authorization	57
Domestic Third Party Billing Request	58
International 3rd Party Billing Request	59
International Exhibitors	60
International Shipping FAQ's	60
International Shipping Information	63
International Package Options Order Form	65
Booth Furnishings	67
Carpet Brochure	67
Carpet Order Form	68
Carpet Package Order Form	69
Standard Furniture Brochure	70
Furniture & Accessories Order Form	73
Furniture Package Order Form	76
Specialty Furniture Brochure	77
Specialty Furniture Order Form	86
Convenience Package Order Form	92
Standard Exhibit Systems Brochure	94
Standard Exhibit Systems Order Form	101

011601009

082917



Exhibitor Services Manual Table of Contents

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Digital File Preparation	103
Graphics & Signage Order Form	105
Standard Graphics Brochure	106
Shipping, Drayage and Material Handling	107
Material Handling/Drayage Information	107
GES Transportation Plus	110
Material Handling Order Form	111
Advance Shipping Labels	113
Direct Shipping Labels	114
Targeted Move-in and Freight Information	115
Request for Variance to Assigned Target Time	116
Pre-Printed Bill of Lading (BOL) / Outbound Labels Request	117
Warehouse Storage Service Order Form	118
Freight Service Questionnaire	119
Marshaling Yard & Direct Deliveries Information	120
Show Site Storage Order Form	121
Cartload Service Order Form	123
Vehicle Placement Order Form	124
Labor and Equipment	125
Installation and Dismantling Order Form	125
Forklift Order Form	127
Hanging Sign / Truss Labor Information	129
Hanging Sign Labor Order Form	130
Booth Layout - Hanging Signs	134
Hanging Sign Shipping Labels	135
Electric Chain Hoist & Truss Order Form	136
Truss Lighting Package Order Form	137
Stagehand Labor Order Form	139
Cleaning and Porter Service Order Form	142
Utilities	143
Electrical Checklist	143
Electrical Safety Regulations	144
Electrical Frequently Asked Questions	146
Electrical Outlets Order Form	149
24-Hour Electrical Outlets Order Form	150
Lighting Order Form	151
Electrical Floorwork Labor Order Form	153
Electrical Booth Work Labor Order Form	155
Electrical Equipment Order Form	157
Booth Layout - Electrical	159
Plumbing Services Information	160

011601009

082917



Exhibitor Services Manual Table of Contents

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

Plumbing Services Order Form	161
Plumbing Labor Order Form	163
Booth Layout - Plumbing	165
Exhibitor Appointed Contractors (EACs) and Third Parties	166
Notice of Intent to Use EAC and Policies and Procedures	166
Agreement and Rules and Regulations between GES and EAC	167
Certificate of Liability Insurance Sample	169
Regulations and Guidelines	170
Show Site Work Rules	170
Stop. Think. Safety.	171
Fire Regulation Information	172
Operation of All Mechanical Lifts	174
GES Payment Policy	175
GES Terms and Conditions of Contract	176
Audio Visual Services	179
Audio Visual Order Form	179
Trade Show Partners	182
ISSA Trade Show Partners	183
Canopy Services Guide and Order Form	184
Catering Menus and Order Form	187
Cox Internet	207
Cox WiFi	210
Cox Telephone	212
FedEx Business Services	215
Floral Menu and Order Form	216
ISSA Hotels	217
Meeting Space Contact List	218
Modeling / Hostesses	220
Photography	222
Product Donation	224
Lead Retrieval - Experient	225
Security	227
Videography	227
Index	229

011601009

082917

Show Organizer Information and Forms





EXHIBITOR SERVICE MANUAL

September 11-14 (Exhibits 12-14) | Las Vegas, NV
Las Vegas Convention Center

LAS VEGAS CONVENTION CENTER		
Ordered?	Form	Deadline Date
	MANDATORY: Booth layout for 1,000 sq ft or more, or multi-level/covered booths	July 31
	MANDATORY: EAC ESCA & WIS Badge Requirements	August 18
	Food Sampling Form	August 18
GES SERVICES		
<i>Order by August 18 to receive best pricing. Last day for orders is September 5.</i>		
Ordered?	Form	Deadline Date
	MANDATORY: Payment & Credit Card Charge Authorization	August 18
	MANDATORY: 3rd Party Billing Request	August 18
	MANDATORY: Key Information/ Supervised Labor Checklist	August 18
	MANDATORY: Freight Service Questionnaire	August 18
	MANDATORY: Utilities: Electrical Booth Layout	August 18
	MANDATORY: Utilities: Plumbing Booth Layout	August 18
	MANDATORY: Shipping: Material Handling Labels	August 18
	Booth Display: Booth Layout	August 18
	Booth Display: Carpet	August 18
	Booth Display: Exhibit Standard System Order Form	August 18
	Booth Display: Furniture & Accessories	August 18
	Booth Display: Graphics & Signage	August 18
	Booth Display: Truss Lighting Package Order Form	August 18
	Booth Display: Truss Order Form	August 18
	Booth Display: Vehicle Placement Order Form	August 18
	EAC: Notice of Intent to use an EAC	August 18
	Labor: Cartload Service	August 18
	Labor: Cleaning	August 18
	Labor: Electrical	August 18
	Labor: Hanging Sign	August 18
	Labor: In-Booth Fork Lift	August 18
	Labor: Installation & Dismantling	August 18
	Labor: Plumbing	August 18
	Labor: Stagehand	August 18
	Labor: Skid Accessible Storage	August 18
	Utilities: Electrical Rental-Floor Service	August 18
	Utilities: Electrical Rental-Overhead Service	August 18
	Utilities: Plumbing, Air, Water & Gas	August 18
	Shipping: Pre-Printed Outbound Material Handling	August 18
	Shipping: Transportation Plus Material Handling	August 18



EXHIBITOR SERVICE MANUAL

September 11-14 (Exhibits 12-14) | Las Vegas, NV
Las Vegas Convention Center

ISSA SERVICES		
Ordered?	Form	Deadline Date
	ISSA Innovation Award Program Entry	June 15
	Exhibit Directory Listing Proof	June 15
	Convention Center Meeting Room Request	July 14
	ISSA Meeting Hub Request	July 14
	2018 Booth Drawing Application Due	July 21
	2018 Booth Drawing Schedule Available	July 27
	Complimentary Badge Registration	July 31
	Booth Approval	July 31
	2018 Booth Drawing Begins	August 1
	EAC Work Authorization Form	August 4
	Hotel Reservation Deadline	August 21
TRADE SHOW PARTNERS SERVICES		
Ordered?	Form	Deadline Date
	Lead Retrieval (Experient)	July 17
	Internet/Telephone (Cox)	August 11
	Catering (Centerplate)	August 21
	Floral/Plants (Floral Exhibits, Ltd.)	August 22
	Product Donation	August 31
	Temporary Personnel/Hostess (Judy Venn)	September 1
	Audio/Visual (On Services)	TBD
	Booth Security (SOA)	TBD
	Photography (Oscar-Einzig)	TBD
INTERNATIONAL EXHIBITOR SERVICES		
Ordered?	Form	Deadline Date
	International Booth Package (GES)	August 18
	Ocean Freight (Rogers Worldwide)	August 27
	Air Freight (Rogers Worldwide)	September 4



ISSA/INTERCLEAN NORTH AMERICA 2017
September 11-14, 2017
Las Vegas Convention Center
Las Vegas, NV



Contact onPeak directly with questions about hotel reservations or booking a large number of rooms within the official hotel block

Phone: 866-575-4149

Email: issahotelservices@onpeak.com

Official Hotels & Rates:

1	Aria Resort & Casino	3730 Las Vegas Blvd. S	\$170-\$270 Single/Double
2	Bally's Las Vegas	3645 Las Vegas Blvd. S	\$79-\$159 Single/Double
3	Bellagio	3600 Las Vegas Blvd. S	\$180-\$230 Single/Double
4	Caesars Palace	3570 Las Vegas Blvd. S	\$199-\$229 Single/Double
5	Courtyard Las Vegas Convention Center	3275 Paradise Road	\$139 Single/Double
6	Embassy Suites Convention Center	3600 Paradise Road	\$119 King / \$134 Queen-Queen
7	Flamingo Las Vegas	3555 Las Vegas Blvd. S	\$65-\$175 Single/Double
8	Hilton Grand Vacations Club on the Strip	2650 Las Vegas Blvd. S	\$109 Studio / \$139 One Bedroom Suite
9	Las Vegas Marriott	325 Convention Center Dr.	\$154 Single/Double
10	Mirage	3400 Las Vegas Blvd. S	\$125-\$235 Single/Double
11	Paris Las Vegas	3655 Las Vegas Blvd. S	\$109-\$169 Single/Double
12	Planet Hollywood Resort & Casino	3667 Las Vegas Blvd. S	\$109-\$219 Single/Double
13	Renaissance Las Vegas	3400 Paradise Road	\$149 Single/Double
14	Residence Inn Las Vegas Convention Center	3225 Paradise Road	\$139 Single/Double
15	SLS Las Vegas Hotel and Casino	2535 Las Vegas Blvd. S	\$109-\$159 Single/Double
16	The Cosmopolitan of Las Vegas	3708 Las Vegas Blvd. S	\$214-\$229 Single/Double
17	The Linq Hotel and Casino	3535 Las Vegas Blvd. S	\$79-\$179 Single/Double
18	Treasure Island	3300 Las Vegas Blvd. S	\$115-\$175 Single/Double
19	Vdara Hotel & Spa at City Center	2600 W. Harmon Ave.	\$125-\$245 Single/Double
20	Westgate Las Vegas Resort & Casino	3000 Paradise Road	\$99 Premium / \$119 Signature / \$184 Concierge
21	Wynn Las Vegas	3131 Las Vegas Blvd. S	\$249 Single/Double

Complimentary Shuttle

By booking a hotel in the official ISSA/INTERCLEAN® housing block, you will receive FREE shuttle bus service to the Las Vegas Convention Center, a \$30 value. When you receive your registration badge, you will see "BUS" printed on the badge. **It is very important that you book your hotel under the exact SAME NAME you use to register for the show so we can ensure your badge has the complimentary "BUS" noted on it.** If anyone is sharing a room with you and attending the convention, you must note their name(s) on the hotel reservation to be sure they also receive the complimentary "BUS" designation on their badge(s). Please note shuttle service does NOT run to/from The Courtyard Convention Center, Las Vegas Marriott, Renaissance Las Vegas, Residence Inn Convention Center or Westgate Las Vegas.

Rates do not include applicable tax (currently 12.5%) and/or surcharges, subject to change.



PROCEDURES FOR USING AN EAC ON-SITE WRISTBAND POLICY

Both the exhibitor and their appointed contractor must satisfy the following requirements:

- The Exhibitor Appointed Contractor Work Authorization Form, to be completed by the exhibiting firm only, is due to ISSA headquarters no later than **August 4, 2017**
- The Exhibitor Appointed Contractor must provide ISSA with the proper Certificate of Insurance no later than **August 4, 2017**. **If this requirement is not met by the mentioned date, the Exhibitor Appointed Contractor will not be allowed on the trade show floor to service their clients.**

GES Global Experience Specialists is the Official Service Contractor for ISSA/INTERCLEAN® North America 2017. Exhibitors who wish to use a contractor other than the designated official contractors to set-up, service and dismantle their exhibits, may do so, provided both the exhibitor and appointed contractor comply with the procedures outlined below. **Please note that no exceptions will be made for material handling (drayage), electrical, plumbing, rigging, decorator labor, millwright work, telephone, booth cleaning, booth security, and catering.**

RULES & REGULATIONS

1. All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
2. The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
3. The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
4. The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
5. The Exhibitor agrees that he/she is ultimately responsible for all services in connection with their exhibit, including freight, drayage, rentals and labor.
6. The Exhibitor Appointed Contractor shall provide certificates of insurance.
7. The Exhibitor Appointed Contractor will be responsible for all reasonable costs related to its operation, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the Exhibitor Appointed Contractor/Exhibitor depending upon the billing arrangement set up with GES. (Based upon EAC, not number of booths).
8. The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided an appropriate registration badge. See EAC wristband policy below.
9. The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
10. Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.
11. During show hours, only exhibit badges will be permitted on the show floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper convention badges.
12. The Exhibitor Appointed Contractor shall indemnify and hold ISSA and GES Global Experience Specialists harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.



INSURANCE COVERAGE REQUIREMENTS

1. **Comprehensive General Liability** with limits as follows:
 - \$1 million in respect of injuries to any one person in any occurrence
 - \$2 million in respect of injuries to more than one person in any one occurrence
 - \$1 million in respect of damage to property.

ISSA, GES Global Experience Specialists, and Las Vegas Convention Center, must be named as additional insured. This policy should include coverage for premises/operations, contractual liability, broad form property damage liability, products liability if a product is provided, and personal injury liability, if guard service is provided.
2. **Workers' Compensation and Occupational Disease** insurance in full compliance of all federal and states laws and cover all company employees.
3. **Employers Liability** insurance with minimum limits of \$500,000 per accident covering injury or death to any employee outside the scope of Workers' Compensation and Occupational Disease coverage
4. **Comprehensive General** Automobile liability insurance covering any owned, non-owned or hired self-propelled of the type for use on and off the Las Vegas Convention Center, including coverage of loading and unloading hazards with limits of liability of \$1 million in respect of injuries and property damage in any one occurrence.

The policy must be in effect over the dates of **Sunday, September 8**, through **Sunday, September 16**. We also ask that the certificate of insurance contain a specific provision requiring that we be notified in writing 30 days in advance of any cancellation, non-renewal, or material change.

EAC ON-SITE WRISTBAND POLICY

All EACs will be required to wear a temporary wristband to gain access to the exhibit floor.

Review the following procedures, and contact cithlaly@issa.com with any questions.

1. All EACs must have their certificate of insurance and the original notification as an exhibitor appointed contractor on file with the ISSA.
2. All EACs must comply with the Las Vegas Convention Center EAC regulations.
3. All EACs will be required to wear a temporary wristband to gain access to the floor during move in and move out. Access to the exhibit floor during show hours requires a registration badge.
4. Wristbands requests for subsequent days must be delivered in writing by 2:30pm to the EAC desk located in the back of Central Hall near freight door 11, or by C1 entrance. Wristbands will be distributed at that time as well as the following morning beginning at 7:30am.
5. All EACs must have a master list of all individuals on payroll. This list must be available to ISSA on request.

Things to remember:

1. Wristbands must be worn on the wrist.
2. Everyone must have state issued photo identification, no exceptions.
3. All EAC's must abide by the Las Vegas Convention and Visitor's Authority ESCA badge policies
4. SOA Security will be conducting spot checks against names on your submitted list. Offenders will be escorted off the exhibit floor.
5. Only order the number of wristband needed. Wristband requests will be matched against payroll lists.



What is an EAC?

An Exhibitor Appointed Contractor (EAC) is any company other than any of the designated official contractor(s) which an exhibitor wants to employ inside the exhibit hall before, during (with proper identification), or after the show (Union Rules and Regulations apply).

Who is the designated official contractor for ISSA/INTERCLEAN 2017?

Global Experience Specialists, or GES, is the official general services contractor for ISSA/INTERCLEAN N.A.

What is a COI?

A Certificate of Insurance, which is required of each hired EAC to submit to ISSA.

Who needs a COI?

If you are hiring an EAC, that contractor will need to submit a COI.

If you are hiring multiple contractors, each one will need to submit a COI.

If you are exhibiting at the show and building your own booth, you will **not** need to submit a COI.

Now that I have contracted my services, what are my next steps?

1. Download and review the [ISSA EAC and Wristband Policy](#)
2. Log in to your [Exhibitor Registration Portal](#) to upload a completed [EAC Form](#) by **August 1, 2017**.
**Please note that if you have not yet logged in to your exhibitor registration portal, you will need to first verify your exhibitor registration contact information before uploading your forms*
3. Review the [Las Vegas Convention & Visitor's Authority ESCA Policies](#) for all EACs working on-site at the convention center and follow their requirements
4. Log in to your [Exhibitor Registration Portal](#) to submit a valid [Certificate of Insurance](#) for your company and all your hired EACs by **August 1, 2017**.
**Please have your preparer match the requirements in this sample copy provided within the portal.*

What if I am not hiring an EAC?

1. Please log in to your [Exhibitor Registration Portal](#). You will need to verify your exhibitor registration contact information. The last question that will be asked of you is if you are hiring an EAC. Please select NO.

You are not required to submit a COI form; however if you would like to submit the form to us for good measure, please log in to your [Exhibitor Registration Portal](#) to submit the [Certificate of Insurance](#) for your company by **August 1, 2017**.

**Please have your preparer match the requirements in this sample copy provided within the portal.*

Questions? Contact ISSA Cithlaly Dudic (Cithlaly@issa.com)

CONTRACTOR RULES AND POLICIES

BADGES/CONTRACTOR PHOTO IDENTIFICATION

The Las Vegas Convention and Visitors Authority (LVCVA) is a participant in the ESCA Exhibition Industry Worker Identification System (WIS) Badge. This identification badge system allows the LVCVA to improve the overall security of our facilities, their licensees and guests.

Everyone in the hospitality industry should be aware of who has access to their facility and space at all times. This is why all Exhibitor Appointed Contractors (e.g. contractors, suppliers and vendors) who work on-site at the Las Vegas Convention Center and Cashman Center must be identified with the WIS badge on their person. **Please note the following exception: At this time, all trade union workers are temporarily exempt from obtaining the WIS Badge. Permanent exceptions include all contract security employees and LVCVA building partners - Centerplate, COX Business and FedEx.**

Show staff, exhibitors and attendees will continue to use the show-issued credential.

The Exhibition Services & Contractors Association (ESCA) has been retained by the LVCVA to administer this program and to maintain an online database of all registered contractors and workers in the local exhibition industry. We recommend companies go online to www.ESCA.org for a complete overview of the process involved in registering for the badges. The WIS Badge is completely web-based program designed for contractors to order employee badges.

WIS Badge Pricing:

ESCA Member (Full-Time Employees)	\$18.00	Temporary Access Badges (ESCA Member)	\$10.00
All Others	\$25.00	Temporary Access Badges (All Others)	\$13.00

Should any difficulties be encountered with obtaining an Administrator USER ID and PASSWORD, Mitt Arnaudet, WIS National Administrator, ESCA Member Services Director may be contacted to provide additional assistance regarding the process at (972) 447-8210 or by email: mitt@esca.org.

ESCA-WIS Identification Badge



PLEASE NOTE: The WIS badge does not grant the bearer access to any events in any venues. The badge merely verifies that the individual is approved to enter the venue if they are being employed by a



BOOTH APPROVAL INFORMATION

Please carefully review the Exhibit Construction Guidelines.

ISSA APPROVAL

Booths exceeding 1,000 sq. ft. are to provide ISSA with a scaled drawing indicating all dimensions, concepts, and construction, for approval by ISSA.

Advanced Approval is required for:

- 1,000 sq. ft. or more
- Peninsula or Split-Island Booths
- Island booths exceeding 1,000 sq. ft.
- Double decker and/or covered booths
- Hanging signs/banners/truss
 - See specific guidelines in the **2017 Booth Construction Guidelines**

Submit booth drawings, complete with specifications, no later than **Monday, July 31** to:

Mandy Marneris

Phone: 847-982-0800

Fax: 847-982-0819

Email: mandy@issa.com

LAS VEGAS CONVENTION CENTER APPROVAL

Booths exceeding 1,000 sq. ft., or if the booth is multi-level or covered, are to provide the LVCC with a scaled drawing indicating all dimensions, concepts, and construction, for approval. Booth approvals should be submitted to BOOTHPLANS@LVCVA.com by **Monday, July 31**.

**Note: all layouts must be approved by ISSA first.*

HANGING SIGN

Complete and return the *Hanging Sign / Assembly Labor Order Form* to GES by **August 18, 2017**. To receive the discount price, you must complete and return the Hanging Sign / Truss Labor Order Form with hanging sign instructions and the payment & credit card charge authorization by **August 18**. The hanging sign must also arrive at the GES warehouse by September 5 to receive the discount price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Please contact Mandy Marneris (mandy@issa.com) with any questions or concerns.



2017 BOOTH CONSTRUCTION GUIDELINES

Las Vegas Convention Center
Las Vegas, NV • September 11-14, 2017



Organized by:



In association with:



Recognized by:



11.12.13.14 SEP





CONTENTS

TERMS & CONDITIONS.....	3
LINEAR (STANDARD)/CORNER BOOTH	6
PENINSULA BOOTH	7
ISLAND/SPLIT ISLAND BOOTH	8
PERIMETER BOOTH.....	9
CANOPIES & CEILINGS	10
CROSS-AISLE BOOTH	11
SOUND	12
TOWERS.....	13
VEHICLES.....	14
DEMONSTRATIONS	15



TERMS & CONDITIONS

The following Terms and Conditions are part of the Contract between the Exhibitor and ISSA. **Failure to comply therewith shall subject Exhibitor to the sanctions and penalties set forth.**

1. GENERAL PURPOSE AND SCOPE OF EXHIBITION

The purpose of ISSA/INTERCLEAN (hereinafter "Exhibition") is to promote business opportunities for products and services of interest to the general association membership.

Firms may exhibit subject to the following criteria:

The Exhibitor must own the exclusive rights to any and all products and brands that will be exhibited, or be the sole representative of such products for the United States.

- Firms rendering services to the cleaning industry may exhibit such services, subject to all other limitations and criteria regarding the Exhibition.
- Products and services exhibited must be consistent with the purpose of the Exhibition.
- Manufacturer Representatives (as defined in the ISSA Bylaws) are not eligible to exhibit.
- Branch members may exhibit but are subject to additional fees.

ISSA reserves the right to allow firms to exhibit, on a case-by-case basis, subject to the sole discretion of ISSA and without prejudice toward competition. Denial of the right to exhibit may be based on previous violations of ISSA policies and past performance at ISSA events.

2. REGISTRATION OF EXHIBITOR PERSONNEL

Only a firm's full-time employees and those individuals who are approved non-employees as per these Contract rules and regulations (i.e.: individuals representing advertising agencies, marketing consultants) may be registered as Exhibitor Personnel. Possible penalties include: confiscation of badges(s), removal from the trade show floor, and forfeiture of registration fees. In addition, penalties for a first violation may also include a \$500 fine, suspension of membership, and suspension of show participation of one year. Penalties for a second violation may include a \$1,000 fine, suspension of membership and suspension of show participation for at least two years. All penalties are to be determined and levied at the sole discretion of ISSA.

3. EXHIBITOR ENTERTAINMENT/MEETINGS

Exhibitor firms and Exhibitor personnel may not open a hospitality suite or schedule a meeting, meal function, or any other event away from the trade show floor during official Exhibition hours. Potential penalties include all penalties listed in section 2.

4. EXHIBITOR INTELLECTUAL PROPERTY

No Exhibitor may display any product or display or distribute any advertisements for a product that infringes upon the trademark, copyright or patent of another company. Exhibitor agrees to defend, at Exhibitor's expense, and to indemnify ISSA for any action brought against ISSA arising out of any dispute concerning Exhibitor's infringement upon the intellectual property of another.

5. APPLICATION

Each Exhibitor must submit an application for Exhibit space and all fees due to ISSA consistent with the Terms and Conditions provided herein. Exhibitor understands that submission of a signed Contract application and fees is only an offer to enter into a Contract, which ISSA may accept or reject at its own discretion. ISSA shall indicate acceptance by providing the Exhibitor with written notification of such acceptance, either by fax, e-mail or U.S. mail, at which time a binding Contract shall be established. Fees due with submission of an application shall include a non-refundable deposit equal to 50% of the total cost of the desired Exhibit space PLUS the full amount of the administrative fee. Exhibitor must pay the balance of the total cost of the reserved Exhibit space by April 1 of the year in which the Exhibition is to be conducted, or the Exhibit space may be released. For Contract applications submitted after April 1, 2017, full payment for the Exhibit space is required at the time of application.

6. REFUND POLICY/CANCELLATION/SPACE REDUCTIONS/RELOCATION REQUESTS

Once an application and fees have been accepted by ISSA and Exhibit space has been assigned, a request for cancellation or reduction of Exhibit space must be made in writing to ISSA and will be considered final. A notification of cancellation or reduction in Exhibit space received by April 1, 2017 will be entitled to a refund of fees submitted minus the 50% non-refundable deposit and the \$450 administrative fee for any portion of space originally reserved and subsequently abandoned. Notifications of cancellation or reduction in space received after April 1, 2017 will not be entitled to any refund for the cancelled space.

Once space has been confirmed and committed to an Exhibitor, a request to change Exhibit location for any reason may be accepted at the sole discretion of ISSA and is subject to forfeiture of the non-refundable deposit on the original space.

7. SPACE ASSIGNMENT

When an Application for Exhibit Space and payment is submitted by the published deadlines, Exhibit space will be assigned and a confirmation will be provided by written notification to the Exhibit Contact noted on application. Exhibitors may reserve space in more than one location in ISSA's leased exhibit space at the sole discretion of ISSA. Initial space assignments will be made during the Booth Selection process. Exhibit Space will be assigned based on seniority and points.

SENIORITY: All new and returning member Exhibitors receive +1 Seniority Point each year it exhibits with continual membership. Seniority continues perpetually unless a former Exhibitor does not exhibit for two consecutive years,

in which event it permanently forfeits all accumulated seniority.

POINTS: An Exhibitor will earn +1 booth point for each 100 square feet reserved for the current year only. These points only apply for the one-year affected. An Exhibitor can earn +1, +2, +3 or +4 sponsorship points (Bronze, Silver, Gold, or Platinum) which will be credited toward the following year's booth drawing. In the event of mergers and acquisitions, seniority and points are not cumulative but the highest seniority and points of the merging firms will apply. ISSA reserves the right to delete all seniority and points and deny admission of employees of a specific firm at the sole discretion of ISSA in the event that a firm, or employee of the firm, either: a) publicly makes statements that defame ISSA or ISSA/INTERCLEAN, or b) violates ISSA/INTERCLEAN policies, specifically in regard to registration of individuals, conduct of an unapproved event off the show floor, or conduct of an event that is considered in conflict with ISSA/INTERCLEAN.

ISSA reserves the right to rearrange the floor plan and/or relocate any Exhibit if deemed advisable in the best interests of the Exhibition at the sole discretion of ISSA.

8. SUBLEASING SPACE

Exhibitors may not assign, sublet, or apportion the whole or any part of space assigned, or permit any other party to exhibit therein, or distribute any other party's advertising materials, or permit use of such space for the purpose of promoting any business other than that of the Exhibitor assigned to the space.

9. DISPLAY METHODS

Common areas of the Exhibit hall, such as corridors, aisles, restaurants, or lounges may not be used for exhibiting goods or services, distributing literature, or making announcements. All demonstrations, sales activities, and distribution of circulars and promotional materials must be confined to the limits of the Exhibitor's Exhibit space.

Methods of display that, in the judgment of ISSA, are not designed to achieve the purpose of the Exhibition, will not be permitted. ISSA reserves the right to forbid and enjoin the admission or conduct of persons, and the distribution of printed or other material that, in the judgment of ISSA, are inconsistent with the purpose of the Exhibition.

Audio/visual, sound effects, lighting, music, entertainment, and other such activities are permitted provided the sound intensity, lighting or other actions do not interfere with the neighboring Exhibitors or their patrons' ability to conduct business or are otherwise judged by ISSA to be disruptive of the Exhibition. All such effects are subject to approvals or restrictions of the Exhibit Facility and ISSA.

10. FOOD AND BEVERAGE

Exhibitor may serve food and beverages, including alcoholic beverages, at its Exhibit space during Exhibit hours only if it has written authorization from ISSA and a written agreement with the official caterer of the Exhibit Facility. Exhibitors serving alcoholic beverages at their Exhibit space must provide ISSA with proof of insurance (consistent with paragraph 20, including host liquor liability coverage, naming ISSA as an additional insured). Exhibitor and its employees and agents shall not serve alcoholic beverages to anyone less than 21 years of age or to anyone regardless of age who is obviously intoxicated.

Exhibitor agrees to indemnify and hold ISSA harmless with respect to any and all claims, losses, damages, liabilities, judgments, or settlements, including reasonable attorneys fees, costs and other expenses incurred by ISSA on account of any alcohol served at Exhibitor's Exhibit space.

11. BOOTH ATTENDANTS

Each Exhibitor shall provide at least one booth attendant during Exhibit hours. Failure to comply with this provision shall subject the Exhibitor to the sanctions and penalties as set forth in Paragraph 26. All booth attendants must be bona fide employees of the Exhibitor, or the Exhibitor's Manufacturer Representative. In addition, Exhibitor may hire models to work in the Exhibit space. The attire of models employed by the Exhibitor and other booth personnel shall not exceed the boundaries of good taste as judged by ISSA in the exercise of its sole discretion. Subject to these rules and regulations, no Exhibitor personnel shall be in the booth of another Exhibitor without such Exhibitor's permission.

12. EXHIBITION SCHEDULE/INSTALLATION/ DISMANTLING

Exhibitor shall adhere to the Exhibition schedule and shall strictly observe the opening and closing hours each day of the Exhibition as set forth in the Exhibition schedule. The Exhibition schedule, set up and dismantling schedule will be published and provided to each Exhibitor in the Exhibitor Service Manual. Exact move-in date will be reflected on the Targeted Floor Plan, provided by the official contractor. No Exhibit shall be packed, removed or dismantled prior to the closing of the Exhibition. Any Exhibitor packing, removing or dismantling the Exhibit or leaving the booth unattended prior to the official closing of the Exhibition may be suspended from exhibiting at ISSA trade shows for at least one year, and/or may be subject to the penalties set forth in Paragraph 26.

13. DISPLAY MATERIALS

Booth decorative materials, including carpeting, must be of flame-retardant material or treated with an approved flame-retardant solution. Fabrics must pass the NFPA-701 code, and all other construction and decoration materials must pass the NFPA-703, chapter 2 code. Exhibit booth construction shall meet the requirements of 2003 NFPA 101.3.7.4.3.4. No combustible materials, merchandise, or signs shall be attached to, hung from, or draped over flame retardant sides or rear divider draperies, or attached to table skirting facing the aisles, unless flame-retardant. All flame-retardant material must be evidenced by a certificate of flame-retardant treatment by the manufacturer or

a sample will be required for field testing. If no certificate or acceptable test sample is available, the material must not be used.

Electrical wiring and equipment must comply with Federal, State, and Municipal fire codes and regulations. If inspection indicates that any Exhibitor has neglected to comply with these regulations, or otherwise incurs fire hazard, the right is reserved to cancel all or such part of the Exhibit as may be irregular. All packing containers, wrapping, and waste paper must be removed from the Exhibit hall floor, and no storage shall be permitted under the tables or behind displays.

Decorations, signs, banners, flags, streamers, or other articles may not be taped, nailed, tacked, stapled, or otherwise fastened to walls, floors, escalators, ceilings, columns, partitions, or trim of the exterior or interior walls of the Exhibit hall. Exhibitor shall not apply paint, lacquer, adhesive, or any other coating to Exhibit hall floors, walls, columns, or to the standard booth equipment. Exhibitor shall not injure, mar, or otherwise deface any part of the Exhibit hall, nor shall Exhibitor make any alterations or improvements to the Exhibition space. Adhesive-backed decals and stickers or labels may not be distributed in the Exhibit Facility. "Glitter" is not permitted in carpeted areas. Helium balloons or any other helium-filled objects may not be distributed in the building. Remote controlled blimps are not permitted in the building. Static helium balloon displays may be permitted with advance approval from the Exhibit Facility. Mylar balloons are prohibited.

Aerosol cans or other containers, which are labeled with flammable or combustible ingredients, are not permitted in the Exhibit hall unless they are empty cans. A supply for demonstration purposes may be allowed, if approved in advance by the Exhibit Facility.

14. EXHIBIT DESIGN CONSTRUCTIONS

Exhibit displays shall be limited to 8' 3" (2.5m) in height for a standard in-line booth. For in-line booths on the perimeter, the back wall will be permitted to a height of 22 feet.

An Island Exhibit of 1,200 square feet or larger will be permitted up to a maximum height of 30 feet. Smaller Island, Split-Island and Peninsula Exhibits of 1,199 square feet or less will be permitted up to a height of 22 feet. When a booth design exceeds 12 feet in height, the Exhibitor is to provide ISSA with a scaled drawing indicating all dimensions, both concept and construction, for approval by ISSA and/or the Exhibit Facility by no later than 60 days prior to the event. An Island or Split-Island Exhibit can be arranged based on the "cubic content" concept, which allows utilization of the total contracted Exhibit space. Peninsula booths, next to in-line linear booths, must adhere to the same reasonable sight guidelines from the aisle, as linear in-line booths. Common walls above 8 feet will need to remain graphic free on any side facing an aisle, or neighboring booths, and must have a clean, finished look from all viewing points. The Exhibitor should take caution in selecting the booth space.

Exhibits having enclosed ceilings or "double-deckers" must comply with fire and safety regulations of the Exhibit Facility. Contact ISSA for complete information prior to the design or construction of your booth. Cross-Aisle booths must be equivalent in size and requires a minimum of two sets of 4 or more Standard In-Line (10' x 10') booths; or two Island booths 20' x 30' or larger and will be charged at 50% of space fees for aisle space. Exhibits and related structures must be designed and constructed in compliance with the public accommodation provisions of the Americans with Disabilities Act of 1991 (ADA). Please contact ISSA if you require assistance in this regard.

15. HANGING SIGNS

Hanging identification signs and/or graphics will be permitted up to the same height level as an Exhibit structure noted above. Signs must be 10' from the back-wall in a Peninsula or Split-Island configuration. Peninsula and split island hanging signs/graphics cannot exceed 50% of the corresponding dimension of the booth. A hanging sign must be reviewed and approved by ISSA and the Exhibit Facility at least 60 days prior to the Exhibition. An architectural stamped drawing may be required. Hanging signs are not permissible with standard in-line booths.

16. CONTRACTORS

Exhibitors who wish to use a contractor other than the "designated" official contractors to set up, service and dismantle their exhibits, may do so provided both the exhibitor and Exhibitor Appointed Contractor comply with the rules and policies. Complete guidelines will be included in the Exhibitor Service Manual that will be provided to each exhibiting company 90 days in advance of the show.

Where union labor is used or required, it is the responsibility of the Exhibitor to comply with local rules and regulations.

17. MUSIC, PHOTOGRAPHS AND OTHER COPYRIGHTED MATERIAL

The Exhibitor is responsible for obtaining necessary licenses and permits to use music, photographs, or other copyrighted material. The Exhibitor shall remain liable for and shall indemnify and hold the ISSA, their agents, and employees harmless from all loss, cost, claims, causes of action, suits, damages, liability, expenses, and costs, including reasonable attorneys' fees, arising from or out of any violation or infringement (or claimed violation or infringement) by Exhibitor, Exhibitor's agents, or employees of any patent, copyright or trade secret rights or privileges.

18. SMOKING

In compliance with State law, smoking is not permitted in the Exhibit Facility.

19. LIABILITY AND INDEMNIFICATION

At the conclusion of the Exhibition, the exhibiting firm must surrender space occupied by it in the same condition as it was at the time the space was initially occupied. The Exhibitor is responsible for all damage to the Exhibit hall, and for the defense and payment of any and all claims, demands, and suits on account of any alleged injury or death to individuals, or damage to property, occurring in the Exhibitor's booth space or elsewhere because of the acts or omissions of the Exhibitor, its officers, employees, agents, licensees, invitees or contractors.

Exhibitor agrees to indemnify and hold harmless ISSA and the Exhibit Facility from and against any and all claims,

demands, actions, causes of actions, penalties, judgments, and liabilities of every kind and description (including court costs and reasonable attorneys' fees) which may arise from or be asserted in connection with: the foregoing undertakings and responsibilities of the Exhibitor, including but not limited to the installation, maintenance, and/or removal of the Exhibitor's Exhibit display; failure to conduct the Exhibition as scheduled; failure to provide Exhibit space; or by any other act of ISSA or the Exhibit Facility except for acts of negligence.

Neither ISSA, its service contractors, nor the owners of the Exhibit Facility, their agents, contractors, or employees are liable for injuries to any person or for damage to property owned or controlled by the Exhibitor, which damages or injuries may be claimed to be incident to or arising from or in any way be connected with the Exhibitor's occupation of display space or the acts or omissions of Exhibitor's officers, employees, agents, contractors, licensees, or invitees, except for claims for damages or injuries caused by or resulting from the willful or wanton misconduct of ISSA or the owners of the Exhibit Facility and their respective officers, agents, and employees.

The Exhibit Facility, ISSA or the service contractors will not be responsible for the loss of or damage to any property in storage, while in transit to or from the Exhibit building or while in the Exhibit building. All property of the Exhibitor shall be deemed to remain under the Exhibitor's custody and control in storage, in transit to and from and within the confines of the Exhibit hall even though it may at any time be under the temporary control or direction of ISSA or its service contractors.

20. INSURANCE

Exhibitor agrees to maintain comprehensive general liability insurance, including contractual liability insurance, against claims for personal and bodily injury, death, or property damage incident to, arising out of or in any way connected with the Exhibitor's participation in the Exhibition, in an amount not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate for personal injury, death, or property damage in any one occurrence and be prepared to furnish a certificate of insurance to the ISSA if requested. Such insurance shall include coverage of the Exhibitor's indemnification obligations under Section 20 of this Agreement and shall name ISSA as an additional insured under such policies.

Each Exhibitor is responsible for obtaining its insurance coverage at its own expense, such insurance for its Exhibit and display materials. Such insurance should cover all risks (liability, fire, theft, damage, etc., from place of shipment to Exhibit Facility and return, including the period in which the Exhibit/materials remain in the Exhibition. All policies shall contain an express waiver by the Exhibitor's insurance company of any right to subrogation as to any claims against ISSA, its officers, directors, agents, or employees.

In the event Exhibitor opts to serve alcoholic beverages at its Exhibit space, Exhibitor shall also comply with the insurance requirements, including host liquor liability coverage, as set forth in Paragraph 10.

21. SECURITY

Each Exhibitor is responsible for safeguarding its goods, materials, and Exhibit at all times. Security service will be provided by ISSA on a 24-hour basis beginning with move-in through move-out. Although reasonable precautions are taken to protect property, neither ISSA nor the guard service is responsible for any loss or damage to property or persons.

22. UNOCCUPIED SPACE

Any space not claimed or occupied by noon, the day before the Exhibition opens, and for which no special arrangements have been made with ISSA, may be resold or reassigned by ISSA without any obligation for refund of amount paid.

23. UNFORESEEN RELOCATION

In the event that the Exhibition is unable to open at its planned site because of circumstances beyond the control of ISSA, other than for force majeure events as described in paragraph 25 herein, Exhibitor hereby gives ISSA full authority to relocate the site of the Exhibition and, if displays, goods and materials are already on hand at the original site, to move those items to the new site. In such event, ISSA reserves the right to cancel the Exhibition if ISSA cannot so relocate the Exhibition. If ISSA cancels the Exhibition, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition. Exhibitor agrees that ISSA shall not be responsible for damages or losses to the Exhibitor arising from acts performed by ISSA in good faith.

24. FORCE MAJEURE

The Exhibition is subject to acts of God, acts of war, terrorism, government regulation, disaster, fire, strikes, civil disorder, curtailment of transportation facilities preventing or unreasonably delaying attendees and guests from appearing at ISSA/INTERCLEAN, or other similar cause beyond the control of ISSA making it inadvisable, illegal, or impossible to hold the Exhibition. This Contract may be terminated without penalty for any one or more of such reasons by written notice from ISSA to the Exhibitor. If the Contract is so terminated by ISSA, all amounts paid by Exhibitor shall be refunded less any amount necessary to cover expenses incurred by ISSA in connection with the Exhibition.

25. COMPLIANCE WITH LAWS, REGULATIONS, AND TERMS & CONDITIONS

Exhibitor is charged with knowledge of and agrees to act in conformance with all statutes, ordinances, rules, orders, regulations and directions which are in force or applicable during the Exhibition, issued, adopted, or enhanced by the federal or state governments or any department, bureau, or office thereof. Exhibitor understands and accepts that the Terms and Conditions, display guidelines, and other such rules and regulations are integral and binding parts of this Contract, and that ISSA reserves the right to modify such terms and conditions at its sole discretion. Exhibitor agrees to abide by the policies and rules and regulations of the Exhibit Facility.

26. VIOLATIONS

ISSA shall have the full power and authority to interpret and enforce all rules and regulations. ISSA reserves the right to amend, revise or otherwise modify these rules and regulations at any time in the exercise of its sole discretion. Exhibitor agrees to observe all rules and regulations as promulgated and revised from time to time. Failure to comply with such rules and regulations will result in one or more sanctions imposed at the sole discretion of ISSA including, but not limited to, prohibition, expulsion, and/or removal of any Exhibit and/or Exhibitor, its employees, or booth personnel; closing of an Exhibit or display; forfeiture of all fees of any kind paid in connection with such Exhibit; loss of seniority as set forth in Section 5 hereof; suspension and/or expulsion from future shows; and loss of membership in ISSA.

27. OUTDOOR EXHIBITS

All Rules and Regulations approved by Exhibition Management shall be applicable to outdoor exhibits except the part pertaining to height restrictions. Exhibitors using outdoor space may erect temporary shelters for protection from elements. All expenses associated with such shelter are to be borne by the exhibitor. If any exhibitor does erect a temporary structure, it must be totally within the confines of the space so allocated. Mobile, offices, recreational vehicles, or mobile homes are permitted, but cannot be moved from their assigned outdoor space during the Exhibition period or after the installation until the dismantling period.

Overhead canopies or simulated ceilings are also permitted. Exhibitors renting or leasing trailers, recreational vehicles, temporary structures or other such structures are prohibited from using the sanitary facilities associated with or a part of the structure or vehicle.

28. BUILDING, MOBILE OFFICES, TENTS

Due to regulations set by the Clark County fire Marshal, all exhibitors placing buildings, mobile offices, and/or tents must supply Exhibition Management with a drawing detailing the exact placement of the structure. Exhibitors must adhere to the TG-65 procedures set by the Clark County Fire Department. These regulations will be sent to all outdoor exhibitors.

29. OPERATING EQUIPMENT IN OUTDOOR AREAS

Operating Equipment must be confined to the space assigned to the exhibitor.

The pavement is an asphalt surface and the recommended load limit from LVCVA is 250 pounds per sqft. Any piece of equipment that is over 250 pounds per sqft. Should be trench plated and the Facilities Department at LVCVA must be notified prior to the installation of the equipment. The equipment cannot break into the surface unless written permission is received from LVCVA and Exhibition Management.

Anchoring equipment into the surface of the pavement is permitted; however, approval from LVCVA is required and the area must be restored to its original condition at the expense of the exhibitor at the conclusion of the Exhibition. However, drilling and/or anchoring into the concrete portion of the lot is not permitted by LVCVA.

Companies demonstrating their equipment in action are permitted to build up the interior of the exhibit area with sand, gravel, stones, etc. however the material must be enclosed with railroad ties, concrete block walls, etc. to retain the material inside the stand area.

Gasoline and diesel engines can be operated outdoors only and there is no restriction on the height of the equipment being demonstrated as long as the exhibitor's equipment remains inside the perimeter of their space.

There are no utilities other than electrical in the outdoor exhibit areas. Exhibitors must arrange utilities required at their own expense.

An exhibit with "motion" must be adequately safeguarded.

30. OUTDOOR CANOPIES AND/OR TENT STRUCTURES

All exhibitors placing buildings, mobile offices and/or tents that will be anchored into the surface of the pavement must submit a detailed drawing with the exact placement of the structure to the LVCVA Customer Account Manager for approval no later than August 1, 2015. The exhibitor and their appointed contractors must adhere to the TG-65 procedures set by the Clark County Fire Department. These regulations will be sent to all outdoor exhibitors. The LVCVA fire and safety regulations are included as an attachment to the Exhibition rules and regulations.

31. LANDSCAPING MATERIALS

Exhibitors are required to remove and dispose of all landscaping materials (including but not limited to sand, stone, gravel, dirt, mulch, railroad ties, carpet, exhibit materials, etc.) placed in their exhibit stands. Exhibitors will be charged for the removal and disposal of any materials left in the exhibit stand at the close of the dismantling period.

32. INFLATABLE OBJECTS

Helium filled balloons and other inflatable objects are permitted in outdoor spaces as long as the objects are within the confines of the assigned space. No hot air balloons will be permitted. Exhibition Management and the Customer Account Manager at the LVCC must approve the use of balloons. Balloons must be at least 36" in diameter and must be tethered. Balloons cannot be used as a giveaway.

Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. Overnight storage of helium or compressed air cylinders in the building is prohibited.

33. GOVERNING LAW

These rules and regulations and the underlying Contract for Exhibit space shall be governed by and construed in accordance with the laws of the State of Nevada.

LINEAR (STANDARD)/CORNER BOOTH

Linear booths are also called “in-line” or standard booths. They are arranged in a straight line and have neighboring exhibitors on their immediate left and right, leaving only one side exposed to the aisle. Corner booths are located at the end of a series of in-line booths with exposure to intersecting aisles on two sides.

HEIGHT:

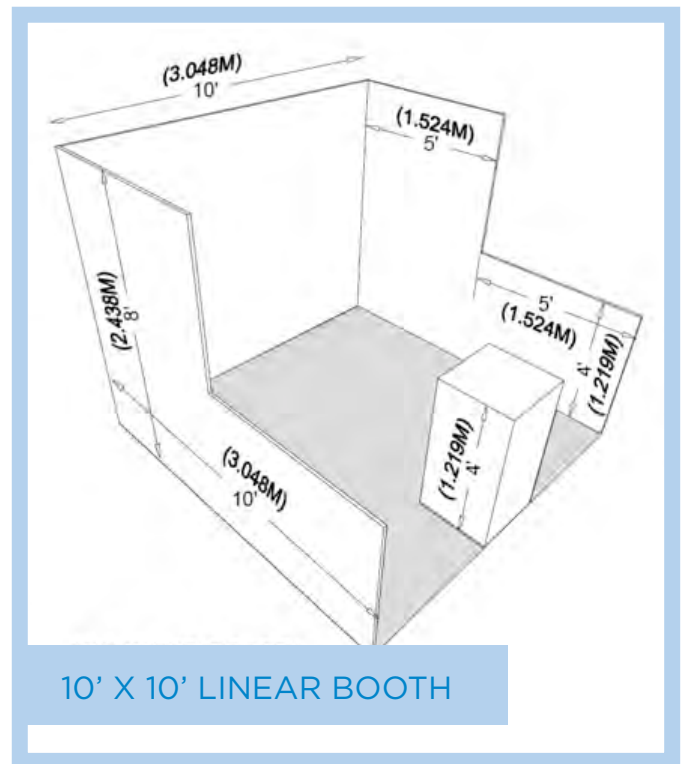
Exhibit Fixtures and components are permitted to a maximum height of 8'3" (2.5m).

INTENT: If a portion of the exhibit booth extends above 8'3" (2.5m) high, the exhibit booth background will detract from the overall impact of the exhibit directly behind the booth regardless of how the back of the offending exhibit is finished.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line.

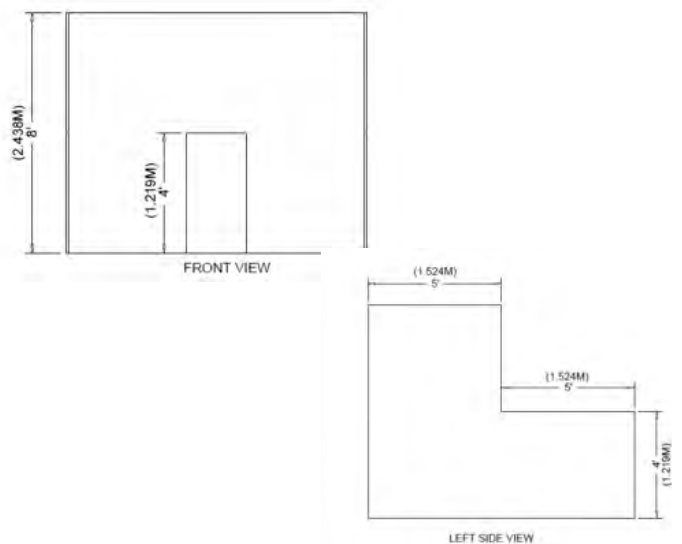
INTENT: Each exhibitor is entitled to reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space- 30 linear feet or more (9.14m) or more- should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to accomplish both of these aims.



STRUCTURAL INTEGRITY:

All exhibit fixtures, especially portable or “pop-up” booths must be erected in a manner to withstand normal contact or vibration due to outside forces such as wind, the movement of fork-lifts, heavy machinery, or equipment, and unintentional contact on the part of cleaners, laborers, or neighboring exhibitors. Exhibit fixtures should always be erected on a concrete floor (or carpet) and the use of shelves and racks for product or literature display should only be attempted with fixtures designed to withstand such loading.

INTENT: Exhibitors adjoining portable or “pop-up” booths are entitled to reasonable safety precautions.



STORAGE:

Exhibitors are reminded that the storage of excess literature, product, or packing materials and cases behind the exhibit back drape is strictly prohibited in every major exhibit facility in the U.S. In most cases, a limited supply of literature and/or product may be stored within the booth area, as well as fire retardant shipping cases, as long as these materials do not block access to the utility service or appear unsightly from the aisle.

INTENT: Exhibitors with small exhibit presentations who have purchased portable or “pop-up” displays and who do not require the service of the labor or drayage contractor should be allowed to keep their materials within the confines of their rented booth space, as long as they do not create a safety problem or appear unsightly to neighboring exhibits.

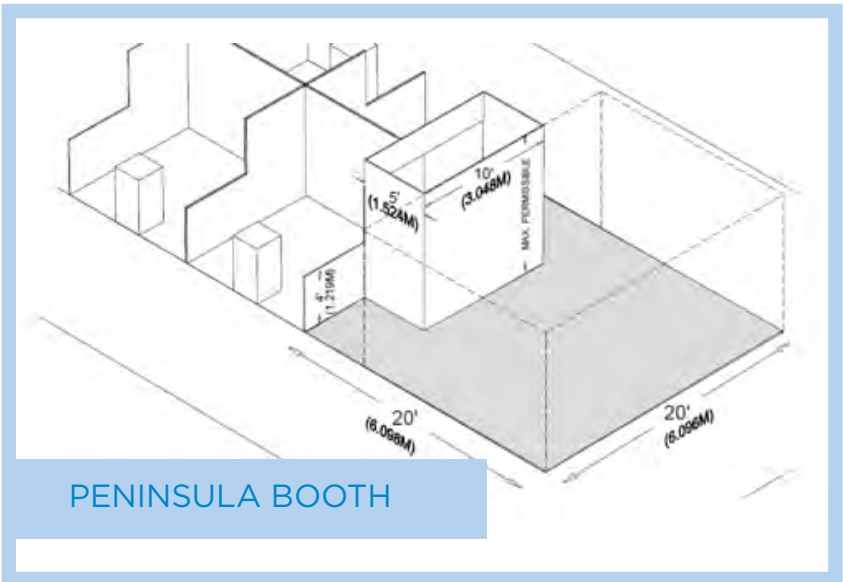
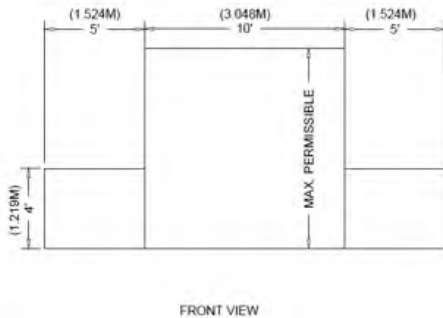
IMPORTANT:

All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

PENINSULA BOOTH

(Booth Approval Needed)

A peninsula booth is exposed to aisles on three sides that is backed up into a row of linear booths. The minimum size of a peninsula booth is 20'x20' (400 Sq. Ft.).



HEIGHT:

Exhibit Fixtures and components and identification signs are permitted to a maximum height of 22' provided written approval is received from ISSA 60 days prior to the show.

INTENT: When a peninsula booth configuration exceeds 8'3" it does not interfere with neighboring exhibitors because it does not back up against another booth's back wall. The extra height is often needed to permit the open walk-through approach normally used in this type of location. The height limitation has been set to avoid undue competition between exhibitors to see who can go the highest and be seen the farthest with each negating the other's efforts.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line. In the event that the adjoining exhibit is a peninsula booth, display fixtures will be permitted to the maximum height allowed within the entire booth.

INTENT: Exhibitors adjoining peninsula exhibits are entitled to the same responsible sightline from the aisle as they would expect if they are adjacent to an exhibitor with a standard booth.

STRUCTURAL INTEGRITY:

All multi-story exhibits, regardless of whether people will occupy the upper area or not, and all exhibit fixtures, components exceeding 12'0" (3.66m) in height must have drawings available for inspection by ISSA, the installation and dismantle contractor, the exhibitor, and governmental authority during the time the exhibit is being erected, exhibited, and dismantled at the show site that include a signature or stamp of reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

INTENT: Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.

HANGING SIGN (approval needed):

Hanging identification signs and graphics will be permitted to the same height level as the exhibit structure, and must be at least 12' off of the floor, provided written approval is received from ISSA. All hanging signs must be set back at least 10' from the back wall of the booth. Hanging signs will be permitted to a total length on each side of up to 50% of the corresponding dimension of the booth. View additional hanging sign guidelines on page 3.

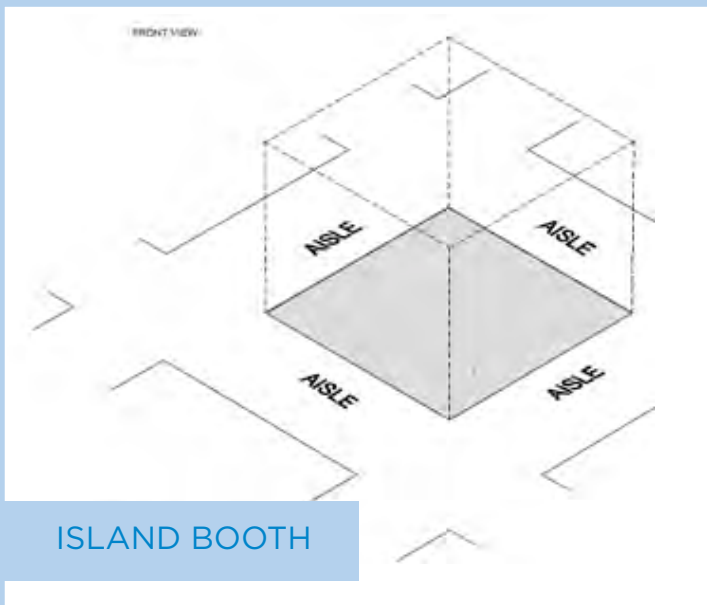
IMPORTANT:

All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

Exhibitors are cautioned when installing displays with a ceiling or second level, to check with the local fire department and exhibit facility to ensure their display meets fire precautions involving smoke alarms, fire extinguishers, sprinklers, etc.

ISLAND/SPLIT ISLAND BOOTH

A split island booth is a peninsula booth which shares a common back wall with another split island booth. A split island needs booth approval. An island is any size booth exposed to aisles on all four sides. There are no line of sight restrictions, as with linear booths.



HEIGHT:

Exhibit fixtures, components and identification signs will be permitted to a maximum height of 22' for exhibits 1,199 square feet or smaller, and 30' for exhibits 1,200 square feet or larger, provided written approval is received from ISSA 60 days prior.

INTENT: The height limitation has been set to avoid undue competition between exhibitors to see who can go the highest, or be seen the farthest with each negating the other's efforts.

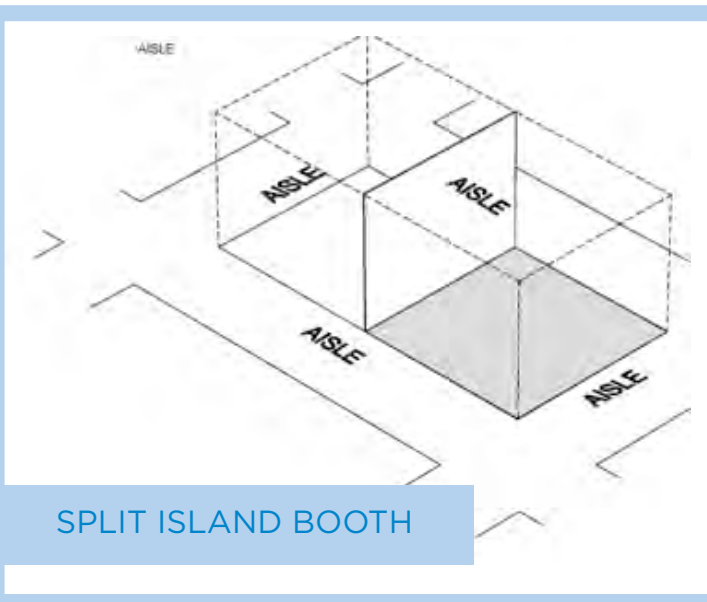
DEPTH:

Because an island/split island is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted.

STRUCTURAL INTEGRITY:

All multi-story exhibits regardless of whether people will occupy the upper area or not, and all exhibit fixtures and components exceeding 12'0" (3.66m) in height must have drawings available for inspection by exposition management, the installation and dismantling contractor, the exhibitor, and governmental authority during the time the exhibit is being erected, exhibited and dismantled at the show site that includes a signature or stamp of a reviewing structural engineer indicating that the structure design is properly engineered for its proposed use, and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must also be posted indicating the maximum number of people the structure will accommodate.

INTENT: Exhibitors in the vicinity of peninsula exhibits are entitled to the same reasonable safety precautions they would expect if they were adjacent to a standard booth.



IMPORTANT:

All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.

Exhibitors are cautioned when installing displays with a ceiling or second level, to check with the local fire department and exhibit facility to ensure their display meets fire precautions involving smoke alarms, fire extinguishers, sprinklers, etc.

HANGING SIGNS:

Hanging identification signs and graphics will be permitted to the same height level as the exhibit structure, and must be at least 12' off of the floor, provided written approval is received from ISSA. All hanging signs must be set back at least 10' from the back wall of the booth. Hanging signs for split islands will be permitted to a total length on each side of up to 50% of the corresponding dimension of the booth. Island booths are permitted to hang any sign so long as it stays within height guidelines, is at least 12'0" off of the floor, and stays within the rented exhibit space. View additional hanging sign guidelines on page 3.

PERIMETER BOOTH

A perimeter booth is a linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

HEIGHT:

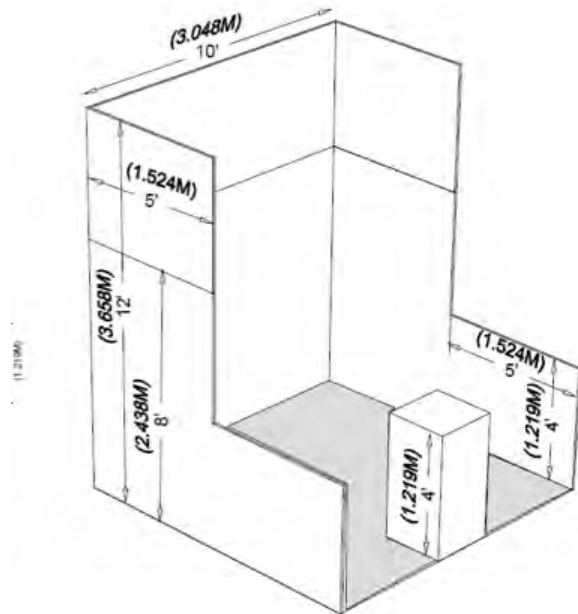
Exhibit Fixtures and components are permitted to a maximum height of 16'0" (4.88m).

INTENT: Because the outer perimeter booths are not backed up against another exhibitor's booth, back walls and materials over 8'3"(2.5m) will not interfere with or distract from any other exhibit booth.

DEPTH:

All display fixtures over 4'0" in height and placed within 10 linear feet (3.05m) of an adjoining exhibit must be confined to that area of the exhibitor's space which is at least 5'0" from the aisle line.

INTENT: Each exhibitor is entitled to reasonable sightline from the aisle regardless of the size of exhibit. Exhibitors with larger space- 30 linear feet or more (9.14m) or more- should also be able to effectively use as much of the total floor space as possible as long as they do not interfere with the rights of others. The limitation on display fixtures over 4'0" (1.22m) and within 10 linear feet (3.05m) of a neighboring exhibit is intended to

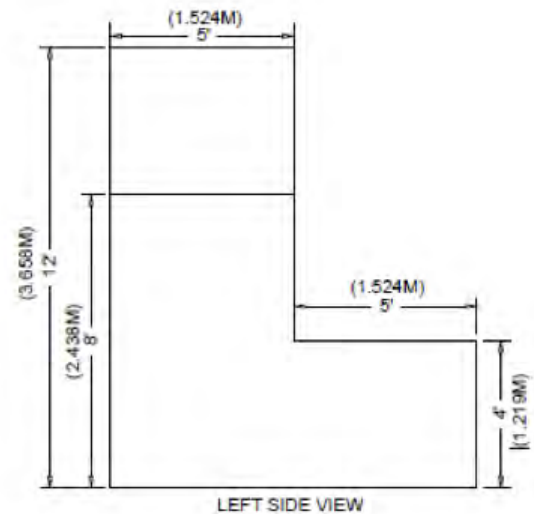


PERIMETER BOOTH

IMPORTANT:

If requesting a perimeter wall location to take advantage of the 16' height allowance, please be certain the exhibit floor plan does not indicate any obstructions such as an overhang ceiling. Exhibitors considering a perimeter-wall booth in order to take advantage of the extra height permitted should design their exhibit so that it can be used either at the 8'0" height or the 16'0" height, to maximize use at future shows, in case a perimeter wall space is not available.

All common walls above 8 feet, for any booth type, will need to remain graphics free on any side facing an aisle, or neighboring booth, and must have a clean, finished look from all viewing points.



CANOPIES & CEILINGS *(Booth Approval Needed)*

Canopies, including ceilings, umbrellas and canopy frames, can either be decorative or functional (such as to shade computer monitors from ambient light, or to allow for hanging products). Canopies for linear or perimeter booths should comply with the line of sight requirements.

accomplish both of these aims.

HEIGHT:

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part of.

INTENT: Exhibitors requiring canopies or false ceilings to create the desired exhibit environment within their booth space should be allowed to do so as long as the canopy and its support structure does not violate the intent of the height or depth regulation.

DEPTH:

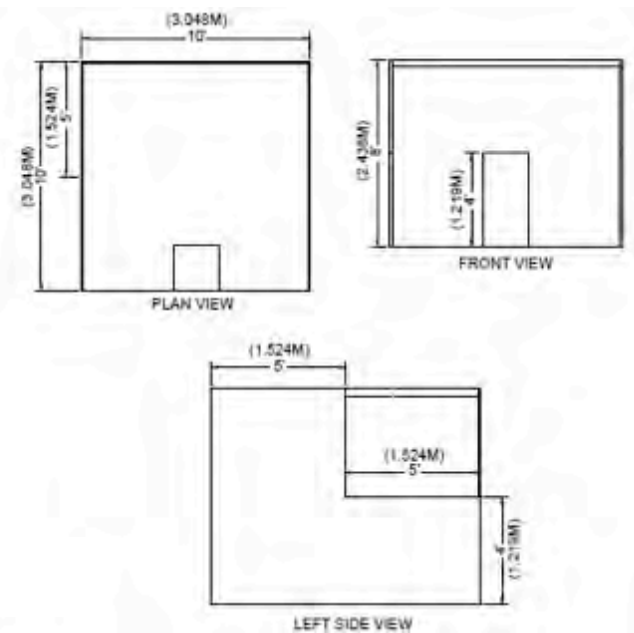
Canopies may extend out to the aisle line and up to the booth line on either side of an exhibitor's space providing that the support structure will not exceed 3" in width when placed within 10 linear feet of an adjoining exhibit and not confined to that area of the exhibitor's space which is at least 5'0" from the aisle line. Furthermore, canopies, false ceilings, or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

INTENT: Exhibitors adjoining exhibits with canopies are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

CANOPIES & CEILINGS

IMPORTANT:

Exhibitors are cautioned when installing display with a ceiling or second level to check with the local fire department and exhibit facility to ensure that their display meets with the necessary fire safety precautions involving smoke alarms, fire extinguishers, sprinkler systems, etc.



CROSS-AISLE BOOTH (Booth Approval Needed)

Cross-aisle booths are standard, peninsula, or island booths with the same exhibiting company, that are located on both sides of an aisle.

BOOTH DESIGN:

All booth design regulations for standard, peninsula, or island booths will apply for this type of space. The exhibitor is not permitted to carpet the aisle. The aisle is not booth space and must be kept clear of all display material, exhibitor personnel, canopies, and may not be used for product demonstrations. Exhibitors with cross-aisle island space may “arch” or “bridge” their display with signage. Such signage must be 12’0” off the floor and must conform to the height restriction and structural integrity. Exhibitors with cross-aisle linear space may not use “arch” or “bridge” their display with signage.

INTENT: Each exhibitor is entitled to a reasonable sightline from the aisle regardless of the size of the exhibit. Exhibitors adjoining this type of exhibit are entitled to the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

VEHICLES

All motorized vehicle placements within the exhibit structure will need approval from ISSA. Each facility has specific guidelines that can be found in the ISSA/INTERCLEAN Exhibitor Service Manual. Please direct any questions regarding vehicle placement to ISSA Show Management prior to the show.

TOWERS (Booth Approval Needed)

A tower is a free standing exhibit component separate from the main exhibit structure. Towers higher than 8’0” must have drawings available for approval by ISSA. Fire and safety regulations in many facilities may strictly govern the use of towers. Permits or safety lines may be required.

HEIGHT/DEPTH:

Towers will be permitted to a height and depth that correspond to the height and depth regulations for the appropriate exhibit configuration of which they are a part of.

INTENT: Towers are a part of the overall exhibit presentation and, therefore, must be treated as a component of the total exhibit configuration. The maximum height and depth regulations have been set to avoid undue competition between exhibitors to see who can go the highest or be seen the farthest, while also assuring exhibitors who are adjoining exhibits with towers of the same reasonable sightline from the aisle as they would expect if they were adjacent to an exhibitor with a standard booth.

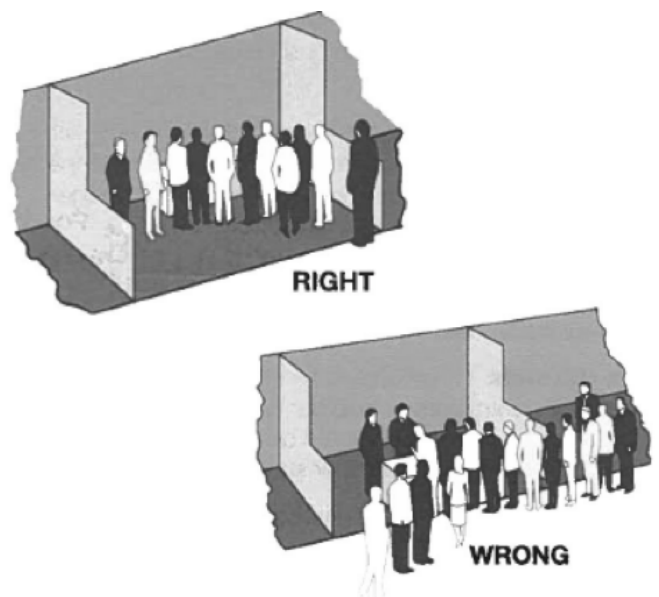
SOUND

Exhibitors are responsible to ensure the noise levels from sound systems, or sound producing demonstrations, are kept to a level that does not interfere with neighboring exhibitors. The use of sound producing equipment or sound systems, is an exception to the right and not a right. ISSA reserves the right to determine if noise constitutes as interference and may discontinue it any time.

DEMONSTRATIONS (Booth Approval Needed)

REGULATION: Demonstration areas must be organized within the exhibitor’s space so as not to interfere with any traffic aisle, and sampling or demonstration tables must be placed a minimum of 2’0” from the aisle line. Should Spectators or samplers interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, ISSA will have no alternative but to request that the presentation or sampling be eliminated.

SAFETY PRECAUTIONS: All product demonstrations involving any moving and potentially hazardous machines, displays, or parts must have hazard barriers to prevent accidental injury to spectators. Demonstrations must always be supervised by exhibitor personnel who can stop the demonstration in the event of an emergency. All demonstrations involving potentially hazardous by-products, such as dust, fumes, sparks, or flames must be approved in writing by ISSA 60 days prior to the show.





Protect Your Intellectual Property Rights

Intellectual property rights (IPR) encourage the innovation and creativity that is fundamental to sustained economic growth. Unfortunately, the growing global trade in pirated and counterfeit goods directly threatens innovation, and can ultimately have a deleterious effect on health and safety. Fake products, including a wide variety of cleaning related products, account for an estimated 5 to 7 percent of global trade. Such trade costs legitimate rights holders around the world billions of dollars.

Counterfeit products that infringe on intellectual property rights are often discovered at trade shows, conventions, and other such gatherings. It is important that companies and other owners of intellectual property take affirmative steps in advance of such events to ensure that their intellectual property rights will be fully protected. This article provides general information on how to secure your IPR and what to do in the event you discover a potential infringement at ISSA/INTERCLEAN® or other similar events.

Obtaining Rights in Your Intellectual Property

Patents. A patent protects a new and useful process, machine, article of manufacture, or industrial design. When the U.S. Patent and Trademark Office (USPTO) grants a patent, the patent holder obtains “the right to exclude others from making, using, offering for sale, or selling” the invention in the United States and the right to exclude others from “importing” the invention into the United States. The patent holder must enforce its rights to exclude others from using its patented invention or technology.

Trademarks. A trademark is a word, phrase, symbol, or design, or a combination of words, phrases, symbols, or designs, that identifies and distinguishes one source of goods from others. A service mark is the same as a trademark, except that it identifies and distinguishes the source of a service rather than a product.

The USPTO reviews trademark applications for federal registration and determines whether the application meets the registration requirements but does *not* decide whether someone has the right to use a mark. As such, a trademark owner may still use its mark even without a registration. There are, however, significant advantages to federal registration. In either event, it is up to the owner of a mark to enforce its rights in the mark against other users and potential trademark applicants.

Domestic Protection Only. It is important to note that U.S. patents and trademarks are not automatically protected outside the United States. In most cases, the first step in protecting intellectual property beyond U.S. borders is for companies to register their trademark or patent with the appropriate authority in each country, or through international treaties that are administered by the World Intellectual Property Organization.

For more information on obtaining a patent or trademark in the United States, contact the USPTO at 800-786-9199. To file with the USPTO electronically, visit:

For Patents: http://www.uspto.gov/ebc/efs_help.html

For Trademarks: www.uspto.gov/teas/index.html

For information on the International protection of IPR: <http://www.uspto.gov/main/profiles/international.htm>



EXHIBITOR SERVICE MANUAL

September 11-14 (Exhibits 12-14) | Las Vegas, NV
Las Vegas Convention Center

Copyrights. Copyright is a form of protection provided under U.S. law to the authors of “original works of authorship”—including literary, dramatic, musical, artistic, and other certain other intellectual works—for a fixed period of time. This protection is available to both published and unpublished works. Copyright is secured automatically when the work is created, and a work is “created” when it is fixed in a copy or phonorecord for the first time. There are, however, certain advantages to registering a copyright. For information on securing a U.S. copyright registration, contact the U.S. Copyright Office:

Public Information Office: 202-707-3000 | Information Specialists: 202-707-5959 | Web Site: www.copyright.gov

What Should Exhibitors Do About Intellectual Property Right Violations?

ISSA recognizes the crucial importance of protecting one’s trademarks, patents, copyrights and other valuable intellectual property against possible infringement. However, ISSA is limited in the enforcement options it can exercise on behalf of exhibitors. Intellectual property right disputes are inherently private disputes between exhibitors and it is the responsibility of an aggrieved party to pursue appropriate legal remedies. In general, ISSA can only intercede where a legally enforceable court order or similar document has been obtained.

ISSA recommends that exhibitors take the following actions to legally secure their intellectual property rights (IPR):

1. Consult with legal counsel regarding the appropriate steps one should take to affirmatively secure IPR.
2. When you discover or otherwise suspect infringement or other violation of IPR, consult with your attorney as soon as possible regarding your enforcement options.
3. If you have reason to believe that the violating party may exhibit an infringing product or object that is the subject of an IPR dispute at ISSA / INTERCLEAN®, contact ISSA Show Management as soon as possible, including, if reasonable, in advance of the start of the trade show.
4. Provide ISSA Show Management with information that substantiates that a violation of your IPR has occurred, including any documentary proof (i.e., a court order or decision, patent or trademark registration, etc.). Without such information, ISSA may not legally be able to assist you.
5. If you encounter an IPR violation on the trade show floor, immediately bring the matter to the attention of ISSA Show Management. Do not take affirmative action to remedy the situation such as physically confronting the violator, the removal of the infringing product from the booth of another exhibitor, or verbally arguing on the show floor.

Remember, protecting your intellectual property rights is your responsibility! ISSA can only assist you if you have legally enforceable rights that have been properly secured. ISSA will review any claim of an IPR violation and attempt to help you resolve it, but is not a legal enforcement body. Trademark, copyright, patents and other such disputes are handled in a court of law.

If you have a legally enforceable court order, ISSA Show Management will help you to enforce the order on site. Such enforcement may include removing product or literature from a booth, closing down an exhibitor’s booth or taking any other action necessary to enforce a court or regulatory order or decision. In some circumstances, ISSA may suspend or cancel an exhibitor’s privilege to exhibit.

Contact your ISSA Account Executive (sales@issa.com) or visit the ISSA Show Office onsite.



Hotel Meeting Space Contact List

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

Exhibitors may arrange a business meeting, or plan a food function at one of the official ISSA hotels during non-exhibit hours. Exhibitors or attendees **are not** allowed to open hospitality suites or schedule other activities that would conflict with the exhibit hours listed below:

Tuesday, September 12	10:00 a.m. – 5:30 p.m.
Wednesday, September 13	10:00 a.m. – 5:30 p.m.
Thursday, September 14	10:00 a.m. – 2:30 p.m.

Official Hotel List	Room Rate	Meeting Space Contacts
Bellagio <i>Headquarter Hotel</i> 3600 Las Vegas Blvd S	\$219	Jackie Kumalaa Catering Manager Phone: 702-693-8035 Email: jkumalaa01@bellagioresort.com
Westgate Las Vegas Resort & Casino <i>Co-Headquarter Hotel</i> 3000 Paradise Rd	\$99	Shari Dickerson Convention Services Manager Phone: 702-732-5624 Email: shari_dickerson@wgresorts.com
Aria Resort & Casino 3730 Las Vegas Blvd S	\$215	Andrew Sharp Convention Services Manager Phone: 702-590-7311 Email: asharp@aria.com
Bally's Las Vegas 3645 Las Vegas Blvd S	\$79	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Caesars Palace 3570 Las Vegas Blvd S	\$199	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Courtyard by Marriott- Las Vegas Convention Center 3275 Paradise Rd	\$139	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Embassy Suites Convention Center 3600 Paradise Road	\$119	Melissa Tilghman Catering Manager Phone: 702-947-7174 Email: Melissa.tilghman@hilton.com
Flamingo Las Vegas 3555 Las Vegas Blvd S	\$65	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Hilton Grand Vacations Club 2650 Las Vegas Blvd S	\$109	Peter Lin Event Manager Phone: 702-946-9226 Email: PLin@HGVC.com



Hotel Meeting Space Contact List

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

Official Hotel List	Room Rate	Meeting Space Contacts
Las Vegas Marriott 325 Convention Center Dr	\$154	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Mirage 3400 Las Vegas Blvd S	\$155	Terri Bartlett Convention Services Manager Phone: 702-791-7391 Email: mbartlett@mirage.com
Paris Las Vegas 3655 Las Vegas Blvd S	\$109	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Planet Hollywood Resort & Casino 3667 Las Vegas Blvd S	\$109	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Renaissance Las Vegas Hotel 3400 Paradise Road	\$149	Ronnie Anderson Director of Catering & Conference Services Phone: 702-784-5730 Email: Ronnie.anderson@renaissancelasvegas.com
Residence Inn by Marriott 3225 Paradise Road	\$139	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
SLS Las Vegas Hotel & Casino 2535 Las Vegas Blvd S	\$109	Sasha Lee Senior National Sales Manager Phone: 702-761-7105 Email: sasha.lee@slslasvegas.com
The Cosmopolitan 3708 Las Vegas Blvd S	\$214	Katie Kong Catering & Conference Services Manager Phone: 702-698-7543 Email: Katie.kong@cosmopolitanlasvegas.com
The Linq Hotel 3535 Las Vegas Blvd S	\$79	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Treasure Island 3300 Las Vegas Blvd S	\$115	Shelly Ryser-Blanton Director of Sales Phone: 702-894-7725 Email: sryser@treasureisland.com
Vdara Hotel & Spa at City Center 2600 W Harmon Ave	\$155	Jamie De Cordova Catering & Convention Manager Phone: 702-590-2315 Email: jdecordova@vdara.com
Wynn Las Vegas 3131 Las Vegas Blvd S	\$249	Cory Bence Convention Services Manager Phone: 702-770-4725 Email: Cory.Bence@wynnlasvegas.com



**DONATE exhibit merchandise at
ISSA/INTERCLEAN® NORTH AMERICA
HELP**

**Ronald McDonald House Charities
of Greater Las Vegas**

ISSA and the ISSA Foundation are partnering with the Ronald McDonald House Charities (RMHC) of Greater Las Vegas this year and we encourage you to contribute your exhibit products at the conclusion of the show, and benefit from our **free donation management services**. Your company may qualify for a **tax deduction of up to twice the cost**, and you'll eliminate the cumbersome and expensive task of repacking and reshipping display merchandise.

It's easy to participate...

1. Prior to the show, please complete this form and email it to Jacqueline Cruz, RMHC, Jacqueline@rmhlv.org, by Friday, August 31, 2017.
2. During the show, a Ronald McDonald House representative will visit your booth to coordinate collection of your donated items.
3. At the show's close, Ronald McDonald House representatives will collect your donations.
4. Following the show, Ronald McDonald House will send tax documentation to your company.

Tradeshow Donation Form

- ☐ My company will donate products at the close of ISSA/INTERCLEAN® 2017 in Las Vegas. Our booth number is _____. Market value of donation is _____.
- ☐ I'm not sure if we will donate products at the close of the show. Please stop by our booth # _____.

My company will most likely contribute (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Carpet/upholstery cleaning chemicals/equipment | <input type="checkbox"/> Maintenance chemicals/dispensing systems |
| <input type="checkbox"/> Cleaning solutions | <input type="checkbox"/> Paper products and supplies |
| <input type="checkbox"/> Cleaning tools and equipment | <input type="checkbox"/> Plastic products and supplies |
| <input type="checkbox"/> Disposables | <input type="checkbox"/> Power cleaning chemicals and equipment |
| <input type="checkbox"/> Floor maintenance chemicals and equipment | <input type="checkbox"/> Restroom equipment and supplies |
| <input type="checkbox"/> Food service supplies | <input type="checkbox"/> Specialty products, equipment and services |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Janitorial supplies | _____ |

Company

Contact

Address

Phone

Fax

City, State/Province, Zip/Postal Code

Email

Jacqueline Cruz | Ronald McDonald House Charities of Greater Las Vegas
2323 Potosi Street | Las Vegas, NV 89146 | Jacqueline@rmhlv.org or 702.252.4663 x2225





EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017
Las Vegas, NV | September 11-14

ISSA 2017 MEDIA CONTACT LIST

Public relations are a great way to gain free publicity for your company. By sending out information to the media regarding your business, its new products and services, and especially, its participation in ISSA/INTERCLEAN® North America 2017, in Las Vegas, NV, USA, you can build awareness of your company throughout the industry and the world. You can even increase your booth traffic by alerting the press and other media outlets about your company to gain press coverage. To help you reach the right contacts in the cleaning, maintenance, and related industry, we've compiled the following list. Remember to send your press releases out at least 6-8 weeks prior to an issue's publication date and call to make sure editors have received the information and don't have any unanswered questions.

Please note: This is a list of media and related groups that usually cover the facility, cleaning, and related industries and/or the show. Depending on the show's location, and media needs and schedules, not all media will be present at the show itself. Exhibitors are also encouraged to contact non-industry media with news and editorial ideas that may be of regional, local, or national interest and/or relevant to the public

American School & Hospital Facility (FSP)

Publisher: Linc Murphy

Editor: Irene Tlach

978-500-1904

itlach@facilitymanagement.com

lmurphy@facilitymanagement.com

American School & University (FSP)

Editor-in-Chief/Associate Publisher: Joe Agron

215-752-2787

Managing Editor/Content Products Director:

Steven Averett

770-618-0202

Associate Editor: Kimberlee Payton-Jones

jagron@asumag.com

steven.averett@penton.com

kimberlee.payton-jones@penton.com

American Window Cleaner (FSP)

President: Michael Draper

Vice President: Jackie Draper

309-530-1215

info@awcmag.com

ARCSI, A Division of ISSA, News (FSP)

Executive Director: Ernie Hartong

Communications Director: Erin Lasch

Membership Director: Jeff Fisher

614-547-0887

ernie@issa.com

erin@issa.com

jeff@issa.com

Broom Brush & Mop (FSP)

Co-Publisher: Don Rankin

Co-Publisher: Linda Rankin

Editor Harrell Kerkhoff

Associate Editor: Rick Mullen

217-268-4959

drankin@consolidated.net,

rankinmag@consolidated.net

lrain@consolidated.net

Brushware (D)

President: Norman Finegold

Publisher: Karen Grinter

Correspondent: Bob Lawrence

910-693-2644

editors@brushwaremag.com



EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

Buildings (FSP)

Chief Content Director: Chris Olson

Senior Editor: Janelle Penny

319-364-6167

chris.olson@buildings.com

janelle.penny@buildings.com

Building Operating Management (FSP)

Executive Editor: Greg Zimmerman

Senior Editor: Naomi Millán

Editor: Ed Sullivan

800-727-7995

ed.sullivan@tradeppress.com

Building Services Management (FSP)

Executive Editor: Chris Sanford

Managing Editor: LaQuita Owens

800-417-2963

chris@bsmmag.com

laquita@bsmmag.com

California Building News (FSP)

Editor: Henry Eason

415-596-4965

henry@easoncom.com

Chain Store Age (FSP)

Publisher: Gary Esposito

212-756-5256

Editor: Marianne Wilson

212-756-5261

gesposito@chainstoreage.com

mwilson@chainstoreage.com

Clean India Journal (D)

Editor-in-Chief: Mangala Chandran

Managing Editor: Mohana M.

Sub Editor: Suprita Anupam

91-22-6120-4111

Cleaner Times (D)

Publisher: Charlene Yarbrough

Editor: Michael Hamline

501-280-0007

charlene@adpub.com

michael@adpub.com

Cleanfax (FSP)

Executive Editor: Jeff Cross

847-982-0800

jcross@issa.com

Cleaning & Maintenance Management (FSP)

CMM Director: Lisa Veeck

Editor: Kelly Zimmerman

847-982-0800

kelly@issa.com

Cleaning & Restoration (FSP)

Editor: Mike Carrozzo

312-673-5797

mcarrozzo@reestorationindustry.org

communications@restorationindustry.org

Cleaning Business Today (FSP)

Publisher: Tom Stewart

Editor-in-Chief: Derek Christian

Managing Editor: Austin Walker

888-257-7879

tom@cleaningbusinesstoday.com

mail@cleaningbusinesstoday.com

Cleaning Consultants (FSP)

206-682-9748

President/Publisher: William "Bill" Griffin

wgriffin@cleaningconsultants.com

Cleaning Hygiene Today (FSP)

News Contact: Sarah Obeime

Editorial Contact: Charlie Kortens

01322-662-289

charlie.kortens@kpmmedia.co.uk

sarah.obeirne@kpmmedia.co.uk



EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

CleanLink (D)

Editor: Corinne Zudonyi

414-228-7701

Corinne.zudonyi@tradepress.com

Contracting Profits (FSP)

Editor: Dan Weltin

Associate Editor: Nick Bullock

414-228-7701

dan.weltin@tradepress.com

nick.bullock@tradepress.com

Correctional News

Group Publisher: Larry Howe

Managing Editor: Torrey Sims

720-536-3222

torrey@emlenmedia.com

cn@emlenpub.com

eClean Magazine

501-517-1620

allison@ecleanmag.com

Environmental Health & Safety Journal

Editor: Michael Bittner

editor@ehsjournal.org

Environmental Leader E-Newsletter (Other)

Content Director: Jennifer Hermes

970-377-9505 x702

Publisher: Paul Nastu

970-377-9509 x701

jen@businesssectormedia.com

news@environmentalleader.com

publisher@enviornmentalleader.com

European Cleaning Journal (D)

Editor: Michelle Marshall

Publishing Director: Chris Godman

440-1494-791222

Michelle@europeancleaningjournal.com

chris@europeancleaningjournal.com

Facility Executive (FSP)

Editor-in-Chief: Anne Vazquez

Assistant Editor: Dominique Cantelme

732-842-7433

avazquez@groupc.com

dcantelme@groupc.com

Facilities Maintenance Decisions

Editor-in-Chief: Dan Hounsell

Managing Editor: Ryan Berlin

800-727-7995

dan.hounsell@tradepress.com

Ryan.berlin@tradepress.com

FacilitiesNet (FSP)

Editor: Ed Sullivan

800-727-7995 x451

ed.sullivan@tradepress.com

Facility Cleaning Decisions (FSP)

Corinne Zudonyi

414-228-7701 x521

corinne.zudonyi@tradepress.com

Facility Cleaning & Maintenance (D)

Group Publisher: Kevin Brown

416-512-8186 x228

Editor: Clare Tattersall

Online Editor: Rebecca Melnyk

416-512-8186 x258

kevinb@mediaedge.ca

claret@mediaedge.ca

rebeccam@mediaedge.ca

Facility Executive (FSP)

Editor in Chief: Anne Cosgrove

Assistant Editor: Dominique Cantelme

732-842-7433 or 800-524-0337

acosgrove@groupc.com

dcantelme@groupc.com



FMJ (Facility Management Journal) (FSP)

Director, Communications: Erin Sevit

Editor: Emily Bennett

erin.sevitz@ifma.org

emily.bennett@ifma.org

Facilities Manager (FSP)

Editor: Steve Glazner

Managing Editor: Anita Dosik

steve@appa.org

anita@appa.org

Floor Focus (D)

423-752-0400

info@floorfocus.com

Floor Trends

Editor: Tanja Kern

Senior Editor/TalkFloor Web Editor:

Michael Chmielecki

Associate Editor: Danielle Clair

631-273-2796 (Editor)

kernt@bnpmedia.com

chmieleckim@bnpmedia.com

claird@bnpmedia.com

Food Safety (Other)

Editorial Director: Barbara VanRenterghem

508-210-3149 Direct

Digital Editor: Tiffany Maberry

678-853-1062 Direct

tiffany@foodsafetymagazine.com

barbara@foodsafetymagazine.com

FMLink E-newsletter (FSP)

Publisher: Peter Kimmel

301-365-1600

peterk@fmlink.com

FM World (FSP)

Editor: Martin Read

News Editor: Herpreet Kaur Grewal

EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

44-(0)-020-7880-6229

editorial@fm-world.co.uk

Green Building News (Other)

Group Publisher: Ed Langton

Managing Editor: Torrey Sims

720-536-3222 or 415-460-6185

torrey@emlenmedia.com

gbn@emlenpub.com

Green Cleaning Magazine

Publisher: Mark Durrick

970-335-8167

mdurrick@greencleaningmagazine.com

info@greencleaningmagazine.com

GreenBiz Group (Other)

Chairman/Executive Editor: Joel Makower

Editorial Director: Heather Clancy

Managing Editor: Elsa Wenzel

editor@greenbiz.com

Green Sports Alliance (Other)

877-203-9566

Contacts: Natalie Nishitani:

Dania Gutierrez

Natalie@greensportsalliance.org

Dania@greensportsalliance.org

Happi (Other)

Vice President/Editorial Director: Tom Branna

Associate Editor: Christine Esposito

Associate Editor: Melissa Meisel

201-880-2285

tbranna@rodmanmedia.com

cesposito@rodmanmedia.com

mmeisel@rodmanmedia.com

Health Care, Construction & Operations News (Other)

Group Publisher: Ed Langton

Managing Editor: Torrey Sims



720-536-3222

torrey@emlenmedia.com

hco@emlenpub.com

Healthy Facilities Institute

President: Allen Rathey

208-938-3137

allen@healthyfacilitiesinstitute.com

Health Facilities Management (FSP)

Editor: Mike Hrickiewicz

Associate Editor: Jamie Morgan

312-893-6813

Mhrickiewicz@aha.com

jmorgan@aha.com

Healthy Schools Campaign

Creative Director: Anne Moertel

Writer and Content Coordinator: Abby Callard

312-419-1810

annejeremy@healthyschoolscampaign.org

abby@healthyschoolscampaign.org

InfectionControl.tips (FSP)

Co-Founder/Managing Editor: Michael Diamond

905-979-9911

michael@infectiontips.org

Inclean (FSP)

Editor: Claire Hibbit

02-8586-6140

Assistant Editor: Liz Hunter

02 8586 6102

chibbit@intermedia.com.au

lhunter@intermedia.com.au

Industrial Maintenance & Plant Operation (FSP)

Editorial Director: Joyceann Garippa

Editor: Mike Hockett

Managing Editor: Rachelle Blair-Frasier

917-920-7000

Joyceann.garippa@advantagemedia.com

mike.hockett@advantagemedia.com

EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

rachelle.BlairFrasier@advantagemedia.com

Inside Supply Management (FSP)

Managing Editor: John Yuva

Senior Copy Editor: Lisa Wolters-Broder

480-752-6276 x3071

jyuva@ism.ws

lwoltersbroder@ism.ws

ISSA Today (D, FSP)

Executive Editor: Lisa Veeck

847-982-0800

lisav@issa.com

ISSA/INTERCLEAN North America

Official Exhibit Directory (D, FSP)

Executive Editor: Lisa Veeck

847-982-0800

lisav@issa.com

Journal of Cleaning, Restoration & Inspection (The) (FSP)

Editor and Publisher: John Downey

740-616-9633

JDowney@iicrc.org

KPM Media

Editor: Charlie Kortens

01322-662-289

Charlie.kortens@kpmmedia.co.uk

Lodging (FSP)

Managing Editor: Kate Hughes

Online Editor: Christine Killion

215-321-9662

khughes@lodgingmagazine.com

ckillion@lodgingmagazine.com

Maintenance Sales News (D)

Publisher: Don Rankin

Editor: Harrell Kerkhoff

Assistant Editor: Rick Mullen



217-268-4959

drankin@consolidated.net

rankinmay@consolidated.net

Modern Distribution Management (D)

Editor: Jenel Stelton-Holtmeier

Associate Editor: Eric Smith

303-443-5060

jenel@mdm.com

eric@mdm.com

Nonwovens Industry (D)

Editor: Karen McIntyre

Managing Editor: Tara Olivo

Editorial Director: Tom Branna

kmcintyre@rodmanmedia.com

tbranna@rodmanmedia.com

Occupational Health & Safety (Other)

Editor: Jerry Laws

972-687-6701

Associate Content Editor/EE-News: Matt Holden

972-687-6753

Editor: Brent Dirks

972-687-6780

jlaws@1105media.com

mholden@1105media.com

bdirks@1105media.com

OPI Magazine (Office Products)

CEO: Steve Hilleard

Editor: Heike Dieckmann

Deputy Editor: Michelle Sturman

+44(0)20-7841-2940

steve.hilleard@opi.net

heike.dieckmann@opi.net

michelle.sturman@opi.net

Patient Safety and Quality Healthcare (FSP)

Managing Editor: Michelle Clark

Assistant Editor: Susan Carr

mclark@blr.com

EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

scarr@blr.com

Plant Services (FSP)

Editor-in Chief: Thomas Wilk

Associate Editor, Digital Media: Alexis Gajewski

Managing Editor: Christine LaFave Grace

630-467-1300

twilk@putman.net

agajewski@putman.net

clafavegrace@putman.net

Premises and Facilities Management (FSP)

Director: Dan Jago

Editor: Dennis Flower

44-(0)-1732-359990

dan.jago@imlgroup.co.uk

dennis.flower@imlgroup.co.uk

Reinigungs Markt (German Language; FSP)

Executive Editor & Publisher: Reinhard Knittler

Editor in Charge: Andreas Rubisch

Editor: Volker Beck

+49(0)7453-9385787

info@knittler.de

Restoration and Remediation

Publisher: Randy Green

248-244-6498

Editor: Michelle Blevins

248-244-8268

greenr@bnpmedia.com

blevinsm@bnpmedia.com

Sanitary Maintenance (D)

Editor-in-Chief: Dan Weltin

Associate Editor: Nick Bragg

414-228-7701

dan.weltin@tradeppress.com

nick.bragg@tradeppress.com



EXHIBITOR SERVICE MANUAL

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

School Planning & Management (FSP)

1105 Media

Editor-in-Chief: Jerry Enderle

937-550-9874 x102

Managing Editor: Shannon O'Connor

937-550-9874 x103

Assistant Editor: Brandon Barrett

937-550-9874 x101

jenderle@1105media.com

soconnor@1105media.com

bbarrett@1105media.com

Services (FSP)

Editor: Shannon J. Winslow-Claunch

877-234-1863

editor@servicesmag.org

Strategic Market Alliance (D)

Marketing Services Manager: Chris Rowe

704-268-3466

crowe@smasolutions.com

Tomorrow's Health & Safety (FSP)

Editor: Rebekah Thompson

44-1625-426054

Rebekah@opusbm.co.uk

Tomorrow's FM (FSP)

Editor: Rebekah Thompson

Publisher: Mark Hanson

44-1625-426054

rebekah@opusbm.co.uk

info@opusbusinessmedia.co.uk

Walden's Convention Daily (Other)

Editor: Alfred Walden Jr.

Sales/Editorial Contributor: Charlie Walden

201-818-8630

afwalden@waldenmott.com

charlie@waldenmott.com

FSP = Facility Service Provider, D = Distributor



EXHIBITOR KIT

TABLE OF CONTENTS

Aerosol cans	2
Animals	2
Balloons	2
Booth Set-up	3
Business Center	3
Chemicals	3
Contractor & Vendor Requirements	3
Emergency Procedures	4
Food and Beverage	4
Food Preparation within Exhibits	4
Food Sampling Information	4
Fire Prevention Exhibit Guidelines	5
Halogen Lamp Restrictions	6
Hand Carry	7
Meeting Rooms	7
Multi-Level and/or Covered Exhibits	8
Outdoor Exhibits	8
Parking	9
Permits	10
Personal Mobility Devices	10
RPAS/UAVs/Drones	10
Roof Access	11
Shipping and Receiving of Exhibitor Materials/Products	11
Vehicles on Display Indoors	11
Weapons	12
FORMS	13

AEROSOL CANS

- Aerosol cans containing flammable gases or liquids are prohibited. Only empty containers may be placed on display.
- Flammable liquids, solids or gases, are prohibited inside the building unless prior review and approval is obtained.

ANIMALS

- Service animals are always welcome. Refer to the American Disabilities Act (ADA) for the definition of a service animal.
- Permission for any animal to appear in a show or booth must first be approved by show management, then by the Convention Services Manager (CSM).
- The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc.).
- A separate certificate of insurance must be submitted in the amount of \$1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
- With the exception of Fish animals are not allowed in the building overnight.
- A trainer must accompany animals at all times.

BALLOONS

Show management and your Convention Services Manager (CSM) must approve the use of balloons.

INDOORS

- Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit.
- Balloons may be used outside but must be tethered and may require FAA approval.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Helium balloons may not be used for handouts.
- Smaller air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Balloons may not be released outdoors due to airport flight patterns in the area.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved fire prevention stands with the regulators and gauges protected from potential damage.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the official services contractor, cleaning contractor or the facility.

OUTDOORS

Moored balloons (to include hot air balloons), and kites are permitted on facility campuses with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM)
- Balloons/kites must be moored and can only be used for displays. Must submit mooring plan to the Las Vegas Convention Center.
- Balloons/kites must not protrude higher than the building structure of the facility

HOT AIR BALLOON OPERATIONS

- Any hot air balloon that is inflated and standing must have a FAA certified pilot, with a commercial rating for lighter than air aircraft with the balloon at all times.
- Balloons cannot be flown on facility campuses due to the proximity to the local airports, this is an FAA regulation.
 - McCarran International Airport is less than 5 miles from LVCC
 - North Las Vegas Airport is less than 5 miles from Cashman Center

- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA. Storage cages must be secured in a location selected by LVCVA staff outside of the building

RUNAWAY BALLONS

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned balloon must report the runaway balloon to air traffic control with the estimated position of the balloon and the time it escaped its mooring.

BOOTH SET-UP

If approved by Show management an exhibitor has the option of contracting the set-up of their booth or setting up the booth themselves. If an exhibitor opts to set up their own booth, the individuals doing the setup must be full time employees of the exhibiting company and provide credentials.

BUSINESS CENTER

FedEx Office operates 3 business center locations within the Las Vegas Convention Center. They are located near the main entrance of Central Hall, in the grand lobby across from Central Hall 3 and in South Hall next to the restaurant. Services range from premium printing, copying and binding services, fax services, packing and shipping, equipment rental, internet access and an array of office supplies. The FedEx Business Center is also the exclusive provider for coat and bag check and scooter rental. The Business Center near the main entrance of Central Hall also has a Board Room that can be rented out to help facilitate business while at the Las Vegas Convention Center.

The Business Center is open 8 a.m.–5 p.m., 7 days a week, however hours are subject to change based on event need. Please contact the FedEx Office Business Center at (702) 733-2898 for additional information. Or visit [FedEx's Website](#) for information and to submit your print projects on line.

CHEMICALS

- All chemicals brought into the facility must be labeled as required by OSHA and accompanied by the applicable SDS – Safety Data Sheet. The SDS must be submitted at the time floor plans are submitted.
- A list of chemicals must be included with your booth plan submittal to boothplans@lvcva.com.
- Exhibitors are responsible for supplying show management with all chemical information brought into the facility.
- Arrangements must be made in advance for disposal. Disposal of hazardous materials is prohibited in the sinks, sewer lines or drains of the facility.

CONTRACTOR & VENDOR REQUIREMENTS

- Any show-appointed and/or exhibitor-appointed contractor (EAC's) providing a service during conventions, trade shows and events at the Las Vegas Convention Center must obtain an annual permit prior conducting any work on property.
- To apply for an EAC permit have your contractor contact the Las Vegas Convention Center at EACPermit@lvcva.com.

BADGING REQUIREMENTS

- All contractors must have the ESCA Exhibition Industry Worker Identification System (WIS) Badge in order to gain access to the property.
- All trade union workers and contract security employees are exempt from obtaining the WIS badge. However, they must have trade issued photo identification displayed at all times.
- Show staff, exhibitors and attendees must have the show-issued credential.
- To obtain identification badges for full or part-time employees and to obtain Temporary Access Badges for new employees and workers, please follow the link here to start the process. <https://wis.esca.org/>

EMERGENCY PROCEDURES

The Las Vegas Convention Center security staff is trained to handle emergency situations. To report an emergency, please call our 24-hour Control Center at **(702) 892-7400**.

FOOD AND BEVERAGE

Centerplate Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Outside food and beverage may not be brought into the facility for consumption or to be distributed without prior approval. Fees may apply.

PREPARATION WITHIN EXHIBITS

Whenever food is prepared within an exhibit, an Application for Food Preparation or Sampling form must be completed and emailed to conventionservices@lvcva.com. See attached form. Upon receipt of this form, your Convention Services Manager will approve and/or forward the information to the Las Vegas Convention Center Fire Prevention Office and Centerplate.

EXHIBITION AND DISPLAY COOKING

Temporary exhibition and display cooking is only permitted within the limitations given below.

- All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
- All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
- All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches (2 square feet) that produces grease laden vapors must have a fire extinguishing system installed according to NFPA17A and an exhaust duct system complying with the currently adopted Mechanical Code.
- All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
 - Metal lids sized to cover the horizontal cooking surface are to be provided.
 - The cooking surface is limited to 288 square inches (2 square feet).
 - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
 - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
 - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
 - The volume of cooking oil per appliance is not to exceed 3 gallons.
 - The volume of cooking oil per booth is not to exceed 6 gallons.
 - Deep-fat fryers shall be electrically powered and have a shut-off switch.
- Other appliances for exhibition cooking shall also be limited to 288 square inches (2 square feet) in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
- A minimum of (1) Class-K fire extinguisher shall be located within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
- A minimum of (1) Class 2A-30BC fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
- Solid fuels including charcoal and woods are prohibited within exhibit halls.

FOOD SAMPLING INFORMATION

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshows. Exhibitors who are giving away free, open food or beverage are required to submit an Application for Food Preparation or Sampling form to conventionservices@lvcva.com. See attached form. Upon receipt of this form, your Convention Services Manager will approve or forward for approval to the Las Vegas Convention Center Fire Prevention Office. A member of the Centerplate management team will contact you.

- All items to be given away are limited to sample sizes.
 - Non-alcoholic beverages: 3 oz.
 - Food items: 2 oz.
- Any food items not directly manufactured by the exhibitor must be purchased from, and supplied by Centerplate.
- If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required.
- Hand washing and sanitation stations may be purchased through Centerplate or provided by the exhibitor. If provided by the exhibitor, contact the Southern Nevada Health District or refer to their website for the requirements, southernnevadahealthdistrict.org.
- Hot water for hand washing will be provided by Centerplate. Hot water refill station(s) will be available on the show floor. Check with show management for the location(s).
- If any alcoholic beverages are to be served, exhibitors must contact Centerplate and follow the NV Department of Taxation guidelines regarding liquor at tradeshow. All alcoholic beverages must be served by a Centerplate union employee and TAM certified bartender. Some exceptions may apply.
-

If you have any questions, contact Centerplate at (702) 943-6779 or email exhibitorcateringlvcc@centerplate.com

FIRE PREVENTION EXHIBIT GUIDELINES

- Exhibit booth construction shall meet all building requirements.
- All means of entrance and exit must be clear and free from obstruction at all times.
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- Fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, - etc.) will be necessary, along with accessibility being maintained at all times.
- Compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Fire Prevention Office.
- Outdoor use of LPG (Propane) must be preapproved by the Las Vegas Convention Center Fire Prevention Department and the Convention Services Manager.
- Only the Official Service Contractor has authorization for use of motorized equipment (forklifts, man lifts, boom lifts, etc.) in support of the show.
- All booths greater than 1000 square feet must submit a booth plan to Boothplans@lvcva.com.
- The travel distance within a booth, to an exit access aisle shall not exceed 50 feet.
- Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.
- Enclosed fireplaces must be approved for burning by the Las Vegas Convention Center Fire Prevention Department.
- Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation.

HALOGEN LAMP RESTRICTIONS

Use of stem or track mounted halogen light fixtures are not allowed unless they meet the following requirements:

- Must utilize a self-shielded bulb
- Bulb wattage must not exceed the listed wattage permitted by the fixture manufacturer

APPROVED HALOGEN BULBS - 75 WATTS MAX



DISAPPROVED HALOGEN BULBS



HAND CARRY

- Exhibitors may hand carry their merchandise from a privately owned vehicle. Acceptable vehicles include passenger automobile, minivan, sport utility vehicle, pick-up truck and full-size van.
- Trailers of any kind, box trucks or vehicles larger than a full-size van or pick-up truck will be permitted in areas predetermined by the Las Vegas Convention Center.
- Parking on a red curb or in traffic lanes is prohibited.
- The use of hand carts & dollies is not permitted.

Four wheel dollies



Two wheel dollies



Four wheel push carts



MEETING ROOMS

- Floor coverings can be laid over building carpet in the meeting rooms with permission from the Convention Services Manager. Visqueen must be laid between the building carpet and the covering being installed, using only non-residue tape.
- Air walls must be configured prior to laying covering over building carpet.
- Movement of meeting room air walls must be handled by Las Vegas Convention Center personnel.
- Exhibitor crates and pallets must be placed on rollers or Visqueen.
- No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings.
- Nothing may be affixed to meeting room walls, air walls or doors.
- No structures erected in these rooms may have any type of ceiling. All structures must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, facility system controls must remain accessible.
- Closet and utility rooms are for the Las Vegas Convention Center use only.
- Electrical service is limited to the existing power within the room.

MULTI-LEVEL AND/OR COVERED EXHIBITS

BOOTH PLAN SUBMITTALS

- All multiple-level exhibits and any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area must submit a booth plan to the Las Vegas Convention Center Fire Prevention office for approval 45 days prior to the show.
- Plans must be submitted in .dwf, .dwg or .pdf format via e-mail to: Boothplans@lvcva.com.
- Previously approved plans must be resubmitted each year.
- Multi-level or covered contiguous areas in excess of 1,000 square feet are required to have a fire sprinkler system installed by a Nevada State licensed fire sprinkler contractor under the entire area and every level of a multi-level exhibit only when the following conditions apply:
 - The exhibit is used in an event where the duration is 7 calendar days or longer.
 - The exhibit contains display vehicles.
 - The exhibit contains open flame.
 - The exhibit contains hot works.
- Any upper deck area to be occupied must have an approved plan with a State of Nevada engineered stamp.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two means of egress.
- Spiral stairways are not an approved means of egress.
- Multi-level, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.
- Any covered area that is also enclosed, regardless of the size of the area, will require the installation of battery-operated smoke detectors that will emit an audible alarm that can be heard outside of the area.

FIRE WATCH

Under certain circumstances the Fire Prevention Office may require a fire watch for an exhibit.

OUTDOOR EXHIBITS

- Parking lots used for exhibits that have tents, pavilions, trailers or sprung structures must have 24-foot clearance around it, for fire and emergency vehicle access.
- Outdoor exhibits must have an approved floor plan. Booths that have tents, pavilions, trailers or sprung structures must have a 10-foot wide aisle.
- Temporary Assembly Structures are structures that have either membrane or solid (hard shell or glass) sides that exceed 4,500 square feet. These structures have additional requirements set by Clark County. Refer to Clark County Building and Fire Prevention requirements for temporary structures outdoors.
- All banner material used outside must be made of mesh material (a minimum of 30% pass through) or have wind pockets to allow for air to flow through.
- The use of pipe and drape or modular wall systems must have advanced approval from the CSM. Pipe and drape or modular wall systems can be used inside fully enclosed structures.
- If pouring a sub-floor made of concrete onto the asphalt, visqueen must be used under the pour and in the surrounding area. Bonding agents are prohibited.
- See Food Preparation within Exhibits for information on exhibition and display cooking.
- See Fire Prevention Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 10 gallons of gasoline or 60 gallons of diesel on property will require a Clark County Building and Fire Prevention Permit
- LVCVA management reserves the right to make changes on site that is deemed necessary without advanced notification, for safety concerns.
- Power for any exhibit/structure must be provided by the official electrical contractor.

GENERATORS

- Temporary use of portable generators must be installed/operated by the official electrical contractor. A Clark County permit is required where applicable.
- Vehicle mounted generators, i.e. car haulers, RV etc. as part of an exhibit or utilized during move-in/out are not permitted.
- Generators being displayed or part of a product line may be operated with approval from the Convention Services Manager. Refueling and fuel storage rules must be followed and the generator may not power the booth.

TENTS AND CANOPIES

- Exhibitors must have a 2A40BC Fire Extinguisher that has a current Nevada State inspection tag.
- Outdoor tents and/or temporary structures must be installed by a facility approved Exhibitor Appointed Contractor (EAC)
- EAC's must submit and receive an approved staking plan before staking can occur. Staking plans must be submitted 30 days prior to show open. Submit staking plans to staking@lvcva.com See additional staking rules below.
- All Tents (a structure that is covered with a soft top and soft sides) greater than 400 square feet require a Clark County Building and Fire Prevention permit.
- All Canopies (covered with a soft top but no sides) greater than 700 square feet require a Clark County Building and Fire Prevention permit.
- Self-installed pop-up canopies require either weights or stakes and must be lowered every evening at close of show. Weather conditions may require pop-up canopies to be taken down. This will be determined by the facility on site.

STAKING

- All staking must to be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- Trenching or digging is not allowed into the asphalt without prior approval from your Convention Services Manager.
- The asphalt must be returned back to its original condition. LVCVA standards are:
 - Back fill existing hole(s) with clean, fine type sand. Tamp to within 4" minimum of grade surface.
 - Fill rest of hole(s) within ½" of surface with fine aggregate type patching asphalt, tamp until solid.
 - Cover areas approximately 2" around the patched hole with a good grade of plastic type asphalt sealer with a maximum drying time of 2 hours.

TRUSS STRUCTURES

- All truss structures require plans to be submitted to Fire Prevention at boothplans@lvcva.com, 90 days in advance and must meet American National Standards Institute (ANSI) regulations E-1.21.
- Depending on the size, attachments and weight, the facility may require a 3rd party engineer stamp of approval. The engineer stamp of approval must include wind load and seismic load. This will be at the exhibitor's expense.
- If an exhibitor has their own ballast (weight) but it is deemed insufficient by the facility, they must procure additional ballast from a local source and/or the show's official services contractor at their own expense.

PARKING

- The current parking fee is \$10.00 (cash or credit cards accepted) per space with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can show their paid parking receipt for reentry.
- Vehicles taking up more than one standard parking space will be charged accordingly upon entry when paid parking is in effect.
- Overnight parking is prohibited on Las Vegas Convention Center property. Vehicles left on the property overnight will be towed at the owner's expense.
- Individuals with special parking situations or concerns should inquire at the Traffic Office for assistance at (702) 892-7400.

PERMITS

For assistance with Clark County Building and Fire Prevention permitting contact the Las Vegas Convention Center Fire Prevention Department at (702) 892-7413 or boothplans@lvcva.com

Permits from Clark County Building and Fire Prevention are required for:

- Temporary outdoor tents and membrane structures over 400 square feet
- Canopies over 700 square feet
- Outdoor temporary structures over 4,500 square feet
- Hot work
- Spray and dipping booths
- Cryogenic fluids
- Compressed gases
- Mobile fueling of vehicles
- Open flames and candles not used for food warming
- Open flame torches
- Flame effects and pyrotechnics
- Carnivals

Clark County Building and Fire Prevention also provides blanket permits for multiple exhibitors applying for the same permit at the same show for: hot works, spray and dipping booths, cryogenic fluids and compressed gases. Blanket permits must be submitted to Clark County Building and Fire Prevention office by show management.

PERSONAL MOBILITY DEVICES

The use of Segway's, skateboards, hover boards, in-line skates, roller skates, scooters (either motorized or foot-powered) are not permitted on the Las Vegas Convention Center property. This includes all non-ADA approved mobility devices.

REMOTELY PILOTED AIRCRAFT SYSTEMS (RPAS)/UNMANNED AERIAL VEHICLES (UAVs)/DRONES GUIDELINES

RPAS/UAVs/Drones are permitted. The following guidelines must be strictly adhered to:

- Exhibitors have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- A form must be completed and submitted.
- All Federal Aviation Administration (FAA) and Department of Homeland Security guidelines must be observed.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS must weigh less than 55 pounds.

EXHIBIT HALLS/MEETING ROOMS/OUTDOORS

- RPAS are restricted to within your defined booth space only.
- RPAS must be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- RPAS are prohibited from flying over populated areas.
- RPAS are prohibited from flying within 18" of any building structure including sprinklers.

OUTDOORS

- FAA regulation restrict RPAS from being flown within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS's are prohibited from flying outside on any LVCVA campus. Waivers obtained through the FAA must be provided to the Convention Services Manager.

ROOF ACCESS

- Roof access is by appointment only.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to conventionservices@lvcca.com.
- Once written approval has been given, go to the Engineering Department on the specified installation date and time to complete the process. Anyone requiring a roof pass on the weekend must go to 1Call (located inside freight door 13).
- Roof access times are 7:30 am – 4:30 pm, (winter hours may vary due to weather conditions and day light savings time).
- Engineering staff will escort persons desiring roof access and monitor roof activity.
- Items placed on the roof must have the contractor's name, booth number and show name.
- Persons accessing the roof without a pass will be trespassed.
- Access to the roof areas via lift is prohibited. Exceptions are made on a case by case basis and in designated areas only.
- Fall protection must be used when required by OSHA.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- All items, such as wiring, satellite dishes etc., placed on the roof for a show, must be placed on designated platforms unless Engineering management gives approval in advance for another location.
- Individuals blocking or taping open any roof access doors will be trespassed from property.
- Equipment must be removed during move-out of show

EQUIPMENT INSTALLATION

- Satellite pads are available on the roof of Halls C1-C5, N1-N4, and S3-S4 (LVCC). Any contractor or exhibitor requiring access to roof must first obtain permission from show management and the Convention Services Manager as well as obtain a roof access pass.
- Roof access passes expire at the end of each day. No work is permitted on the roof during inclement weather. No work is permitted on the roof after 5:00 p.m. All roof hatches will be secured at this time.
- Cox Business has exclusive rights for all cable runs.
- All satellite dishes must be placed on a ¾" carpeted piece of plywood.
- Equipment can only be mounted on roof platforms, not on any other roof surface.
- The mounting of equipment on antenna masts is permissible where available. Contact your Convention Services Manager for further information.
- Roof walkways must be used when available.
- Satellite dish size is restricted to one meter (39 inches) with no exceptions.
- Installer is responsible for removal of all equipment and any debris prior to the conclusion of the event's final day of move-out.
- The use of sandbags or cinder blocks is prohibited.
- Cable may not be laid through roof hatches.
- Aluminum clad Flooded Jacked Cable is not permitted.

SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS

The Las Vegas Convention Center does not accept exhibitor freight. Please contact your official services contractor for your freight needs.

VEHICLES ON DISPLAY INDOORS

- Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors.
- Fuel tanks shall not contain more than one-quarter their capacity or more than five gallons of fuel, whichever is less.
- Batteries must be disconnected.
- Auxiliary batteries not connected to engine starting system may be left connected.
- External power is recommended for demonstration purposes.
- Battery charging is not permitted inside the building.
- Combustible/flammable materials must not be stored beneath display vehicles.

- Fueling or de-fueling of vehicles is prohibited
- Vehicles shall not be moved during the show and will remain off while freight doors are closed.
- 36" of clear access or aisles must be maintained around the vehicle.
- Vehicles must be a minimum of 20 feet from exit of door or exit pathway.
- Vehicles placed in lobbies and meeting rooms must have approval of the CSM and leak protection.

WEAPONS

- Personal weapons of any type are not permitted on property.



Remotely Piloted Aircraft Systems (RPAS) / UAV / DRONES

Name of Event: _____ Date of Event: _____

Booth #: _____ Meeting Room #: _____

Name of Exhibiting Company _____

Contact Person/Title: _____

Phone: _____ Email: _____

Power Source: ☐ Battery or ☐ Other: _____

- ☐ Weighs less than 55 lbs.
- ☐ Will be flown in a fully enclosed area (including ceiling) using netting, plastic, or other safety measure. Tethering is not an approved safety measure. Netting must be made of material that is sturdy enough to prevent the RPAS from breaking or escaping the enclosure.
- ☐ The demonstration will stay restricted to the booth space.
- ☐ Will maintain a distance of 18 inches away from any building structure including sprinklers.

RPAS/UAV/Drone Guidelines

- Exhibitors must have approval from show management and your Convention Services Manager (CSM) before flying any RPAS.
- This form must be completed and submitted.
- RPAS carrying weapons are prohibited.
- RPAS may not be flown in lobbies, restaurants or other common areas.
- RPAS are prohibited from flying over populated areas.

Outdoors

- FAA regulations restrict RPAS from being flown outdoors within five (5) nautical miles in class Bravo airspace (McCarran International Airport) and class Delta airspace (North Las Vegas Airport). Due to the proximity to these airports, RPAS are prohibited from flying outside on any LVCVA campus. Waivers can be obtained through the FAA but must be provided to the Convention Services Manager in advance of the event.

I have read the RPAS/UAV/Drone guidelines ☐

Email to conventionservices@lvcva.com for approval

For info phone: (702) 892-2860

LVCVA reserves the right to update or change this policy without written notice



APPLICATION FOR FOOD PREPARATION OR SAMPLING
SELLING OF FOOD ITEMS IS NOT ALLOWED

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ Email: _____

1. Please indicate the food/beverage item(s) you wish to prepare and/or sample:

2. Will you be heating or cooking food? Yes ☐ No ☐

3. Is your company a manufacturer of the food items you wish to distribute? Yes ☐ No ☐
If you are not the direct manufacturer of the food item(s), all products must be purchased from and supplied by Centerplate, our exclusive food and beverage partner.

4. Please indicate the process/equipment that would be used:

No open flames will be permitted.

A 5ABC portable fire extinguisher will be required for each approved device.

A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

Centerplate staff will be in contact to discuss Southern Nevada Health Department procedures, additional forms and fee information.

Please email this form to:

☐ Approved ☐ Denied

Convention Services Manager, LVCC
conventionservices@lvcva.com

DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.



Roof Access for Equipment Installation

Name of Show: _____ Exhibiting Company: _____

Contact: _____ Booth #: _____ Exhibit hall: _____

Service Contractor ☐ Exhibitor ☐ EAC ☐ EAC company: _____

Mobile phone: _____ Email: _____

Install Date: _____ Install Time: _____

Removal Date: _____ Removal Time: _____

Description of equipment to be installed: _____

All equipment placed on the roof must be labeled with the contractor's name, booth number, and show name.

Will you require cabling? Yes ☐ No ☐

Cox Business is the exclusive provider of transport services for the LV Convention Center. They can extend or provide cabling from the roof pad to your booth or exhibit area. Please contact them directly for pricing: Lvcc.orders@cox.com or (855) 519-2624

Cox order
#:

Please complete this form and email it to conventionservices@lvcva.com for approval.

RULES AND REGULATIONS

- All persons desiring roof access must first obtain authorization and a special roof access pass.
- Persons accessing the roof without a pass will be trespassing.
- Access to the roof areas via lift is restricted to designated areas and must have prior approval from Engineering.
- Fall protection is required for all persons accessing the roof:
 - When on a sloped roof;
 - When within 10 feet of the edge of a flat roof;
 - When within 10 feet of an unprotected skylight; or
 - When otherwise required by OSHA 1926 Subpart M.
- Foot traffic over roof surfaces must be via mats where provided.
- Penetration of the roof surface is prohibited.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms.
- Individuals blocking or taping open any roof access doors will be trespassing from property.
- **Equipment must be removed during move-out of show.**

Roof access is by appointment only. Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Hours may vary due to weather conditions and day light savings time. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.

One Place for Exhibit Planning Ordering and Management

EspressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

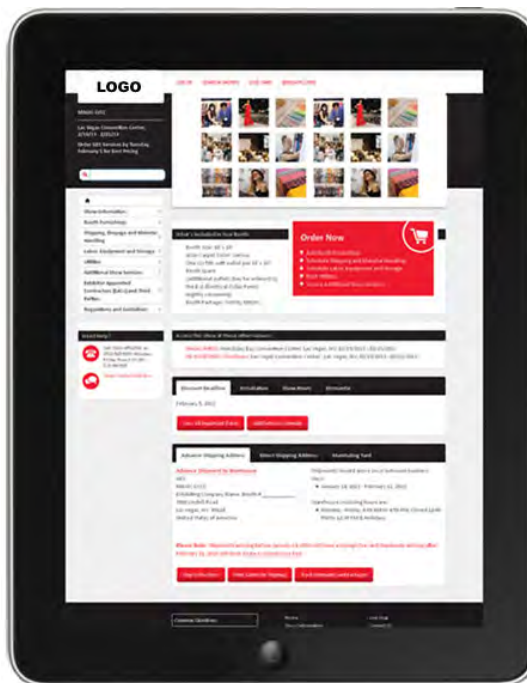
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicenterSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/011601009/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES)

7000 Lindell Road

Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098

FAX (in USA): 866.329.1437

International Calls: 702.515.5970

International Faxes: 702.263.1520

GES will be onsite to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

Booth Size: 10' x 10'
 Backwall Drape: Gray
 Sidewall Drape: Gray
 Facility Carpeted: No
 Aisle Carpet Color: Blue Jay
 1 - Booth ID Sign

Discount Deadline Date

Friday, August 18 GES orders must be received with payment by this date.

Exhibitor Move In

Saturday, September 9 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times.
 Sunday, September 10 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times.
 Monday, September 11 8:00 AM - 5:00 PM Reference Targeted Floorplan for Dates & Times.

Please take notice - this event moves in on overtime, all applicable surcharges will apply

Show Hours

Tuesday, September 12 10:00 AM - 5:30 PM
 Wednesday, September 13 10:00 AM - 5:30 PM
 Thursday, September 14 10:00 AM - 2:30 PM

Exhibitor Move Out

Thursday, September 14 2:30 PM - 5:00 PM
 Friday, September 15 8:00 AM - 5:00 PM
 Saturday, September 16 8:00 AM - 2:00 PM

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Carrier Check-in Post-Show

Thursday, September 14 3:00 PM Carriers post-show must be checked-in by this time.
 Friday, September 15 12:00 PM Carriers post-show must be checked-in by this time.
 Saturday, September 16 12:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Saturday, September 16 2:00 PM All exhibitor materials must be removed.

G-1 080317 082917 011601009



Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse:

c/o GES
ISSA/INTERCLEAN® North America
(Your Company Name & Booth Number)
7000 Lindell Road
Las Vegas, NV 89118
USA

Shipments should arrive on or between:

August 7 - September 5, 2017
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
The GES Advance Warehouse will be closed Monday,
September 4, 2017, in observance of the Labor Day holiday

Direct Shipments to Show Site:

c/o GES
ISSA/INTERCLEAN® North America
(Your Company Name & Booth Number)
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096
USA

Shipments should arrive on:

September 9, 2017, 8:00 AM - 5:00 PM
September 10, 2017, 8:00 AM - 5:00 PM
September 11, 2017, 8:00 AM - 5:00 PM
Reference Targeted Floorplan for Dates & Times.

Marshaling Yard Site Address:

ISSA/INTERCLEAN® North America
(Your Company Name & Booth Number)
2982 West Post Road
Las Vegas, NV 89119
USA

General Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

What is an Official Service Provider?

- GES has been selected as the Official Service Provider by the show organizer to design and produce your show.
- We can save you time and money with our insight and experience of the show process. As the Official Service Provider GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging
- Electrical Services
- Plumbing Services
- Audio Visual

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

How Can I Order My Show Services?



Expresso is GES' planning, ordering and management system. Order everything you need for your tradeshow exhibits, view account order history, download the show schedule and more.

- Go to <https://e.ges.com/011601009/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



GES National Servicenter® provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

GES Servicenter® is on-site to place any last-minute orders and provide show information while at showsite.

Exhibitor Services

- Our Exhibitor Services team is responsible for answering exhibitor questions, processing your orders and handling any special requests.



Tips for New Exhibitors

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of August 18, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011601009/esm>

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/011601009/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/011601009/shippinghandling/esm>

Dot Your I's and Cross Your T's

Please be aware that a valid credit card is required for all forms of payment. We require your credit card charge authorization to be on file with GES even if you are paying by check or wire transfer.

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract
- Clearly indicate when paying by check. All check payments should be returned to:
Global Experience Specialists, Inc. (GES)
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary:	Global Experience Specialists	If requested, following is the physical address for
c/o Bank of America	(GES)	routing identifiers:
901 Main Street,	Account #: 7188101819	Bank of America, Wire Transfer-Customer Services
TX1-492-07-14	Wire ABA Routing #: 026009593	2000 Clayton Road
Dallas, TX 75202-3714 USA	ACH ABA Routing #: 071000039	Concord, CA 94520 USA
Telephone # 702-263-2795 or	SWIFT Address: BOFAUS3N	
702-914-5112	CHIPS Address: 0959	

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated



No Tipping Required

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all 4 sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) – standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/011601009/carpet/esm>

Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/011601009/electrical>



Reminder

- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material costs.
- Pre-order labor to save.

Labor Services: <http://e.ges.com/011601009/LaborandEquipment/esm>

082917 011601009

G-10 072817

Payment and Credit Card Charge Authorization

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- 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.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/011601009/item/2222>
- 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.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 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
--	---	--

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$

\$

Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



011601009
082917

G-2 012417

Domestic Third Party Billing Request

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Please
Sign

X

Exhibiting Company Authorized Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events.

Exhibiting Company Authorized Name - Please Print

Date

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Audio Visual

☐ Booth Cleaning

☐ Electrical Outlets

☐ Electrical Labor

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Plumbing

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please
Sign

X

Third Party Cardholder's Signature

I agree in placing this order that I have accepted
GES Payment Policy and GES Terms &
Conditions of Contract, including authorization for
GES to retain personal information to better serve
my need for GES services at future events.

Third Party Cardholder's Name - Please Print

Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



082917 011601009
G-3 012417



ROGERS WORLDWIDE (USA)



September 11-14, 2017
Las Vegas Convention Center
Las Vegas, NV

*"You Travel the world with your Business,
we make sure your Exhibit does too."*

FAQ - Shipping to U.S. Tradeshow

Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshow certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the **exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show.** However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in ENGLISH. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions (**"this side up," "fragile," "hazardous materials"**) are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the post 9/11 regulations that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered **"unknown shipper" cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.**

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) **MUST** be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website:
<http://www.aphis.usda.gov/ppq/wpm/import.html>.

Q: How will the CBP's ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an "Importer Security Filing and Additional Carrier Requirements" rule, also known as the 10+2 Initiative to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status **message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment's departure via ocean freight from the port of exportation.**

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address
7. Importer identification number
8. Consignee identification number

9. Country of origin
10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

Rogers Worldwide
Customs Brokerage/International Freight Forwarding
1-702-272-1596 or import@rerogers.com
www.rerogers.com



Rogers Worldwide has been the choice of exhibition organizers and exhibit managers who understand the ever-changing complexities of international transportation and customs procedures.



import@rerogers.com
www.rerogers.com

International Freight Forwarding & Customs

*"You Travel the world with your Business.
We make sure your Exhibit does too."*



September 11-14, 2017
Las Vegas Convention Center
Las Vegas, NV

ROGERS WORLDWIDE can provide customs brokerage and international freight forwarding services for **ISSA InterClean 2017**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

Quick Links:

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshow in the U.S.](#)

CONTACT US

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

Rogers Worldwide USA Main Office

Tel: 1-702-272-1596

Fax: 1-702-648-6968

import@rerogers.com

www.rerogers.com

CARGO ARRIVAL DEADLINES

Advance Ocean Freight is to arrive by: **August 20, 2017** at the **Long Beach or Los Angeles CFS**

Advance Air freight is to arrive by: **August 27, 2017** at the **McCarran Airport (LAS)**

Deadline for Ocean Freight arrival at show site is **August 27, 2017**

Deadline for Air freight arrival at Show Site is **September 4, 2017**

Your shipment should be consigned to:

Las Vegas Convention Center

3150 Paradise Rd.

Las Vegas, NV 89109

Show Name: ISSA Interclean 2017

Exhibitor name: _____ Booth#: _____

Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

DOCUMENTATION

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

Special requirements

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml. WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: FDA.gov and FCC.gov.

CASE MARKING

Each case/crate must be clearly marked as follows:

Exhibitor Name: _____

c/o **ISSA Interclean 2017**

Hall _____, Stand # _____

Las Vegas, NV USA

Case # ____ of ____ (example: 1 of 10, 2 of 10, etc.)

Made in _____ (country of origin)

TERMS & CONDITIONS

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

We hope your participation in this event is a great success and we look forward to being of service to you.

International Package Options Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

13 oz. Carpet Color Options

(Gray will be provided if no color is indicated below)

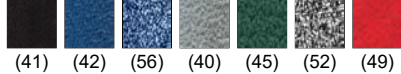


Exhibit Panel Color Options

(Gray Fabric Panel will be provided if no color is indicated below)



Coat
ed:
Mapl
e
(CMP
L)

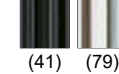


(F40)

C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options

(Silver will be provided if no color is indicated below)



Standard Booth Equipment (3.05m x 3.05m)

Description		Qty	Price			
Standard Booth Equipment Option A.1			No Charge			
Includes: Backwall and Side Draperies, (1) ID Sign, 11" x 17"						
Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
400017	Standard Booth Equipment Option A.2		541.50	811.50		\$
	↳ Includes: Backwall and Side Draperies, (2) Plastic Contour Chairs, (1) 6' Blue Skirted Table 24" x 30", (1) Wastebasket, (1) 10' x 10' 13oz Standard Booth Carpet (Choice of Color - see options above), (1) 500 Watt Outlet					

Shell Scheme Booth (3.05m x 3.05m)



Item Code Description Color Code Discount (\$) Regular (\$) Qty Tax % Total

Fascia Header Copy:

011601009
082917
A-5 050416 Cstm



Exhibit Systems Order Form

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

Company Name

Email

Phone Number

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$


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

Carpet


Standard

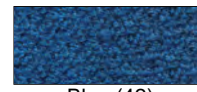
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

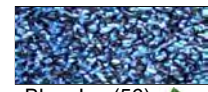
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black. 
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



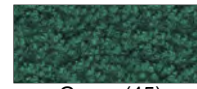
Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




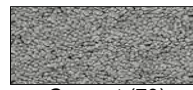
Red (49)

Plush

Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

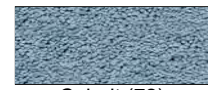
- Plush 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



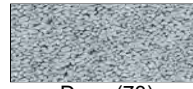
Cement (70)



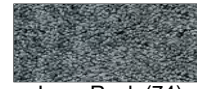
Charcoal (71)



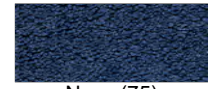
Cobalt (72)



Dove (73)



Lava Rock (74)



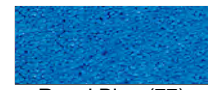
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

Ultra Plush

Ultra Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

- Ultra Plush 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



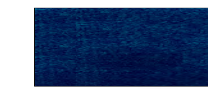
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



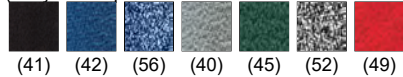
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

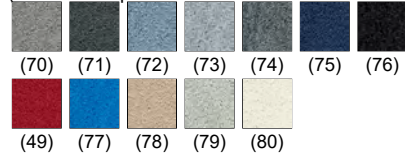
Standard Color Options

(Gray will be provided if no color is indicated below)



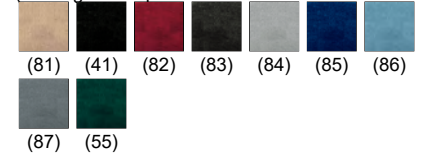
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		154.00	230.50		\$
5004	Pre-Cut Standard Carpet 10'x15'		235.75	353.75		\$
5002	Pre-Cut Standard Carpet 10'x20'		301.00	451.00		\$
5003	Pre-Cut Standard Carpet 10'x30'		461.50	692.50		\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total	
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.67	4.00		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		3.67	5.55		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		4.34	6.60		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.53	2.27		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.60	0.91		8.25	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.



Carpet Package Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



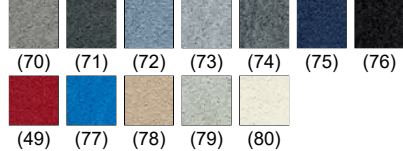
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 13 oz. Padding, Visqueen and 3 Day(s) Cleaning.

Carpet Packages

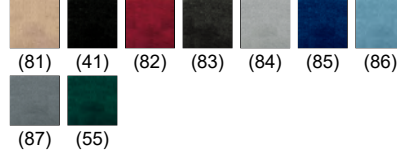
Plush Color Options

(Dove will be provided if no color is indicated below)



Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
400021	Carpet Package, Per Sq.Ft.		4.83	7.26		\$
400022	Plush Carpet Package, Per Sq.Ft.		5.73	8.66		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.34	9.60		\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

082917 011601009
C-2 082217



Furniture and Accessories

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

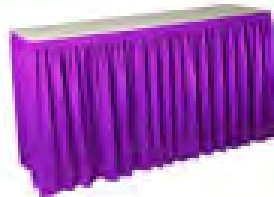
Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High

Table Skirt Colors



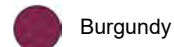
Beige (54)



Black (41)



Blue (42)



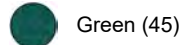
Burgundy (43)



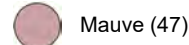
Gold (46)



Gray (40)



Green (45)



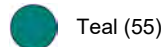
Mauve (47)



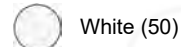
Purple (48)



Red (49)



Teal (55)



White (50)

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,
4'x8'



300202 - Pegboard, White,
2'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300212 - Tackboard, 2'x8'



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories

Accessories



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



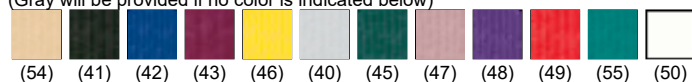
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011601009/furnishings/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	94.25	141.75		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	86.50	130.25		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	57.75	86.25		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	101.50	152.50		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	94.25	141.75		\$
300056	Table, Square, 24"x24"x30" High	86.50	130.25		\$
300059	Table, Starbase, 30" Diameter x 40" High	182.50	273.50		\$
300058	Table, Starbase, 40" Diameter x 30" High	182.50	273.50		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		108.75	163.25		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		130.75	196.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		153.00	229.50		\$
3007	Table, Skirt 4th Side		35.75	53.50		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	72.75	109.75		\$
300600	Table 6', Unskirted, 24" x 30" High	95.00	142.50		\$
300800	Table 8', Unskirted, 24" x 30" High	117.25	175.75		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		123.50	185.75		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		153.00	229.50		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		174.75	262.75		\$
3017	Counter, Skirt 4th Side		42.75	64.00		\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



A-1 062917 082917 011601009

Furniture and Accessories Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	80.75	121.50		\$
301600	Counter 6', Unskirted, 24" x 42" High	110.25	165.25		\$
301800	Counter 8', Unskirted, 24" x 42" High	132.00	198.25		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	50.25	75.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	35.75	53.50		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	64.75	97.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	50.25	75.00		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.00	22.60		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		18.05	27.00		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	512.75	769.25		\$
300074	Display Case 4', Full View	497.75	747.25		\$
300075	Display Case 4', Half View	497.75	747.25		\$
300076	Display Case 4', Quarter View	497.75	747.25		\$
300078	Display Case 5', Full View	512.75	769.25		\$
300079	Display Case 5', Half View	512.75	769.25		\$
300080	Display Case 5', Quarter View	512.75	769.25		\$
300082	Display Case 6', Full View	527.25	791.00		\$
300083	Display Case 6', Half View	527.25	791.00		\$
300084	Display Case 6', Quarter View	527.25	791.00		\$
300088	Display Case 7', Vertical	688.50	1,032.75		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.89	7.50		\$
300123	Aisle Stanchion, without Chain	42.75	64.00		\$
300103	Aluminum Easel	57.75	86.25		\$
300111	Bag Stand	79.25	119.00		\$
300102	Coat Rack	79.25	119.00		\$
300110	Fish Bowl	32.75	49.00		\$
300104	Garment Rack	79.25	119.00		\$
300106	Literature Rack	79.25	119.00		\$
300201	Pegboard, White, 4'x8'	138.50	207.25		\$



Select alignment: Horizontal _____ Vertical _____

300202	Pegboard, White, 2'x8'	108.75	163.25		\$
300107	Refrigerator	314.50	471.50		\$
300015	Rod, 6' to 10' Telescopic	16.60	24.75		\$

082917 011601009
A-1 062917




Furniture and Accessories Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

300131	Security Cage, Large, without Lock	439.00	658.50		\$
300132	Security Cage, Small, without Lock	219.50	329.00		\$
300120	Sign Holder, Bell Base	72.00	108.25		\$
300108	Sign Holder, Chrome, 22"x28"	72.00	108.25		\$
300212	Tackboard, 2'x8'	116.25	174.25		\$
300211	Tackboard, 4'x8'	145.25	218.50		\$
 Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	123.50	185.75		\$
300113	Wastebasket	18.05	27.00		\$
300118	Waterfall Stand	79.25	119.00		\$

Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/011601009/electrical/esm>



Reminder

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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

082917 011601009

A-1 062917



Furniture Package Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package

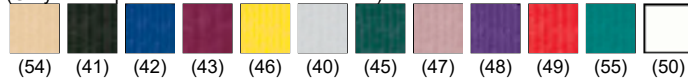


Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		237.87	355.95		\$
	Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
400017	Furniture Package 1 with 10'x10' Standard Carpet & 500w Electric		541.50	811.50		\$
	Includes: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket, (1) 10' x 10' Booth Carpet, (1) 500 Watt Outlet.					

Skirt Color Options

(Gray will be provided if no color is indicated.)



Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	519.79	780.75		\$
	Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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



082917 011601009

A-2 062917

Specialty Furniture

Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



305221 - Sofa, Roma, White Vinyl, 78"L 31"D 33"H



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H



305268 - Sofa, Tangiers, 78"L 37"D 36"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H



305442 - Laguna Chair, 18"L 19"D 34"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305441 - Zenith Chair, 19"L 22"D 32"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



305092 - Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"H



305251 - Ottoman, Vibe Cube, Black, 18"L 18"D 18"H



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H

Seating - Office and Utility Seating



305126 - Chair, Altura Task, 25"L 26"D 21"H



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



305023 -
Barstool, Ice,
Transparent/
Chrome, 16.75"L
16"D 32"H



305289 -
Barstool, Lift,
Chrome/Black
Seat, 15" Round
23-33.5"H



305292 -
Barstool, Lift,
Chrome/Gray
Seat, 15" Round
23-33.5"H



305291 -
Barstool, Lift,
Chrome/Red
Seat, 15" Round
23-33.5"H



305290 -
Barstool, Lift,
Chrome/White
Seat, 15" Round
23-33.5"H



305009 -
Barstool, Oslo,
Blue, 17"L 20"D
30"H



305008 -
Barstool, Oslo,
White, 17"L 20"D
30"H



305288 -
Barstool,
Rustique,
Gunmetal, 13"L
13"D 30"D



305206 -
Barstool, Shark
Swivel, White/
Chrome Base,
22"L 19"D 34"-
44"H



305207 -
Barstool, Zooley
Swivel, White/
Chrome Base,
15"Lx17"Dx31"-3
5"H



305259 -
Christopher
Barstool, 19"L
15"D 41"H



305440 - Zenith
Barstool, 19"L
20"D 44"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



305426 - Cafe
Table/Hydraulic
Chrome Base,
Liquid Steel
Blue, 30"RND
29"



305428 - Café
Table/Black
Base, Liquid
Steel Blue,
30"RND 29"H



305067 - G30
Cafe Table,
Powered White
Top, 72"L 26"D
30"H



305429 -
Madison Cafe
Table/Hydraulic
Base, 30"RND
29"H



305153 - Table,
Cafe, Brushed
Red/Hydraulic
Chrome Base,
30" Round 29"H



305164 - Table,
Cafe, Graphite/
Black, 30"
Round 29"H



305167 - Table,
Cafe, Graphite/
Black, 36"
Round 29"H



305156 - Table,
Cafe, Graphite/
Hydraulic
Chrome Base,
30" Round 29"H



305159 - Table,
Cafe, Graphite/
Hydraulic
Chrome Base,
36" Round 29"H



305165 - Table,
Cafe, Maple/
Black, 30"
Round 29"H



305168 - Table,
Cafe, Maple/
Black, 36"
Round 29"H



305157 - Table,
Cafe, Maple/
Hydraulic
Chomr Base,
30" Round 29"H



305160 - Table,
Cafe, Maple/
Hydraulic
Chrome Base,
36" Round 29"H



305161 - Table,
Cafe, Red/
Black, 30"
Round 29"H



305282 - Table,
Cafe, Silver
Texture/Black
Base, 30"
Round 29"H



305299 - Table,
Cafe, Silver
Textured Grain/
Hydraulic
Chrome Base,
30" Round 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



305283 - Table,
Cafe, White
Laminate/Black
Base, 36"
Round 29"H



305301 - Table,
Cafe, White
Laminate/
Hydraulic
Chrome Base,
36" Round 29"H

Tables - Bar



305425 - Bar
Table/Hydraulic
Chrome Base,
Steel Blue,
30"RND 45"H



305071 - G30
Bar Table,
Powered White
Top, 72"L 26"D
42"H



305405 -
Madison Bar
Table/Black
Base, 30"RND
42"H



305139 - Table,
Bar, Brushed
Red/Hydraulic
Chrome Base,
30" Round 45"H



305133 - Table,
Bar, Graphite/
Black, 30" Round
42"H



305136 - Table,
Bar, Graphite/
Black, 36" Round
42"H



305142 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
30" Round 45"H



305145 - Table,
Bar, Graphite/
Hydraulic
Chrome Base,
36" Round 45"H



305134 - Table,
Bar, Maple/Black,
30" Round 42"H



305137 - Table,
Bar, Maple/Black,
36" Round 42"H



305143 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
30" Round 45"H



305146 - Table,
Bar, Maple/
Hydraulic
Chrome Base,
36" Round 45"H



305130 - Table,
Bar, Red/Black,
30" Round 42"H



305286 - Table,
Bar, Silver
Textured Grain/
Black Base, 30"
Round 42"H



305302 - Table,
Bar, Silver
Textured Grain/
Hydraulic
Chrome Base,
30" Round 45"H



305287 - Table,
Bar, White
Laminate/Black
Base, 36" Round
42"H



305303 - Table,
Bar, White
Laminate/
Hydraulic
Chrome Base,
36" Round 45"H

Tables - Cocktail



305430 - Alondra Cocktail
Table, Glass, 47"L 24"D 16"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



305436 - Geo End Table, Wood, 20"L 20"D 21"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Conference Tables



305402 - 10' Madison Table, 120"L 48"D 29"H



305400 - 5' Madison Table, 60"L 48"D 29"H



305401 - 8' Madison Table, 96"L 60"D 29"H



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 42"D 29"H



305029 - Table, Conf., Graphite, 96"L 48"D 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



305415 - Madison Bookcase,
36"L 12"D 72"H



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered
Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered
Locking, White, 24"L 24"D 42"H

Office and Utility Furniture



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305416 - Madison Credenza,
60"L 20"D 29"H



305417 - Madison Executive
Desk, 60"L 30"D 29"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note, you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price, please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011601009/furnishings/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	668.00	928.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	719.00	1,000.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	442.50	664.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,210.00	1,680.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,370.00	1,910.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,370.00	1,910.00		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,262.50	1,899.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,372.50	2,059.75		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	732.00	1,098.50		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	514.50	772.25		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	556.00	833.75		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	934.50	1,405.75		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	624.25	935.75		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	475.25	713.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	576.75	866.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	760.00	1,140.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	894.00	1,346.75		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	286.25	429.75		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	370.25	556.00		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	576.75	866.00		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	333.25	499.75		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	366.75	550.00		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	356.50	534.50		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	578.00	804.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	885.00	1,230.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	885.00	1,230.00		\$

B-1 062917 082917 011601009



Specialty Furniture Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	289.25	433.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	126.25	189.25		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	126.25	189.25		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	144.25	216.25		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	113.50	170.75		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	75.50	113.50		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	159.75	239.50		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	226.50	339.50		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	376.75	565.50		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	318.25	477.75		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	387.25	581.50		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	166.50	249.50		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	239.75	359.75		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	113.50	170.75		\$
305442	Laguna Chair, 18"L 19"D 34"H	294.00	408.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	226.00	314.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	226.00	314.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	286.00	398.00		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	488.00	678.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	488.00	678.00		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	320.25	480.50		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	320.25	480.50		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	238.50	357.75		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	96.50	145.25		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	96.50	145.25		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	145.00	202.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	131.50	197.75		\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	141.75	212.50		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	258.75	388.25		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	393.75	590.50		\$

082917 011601009

B-1 062917



Specialty Furniture Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number

Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	358.25	537.75		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	649.00	902.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	483.00	671.00		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	350.00	487.00		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	350.00	487.00		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	350.00	487.00		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	350.00	487.00		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	154.50	232.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	154.50	232.00		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	199.00	298.75		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	226.50	339.50		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	108.25	162.25		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	108.25	162.25		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	108.25	162.25		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	108.25	162.25		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	282.25	423.75		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	282.25	423.75		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	138.00	206.75		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	418.25	627.50		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	380.00	570.25		\$
305259	Christopher Barstool, 19"L 15"D 41"H	350.00	487.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	377.00	524.00		\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	453.00	630.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	340.00	473.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,310.00	1,820.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	529.00	735.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	289.75	434.50		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	217.00	325.50		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	253.50	380.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	289.75	434.50		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	343.75	515.75		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	217.00	325.50		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	253.50	380.00		\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	289.75	434.50		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	343.75	515.75		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	217.00	325.50		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	169.75	254.75		\$

B-1 062917 082917 011601009



Specialty Furniture Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cafe

305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	213.25	320.25		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	153.75	231.25		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	209.00	314.25		\$

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	453.00	630.00		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,720.00	2,390.00		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	529.00	735.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	294.75	442.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	225.75	338.50		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	277.50	416.75		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	294.75	442.25		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	347.00	521.25		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	225.75	338.50		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	277.50	416.75		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	294.75	442.25		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	347.00	521.25		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	225.75	338.50		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	184.75	276.75		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	227.00	340.75		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	174.00	261.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	219.75	329.75		\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	475.00	660.00		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	942.00	1,310.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	362.00	503.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	540.00	750.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	540.00	750.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	237.50	355.75		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	258.50	388.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	273.25	409.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	346.75	521.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	346.75	521.00		\$

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	453.00	629.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	321.00	446.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	429.00	596.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	125.25	187.75		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	117.75	177.25		\$

082917 011601009
B-1 062917



Specialty Furniture Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - End Tables

305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	214.50	322.00		\$
305211	Table, End, Oliver, 22" Round 22"H	228.50	343.00		\$
305046	Table, End, Silverado, 24" Round 22"H	256.75	384.25		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	255.00	382.75		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	255.00	382.75		\$
305276	Table, Mosaic, Set of 3	231.25	346.75		\$
305275	Table, Timber, Wood, 16" Round 17"H	146.50	219.75		\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	986.00	1,370.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	664.00	923.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	806.00	1,120.00		\$
305410	Madison Conference Table, 42"RND 29"H	604.00	839.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	114.00	158.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	261.50	392.25		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	421.75	632.50		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	276.50	415.25		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	421.75	632.50		\$
305027	Table, Conf., Graphite, 42" Round 29"H	347.00	521.25		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	468.75	703.25		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	576.75	865.25		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	352.50	474.50		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	312.75	470.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	252.50	378.75		\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,031.00	4,546.50		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,139.25	1,709.00		\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	490.00	681.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	408.50	613.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	489.00	734.25		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	408.50	613.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	489.00	734.25		\$

Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	294.75	442.50		\$
305416	Madison Credenza, 60"L 20"D 29"H	835.00	1,160.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	755.00	1,050.00		\$

082917 011601009
B-1 062917



Specialty Furniture Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	229.50	344.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	309.25	464.50		\$

Electrical Outlets Not Included



Reminder

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

082917 011601009

B-1 062917



Convenience Package Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/011601009/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

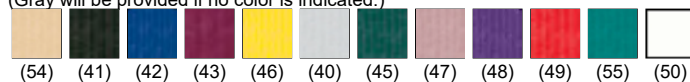
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	389.05	584.00		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	912.75	1,369.50		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	898.25	1,348.00		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404322	Meeting Package	577.55	584.00		\$
	↳ Includes: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404311	Stool Package A	403.55	605.50		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.				

Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4046	Chair Package B		337.30	506.50		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		374.05	561.50		\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

Skirt Color Options

(Gray will be provided if no color is indicated.)



082917 011601009

P-1 062917

Form Continues on Next Page



Convenience Package Order Form

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

Company Name

Email

Phone Number

Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	1,703.75	2,556.50		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.				
404506	Premium Stool Package	603.75	906.25		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".				

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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

082917 011601009

P-1 062917

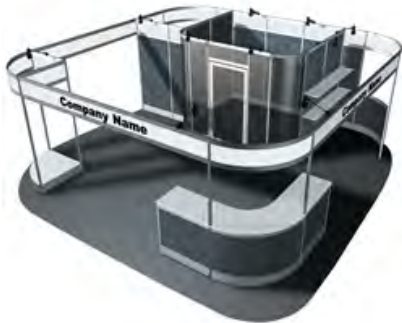


Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at www.ges.com/chat.

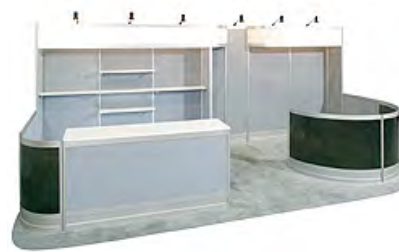
20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

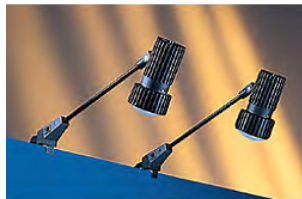
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit Systems

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



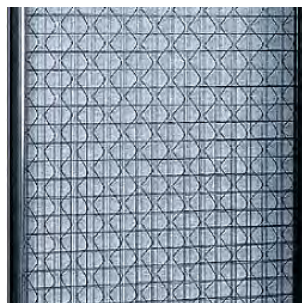
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

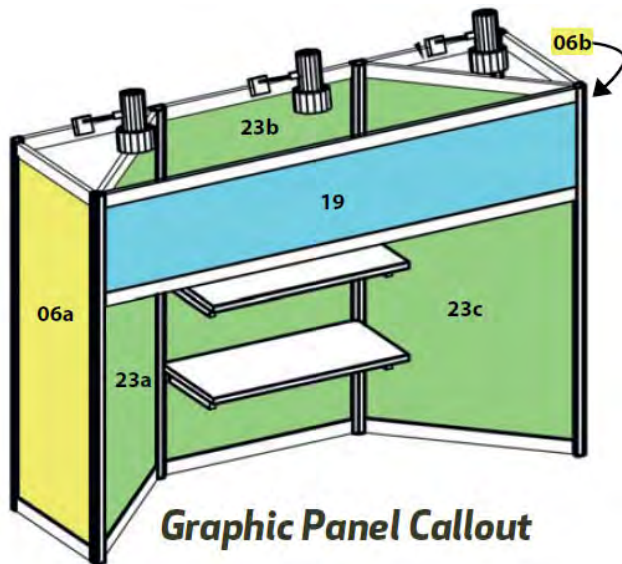


Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #1, 6' Tabletop (600001)



Graphic Panel Callout

23 608323 26 9/16" wide x 45" tall
Discount Price - \$193.75 /Regular Price - \$268.75
Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall
Discount Price - \$80.00 /Regular Price - \$111.25
Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall
Discount Price - \$127.75 /Regular Price - \$177.25
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601009/exhibit1/esm>

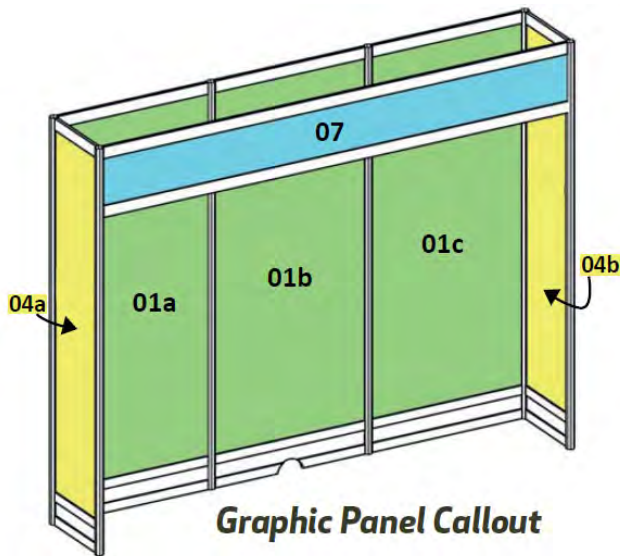


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$531.50 /Regular Price - \$738.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$267.75 /Regular Price - \$371.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$227.75 /Regular Price - \$316.25
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601009/exhibit2/esm>

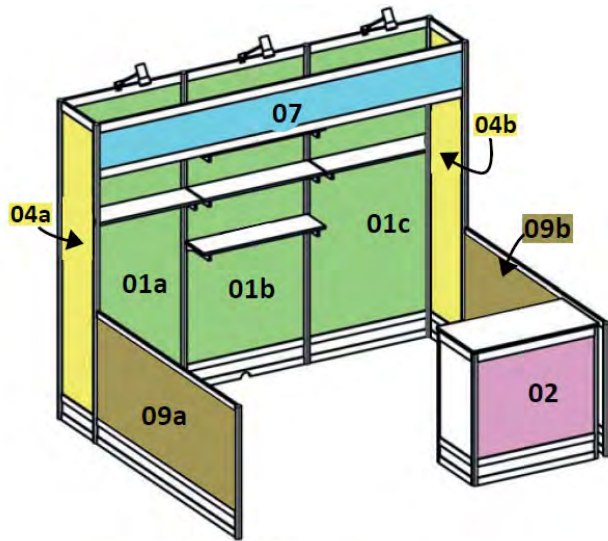


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$531.50 /Regular Price - \$738.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$267.75 /Regular Price - \$371.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$227.75 /Regular Price - \$316.25
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$187.50 /Regular Price - \$260.50
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$377.00 /Regular Price - \$524.25
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601009/exhibit3/esm>

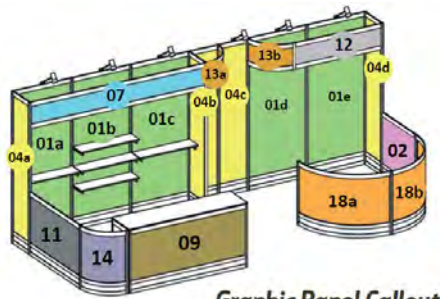


Booth Rendering

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$117.50 /Regular Price - \$162.75
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$58.25 /Regular Price - \$80.75
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$296.75 /Regular Price - \$413.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$377.00 /Regular Price - \$524.25
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$144.25 /Regular Price - \$199.75
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$531.50 /Regular Price - \$738.50
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$267.75 /Regular Price - \$371.75
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$111.25 /Regular Price - \$154.50
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$187.50 /Regular Price - \$260.50
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$227.75 /Regular Price - \$316.25
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

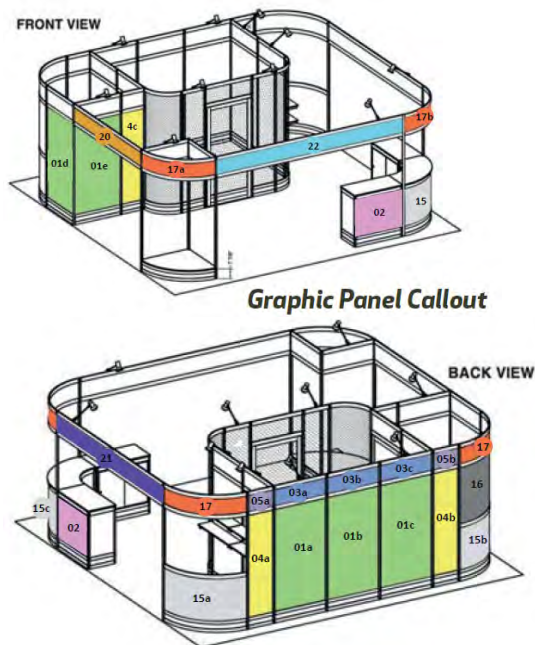
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601009/exhibit4/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #5, 20 x 20 (600005)



21 608321 136 9/16" wide x 12" tall
Discount Price - \$175.00 /Regular Price - \$243.00
Produced on 3/16" Thick White Foamcore

20 608320 97 3/16" wide x 12" tall
Discount Price - \$188.50 /Regular Price - \$262.75
Produced on 1/8" Thick White Foamcore

17 608317 60 11/16" wide x 12" tall
Discount Price - \$218.25 /Regular Price - \$303.75
Produced on 1/8" Thick White Foamacell

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$187.50 /Regular Price - \$260.50
Produced on 3/16" Thick White Foamcore

03 608303 38 1/8" wide x 12" tall
Discount Price - \$74.25 /Regular Price - \$103.00
Produced on 3/16" Thick White Foamcore

05 608305 18 7/16" wide x 12" tall
Discount Price - \$58.25 /Regular Price - \$80.75
Produced on 3/16" Thick White Foamcore

01 608301 18 7/16" wide x 86 1/4" tall
Discount Price - \$531.50 /Regular Price - \$738.50
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$267.75 /Regular Price - \$371.75
Produced on 3/16" Thick White Foamcore

16 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$355.25 /Regular Price - \$493.25
Produced on 1/8" Thick White Foamacell

15 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$296.75 /Regular Price - \$413.00
Produced on 1/8" Thick White Foamacell

22 608322 156 1/4" wide x 12" tall
Discount Price - \$300.75 /Regular Price - \$418.25
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601009/exhibit5/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

(Gray will be provided if no color is indicated below)

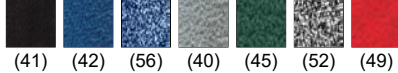


Exhibit Panel Color Options

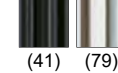
(Gray Fabric Panel will be provided if no color is indicated below)



(C41) (C50) (C79) (F41) (F40)
C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options

(Silver will be provided if no color is indicated below)



Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,631.25	2,447.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	3,075.25	4,614.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	6,764.00	10,145.75		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	10,056.50	15,084.75		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	531.50	797.25		\$
600110	Exhibit, Armlight Black	79.00	118.25		\$
600103	Exhibit, Counter, 1M Curved	734.25	1,101.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	386.75	502.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	595.75	775.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	675.50	1,013.25		\$
600222	Exhibit, Light Box, Medium 37"x56"	532.75	799.50		\$
600223	Exhibit, Light Box, Small 37"x28"	329.00	493.75		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	465.50	698.00		\$
600291	Exhibit, Panel, Wirewall, 1M	454.50	681.75		\$

082917 011601009
D-1 062917



Exhibit Systems Order Form

Page 2 of 2

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

600243	Exhibit, Shelf, 1M x 10" Deep	62.25	93.50		\$
600262	Tackboard, Gem, 4' X 8'	740.50	1,030.00		\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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

082917 011601009

D-1 062917



Digital File Preparation

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

Vectors

Editable Text

Vectors

Outlined Text



gif
(raster)

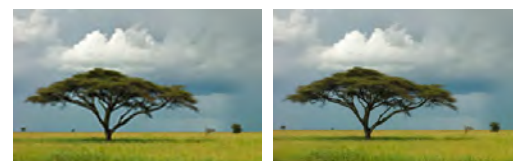
ai / eps
(vector)

Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixilated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Low Resolution
(72 dpi)

High Resolution
(300 dpi)



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011601009/signs>

Digital File Preparation

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

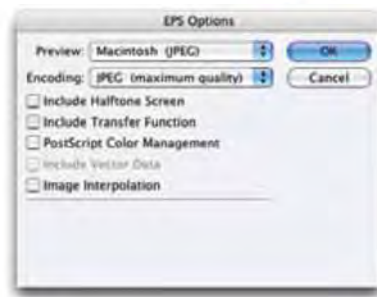
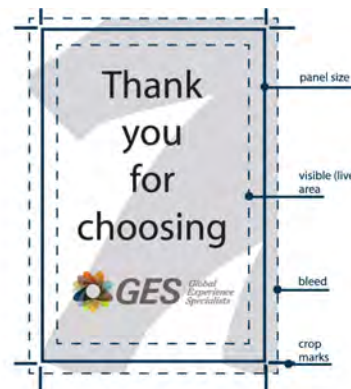


figure a.

Graphics and Signage Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011601009/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	261.00	391.50		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	202.50	303.50		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	213.75	320.25		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	384.75	576.75		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	237.50	356.50		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	504.00	755.50		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	355.25	533.00		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	23.25	34.75		8.25	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

082917 011601009

I-1 062917



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Material Handling/Drayage Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/011601009/logistics_Quote



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicercenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicercenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

011601009
082917

R-1 012417



Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

GES Transportation Plus

DOMESTIC



Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



10% off material handling



GES on-site support professionals



24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>



Consolidated show invoice



Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/011601009/logistics_quote

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

ges.com | 800.475.2098

©2015 Global Experience Specialists, Inc. (GES)

Visit [ges.com](https://www.ges.com) and discover how we use art and science to create engaging experiences.



Material Handling/Drayage Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

Advance Shipment to Warehouse (200 lbs. minimum per shipment)

Crated
Rate \$97.25 cwt

Advance Shipments to Warehouse Dates:

Mon, Aug 7, 2017: Advance shipments may begin arriving at warehouse.

Tue, Sep 5, 2017: Last day for shipments to arrive at warehouse.
The GES Advance Warehouse will be closed Monday, September 4, 2017, in observance of the Labor Day holiday

The GES Warehouse is unable to receive Hazardous Materials. These items must be shipped directly to the exhibit site.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

Crated Uncrated
Rate \$87.75 cwt \$109.71 cwt

Direct Shipments to Show site Dates:

Sat, Sep 9, 2017: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Mon, Sep 11, 2017: Last day for shipments to arrive at exhibit site by 5:00 PM.
Reference Targeted Floorplan for Dates & Times.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$50.75. Each additional package will be charged \$9.00.

Step 2. Estimate Order

Small Packages

___ 1 ___ 1st Small Package Shipment x \$50.75 = _____ Total

___ # of additional packages (each) x \$9.00 = _____ Total

Form Continues on Next Page



CWT

082917 011601009

R-2 080317

Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$7.75 per cwt will apply before published timeline.

Off Target - Late/Early to Show Site Surcharge:

A 30%(\$50 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Uncrated Shipments:

A 25.03% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

CWT

011601009

082917

R-2 080317



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

011601009

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 7, 2017 - Tuesday, Sep 5, 2017

The GES Advance Warehouse will be closed Monday, September 4, 2017, in observance of the Labor Day holiday

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

011601009

BOOTH NUMBER

C/O **GES**
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 7, 2017 - Tuesday, Sep 5, 2017

The GES Advance Warehouse will be closed Monday, September 4, 2017, in observance of the Labor Day holiday

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____

Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

011601009

BOOTH NUMBER

C/O GES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Saturday, Sep 9, 2017 after 8:00 AM - Monday, Sep 11, 2017 by 5:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

011601009

BOOTH NUMBER

C/O GES
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109-9096 USA

Shipment Should Arrive on or Between:

Saturday, Sep 9, 2017 after 8:00 AM - Monday, Sep 11, 2017 by 5:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Target Move-In and Freight Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017



Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention:

Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 30% (\$50.00 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

Request for Variance to Assigned Target Time

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name

Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

Important information

- All change request forms due by August 18, 2017.
- This form will be reviewed as soon as possible upon submission, and you will be contacted with a response of approval or denial.
- Please send completed form via email to Kristie Wilson at krwilson@ges.com.

Off Target - Late/Early to Show Site Surcharge:

A 30%(\$50 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

R-23 062117 Cstm 082917 011601009



Request for Pre-Printed Outbound Material Handling Release/Labels

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by August 18, 2017.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/011601009/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
3150 Paradise Road	Las Vegas	NV	89109-9096	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Warehouse Storage - Before and After Show

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Full Service Advantages Before and After Shows:

GES has available storage space in the Las Vegas area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

Special Show to Show Storage Rates: Applies to local GES Shows in the Las Vegas area.

Storage, Special Rate as contracted (includes Transportation back to the local GES Facility and handling fees.)	(1000 lb. minimum)	\$78.00 cwt.
--	--------------------	--------------

Monthly Storage (does not include Return to Warehouse charges)	(1000 lb. minimum)	\$7.75 cwt.
--	--------------------	-------------

Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$20.10 cwt.
---	--------------------	--------------

Additional Warehouse Handling:

Additional Warehouse Handling Fee (for multiple in and out moves)	(1000 lb. minimum)	\$9.50 cwt.
---	--------------------	-------------

GES has warehouse facilities and services in many cities throughout the country. Please contact Sandra Gonzalez: 702.515.5751.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

Freight Service Questionnaire

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/011601009/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Marshaling Yard and Direct Deliveries Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Tips For New Exhibitors



What is a marshaling yard? The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

2982 West Post Road
Las Vegas, NV 89119
USA

Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Las Vegas Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Las Vegas Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601009/contactus/esm>

082917 011601009

R-9 010917



Show Site Storage Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid one skid minimum. This charge includes one-time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	60.25		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Total
705044	Storage, ST	97.75	122.50	153.25			\$
705044	Storage, OT	171.50	214.25	267.75			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011601009/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM

R-11/R-12 070717 082917 011601009

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST**	180.00	236.50	295.00			\$
705200	5,000#, OT	252.50	331.00	413.50			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601009/labor/esm>

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cartload Service Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the facility's main entrance and watch for the Cartload Service signs.
- Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicer.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time , Dock to Booth	80.00	1	\$
200506	Cartload Service, Straight Time , Booth to Dock	80.00	1	\$
200506	Cartload Service, Over Time, Dock to Booth	80.00	1	\$
200506	Cartload Service, Over Time, Booth to Dock	80.00	1	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$



011601009
082917

R-14 041917

Vehicle Placement Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

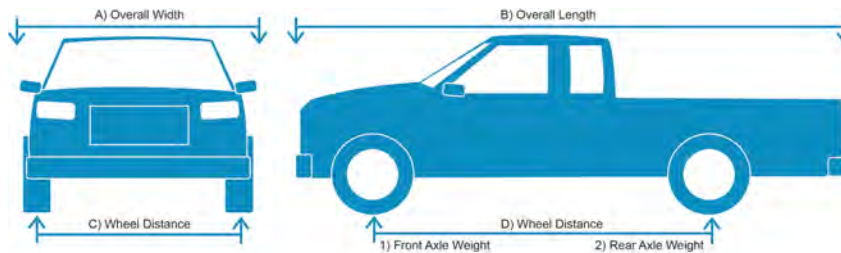
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	225.50		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$



011601009
082917

R-15 041017

Installation and Dismantling Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	97.75	122.25	195.50			\$
705000	Install & Dismantle, ST Move Out	97.75	122.25	195.50			\$
705000	Install & Dismantle, OT Move In	171.50	214.25	342.75			\$
705000	Install & Dismantle, OT Move Out	171.50	214.25	342.75			\$

**Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601009/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form,
click here: <https://e.ges.com/011601009/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

011601009 082917 L-1 070617

Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

082917 011601009

L-1 070617



Forklift Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight Time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	180.00	236.50	295.00			\$
705200	5,000#, ST Move Out	180.00	236.50	295.00			\$
705200	5,000#, OT Move In	252.50	331.00	413.50			\$
705200	5,000#, OT Move Out	252.50	331.00	413.50			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	97.75	122.25	195.50			\$
705030	Freight, ST Move Out	97.75	122.25	195.50			\$
705030	Freight, OT Move In	171.50	214.00	342.75			\$
705030	Freight, OT Move Out	171.50	214.00	342.75			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/011601009/labor/esm>

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Re-crating
☐ Reskidding

Additional labor will be assigned if necessary.

T-1 070617 082917 011601009



Forklift Order Form

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

Company Name

Email

Phone Number

Booth Number

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

082917 011601009

T-1 070617



Hanging Sign / Truss Labor Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Please complete and return the Hanging Sign / Truss Labor Order Form by August 18, 2017.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth and vinyl banners, have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

082917 011601009

H-1 051017



Hanging Sign / Truss Labor Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial, non-electrical hanging signs.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	627.00	786.75	983.25			\$
705300	High Lift Move Out	627.00	786.75	983.25			\$

Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift w/ Crew, ST Move In	785.00	981.25	1,177.25			\$
705300	High Lift w/ Crew, ST Move Out	785.00	981.25	1,177.25			\$
705301	Scissor Lift, ST Move In	358.75	448.25	538.00			\$
705301	Scissor Lift, ST Move Out	358.75	448.25	538.00			\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	97.75	122.25	195.50			\$
705020	Sign Assembly, OT Move In Only	171.50	214.25	342.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601009/labor/esm>



Reminder

To receive the Discount Price, you must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by August 18, 2017. The hanging sign must arrive at the warehouse by August 18, 2017 to receive the Discount Price and must arrive no later than September 5, 2017 to ensure the sign is hung prior to show opening. By sending us the information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

H-2 072817 Cstm 082917 011601009

Form Continues on Next Page



Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?

- ☐ Yes ☐ No

How much power is required for the sign?

Please note that GES will automatically apply your power order on your account. See facility electrical order forms.

Are rotators required?

- ☐ Yes ☐ No

If yes, How many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Please note that GES will automatically apply a motor outlet for every rotator placed in the booth on your account.

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, what date would you like the sign to be hung?

Please provide GES with a contact name and number to discuss _____

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Truss Options

Type of Truss

☐ Plated (end plates) ☐ Spigot

Size of Truss

☐ 12" ☐ 20.5"

Dimensions Truss Design

Width _____ Length _____
Total Truss/Lighting Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet
Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

Truss Attachments

- ☐ Audio Visual Equipment*
- ☐ Signage/Banners
- ☐ Static Lighting
- ☐ Dimmable/Programmable Lighting*

*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

Pick Points

Number of structural pick points _____

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

Location of Truss

☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? _____

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

Hanging Sign / Truss Labor Order Form

Page 4 of 4

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

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------

Step 3. Review Below Important Information

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

I agree in placing this order that I have accepted the information provided on the Hanging Sign/Truss Labor Information and Order Form, GES Payment Policy and GES Terms and Conditions of contract. Please proceed with my hanging sign/truss order. I understand that my initial estimate may be billed at 1 hour estimate based on the union to perform the work. Invoice will be calculated according to actual hours worked and materials used.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

H-2 072817 Cstm 082917 011601009



Booth Layout - Hanging Signs

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

082917 011601009

H-3 102615



Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

0110601009

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 7, 2017 - Friday, Aug 18, 2017

The GES Advance Warehouse will be closed Monday, September 4, 2017, in observance of the Labor Day holiday.
Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

Full Exhibiting Company Name at Show

ISSA/INTERCLEAN® North America

Name of Exhibition

0110601009

Booth Number

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:

Monday, Aug 7, 2017 - Friday, Aug 18, 2017

The GES Advance Warehouse will be closed Monday, September 4, 2017, in observance of the Labor Day holiday.
Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Sign and/or truss points exceeding 300 lbs. will require a hoist.**
- GES is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, GES will install your truss on your behalf with GES supervision. GES will operate all lifts.
- Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/011601009/hoist/esm>

Chain Hoists, Motors and Truss

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	542.75	678.75		\$
702132	Hoist, Electric Chain, 1/2 TON	542.75	678.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Motor Outlet

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609108	Motor Outlet	123.75	155.25		\$

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	126.75	158.50		\$
609106	Rotating Motor 250#	126.75	158.50		\$
609105	Rotating Motor 500#	126.75	158.50		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

12" and 20" Aluminum Trusses are available. Please call for quote 702.515.8691

GES needs a final engineered drawing of all trusses and lighting by August 18, 2017. Failure to provide engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost. Any changes or additions made to your engineered drawing after August 18, 2017 will be billed at regular rates for the entire build.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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

082917 011601009

H-5 062917



Truss Lighting Package Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please email lvrigging@ges.com for more information.
- Requires motor and lighting power. Please order both below.
- Delivery, installation, rental, initial focus time, and dismantling are included in package price.
- Changing of truss package will require additional equipment/labor, which will be chargeable.
- Please include Booth Layout form for placement of your truss.
- Please provide us with a drawing (a .dwg file) showing the placement of your trapeze and par fixtures. Also, please indicate on your drawing the focus direction for each fixture.

Order Truss Lighting Packages

Truss Lighting Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700601	Truss Lighting - Package #1	2,887.00	4,330.50		\$
↳	10 linear feet of Truss, 3 - Par Cans or Leikos Lights, 1/2 hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700602	Truss Lighting - Package #2	5,774.25	8,661.00		\$
↳	20 linear feet of Truss, 6 - Par Cans or Leikos Lights, 1/2 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 30 amp 208v 3ph for lighting power.				
700603	Truss Lighting - Package #3	6,448.25	9,672.75		\$
↳	30 linear feet of Truss, 9 - Par Cans or Leikos Lights, 1 Hour Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700604	Truss Lighting - Package #4	8,236.25	12,353.25		\$
↳	40 linear feet of Truss, 12 - Par Cans or Leikos Lights, 1-1/2 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700605	Truss Lighting - Package #5	12,491.25	19,097.25		\$
↳	80 linear feet of Truss, 16 - Par Cans or Leikos Lights, 3 Hours Focus Time. Requires one 30 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700606	Truss Lighting - Package #6	18,016.50	27,024.75		\$
↳	160 linear feet of Truss, 32 - Par Cans or Leikos Lights, 5 Hours Focus Time. Requires one 60 amp 208v 3ph for motor power & one 60 amp 208v 3ph for lighting power.				
700607	Truss Lighting - Package #7	28,105.00	42,157.25		\$
↳	250 linear feet of Truss, 50 - Par Cans or Leikos Lights, 8 Hours Focus Time. Requires one 60 amp 208v 3ph for motor power & one 100 amp 208v 3ph for lighting power.				

H-6 062917 082917 011601009

Form Continues on Next Page



Truss Lighting Package Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Motor Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700025	030 Amp, 5 HP 208V / 3Phase	825.25	1,236.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	1,099.25	1,649.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	1,462.25	2,194.00		\$

Please indicate choice(s)

Truss Size

☐ 12" Box

☐ 20" Box

Truss Color

☐ Black

☐ Silver

Lights

☐ Leikos

☐ Parcan

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

Delivery, installation, rental, initial focus time and dismantling are included in package price.

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

082917 011601009

H-6 062917



Stagehand Labor Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- For any rigging related questions: email us at lvrigging@ges.com
- Short Turn: One (1) Straight Time and one (1) Overtime hour at prevailing rates for any worker requested to return, by exhibitor, without an 8 hour break
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM. Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	134.50	167.75	201.50			\$
705094	Stagehand Labor, ST Move Out	134.50	167.75	201.50			\$
705094	Stagehand Labor, OT Move In	254.25	282.50	346.00			\$
705094	Stagehand Labor, OT Move Out	254.25	282.50	346.00			\$

Type of Stagehand Labor:

- ☐ High Rigger ☐ Ground Rigger ☐ Theatrical Stage Electric ☐ Projectionist
☐ AV Technician ☐ Sound Technician ☐ Programmer

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705302	Condor Move In	591.25	739.25	886.75			\$
705302	Condor Move Out	591.25	739.25	886.75			\$

Equipment Only

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
706301	Scissor Lift Move In	189.25	237.25	378.75			\$
706301	Scissor Lift Move Out	189.25	237.25	378.75			\$
706305	Genie Lift, Hand Crank Move In	89.75	112.75	135.50			\$
706305	Genie Lift, Hand Crank Move Out	89.75	112.75	135.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601009/labor/esm>

Form Continues on Next Page



011601009
082917

H-9 070717

Stagehand Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

Step 3. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Please have a representative supervise the work to be done and sign labor order upon completion of the work. Confirm labor and equipment by 2:30 PM the day before date requested. Equipment and labor cancelled without a 24 hour notice shall be charged a (4) hour cancellation fee per worker and (1) hour per equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is (4) hours per worker and (1) hour per equipment. Labor thereafter is charged in half ($\frac{1}{2}$) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

082917 011601009

H-9 070717



Stagehand Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service

Project Equipment:

Type _____ Quantity _____

Mounted To:

☐ Wall or Structure ☐ Ground-Supported Truss ☐ Suspended Truss ☐ Other: _____

Video Walls:

☐ Monitor on suspended truss ☐ Monitor connected to cameras ☐ LED

Lighting - ☐ Dimmable ☐ Programmable ☐ Non-Dimmable/Non-Programmable

☐ Robotic/LED and or moving lights ☐ Parcans ☐ Lekos ☐ Studio and motion picture lights

☐ Other: _____

Speakers/Sound Equipment

Size _____ Quantity _____

Mounted To:

☐ Wall or Structure ☐ Ground Supported Truss ☐ Suspended Truss ☐ Other _____



- GES maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection, studio lighting, television cameras, monitors/plasmas, lighting control systems, dimming system, ground support and flown truss for rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through GES Stagehands. Exceptions reviewed by management.
- Exhibitors may be charged to transfer the individual rigging plan to the overall facility plan for approval at the hourly rate. (facility requirement)

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$



082917 011601009

H-9 070717

Cleaning and Porter Service Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.54	0.76		1	\$
500600	Duration of Show (per sq. ft. per day)	0.39	0.60		3	\$
500602	Per Day (per sq. ft. per day)	0.50	0.74			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.71	1.03		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.93	1.70			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	207.00	310.75			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	300.00	450.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	361.50	542.00			\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



082917 011601009

J-1 063017

Electrical Checklist

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

011601009

082917 1430

E-1a 042116



Electrical Safety and Regulation

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

082917 011601009

E-1 061516



7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

**Reminder:**

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

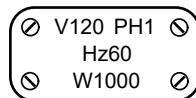
Electrical Services Frequently Asked Questions

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

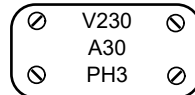
ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

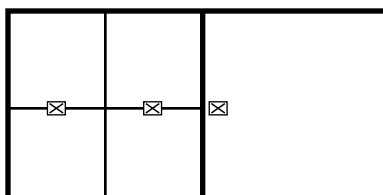
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

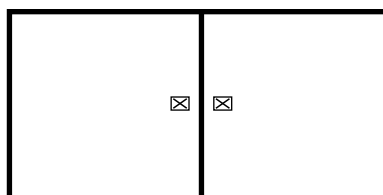
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

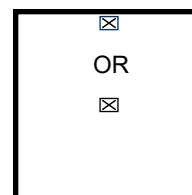


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.



How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

What else should I know?

All floor plans are reviewed prior to show site in order to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

If labor is scheduled and the electrician shows up and there is no one there to direct them, there will be a 1 hour not ready charge billed per worker requested. You will need to go to the service desk when you are ready to place a new order. Show site labor rates may apply.

Laborers are required when ordering booth work labor for installation of monitors over 37" and when cords need to be fished under carpet for floor work labor.

Additional charge of \$195.00 will be applied for every 1000 watt overhead light ordered when your booth is located in certain areas due to the nature of the building and equipment required to install these lights.

Materials are charged on an as needed bases and are added to your invoice. Be sure to budget for these incidentals like extension cords, plug strips and tape. GES Electrical can assist you in estimating, though it is difficult to predict the length and amount needed until work is actually performed.

Electrical Outlets Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	123.50	185.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	222.00	333.25		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	265.00	397.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	295.75	443.75		\$
700005	030 Amp, 1 HP 120V	414.00	621.25		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	443.00	664.25		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	590.50	885.25		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	825.25	1,236.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,099.25	1,649.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,462.25	2,194.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,374.75	3,561.75		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.35	9.70		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



24 Hour Electrical Outlets Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	247.00	371.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	444.00	666.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	530.00	795.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	591.50	887.50		\$
700005	030 Amp, 1 HP 120V	828.00	1,242.50		\$

208v Motor and Equipment Outlets (1P and 3P)*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	886.00	1,328.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,181.00	1,770.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,650.50	2,473.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,198.50	3,298.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,924.50	4,388.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,749.50	7,123.50		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.35	9.70		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



Lighting Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 75 Watt Black Arm Light (664752): This option provides a 75 watt bulb. Typically this light is used to light up a wall panel, highlight a graphic panel, or product on a shelf.
- Bay Light (700376): This lighting will cover up to a 25' x 25' floor space, providing ambient coverage versus direct spotting of lights.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.

664752



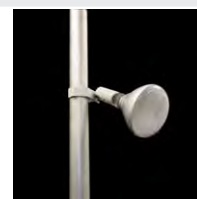
700376



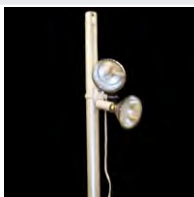
700361



700350



700352



700339



700337



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700337	Addtl. Track Light Fixture (Track not Included)***	59.00	88.25		\$
664752	Arm Light, 75 Watt Black***	85.25	127.50		\$
700376	Fixture, Bay Light****	1,045.00	1,567.50		\$
700361	Floodlight, 1000 Watt Overhead**	480.00	720.00		\$
700350	Floodlight, 120 Watt*	123.50	185.50		\$
700352	Floodlight, 120 Watt Double*	216.00	324.25		\$
700339	Track with 3 Light Fixtures, White***	327.75	492.25		\$

Form Continues on Next Page



E-21063017 082917 011601009

Lighting Order Form

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

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stantion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

*** If distribution of power is required to provide power to the lights, a labor order will be required.

**** This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. All floorplans are reviewed prior to showsite to determine hanging points, load paths and materials needed. A fee of \$50.00 will be billed for this time..

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

082917 011601009

E-21063017



Electrical Floorwork Labor Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	120.50	150.00	180.50			\$
705060	Electrical, OT	227.75	284.25	341.50			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES Electrical will proceed with the floor work. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) drop location?

_____ Yes _____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

E-3 063017 082917 011601009

Form Continues on Next Page



Electrical Floorwork Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical 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. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

082917 011601009
E-3 063017



Electrical Booth Work Labor Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	120.50	150.00	180.50			\$
705061	Electrical, OT	227.75	284.25	341.50			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.
- Hang Monitor*: Size _____ Qty _____ Other _____
- *Monitors 37" and larger require 2 electricians.
- Mounting of single monitors (to include plasma screens, LCD & CRT) and installation of hanging brackets.
 - Please provide as much detail as possible in regards to all items you are plugging in including quantities and installation height, so we can schedule daily labor as effective as possible.

082917 011601009
E-4 063017

Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

Electrical Equipment Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses.
(3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705200	5,000 lb, ST	201.50	252.00	302.25			\$
705200	5,000 lb, OT	291.75	364.75	437.75			\$
705230	5,000 lb w/Basket, ST	359.00	448.75	538.50			\$
705230	5,000 lb w/Basket, OT	567.50	709.50	851.25			\$

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift w/ Crew, ST	785.00	981.25	1,177.25			\$
705301	Scissor Lift, ST	358.75	448.25	538.00			\$

082917 011601009

E-6 063017

Form Continues on Next Page



Electrical Equipment Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 2. Please Indicate Service

Describe work that needs to be performed:

Step 3. Schedule Electrical Equipment

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical 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. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Electrical Equipment Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

011601009
082917
E-6 063017



Booth Layout - Electrical

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 18, 2017

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V _____ AMPS



208 V Single Phase _____ AMPS



208 V Three Phase _____ AMPS



480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate Adjacent Booth or Aisle Number:

Indicate Adjacent Booth or Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



082917 011601009

E-5 033016

Plumbing Services Information

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.
- Water will be available 1/2 hour before the show opens and turned off 1/2 hour after the show closes on each show day.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

011601009

082917 1430

K-1 041315



Plumbing Services Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	599.50	899.50		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	20.30	30.25		\$
701039	Air Outlet, Connection	159.25	238.75		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	299.25	448.75		\$

Note: Airline size is predicated on numbered CFM's ordered.

Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701059	Natural Gas Outlet	599.50	899.50		\$
701063	Natural Gas Outlet, Connection	159.25	238.75		\$

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	599.50	899.50		\$
701051	Drain Outlet, Connection	159.25	238.75		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	299.25	448.75		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	599.50	899.50		\$
701087	Water Outlet, Connection	159.25	238.75		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	299.25	448.75		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	316.75	474.75		\$
701055	Fill & Drain, 150-299 Gallons, Per Unit	457.25	685.50		\$
701056	Fill & Drain, 300-999 Gallons, Per Unit	824.75	1,237.50		\$
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	1,102.25	1,653.75		\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,458.75	2,188.75		\$

The above price includes a one-time fill and drain for each container. Labor is not included. Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.



082917 011601009

K-2 070717

Plumbing Labor Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM, 3:00 PM, 5:00 PM, and 9:00 PM. Lunch hour between 12:00 PM – 1:00 PM daily. Dinner between 7:00 PM – 7:30 PM daily. Lunch and dinner will not be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	104.50	130.50	156.75			\$
705011	Plumbing, OT	200.00	250.00	300.00			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705302	Condor	785.00	981.25	1,177.25			\$
705301	Scissor Lift	358.75	448.25	538.00			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- If this is left unmarked and a floor plan has been submitted, GES will proceed with the labor. A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

082917 011601009

K-3 070717

Form Continues on Next Page



Plumbing Labor Order Form

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

Discount Deadline Date:
August 18, 2017

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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. All rates are subject to change if necessitated by increased labor and material costs.

Installation

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers/Equip
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

K-3 070717 082917 011601009



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

Form Deadline Date:
August 18, 2017

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number:

Step 2. Draw Your Booth Layout

A full page of blank graph paper. The grid consists of 10 columns and 10 rows of squares, formed by thin black lines. There are no margins or additional markings on the page.

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Notice of Intent to Use EAC and Policies and Procedures

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 10, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) Fax: (area code)

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return Return to Fax: 866.329.1437 • International Fax: 702.263.1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 10, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), International Sanitary Supply Association (Show Management), ISSA/INTERCLEAN® North America (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

L-3/L-4 101216 082917 011601009



Agreement and Rules and Regulations between GES and EAC

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Form Deadline Date:
August 10, 2017

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

L-3/L-4 101216 082917 011601009



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 01/01/17	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. <div style="text-align: center; border: 1px solid black; padding: 5px;">INSUREERS AFFORDING COVERAGE</div>		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES					
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/17	8. 01/01/18	EACH OCCURRENCE \$1,000,000
	<input type="checkbox"/> FIRE DAMAGE (Any one fire) \$ 50,000				
	<input type="checkbox"/> MED EXP (Any one person) \$ 5,000				
	<input type="checkbox"/> PERSONAL & ADV INJURY \$1,000,000				
	<input type="checkbox"/> GENERAL AGGREGATE \$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT \$1,000,000
	(Ea accident)				
	BODILY INJURY \$				
	(Per person)				
	BODILY INJURY \$				
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/17	01/01/18	PROPERTY DAMAGE \$
	(Per accident)				
	AUTO ONLY-EA ACCIDENT				
	OTHER THAN \$				
	AUTO ONLY: \$				
C	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
	AGGREGATE \$1,000,000				
	\$				
	\$				
	\$				
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	<input checked="" type="checkbox"/> WC STATU- ORY LIMITS <input type="checkbox"/> OTHER
	E.L. EACH ACCIDENT \$1,000,000				
	E.L. DISEASE-EA EMPLOYEE \$1,000,000				
	E.L. DISEASE -POLICY LIMIT \$1,000,000				
	Each Occurrence & Aggregate				
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), International Sanitary Supply Association (Show Management), Las Vegas Convention Center (Facility), and ISSA/INTERCLEAN® North America (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: September 12 - 14, 2017 at city of Las Vegas.					
CERTIFICATE HOLDER		<input checked="" type="checkbox"/>	ADDITIONAL INSURED; INSURER LETTER: <input checked="" type="checkbox"/>		CANCELLATION
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 7000 Lindell Road Las Vegas, NV 89118			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE 10.		

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), International Sanitary Supply Association (Show Management), ISSA/INTERCLEAN® North America (Show) and Las Vegas Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



Show Site Work Rules

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Please refer any questions you may have to an on-site GES Management employee. We will be happy to assist you in any way possible.

Teamsters Union

Exhibit Labor

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the erection, touch-up painting, dismantling, and repair of all exhibits when this work is done by persons other than your full time company personnel. This work is to include wall coverings, floor coverings, pipe and drape, painting, hanging of signs and decorative materials from the ceiling, placement of all signs and the erection of platforms used for exhibit purposes.

Local #631's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub. This rule prohibits the utilization of workers hired from a non-union agency or company. To secure labor, please utilize the GES labor forms enclosed.

Freight Handling

Teamsters Union Local #631 has jurisdiction through a labor agreement with Global Experience Specialists, Inc. (GES) for the loading and unloading of all trucks, trailers and common and contract carriers as well as the handling of empty crates and the operation of material handling equipment. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

Global Experience Specialists, Inc. (GES) has the responsibility of receiving and handling all materials and empty crates. It is our responsibility to manage docks and schedule vehicles for the smooth and efficient move-in / move-out of the trade show. Global Experience Specialists, Inc. (GES) will not be responsible for any material it does not handle.

An exhibitor may hand carry material provided they do not use material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock / freight door areas.

Electrical Union

Electricians do electrical work, electrical sign hanging, and lighting without dimmers. Electricians always hang electrical hanging signs including rotating and header. Video monitors and plasma screens are installed by electricians unless a live feed is required.

In the case of live feed requirements, Stagehands must perform the work. Electricians distribute power from the source to the booth space.

An exhibitor may plug lights into one extension cord or multi-strip plug (up to 6 plug-ins) at the back or side of the booth as long as the manufacturer cord reaches from the light fixture to the outlet and the power source needed for the lights does not exceed (1) 20A/120AC outlet.

Electricians must be called for distribution of power and hook-up for total combined wattage within booth space exceeding 1 (one) 20A / 120VAC outlet including concealed and over/under carpet wiring. Electricians distribute and hook-up all 208V and 480V power. Electricians hoist Teamster assembled signs weighing 300 lbs. or greater at LVCC. SES hoists signs weighing 200 lbs. or greater at the Sands Exposition.

Trusses

Ground supported, stand alone, whose sole purpose is overhead distribution of electrical equipment is to be installed and removed by the electricians. Suspended trusses, with motorized hoist and non-dimmable and non-programmable lights are electrician's work.

Stagehands

Stagehands handle programmable theatrical lighting, production, related rigging, and audio-visual. Suspended trusses with or without legs, that contain dimmable or programmable lighting, studio or motion picture lighting, sound system projectors, video wall, special effects equipment, and laser lighting are to be installed and removed by the stagehands. If the above list of equipment is not present on the truss, then it is either Teamster or Electricians as stated above. Meeting room ground support truss with Stagehand's equipment is Stagehand's responsibility.

Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Always Honest Hotline

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.



Stop. Think. Safety.

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017



Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Fire Regulations

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

1. All means of entrance and exit must be clear and free from obstruction at all times.
2. Each hard wall booth must be a minimum of 9 inches from the booth line for access to electrical.
3. No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
4. All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.
5. Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3) The upper deck, if occupied, must be rated at 100 psi live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.
6. Halogen and quartz lamp use must be reviewed with Convention Services Manager and Safety Coordinator (please review Halogen Lamp Restriction section, Addendum M & N).
7. Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
 - 7.1. Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
 - 7.2. At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
 - 7.3. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
 - 7.4. External chargers or batteries are recommended for demonstration purposes.
 - 7.5. No battery charging is permitted inside the building.
 - 7.6. Combustible/flammable materials must not be stored beneath display vehicles.
 - 7.7. Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
 - 7.8. Vehicles shall not be moved during exhibit hours.
8. Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.
9. Vehicles in the building for loading or unloading must not be left with engine idling.
10. Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and Safety Manager. Overnight storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)
 - 10.1. When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility for public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
 - 10.2. When approved, LPG (propane) containers complying with UL 147A Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
 - 10.3. Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager. 10.4. All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
 - 10.5. The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
 - 10.6. Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
 - 10.7. No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
 - 10.8. Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

G-8 120116 082917 011601009

Fire Regulations

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

11. NO SMOKING in the exhibit halls during move-in or move-out due to fire hazard.
12. Smoking is not permitted in any covered or two story booths.
13. Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Double Deck and/or Cover Exhibits for more information.)
14. The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
15. Demonstration of Fuel Burning Appliances.
 - 15.1. Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to their event.
16. Heated and Cooking Oil or Grease Operations:
 - 16.1. Exhibitors using heated oil or grease for cooking or any other purpose must be in attendance of this equipment at all times when operation and must have a type "K" fire extinguisher present during the operation. An example of this type extinguisher is a potassium bicarbonate extinguisher. Also acceptable is a sodium bicarbonate extinguisher. (See FOOD PREPARATION WITHIN EXHIBITS)
 - 16.2. Fire code prohibits the use of any "B" type extinguisher for the purpose of extinguishing a heated cooking oil or grease fire.
 - 16.3. Type "K" fire extinguishers can be obtained from a company that sells and services fire extinguishers. The yellow page directory for "fire extinguishers" can be referenced for a supplier. There are several companies local in Las Vegas that offer this service.
17. Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
 - 17.1. Vented fireplaces cannot be burned since venting directly outdoors is not possible.
 - 17.2. Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
 - 17.3. Screen front fireplaces will not be approved for burning.
 - 17.4. Exhibit design directly around the fireplace and installation of the fireplace must meet the requirements/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.

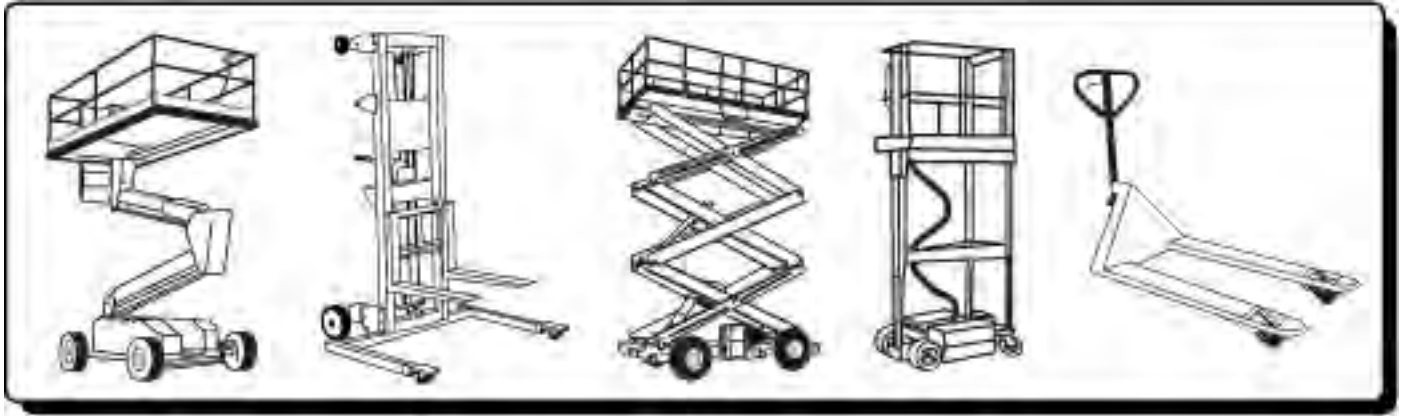
082917 011601009

G-8 120116

Operation of All Mechanical Lifts

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017



Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



- Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present on the show floor at their own risk.

Thank you for your complete cooperation.

GES Payment Policy

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

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 surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/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 and furnishings 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.

GES Terms and Conditions of Contract

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

ISSA/INTERCLEAN® North America

Las Vegas Convention Center

September 12 - 14, 2017

GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; Agents: GES' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from GES; Goods: Exhibits, property, and commodities of any type for which GES is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK To Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; Un-Supervised Labor (Do Not Proceed): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.



VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

Audio Visual Order Form

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Discount Deadline Date:
August 18, 2017

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Electrical labor and outlets are not included, please order separately.
- If you order after the discount deadline date we may need to substitute the item, based on availability.
- Please include Booth Layout form for placement of items.
- Orders over \$3,000 require a custom labor quote.
- A 25% (\$125.00 minimum) will be added to the final invoice for handling charges.

Step 1: Order Audio Visual Item(s)

LCD/LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700831	19" 1920 x 1200 LCD Monitor	95.00	125.00		\$
700830	24" 1920 x 1200 LCD Monitor	185.00	225.00		\$
700855	32" 1920 x 1200 LCD Monitor	200.00	250.00		\$
700854	40" 1920 x 1080 LED Monitor	400.00	500.00		\$
700853	46" 1920 x 1080 LED Monitor	475.00	600.00		\$
700852	55" 1920 x 1080 LED Monitor	625.00	775.00		\$
700851	60" 1920 x 1080 LED Monitor	900.00	1,125.00		\$
700887	70" 1920 x 1080 LED Monitor	1,200.00	1,500.00		\$
700850	80" 1920 x 1080 LED Monitor	1,500.00	1,875.00		\$
700866	90" 1920 x 1080 LED Monitor	3,000.00	3,750.00		\$

Touchscreen Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700828	32" 1920 x 1080 LCD Touchscreen Monitor	787.50	1,050.00		\$
700888	46" 1920 x 1080 LCD Touchscreen Monitor	1,350.00	1,800.00		\$
700889	65" 1920 x 1080 LCD Touchscreen Monitor	2,700.00	3,600.00		\$

4K LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700867	65" 3840 x 2160 LED Monitor	3,937.50	5,250.00		\$
700868	84" 3840 x 2160 LED Monitor	7,875.00	10,500.00		\$

LED Panel

Item Code	Description	
700870	Barco C5 (5mm)	Call for Quote
700873	Barco i10 (10mm)	Call for Quote
700871	Barco i6 (6mm)	Call for Quote
700872	Barco i8 (8mm)	Call for Quote
700869	Revolution Displays RD3 (3mm)	Call for Quote

V-1 071417 Cstm 082917 011601009

Audio Visual Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

LED Panel - Creative

Item Code	Description	
700891	LEDigami Walpaper 10 (10mm)	Call for Quote
700875	PixelFlex 18 (18mm)	Call for Quote
700876	PixelFlex 37 (37mm)	Call for Quote
700874	WinVision 9HD (9mm)	Call for Quote

Monitor Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700801	Bluray Player	112.50	150.00		\$
700800	DVD Player	56.25	75.00		\$
700860	Shelf for Chrome Pole Stand	56.25	75.00		\$
700859	Spandex Wrapped Monitor Chrome Pole Stand	56.25	75.00		\$

Computers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop	200.00	250.00		\$
700822	Intel i5 2520M Windows 7 Laptop	225.00	275.00		\$
700823	Intel i7 720QM Windows 7 Laptop	250.00	325.00		\$
700878	Mac Mini	225.00	300.00		\$
700892	MacBook Pro 15" Laptop	450.00	600.00		\$
700877	MacBook Pro 17" Laptop	562.50	750.00		\$
700836	iMac 24" Desktop	450.00	600.00		\$
700837	iMac 27" Desktop	562.50	750.00		\$
700861	iPad II 16GB Tablet	337.50	450.00		\$

Computer Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand	112.50	150.00		\$
700862	Apple iPad Table Stand	56.25	75.00		\$

Printers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700816	HP 3800N Series Color Printer	225.00	300.00		\$
700815	HP 4000N Series Black & White Printer	112.50	150.00		\$

Booth Speaker Systems

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)	56.25	75.00		\$
700880	EV Sxa 100 Speaker System (10-50ppl)	175.00	225.00		\$
700881	EV Sxa 250 Speaker System (pair w/stands) (50-100ppl)	225.00	275.00		\$
700883	MeyerSound UPA-1P Speaker System (pair w/stands) (75-150ppl)	787.50	1,050.00		\$
700882	MeyerSound UPM-1P Speaker System (pair w/stands) (25-75ppl)	562.50	750.00		\$

V-1 071417 Cstm 082917 011601009

Audio Visual Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Booth Mixers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700884	Allen & Heath 10 Channel Mixer	112.50	150.00		\$
700885	Allen & Heath 14 Channel Mixer	168.75	225.00		\$

Microphones/Computer Audio

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700886	Low Profile Skin Tone Headset Microphone (add to wireless)	112.50	150.00		\$
700894	Shure SM58 Microphone	56.25	75.00		\$
700814	UHF Wireless Microphone Kit	281.25	375.00		\$
700893	Whirlwind PCDI	56.25	75.00		\$

Step 2: Calculate Handling Surcharge (Set and Strike Labor)

Please calculate 25% into your total payment for handling surcharges (set and strike labor). This is a required charge and will be added to your final invoice.

Item Code	Description	Order Total	+	Surcharge %	=	Grand Total
700700	Audio Visual Handling Surcharge	\$		25%		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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

Additional Service Order Forms





ISSA/INTERCLEAN 2017 Trade Show Partners

Las Vegas Convention Center
3150 Paradise Rd, Las Vegas, NV 89109

Trust the Trade Show Partner Seal of Approval: Look for the ISSA/INTERCLEAN Trade Show Partner seal when placing service orders for the North America trade show in Las Vegas, NV, September 11-14, 2017.

General Contractor (Booth Services & Utilities)

Global Experience Specialists, Inc. (GES)

7050 N Lindell Rd.
Las Vegas, NV 89118
Phone: 800-475-2098
Fax: 866-329-1437
Intl: 702-515-5970
GES Logistics: 888-454-4437

Booth Hostess & Interpreting

Judy Venn & Associates

3186 Airway Ave., Ste. H
Costa Mesa, CA 92626
Phone: 704-957-8300
www.judyvenn.com

Booth Security

SOA

3405 Cambridge St
Las Vegas, NV 89169
Phone: 702-386-8065

Business Center

FedEx

3150 Paradise Rd.
Las Vegas, NV 89109
Phone: 702-733-2898
Email: fran.mannino@fedex.com

Catering

Centerplate

3150 Paradise Road
Las Vegas, NV 89109
Phone: 702-943-6783
Email: christine.kendzora@centerplate.com

Customs & International Freight Forwarder

Rogers Worldwide

USA Main Office:
Phone: 847-806-9200
Fax: 847-806-9204
Email: import@rerogers.com

Décor & Floral

Floral Exhibits, Ltd.

2555 S Leavitt St.
Chicago, IL 60608
Phone: 773-277-1888
Fax: 773-277-1919
www.floralexhibits.com

Hotels

onPeak

Phone: 866-575-4149
Fax: 312-329-9513
Email: issahotelservices@onpeak.com
www.issa.com/hotels

Map Your Show

6915 Valley Ave.
Cincinnati, OH 45244
Phone: 888-527-8823
Email: help@mapyourshow.com

Outdoor Tent & Awning

Pavilion Event Services

3665 Largo Verde Way
Las Vegas, NV
89121-3929
Phone: 702-632-0213
Email: orders@pavilioneventservices.com

Photographer

Oscar & Associates

325 N. Lasalle St., Ste. 425
Chicago, IL 60610
Phone: 312-922-0056
Fax: 312-922-2866
www.oscareinzig.com

Sales Leads

Experient, Inc.

5202 Presidents Court, Ste 310
Frederick, MD 21703
Phone: 866-221-7921
Fax: 301-694-3286
Email: lingsay.eaves@experient-inc.com
<https://exhibitor.experientswap.com>

Transportation

CMAC, LLC

58 Waterman Ave., Ste 8
North Providence, RI 02911
Phone: 401-826-4100
Fax: 401-826-4180
www.cmac.net

Telephone & Internet

Cox Communications

3150 Paradise Rd.
Las Vegas, NV 89109
Phone: 855-519-2624
www.tradeshows.coxhn.net



CANOPY & SERVICES GUIDE

PAVILION EVENT SERVICES LLC

3665 Largo Verde Way · Las Vegas,
Nevada 89121

702-632-0213 phone · 888-839-0646 fax

orders@pavilioneventservices.com



Canopy Rental Types

MQ – High Peak or Peak Top Style Canopy or similar

AH – Aluminum Hall Frame or Gable End Style Canopy or similar

Fabric Walls

Solid – Solid White Fabric Sidewall

Window – White Fabric Sidewall with 1 or 2 window sized clear areas similar to a cathedral window



MQ 20x20 canopy with (1) solid wall
and (1) window wall

Additional Services:

Fire Permit: All canopy rentals OVER 400 square feet must order a fire permit. We handle the entire process. \$160 price includes all fire safety accessories as required.

Fire Permit Submittal: for customer owned canopies, and trailer awnings: We can do all the paperwork for you and provide you with all the NV approved fire safety accessories that you will need. Please call for quote.

Drill/Fill/Staking Service: customers bringing their own canopies, pop-up tents, trailer awnings and outdoor sign truss systems. \$80/each stake. Includes stake rental, staking plan submittal, stake drilling and removal, and lot repair with a LVCC approved patch.

Canopy Installation Services: We can install/remove customer owned canopies. Price includes all labor, staking, staking plan submittal, and lot repair with a LVCC approved patch. Customer is responsible for freight. Please call for quote.

Frequently Asked Questions:

What does my canopy rental include? Price includes canopy rental, freight to/from site, install, anchoring (staking only), staking plan submittal to LVCC, dismantle, stake removal, and patch & fill holes with LVCC approved patch.

Can I hang my own graphics, banners, or other marketing materials? Yes as long as you do not damage the canopy in any way. No cutting holes, or using any type of adhesive at all such as velcro fasteners, duct tape, or anything that might leave a sticky residue.

Can I hang something from the top of the canopy such as a digital screen, tv or model? No. The frame of the canopy is made of a lightweight aluminum and is not designed to support additional weight.

What if you are unable to use conventional tent stakes to secure my canopy? We offer both water barrels and concrete blocks for an additional rental fee as needed. Most parking lot rentals at the LVCC will be able to be staked.

Do you have branding options available? We do offer high quality, digital custom logo decals. Please contact us directly for a custom quote.

What if I want to display something under my canopy that is more than 8' tall? We do offer canopy rentals with 10' tall legs for no additional cost. Please contact us for details.

What if I need a different size than you have listed on the canopy order form? We have additional sizes available. Call for price and availability.



CANOPY ORDER FORM

PAVILION EVENT SERVICES LLC
 3665 Largo Verde Way · Las Vegas, Nevada 89121
 702-632-0213 phone · 888-839-0646 fax
orders@pavilioneventservices.com



EVENT OR SHOW NAME ISSA/INTERCLEAN N.A. 2017	(Exhibits: September 11-14, 2017)	NAME OF HALL OR HOTEL Las Vegas Convention Center	LOT & BOOTH NUMBER
COMPANY NAME		SHOW CONTACT & CELL NUMBER	DATE & TIME OF INSTALL
			(We will try to accommodate, not guaranteed)
STREET ADDRESS		CITY, STATE	ZIP & COUNTRY
ORDERED BY		PHONE	FAX
CREDIT CARD INFORMATION		ACCOUNT NUMBER	EXPIRATION DATE
AMEX VISA MASTERCARD (No other cards accepted)			
CARDHOLDER'S SIGNATURE		PRINTED NAME	EMAIL ADDRESS

Please complete the information requested and return payment in full. You may choose to pay by credit, check or wire transfer; however, in order to reserve inventory ***we require a US \$ credit card authorization on file with Pavilion.*** For your convenience, we will use this authorization to charge your credit card. If any additional amounts are incurred at show site by orders placed by your representative these charges will also be added to the credit card. ***To avoid Late Fees, order(s) and payment(s) must be received no later than August 1, 2017.***

MODEL	SIZE	PRICE	QTY. ORDERED	EXTENDED PRICE
MQ 10 Canopy	10' x 10' on 8' tall legs	\$ 445		
MQ 10/20 Canopy	10' x 20' on 8' tall legs	\$ 645		
MQ 20 Canopy	20' x 20' on 8' tall legs	\$ 820		
AH 30 x 30 Frame	30' x 30' on 8' tall legs	\$ 1,935		
AH 30 x 50 Frame	30' x 50' on 8' tall legs	\$ 3,225		
AH 40 x 20 Frame	40' x 20' on 8' tall legs	\$ 2080		
AH 40 x 40 Frame	40' x 40' on 8' tall legs	\$ 4160		

Addl. sizes, height, configurations, logos & accessories available. Call for price/availability. 702-632-0213 orders@pavilioneventservices.com

Fabric Walls	CHECK ONE (If not specified, solid supplied) SOLID _____ WINDOW _____	Lineal foot \$3 - 8' tall \$5- 10' tall		
FIRE PERMIT: All orders OVER 400 square feet must order a permit.		\$ 160		

Cancellation Policy: On or Before
 8/1/17 100% Refund
 8/2/17-8/8/17 50% Refund
 8/9/17-8/15/17 25% Refund
 8/16/17 and after No Refund

BOOTH LAYOUT ATTACHED?

YES / NO

SUBTOTAL: _____

25% Late Fee (if ordering and/or paying after 8/1/17): _____

-OR- 50% Late Fee (if ordering and/or paying after 8/8/17): _____

SUBTOTAL: _____

Nevada Sales Tax 8.25%: _____

Check #: _____ Dated: _____ In the amount of: \$ _____ **TOTAL:** _____

The Pavilion Event Services LLC Payment Policy and the Limits of Liability and Responsibility govern all orders
 (For details see reverse side)

Pavilion Event Services LLC
TERMS AND CONDITIONS

1. All terms, agreements, conditions or alterations to this contract and/or order must be made in writing. No modifications or waiver of this contract and/or order shall be effective unless it is in writing. The customer agrees that they will not rely upon any alleged oral changes.
2. All rentals are payable in advance unless Pavilion Event Services LLC expressly consents in writing to payment at a later date. If payment is not made when due a service charge at the maximum legal rate will be added. This service charge will be based on the previous month's balance unless paid in full.
3. All correspondence referring to this order should show Company Name, Show Name and Booth Number.
4. Rent is payable on merchandise until goods are returned to us. If rented merchandise is specially manufactured at the customer's request the rent stated here for the term stated herein is due and payable even if the merchandise isn't kept by you for the entire term or is not picked up by you or delivery is not accepted by you.
5. Your liability does not cease until all merchandise is delivered or returned to us.
6. You are responsible for loss or damage to rental goods in case of fire, theft, wind, rain or other hazard regardless of cause or fault.
7. Goods shall be returned on or before the expiration of the rental period. If return of goods is delayed from any cause the facts must be promptly reported to our rental department.
8. If goods are not returned at the termination of the agreed rental period, or the rental period is extended according to this paragraph, the term of the rental period shall be deemed to be extended automatically for a period equal in time to the original rental period. All other terms and conditions of the lease including the obligation to pay rent for the rental periods as extended shall be immediately due and payable. If you fail to pay the rental for the extended term when due, you must return goods immediately.
9. Purchase or loss prices shall be on the basis of value given. If none stated, value is the selling value according to our books.
10. Pavilion Event Services LLC is not liable for injuries or damage to person or property caused by fire, lightning, windstorm, rain, cyclone, tornado, hail, explosion, riot, insurrection, vandalism, mischief, sabotage, vehicles running on land or tracks, errant objects falling there from, smoke, earthquake, volcanic eruption, flood, nuclear radiation, radioactive contamination, hostile or warlike action or similar perils including any and all Acts of God.
11. The customer shall pay to Pavilion Event Services LLC all costs, expenses and reasonable attorney's fees in any action brought to recover the leased property, collect rentals or damages or in which Pavilion Event Services LLC may become a party by reason of this lease and to indemnify Pavilion Event Services LLC and hold it harmless from and against any and all losses, claims, actions, damages, liabilities, penalties, cost and expenses (including reasonable attorney's fees and other costs and expenses directly incurred in attempting to avoid or in opposing the imposition thereof arising out of the rental herein.
12. Upon any default by you as lessee under this Rental Agreement, Pavilion Event Services LLC at its sole option may elect that the rental payment due hereunder be other process of law, may repossess and remove the property subject to this Rental Agreement, either with or without notice to you. Any such repossession shall not constitute a termination of the Rental Agreement unless Pavilion Event Services LLC so notifies you in writing. Pavilion Event Services LLC shall have the right, as its option to rent the property to any other person upon such terms and conditions, as Pavilion Event Services LLC shall determine. In the event of rental of the property within the period of the rental agreement, there shall be due from you and you will immediately pay to Pavilion Event Services LLC the difference between the total amount of rentals to be received from any third person attributable to the period of this rental agreement and the total unpaid rental provided to be paid herein, plus all costs and expenses of Pavilion Event Services LLC in repossessing, releasing, transporting, repairing or otherwise handling the property subject to this rental agreement.
13. The property to be rented by Pavilion Event Services LLC you, as lessee, shall be delivered to the delivery address listed in the rental agreement and shall be maintained by you at all times at said location. At no time may the property be moved from said location without the express prior written consent of Pavilion Event Services LLC. No modification or waiver of this provision shall be effective unless it is in writing, and you agree that you will not rely upon any alleged oral consent to relocate the property. Any movement of the property subject to this rental agreement from said location other than upon express prior written consent of Pavilion Event Services LLC shall be a default under the terms of the rental agreement and shall entitle Pavilion Event Services LLC to exercise all rights arising from a default.
14. All rental charges and customer responsibilities are subject to full payment once the order is picked up or loaded at Pavilion Event Services LLC warehouse.
15. The customer is responsible for all property and liability insurance on rental equipment from the installation through removal. It is required that the customer maintain insurance on the equipment and accessories for its full replacement value and to insure against all risks of direct physical loss or damage. Customer agrees to maintain public liability insurance for bodily injury and property damage including contractual liability in the amount of \$1,000,000 and combined single limit workers compensation coverage. Customer agrees to provide evidence of coverage within one (1) day of order.
16. The customer is responsible for obtaining all permits and/or licenses from the appropriate government agencies. Pavilion Event Services LLC will, at the customer's request, act as an agent to obtain permits and licenses from the appropriate government agencies. If these agencies should require additional equipment, the expense of the equipment will be the sole responsibility of the customer. If permits or licenses are denied for any reason, you are still responsible for all financial and other obligations pursuant to this agreement to Pavilion Event Services LLC or its subcontractors.
17. Pavilion Event Services LLC is not responsible for underground utilities.



The Las Vegas Convention Center Welcomes ISSA/INTERCLEAN N.A. 2017

September 12-14, 2017

We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience in your booth!

Please Place Your Order By:

Monday, August 21, 2017

Orders placed after this date are subject to approval and availability.

To Place an Order:

Central & North Hall:

Christina Noleva: christina.noleva@centerplate.com

Shawndra Talaga: shawndra.talaga@centerplate.com

Silver Lot:

Louise Larby: louise.larby@centerplate.com

Online: lvcvaexpresscatering.ezplanit.com or **Fax:** 702-943-6789

For additional information please call:

Main Office: 702-943-6779



EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the Las Vegas Convention Center. NO OUTSIDE FOOD & BEVERAGE IS PERMITTED. This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



LAS VEGAS CONVENTION CENTER

BOOTH CATERING DEPARTMENT EXHIBIT BOOTH FOOD & BEVERAGE POLICY

Booking Amendments & Cancellations

Changes and/or cancellations must be received 5 BUSINESS DAYS in advance of service. No cancellations may be made after that time. Any changes made with less than 3 business days notice must be received prior to 2 p.m. and will be subject to a 20% change fee. Late changes will also be subject to approval by the Centerplate Sales Department based upon availability of product and staff.

Payment Policy

Centerplate Corporate Policy requires full payment prior to commencement of services. Additionally, a credit card must be on file for any re-orders made on site. NO EXCEPTIONS.

Delivery Charge

A \$25.00(+) “trip charge” will apply for each food and beverage delivery. Please allow a minimum of 90 minutes for all on-site and unscheduled replenishment requests during the show.

*Remote location fees will apply to all deliveries to parking lot exhibits.

Special Orders

We have designed this menu through years of experience with exhibitors in mind. However, should you have special menu needs, please feel free to contact our Sales Department. Any variance from this menu, including changes in quantity, menu content, etc., is subject to special pricing.

Service Ware

Due to the restricted amount of space available for booth catering service, most of our customers prefer disposable service. All orders will include the appropriate variety of quality disposable ware at no additional charge. Biodegradable service ware is used where available. If you require china service, please order these items separately. Available items are listed under the “Equipment & Labor” section of the menu.

Service Personnel

When ordering Centerplate personnel for your booth, please plan for one hour each for set-up and break down time. Our union service personnel are entitled to two 15 minute and one 30 minute break per 8 hour shift. Please plan accordingly.

Delayed or extended service

In order to offer the very finest presentation, all services are planned with the following timetable: one hour for setup, two hours for service and one hour for breakdown. If for any reason, service is delayed or will exceed the normal time frame, an additional charge per server will be assessed for each additional hour. Please note that in order to ensure the quality of food and beverage, Centerplate cannot leave food out for longer than 2 hours.

Tax & Administrative charges.

All food and beverage pricing is subject to a 19% administrative charge and 8.25% sales tax. All equipment and labor charges are subject to a 8.25% sales tax only.

Pricing

All prices are subject to change without prior notification. Centerplate cannot guarantee pricing until such time as catering needs have been submitted and a signed service agreement and all banquet event orders are on file. Orders received within 5 business days prior to the first show day, or onsite during the show are subject to a 25% surcharge and are subject to availability.

Please note that all catering services served in parking lots may be subject to additional labor fees to include setup and teardown.

Tables & Electrical Requirements

Centerplate does not provide skirted service tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please contact the appropriate contractor for those items.

Unauthorized Food & Beverage

Centerplate is the exclusive caterer for the Las Vegas Convention Center. Absolutely no food or beverage, candy, water, etc., are allowed into the Las Vegas Convention Center without approval from, and appropriate waiver/corkage fees paid to Centerplate. NO alcoholic beverages are allowed to be brought into the Las Vegas Convention Center.

Alcohol Policy

As the provider of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority, Centerplate takes very seriously the need for responsible and lawful consumption of alcohol and we ask that you do the same.

All Hosted Bars are based on a consumption basis, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

For Cash Bars, a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee.

For Cash/Ticket Bars, a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee -whichever is greater.

All bars services lasting more than 4 hours will incur an increased minimum sales threshold.

The requirements and expectations of any Centerplate customer with regard to the service of alcoholic beverages at the Las Vegas Convention Center and Visitors Authority are as follows:

- As a host of all users of your booth or meeting room, you are responsible for the appropriate and lawful consumption of alcohol by your guests. You must ensure that all guests who consume alcoholic beverages in your booth or meeting room are at least TWENTY-ONE (21) years of age or older. We urge that you check proof of age, such as a driver's license, to be certain. In our operations, Centerplate follows a policy requiring proof of age from anyone appearing to be under the age of 30. We recommend you adopt a similar policy for your booth or meeting room.
- All alcoholic beverages must be consumed within the booth or meeting room. NO alcohol can be removed from the LVCC at any time.
- The consumption of alcoholic beverages by intoxicated guests, or guests appearing to be intoxicated, is prohibited.
- Please note that all alcoholic beverages must be served by a Centerplate bartender.

HOT BEVERAGES

All equipment rentals are per day.

Freshly Brewed Coffee

2.5 gallons of 100% Colombian coffee or decaf coffee

\$127.50

Hot Tea Variety

2.5 gallons of hot water with Lipton black, green and decaf teas **\$127.50**

Keurig K-Cup Coffee Package

Keurig Coffee Brewer Makes Individual Fresh Brewed Cups of Coffee

Package Includes 24 K-Cups on first days rental only

**Requires a dedicated 120 volt, 15 amp electrical outlet*

\$98.00 per day rental

Espresso/Cappuccino Machine

Offer Your Guests a Freshly Made Espresso, Latte or Mocha

One barista included for up to six hours per day, \$45.00 each additional hour

**Requires 2 dedicated 120 volt, 20 amp electrical outlets*

\$648.00 per day rental

Accompaniments

Keurig K-Cup Kit Replenishment

24 Coffee K-Cups

Ask your sales manager about flavored coffee, decaf and tea K-Cup options.

\$98.00 per kit

2 Kits Minimum

Gourmet Espresso

This item must be ordered to accompany the espresso machine.

Kit includes espresso, chocolate syrup, whipped cream and milk. 50 Servings.

\$136.25 per kit

2 Kits Minimum

COLD BEVERAGES

Las Vegas Logo Bottled Water

\$43.00 per case of 24

Aquafina Ecofina Water – 50% Less Plastic

\$62.00 per case of 24

Cold Water Cooler – advance order only

Requires a dedicated 110 volt, 5 amp electrical outlet, includes only equipment

\$38.00 per day

Nestle Pure Life 5 Gallon Water Jug

\$28.00 each

Assorted Tropicana Bottled Juice

Apple, Cranberry and Orange Juices

\$39.25 per dozen (12)

½ Pints of Milk

\$27.25 per dozen (12)

Assorted Pepsi Soft Drinks

Pepsi, Diet Pepsi, Mountain Dew and Sierra Mist

\$60.00 per case of 24

Assorted Gatorade

Grape, Fruit Punch and Lime

\$82.00 per case of 24

Iced Tea, Lemonade or Fruit Punch

\$89.00 per 2.5 gallons

Specialty

Custom Bottled Water

What better way to get your company name in everyone's hand!

Available in 16.9 oz. or 12 oz. bottles. 24 bottles per case with a minimum order of 25 cases.

Due to the nature of this product, camera ready artwork (300dpi Jpeg format preferred) must be received no later than 60 days prior to your event. Price available upon request

BREAKFAST

Fresh Breakfast Pastry Selection

Assorted Fresh Baked Pastries, Croissants and Breakfast Breads Including Lemon Yogurt, Banana Pecan, Cinnamon Streusel, Sweet butter, Smucker's preserves

\$47.75 per dozen

Locally Baked Bagel Selection

Great Buns Brand, Assorted Bagels , Philadelphia Cream Cheese, Sweet Butter, Smuckers Preserves

\$34.75 per dozen

Carl's Donuts

Glazed, Sour Cream, Apple Fritter, Chocolate Glazed

\$32.50 per dozen

In Season Whole Fresh Fruit

\$26.00 per dozen

Yogurt

Assorted Flavors

\$39.25 per dozen

Individual Cereals

Rice Chex, Cheerios, Honey Nut Cheerios, Nature Valley Low-Fat Granola & Fruit, Fiber-One Raisin Brand Clusters, Skim and Whole Milk

\$63.00 per dozen

Fresh Sliced Fruit Tray

Pineapple, Melons, Berries

\$143.75 Serves 24

Package

Good Morning, Las Vegas!

Lemon, Banana and Cinnamon Breakfast Breads, Fresh Baked Pastries, Croissants, Bottled Tropicana Fruit Juices, 100% Colombian Coffee, Sweet Butter and Smucker's Preserves

\$183.25 Serves 12

LUNCH

Sandwich Platters

Platters are designed to serve 12 guests. All platters are accompanied by assorted bagged chips.

Sin City Sliders

Chicken BLT - Sliced Chicken Breast, Smoked Bacon, Pico de Gallo, Baguette

Italian Grinder - Salami, Ham, Pepperoni, Provolone, Pepperoncini, Italian Dressing, Baguette

Turkey Slider - Turkey, Jack Cheese, Sweet Peppers, Romaine , Herb Mayo, Baguette

\$261.50

Assorted Vegetarian

Caprese - Spring Mix, Mozzarella, Sundried Tomato, Garlic and Herb Wrap

Southwest Vegetable - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

Traditional - Tomato, Cucumber, Carrots, Pea Shoots, Sunflower Seeds, Boursin, Provolone, Wheat Kaiser

\$189.50

Roast Turkey on Croissant

Sliced Turkey, Provolone, Leaf Lettuce, Croissant, Mayo, Mustard Spreads

\$209.25

Black Bean Chicken Wrap

Julienned Chicken, Black Bean Spread, Parmesan, Romaine, Flour Tortilla

\$240.00

#1 Best Seller!

Only Vegas Platter

Chicken Chipotle - Cotija Cheese, Lettuce, Tomato, White Kaiser Roll

Honey Ham & Swiss – Lettuce, Wheat Kaiser Roll

Gourmet Roast Beef* – Cheddar, Lettuce, Horseradish Spread, White Kaiser Roll

Southwest Vegetable - Grilled Zucchini, Squash, Eggplant, Corn, Sweet Peppers, Southwest Seasoning, Jack Cheese, Chipotle Cream Cheese, Tomato Wrap

\$252.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

LUNCH

Salads

Salads are designed to serve 12 guests.

Mediterranean Pasta Salad

Tri-color Rotini, Zucchini, Carrots, Broccolini, Sweet Onion, Feta, Sundried Tomato
Vinaigrette

\$68.00

All American Potato Salad

Red Bliss Potato, Egg, Celery, Dijon Aioli, Celery Seed

\$69.00

Harvest Green Salad

Mixed Field Greens, Maytag Blue Cheese, Candied Walnuts, Dried Cranberries, Apricots, Balsamic Vinaigrette Dressing

\$71.75

Classic Caesar Salad

Romaine Hearts, Garlic Croutons, Parmesan, Caesar Dressing

\$71.75

Southwest Salad

Hearts of Romaine, Corn, Black Bean, Red Pepper, Jalapeno, Lime Vinaigrette Salsa, Tortilla Strips,
Chipotle Ranch Dressing

\$76.25

Grilled Chicken

Add Grilled Sea Salt and Peppercorn M lange Chicken to Any Salad

\$28.00

LUNCH

Boxed Lunches

Individual boxed lunch, all served with whole fruit, bagged Lays chips, Famous Amos cookies & bottled water.

Chicken Club Wrap

Grilled Chicken Breast, Romaine Lettuce, Smoked Bacon, Cheddar Cheese, Ranch Dressing, Garlic Herb Wrap
\$25.00

Roast Turkey on Croissant

Sliced Roasted Turkey, Provolone, Leaf Lettuce, Mayo, Mustard, Croissant
\$21.75

Honey Ham and Swiss

Leaf Lettuce, Whole Grain Mustard Spread, Wheat Kaiser Roll
\$21.75

Gourmet Roast Beef*

Cheddar Cheese, Horseradish Spread, Romaine Lettuce, Kaiser
\$21.75

Chicken Caesar Salad

Grilled Chicken, Hearts of Romaine, Parmesan, Croutons, Caesar Dressing
\$21.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may increase your risk of foodborne illness.

Vegetarian

Chickpea Salad on Multi Grain

Kalamata Olives, Roasted Tomato, Romaine Lettuce, Tomato Ranch Spread, Multigrain Roll
\$25.00

Vegetable Cobb Salad

Chopped Romaine Lettuce, Grilled Vegetables, Bleu Cheese, Tomatoes, Hard Boiled Egg, Ranch Dressing
\$25.00

SNACKS

Savory

Sweet

Specialty

Logo Sheet Cake

Display Your Company's Logo!

\$141.50 Half Sheet Cake (*serves 45*)

\$272.50 Full Sheet Cake (*serves 90*)

Artwork must be supplied ten (10) business days prior to your service.

Salsa Time

Tostitos Brand Corn Tortilla Chips, Guacamole, Pico de Gallo

\$32.50 Serves 12

Rold Gold Pretzels

Individual Bags

\$24.00 per dozen

Planters Salted Peanuts

Individual Bags

\$24.00 per dozen

Planters Fruit and Nut Trail Mix

Individual Bags

\$24.00 per dozen

Assorted Bagged Chips

Doritos, Cheetos Crunchy, Lays Original, Barbecue

\$22.75 per dozen

Chex Mix Snack Mix

Traditional, Honey Nut, Hot & Spicy

Individual Bags

\$35.00 per dozen

Nature Valley Granola Bars

Assorted Flavors

\$36.00 per dozen

Energy and Protein Bar

Kashi, Power Bars

\$50.00 per dozen

Dessert Bars

Brulee Raspberry White Chocolate Cheese Bar, Caramel Apple Grannies, Lemon Shortbread, Gooney Turtle Brownie

\$50.00 per dozen

Fudge Brownies

Double Chocolate Fudge Brownies

(*no nut item*)

\$43.50 per dozen

Otis Spunkmeyer Colossal Cookies

Chocolate Chip, Oatmeal Raisin, White Chocolate Macadamia Nut

\$34.75 per dozen

Paradise Road

Assorted Otis Spunkmeyer Colossal Cookies, Fudge Brownies, Petite Cheesecakes: Raspberry, Lemon and Vanilla

\$140.00 per order (25 pieces)

Candy Bowl

Jolly Rancher Hard Candy, Werther's Originals, Hershey's Miniatures, Peppermints, Sour Rockin' Rods

\$75.00 Serves 12

Drizzled Rice Krispy Treats

White and Dark Chocolate

\$43.75 per dozen

SPECIALTY ITEMS

Antique Popcorn Machine

(Attendant Required)

67"H x 34"W x 26"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

\$190.75 per day

Tabletop Popcorn Machine

(Attendant Required)

22"H x 22"W x 18"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

\$81.75 per day

Portable Convection Cookie Oven

(Attendant Required)

22"H x 22"W x 18"D

**Requires dedicated 110 volt, 20 amp electrical outlet*

**Table or countertop required*

\$54.50 per day

Specialty Refresh Items

Popcorn Packs

Individual Packages of Popcorn Kernels, Oil and Seasoning; Includes Popcorn Serving Bags

Serves approx. 200 bags

\$179.75

Otis Spunkmeyer Cookie Dough

Your Choice of Chocolate Chip, Butter Sugar, Oatmeal Raisin, Peanut Butter, or White Chocolate Macadamia Nut Cookie Dough

Serves 240 pieces

\$190.75

RECEPTIONS

Hot

Cold

Items are sold in increments of 50 pieces unless otherwise specified.

Crispy Boneless Wings

Lightly Breaded or Spicy Buffalo Style,
with Ranch Dressing

\$190.75 per 50

Tempura Shrimp*

Farm Raised Shrimp, Hand Breaded and Tempura
Battered, Thai Chili Sauce

\$212.50 per 50

Chicken Southwest Spring Rolls

Seasoned Chicken, Black Beans, Sharp Cheddar
Cheese and Cream Cheese with Southwest Vegetables

\$190.75 per 50

Chicken Potstickers

Pan Fried Asian Dumplings Filled with Chicken, Green
Onion and Ginger with a Thai Chili Sauce

\$187.50 per 50

Petite Beef Wellington*

Layers of Delicate Puff Pastry Enrobed in Beef
Seasoned with Mushroom Duxelle

\$275.00 per 50

Jumbo Shrimp Cocktail*

Wild Caught Jumbo Shrimp
Traditional Horseradish Cocktail Sauce, Lemon

\$250.00 per 50

Canapés*

Goat Cheese and Roasted Peppers on Toast Round,
Seared Ahi Tuna, Nori, Wasabi Caviar on Toast Square,
Smoked Chicken, Papaya Salsa, Cream Cheese on Multi-
Grain Baguette

\$325.00 per 50

Hummus Trio

Traditional, White Bean & Roasted Garlic, Edamame Mint
Pita, Grissini, Flat Breads

Serves 24 guests

\$124.25

Gourmet Cheese Board

Savory Brie, Aged Cheddar, Creamy Maytag Bleu and
Boursin Cheese, Fruit Garnish, Gourmet Crackers and
Lavosh

Serves 24 guests

\$183.00

Garden Fresh Vegetable Crudité

Seasonal Vegetable Display Including Carrots, Cherry
Tomatoes, Celery and Broccoli, Roasted Red Pepper Dip

Serves 24 guests

\$143.75

*Consuming raw or undercooked meats, poultry, seafood, shellfish, or eggs may
increase your risk of foodborne illness.

All prices subject to 8.25% sales tax and 19% administrative charge. All pricing subject to change without notice.

ALCOHOLIC BEVERAGES

Bar Packages

Hosted Bars are based on a consumption basis, unless otherwise contracted. For Hosted Bars, a guaranteed minimum sales threshold of \$650.00(++) per bar per four hours is required.

Cash Bars a guaranteed minimum sales threshold of \$950.00(+) per bar per four hours is required. If the minimum guarantee is not met, you will be charged the difference between the consumption and the minimum guarantee.

Cash/Ticket Bars a guaranteed minimum sales threshold of \$950.00(++) per bar per four hours is required. You will be charged the actual consumption or the minimum guarantee -whichever is greater.

All bars services lasting more than 4 hours will incur an increased minimum sales threshold.

	HOSTED / CASH	HOSTED EACH / CASE	CASH EACH
PREMIUM LIQUORS	\$8.25 PER DRINK / \$9.00 PER DRINK		
Ketel One or Grey Goose, Bombay Sapphire, Captain Morgan, Herradura Silver, Dewar's, Bulleit, Crown Royal, Hennessy V.S.O.P			
<i>Cordials available upon request</i>			
PREMIUM WINES	\$7.25 PER GLASS / \$8.00 PER GLASS		
William Hill Estate Winery Chardonnay			
MacMurray Estate Vineyard Valley Pinot Noir			
CALL LIQUORS	\$7.25 PER DRINK / \$8.00 PER DRINK		
New Amsterdam, Bombay Original, Bacardi Super, Jose Cuervo Especial, Dewar's White Label, Jack Daniels, Seagram's 7, Hennessy V.S			
<i>Cordials available upon request</i>			
CALL WINES	\$6.25 PER GLASS / \$7.00 PER GLASS		
Fetzer Chardonnay			
Fetzer Cabernet Sauvignon			
Fetzer Eagle Peak Merlot			
<i>Wines are subject to change based upon availability.</i>			
<i>Full wine list available upon request.</i>			
DOMESTIC BEER	\$5.50 / \$132		\$6.00
Budweiser, Bud Light, O'Doul's Amber (non-alcoholic, available upon request)			
IMPORTED BEER	\$6.50 / \$156		\$7.00
Stella Artois, Corona Extra, Heineken			
LOCAL CRAFT BEER	\$6.50 / \$156		\$7.00
Blue Moon, Sierra Nevada Pale Ale			
DRAFT BEER – KEG			
DOMESTIC	\$600.00 per KEG		
Bud Light, Budweiser, Miller Lite, Coors Light			
IMPORTED	\$775.00 per KEG		
Heineken, Sam Adams, Corona Light			
CRAFT BREW	\$775.00 per KEG		
Sierra Nevada, Blue Moon			
Assorted Pepsi Soft Drinks	\$2.50 ea.		
Bottled Water	\$2.60 ea.		

Please refer to page 4 for Alcohol policies. Customization of all liquor, beer and wine available upon request. Please consult with your Catering Sales Manager for pricing. Please note we are not able to serve kegs on the second floor of an exhibitor booth. A Bartender Fee of \$180.00+ will apply to all bars. Double Bars/Bartenders are counted as two bars with two guarantees.

China

If china service is ordered, it is required that service personnel also be ordered to work in your exhibit/booth.

Full China Service \$6.00 per setting

Refreshment & Coffee Break China Service \$3.00 per setting

Bar China Service \$3.00 per setting

Bamboo

Bamboo is upgraded Eco-friendly disposable serveware

Full bamboo Service \$6.00 per setting

Refreshment & Coffee Break bamboo Service \$3.00 per setting

Hand Washing & Sanitation Kit \$75.00 +
Hand-washing Disposable Kit to include:
2.5 Gallons of Water, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket.

Sanitation Disposable Kit to include:
100 Professional Grade Sanitizing Wipes and Test strips

Labor

All labor is scheduled at a four hour minimum.

After eight hours, the hourly labor rate increases to time and one-half. After 12 hours, the hourly rate increases to double time. Our union service personnel are entitled to two 15 minute and one 30 minute break per eight hour shift.

Food Server, Runner or Busser

\$120.00 – Four hour minimum

\$30.00 – per additional hour

Culinary Attendant or Bartender

\$180.00 – Four hour minimum

\$45.00 – per additional hour

Booth Manager

\$600.00 – per day

Personal Chef

\$600.00 – per day

*Please note a designated server in your exhibit booth requires the purchase of a hand-washing/sanitation kit.



FOOD AND/OR BEVERAGE SAMPLING ON-SITE PREPARATIONS/DISTRIBUTION APPROVAL FORM

To provide a safe and comfortable tradeshow environment, and to comply with fire safety codes, the **LVCC Catering Department** requires specific information for all on-site food and beverage preparation and dispensing.

This form must be completed and returned to the **LVCC Catering Department** for approval not less than two months prior to show move-in. Exhibitors who fail to obtain prior approval will not be allowed to prepare or dispense food or beverage on-site.

GENERAL CONDITIONS:

1. The policies below relate only to food and beverage related events. All other sampling is subject to a waiver fee.
 2. All food products brought into the building must comply with The Nevada Health Department.
 3. All items to be given away are limited to sample sizes.
 - a. Non-Alcoholic Beverages limited to maximum 3 oz. containers.
 - b. Food items limited to a normal "bite size" sample, not more than 2 oz.
 - c. Any item served over this size is subject to an additional fee. All fees are due to Centerplate prior to event.
 4. Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm. General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC's** exclusive Food Service Contractor, **CENTERPLATE**.
 5. Food or beverage may not be sold within **LVCC** except by the **LVCC's exclusive Food Service Contractor**.
 6. **LVCC** is solely licensed by the Nevada to sell and/or dispense alcoholic beverages. Contact House Manager for regulations and restrictions on dispensing alcoholic beverages.
 7. Exhibiting firms who wish to dispense alcoholic beverages **MUST** purchase through Centerplate.
 8. A certificate of liability naming **CENTERPLATE** as an additional insured **MUST** be submitted to Centerplate at least (5) business days prior to the first day of the show. Please provide general liability (\$1,000,000) and Workers Comp (\$1,000,000)
 9. All food and beverage sampling exhibitors are required to have handwashing / sanitation kits. These kits can either be brought in by the exhibitor or purchased from Centerplate. Please see the Handwashing / Sanitation Order form for more details.
-

Name of Show _____	Dates of Show _____
Exhibiting Firm _____	Booth # _____
Address _____	City _____ State _____ Zip code _____
Contact _____	Email _____ # _____

On Site Contact and Telephone

Product to be Prepared/Dispensed _____

How prepared _____

Type of equipment to be used _____

Portion size to be dispensed _____ Method of Dispensing _____

Is storage required? (Storage may not be available) _____
A representative of **CENTERPLATE** will contact you. _____

APPROVED:

_____ CENTERPLATE	_____ DATE	_____ COMMENT
_____ PUBLIC SAFETY <i>(If Applies)</i>	_____ DATE	_____ COMMENT

RETURN TO: **CENTERPLATE Convention Center – Las Vegas**
ATTN: Centerplate Catering Department
3150 Paradise Road
Las Vegas, NV 89109

Exhibit Catering Sales
Phone: 702-943-6779
Fax: 702-943-6789
Email: exhibitorcateringlvcc@centerplate.com

--Please Retain a Copy for Your Records--

FOOD AND BEVERAGE SAMPLING POLICY & GUIDELINES

LVCC Catering retains the exclusive right to provide, control and retain all food and beverage services within the Las Vegas Convention Center. Concessions, the sale of alcoholic or non-alcoholic beverages, and the provision of snacks, treats or candies are included under this provision.

- ❖ A company/organization may not bring any food, beverages and/or alcoholic beverages for use in the hospitality lounge, staff offices, or backstage areas.
- ❖ All food and beverage samples or traffic promoters brought in to the Las Vegas Center must have approval from CENTERPLATE Catering in writing prior to the event and adhere to the following guidelines:

Food & Non-Alcoholic Beverage Sampling

- ❖ A company/organization may only distribute samples of food and beverage products that the company/organization produces or sells in its normal day to day operations. Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise.
 - Food samples are limited to a "bite size" sample, not more than 2 oz.
 - Samples of non-alcoholic beverages are limited to a (3) four-ounce maximum.
- ❖ A written description must be submitted in advance to LVCC Catering that details the product and portion size to be sampled. LVCC Catering will provide approval of sampling arrangements to the sampling company/organization in writing only.
- ❖ Items dispensed are limited to products manufactured, processed or distributed by germane to the business of the exhibiting firm.
- ❖ General food and beverage items not manufactured, processed, or germane to the business of the exhibiting firm must be purchased from the **LVCC** exclusive Food Service Contractor, **CENTERPLATE**.

Traffic Promoters

- ❖ "Traffic Promoters" (i.e. coffee, bottled water, candy, popcorn, etc.) that are of a type that competes with products vended by LVCC Catering, the sampling company/organization must contact LVCC Catering to arrange an appropriate buy-out fee. Please contact your LVCC Catering Sales Representative for more information.

Food Production Services

- ❖ If an organization requires food preparation, heating or other kitchen services, arrangements must be made no later than 3 weeks in advance of the start of the event. Only LVCC Catering staff may perform all preparation/cooking within the facility's production areas. Charges for these services will be based on the requirements of the arrangements. Please contact your LVCC Catering Sales Representative for more information.

Food & Beverage Sampling -ICE

- ❖ Ice may also be ordered in advance for delivery to your booth during the show. The fee for ice is \$30.00 for each 20-pound bag.

Alcoholic Beverages

- ❖ All alcohol must be purchased and dispensed by Centerplate. No outside alcohol may be brought in the facility.
- ❖ **All of the aforementioned policies will be strictly administrated. Any violation of these will result in the removal of product from the show floor.**

Thank you for selecting Centerplate Catering. It is our pleasure to serve you!

Centerplate Catering Sales Team
Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
(p) 702-943-6779
(f) 702-943-6789
(e) exhibitorcateringlvcc@centerplate.com
Making It Better To Be There Since 1929.™

Centerplate holds the exclusive rights to all food and beverage within the Las Vegas Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the Las Vegas Convention Center without the written approval of Centerplate - this includes bottled water. **Centerplate requires that a LVCC bartender dispense all alcoholic beverages.**

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Hall/Lot: _____ Booth #: _____ Aisle: _____ Event : _____

Representative: _____ Title: _____

On-Site Contact: _____ On-Site Cell #: _____

On Site Email: _____ Estimated No. of Guest _____

MENU ITEMS · SUPPLIES · EQUIPMENT

DELIVERY DATE	DELIVERY TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

COMMENTS:

19% SERVICE CHARGE

SUBTOTAL WITH SERVICE CHARGE

8.25% LV STATE TAX

TOTAL ESTIMATED CHARGES

ONE OPTION BELOW MUST BE SELECTED:

- ☐ Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
☐ Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: _____ Credit Card Type: _____

Cardholder's Name: _____

Exp. Date: _____ CID #: _____

- ☐ Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _____

City _____ State _____ Zip _____

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE. CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____ **DATE** _____

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:
LAS VEGAS CONVENTION CENTER
ATTN: CENTERPLATE SALES DEPARTMENT
3150 PARADISE ROAD, LAS VEGAS, NV 89109
• PHONE (702) 943-6779 • FAX (702) 943-6789

BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.

Event Name: ISSA 2017 <hr/> Event Start Date: September 11, 2017 <hr/> Event End Date: September 14, 2017 <hr/> Booth/Room #: <hr/> On-Site Contact: <hr/> Cell #: <hr/> Email Address: <hr/>	Company Name: <hr/> Billing Name: <hr/> Billing Address: <hr/> City: _____ State: _____ Zip: _____ <hr/> Country: <hr/> Phone #: <hr/> Billing Contact Email Address: <hr/>
---	---

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Internet/Network Services

Shared Bandwidth DATA Services - routers, servers and NAT devices are not allowed on shared bandwidth data products
 (Shared Bandwidth is shared with other Internet users within the Las Vegas Convention Center)

Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	Price \$1,495.00	Quantity <input type="checkbox"/>
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses. Up to 10 Mbps connection that is shared with other customers.	\$995.00	<input type="checkbox"/>
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses. Basic connection that is shared with other customers.	\$745.00	<input type="checkbox"/>

Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

High Bandwidth Internet speeds from 300 Mbps up to 10 Gbps are available	Call for pricing	<input type="checkbox"/>
Business Professional Plus: 200 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$60,000.00	<input type="checkbox"/>
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$42,000.00	<input type="checkbox"/>
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED, best option for large data transfers, video uploads and downloads.	\$14,300.00	<input type="checkbox"/>
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses. Dedicated connection, NOT SHARED, good for robust browsing, video and audio streaming.	\$6,100.00	<input type="checkbox"/>
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed Dedicated connection, NOT SHARED, good for robust web browsing.	\$3,500.00	<input type="checkbox"/>

Additional Products and Services

Patch cables - Ethernet Cat 5 Cable	\$80.00 each	<input type="checkbox"/>
Switch rental - Up to 24 port (10/100 unmanaged)	\$220.00 each	<input type="checkbox"/>
Additional IP address	\$164.00 each	<input type="checkbox"/>
Additional Locations - Additional drop for dedicated bandwidth products only.	\$795.00 each	<input type="checkbox"/>
Labor/Floor work - The 20% early ordering discount does not apply.	\$75.00/hour	<input type="checkbox"/>
Outside Distance Fee	\$500.00	<input type="checkbox"/>

Location Based Services

**NEW: Exhibitor Insights Summary Report Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.	\$500.00 each	<input type="checkbox"/>
--	---------------	--------------------------

Total: _____

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

****Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.



Wi-Fi Hotspot Products Form

ORDER ON-LINE: www.tradeshows.coxhn.net

Toll Free Phone: **855-519-2624** – Email: LVCC.orders@cox.com – Fax: 702-920-8255



Updated 10/13/16 – Page 1 of 2

Event Name: **ISSA 2017**

Event Start Date: September 11, 2017

Event End Date: September 14, 2017

Booth/Room #:

On-Site Contact:

Cell #:

Email Address:

Company Name:

Billing Name:

Billing Address:

City:

State:

Zip:

Country:

Phone #:

Billing Contact Email Address:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

**20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.**

Wi-Fi Hotspots

Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.

	1.5 Mbps/Price	Quantity	3.0 Mbps/Price	Quantity
Wi-Fi Hotspot: Up to 10 Users	\$2,200.00	<input type="text"/>	\$2,800.00	<input type="text"/>
Wi-Fi Hotspot: Up to 25 Users	\$3,200.00	<input type="text"/>	\$4,000.00	<input type="text"/>
Wi-Fi Hotspot: Up to 50 Users	\$4,500.00	<input type="text"/>	\$5,500.00	<input type="text"/>
Wi-Fi Hotspot: Up to 100 Users*	\$6,800.00	<input type="text"/>	\$8,500.00	<input type="text"/>
*Additional block of 50 Users (Available only with Wi-Fi Hotspot of 100 Users)	\$3,000.00	<input type="text"/>	\$3,750.00	<input type="text"/>
Splash Page with sponsor logo (Splash page template provided by Cox Business)	\$2,500.00	<input type="text"/>	\$2,500.00	<input type="text"/>
Redirect Landing Page (Customer specific URL)	\$2,500.00	<input type="text"/>	\$2,500.00	<input type="text"/>
Total:	_____		Total:	_____

Additional Services

Labor/Floor work The 20% early ordering discount does not apply.	\$75.00/hr	<input type="text"/>
Outside Distance Fee	\$500.00	<input type="text"/>

Location Based Services

**NEW: Exhibitor Insights Summary Report Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.	\$500.00 each	<input type="text"/>
Total:	_____	

Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

****Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

Event Name: ISSA 2017 <hr/> Event Start Date: September 11, 2017 <hr/> Event End Date: September 14, 2017 <hr/> Booth/Room #: <hr/> On-Site Contact: <hr/> Cell #: <hr/> Email Address: <hr/>	Company Name: <hr/> Billing Name: <hr/> Billing Address: <hr/> City: _____ State: _____ Zip: _____ <hr/> Country: <hr/> Phone #: <hr/> Billing Contact Email Address: <hr/>
---	---

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount - Final order and payment must be received 30 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Voice Services

Phone System Services (Dial "9" for outside call)	Price	Quantity
Single Line (no phone set)	\$345.00	<input type="checkbox"/>
Single Line with phone set (Long distance rates will apply)	\$345.00	<input type="checkbox"/>
Multi-Line: One line with one roll-over line and handset	\$490.00	<input type="checkbox"/>
Phone System Services (Direct Dial)		
Single Line no features	\$490.00	<input type="checkbox"/>
Single Line with Feature Package, Voicemail and Unlimited Domestic LD	\$500.00	<input type="checkbox"/>
Single Line with Polycom Speakerphone	\$550.00	<input type="checkbox"/>
Demarc Extension Services		
Dry Pair Demarc Extension (non-DSL)	\$250.00	<input type="checkbox"/>
ISDN BRI circuit extension from Demarc to Booth	\$500.00	<input type="checkbox"/>

Video Services

Digital or HDTV Service (All channels, excluding Premium and International)		
Entire Show (First outlet only, up to 5 days)	\$525.00	<input type="checkbox"/>
Additional Digital/HD Outlets (2 or more)	\$330.00 each	<input type="checkbox"/>
MATV Service		
Entire Show (First outlet only, up to 5 days)	\$415.00	<input type="checkbox"/>
Additional Analog Outlets (2 or more)	\$140.00 each	<input type="checkbox"/>

Additional Services

Labor/Floor work	\$75.00/hr	<input type="checkbox"/>
The 20% early ordering discount does not apply.		
Voice Services Distance Fee	\$100.00	<input type="checkbox"/>
Video Services Distance Fee	\$500.00	<input type="checkbox"/>

Location Based Services

**NEW: Exhibitor Insights Summary Report	\$500.00 each	<input type="checkbox"/>
Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit www.tradeshows.coxhn.net to view a sample report.		

Total: _____

Please email your completed form. Once your order is received you will be contacted by one of our customer service representatives to confirm your services and to process payment.

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned equipment will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

****Exhibitor Insights Summary Report:** Information presented in the Exhibitor Insights Summary Report is based upon the presence of WiFi enabled devices and may not reflect the activity of all event attendees. Interruptions in the WiFi network, if any, may affect the accuracy of reports. Reports are provided "as is" without warranty, express or implied. The 20% early ordering discount and the 20% expedite fee do not apply to the Exhibitor Insights Summary Report service. Data for any particular event or show will be available for purchase for 30 days after the official close date of the particular show or event. Please call 1-855-519-2624 for details on custom analytic reports or archived data.

Booth Diagram Information - Voice and Video

Please indicate on the grid, the location of your Voice and Video drop(s).
If no location is indicated, Voice and Video drop(s) will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

Adjacent Booth # _____

TERMS AND CONDITIONS OF SERVICE

1. Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Furthermore, Cox is the exclusive provider at the Facility of all floor work associated with the extension of telecommunications and networking services, including, without limitation, coax, fiber or any cabling that transmits voice, data or video. Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all individuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer Guest fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required by applicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8. LIMITATION OF LIABILITY COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF \$5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10. WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Customer shall indemnify and hold Cox and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of Customer's or Customer's Guests use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customer's Guests or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customer's Guests.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13. Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at <http://ww2.cox.com/aboutus/policies/business-policies.cox>. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide" at <http://ww2.cox.com/business/voice/regulatory.cox>. The "General Terms" posted at <http://ww2.cox.com/aboutus/policies/business-general-terms.cox>, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

An Inside Team. On Your Side.



You need to stand out in the crowd. We're here to make that easy.

Because we have a FedEx Office onsite at Las Vegas Convention Center, our experts can help you draw traffic and increase sales with printed materials that are ready to start working when you arrive.

Start-to-Finish Convenience

Count on us for everything from posters and brochures to direct mail campaigns for lead follow-up. Need more of anything while you're here? We're standing by with fast turnaround to keep your exhibit running smoothly.

You can even pre-order printed materials for your next show location and have them waiting for you when you arrive. And as soon as the show ends, we can ship packages home or to your next destination.

We're Here to Help

Las Vegas Convention Center
3150 Paradise Road
Las Vegas, NV 89109
1.702.733.2898
fran.mannino@fedex.com

Here are just a few ways

FedEx Office can support

your event:

- Essentials, from chargers and electronic adaptors to business supplies
- Pack-and-ship services
- Merchandise storage
- Mobility solutions, including scooters and segways
- Promotional products, from lanyard to bags and drinkware
- Equipment rental

ISSA 2017

September 12-14, 2017

Las Vegas Convention
Center
Las Vegas, NV



Order Online at
shop.floralexhibits.com
Enter promotional code:
issa2017

Contact us for
complimentary
pre-show design
consultation.

Custom Plants and
Planters Available
- Please Call for
Quote

All prices include delivery, installation, servicing and dismantle at the end of the show.
Orders without payment will not be processed.
Cancellations may be made prior to the pre-show deadline. No refunds will be made after that date.
Product availability is subject to season and geographic location.
All materials, containers and plants are available on a rental basis.
Damaged or missing items are the responsibility of the exhibitor and must be reported during the run of the show to allow for replacement. Additional charges may apply. No refunds will be given after the close of the show.

FloralExhibits
A KETTER DESIGN COMPANY

Floral Exhibits, Ltd.
2555 S Leavitt St.
Chicago, IL 60608

Phone / 773.277.1888
Fax / 773.277.1919
www.floralexhibits.com

Floral & Plant Rental Form DEADLINE / AUGUST 22, 2017

EXHIBITOR /		BOOTH NUMBER /	
BILL TO /		EMAIL /	
ADDRESS /	CITY /	STATE /	ZIP /
PHONE /	FAX /	PO # /	
COMPANY REPRESENTATIVE /		DATE ORDERED /	

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE

Booth Contact / Contact Phone / Available Time/Date /

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		\$30.00	
	Large Potted Ferns		\$34.00	
	Hanging Plants		\$34.00	
	2' Plants		\$39.00	
	3' Plants		\$44.00	
	4' Plants		\$54.00	
	5' Plants		\$64.00	
	6'-7' Plants		\$74.00	
	8'-9' Plants		\$120.00	

BLOOMING PLANTS & ACCESSORIES

Potted Mums (Yellow, White, & Lavender)	\$24.00
Potted Azaleas (Red, Pink, & White)	\$34.00
Bromeliads	\$35.00
Bubble Bowls (Great for business cards & promotional items!)	\$35.00

FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)

Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!	\$95.00
Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!	\$135.00
Small Arrangement (12"x12")	\$80.00
Medium Arrangement (18"x14")	\$95.00
Large Arrangement (24"x18")	\$115.00
Custom Arrangement (please ask for quote)	

SUBTOTAL _____

Tax 8.15% _____

TOTAL _____

PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date / CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS



ISSA/INTERCLEAN NORTH AMERICA 2017
September 11-14, 2017
Las Vegas Convention Center
Las Vegas, NV



Contact onPeak directly with questions about hotel reservations or booking a large number of rooms within the official hotel block

Phone: 866-575-4149

Email: issahotelservices@onpeak.com

Official Hotels & Rates:

1	Aria Resort & Casino	3730 Las Vegas Blvd. S	\$170-\$270 Single/Double
2	Bally's Las Vegas	3645 Las Vegas Blvd. S	\$79-\$159 Single/Double
3	Bellagio	3600 Las Vegas Blvd. S	\$180-\$230 Single/Double
4	Caesars Palace	3570 Las Vegas Blvd. S	\$199-\$229 Single/Double
5	Courtyard Las Vegas Convention Center	3275 Paradise Road	\$139 Single/Double
6	Embassy Suites Convention Center	3600 Paradise Road	\$119 King / \$134 Queen-Queen
7	Flamingo Las Vegas	3555 Las Vegas Blvd. S	\$65-\$175 Single/Double
8	Hilton Grand Vacations Club on the Strip	2650 Las Vegas Blvd. S	\$109 Studio / \$139 One Bedroom Suite
9	Las Vegas Marriott	325 Convention Center Dr.	\$154 Single/Double
10	Mirage	3400 Las Vegas Blvd. S	\$125-\$235 Single/Double
11	Paris Las Vegas	3655 Las Vegas Blvd. S	\$109-\$169 Single/Double
12	Planet Hollywood Resort & Casino	3667 Las Vegas Blvd. S	\$109-\$219 Single/Double
13	Renaissance Las Vegas	3400 Paradise Road	\$149 Single/Double
14	Residence Inn Las Vegas Convention Center	3225 Paradise Road	\$139 Single/Double
15	SLS Las Vegas Hotel and Casino	2535 Las Vegas Blvd. S	\$109-\$159 Single/Double
16	The Cosmopolitan of Las Vegas	3708 Las Vegas Blvd. S	\$214-\$229 Single/Double
17	The Linq Hotel and Casino	3535 Las Vegas Blvd. S	\$79-\$179 Single/Double
18	Treasure Island	3300 Las Vegas Blvd. S	\$115-\$175 Single/Double
19	Vdara Hotel & Spa at City Center	2600 W. Harmon Ave.	\$125-\$245 Single/Double
20	Westgate Las Vegas Resort & Casino	3000 Paradise Road	\$99 Premium / \$119 Signature / \$184 Concierge
21	Wynn Las Vegas	3131 Las Vegas Blvd. S	\$249 Single/Double

Complimentary Shuttle

By booking a hotel in the official ISSA/INTERCLEAN® housing block, you will receive FREE shuttle bus service to the Las Vegas Convention Center, a \$30 value. When you receive your registration badge, you will see "BUS" printed on the badge. **It is very important that you book your hotel under the exact SAME NAME you use to register for the show so we can ensure your badge has the complimentary "BUS" noted on it.** If anyone is sharing a room with you and attending the convention, you must note their name(s) on the hotel reservation to be sure they also receive the complimentary "BUS" designation on their badge(s). Please note shuttle service does NOT run to/from The Courtyard Convention Center, Las Vegas Marriott, Renaissance Las Vegas, Residence Inn Convention Center or Westgate Las Vegas.

Rates do not include applicable tax (currently 12.5%) and/or surcharges, subject to change.



Hotel Meeting Space Contact List

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

Exhibitors may arrange a business meeting, or plan a food function at one of the official ISSA hotels during non-exhibit hours. Exhibitors or attendees **are not** allowed to open hospitality suites or schedule other activities that would conflict with the exhibit hours listed below:

Tuesday, September 12	10:00 a.m. – 5:30 p.m.
Wednesday, September 13	10:00 a.m. – 5:30 p.m.
Thursday, September 14	10:00 a.m. – 2:30 p.m.

Official Hotel List	Room Rate	Meeting Space Contacts
Bellagio <i>Headquarter Hotel</i> 3600 Las Vegas Blvd S	\$219	Jackie Kumalaa Catering Manager Phone: 702-693-8035 Email: jkumalaa01@bellagioresort.com
Westgate Las Vegas Resort & Casino <i>Co-Headquarter Hotel</i> 3000 Paradise Rd	\$99	Shari Dickerson Convention Services Manager Phone: 702-732-5624 Email: shari_dickerson@wgresorts.com
Aria Resort & Casino 3730 Las Vegas Blvd S	\$215	Andrew Sharp Convention Services Manager Phone: 702-590-7311 Email: asharp@aria.com
Bally's Las Vegas 3645 Las Vegas Blvd S	\$79	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Caesars Palace 3570 Las Vegas Blvd S	\$199	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Courtyard by Marriott- Las Vegas Convention Center 3275 Paradise Rd	\$139	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Embassy Suites Convention Center 3600 Paradise Road	\$119	Melissa Tilghman Catering Manager Phone: 702-947-7174 Email: Melissa.tilghman@hilton.com
Flamingo Las Vegas 3555 Las Vegas Blvd S	\$65	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Hilton Grand Vacations Club 2650 Las Vegas Blvd S	\$109	Peter Lin Event Manager Phone: 702-946-9226 Email: PLin@HGVC.com



Hotel Meeting Space Contact List

ISSA/INTERCLEAN® 2017

Las Vegas, NV | September 11-14

Official Hotel List	Room Rate	Meeting Space Contacts
Las Vegas Marriott 325 Convention Center Dr	\$154	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
Mirage 3400 Las Vegas Blvd S	\$155	Terri Bartlett Convention Services Manager Phone: 702-791-7391 Email: mbartlett@mirage.com
Paris Las Vegas 3655 Las Vegas Blvd S	\$109	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Planet Hollywood Resort & Casino 3667 Las Vegas Blvd S	\$109	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Renaissance Las Vegas Hotel 3400 Paradise Road	\$149	Ronnie Anderson Director of Catering & Conference Services Phone: 702-784-5730 Email: Ronnie.anderson@renaissancelasvegas.com
Residence Inn by Marriott 3225 Paradise Road	\$139	Peggy Limon Citywide Sales Executive Phone: 702-524-7410 Email: peggy.limon@marriott.com
SLS Las Vegas Hotel & Casino 2535 Las Vegas Blvd S	\$109	Sasha Lee Senior National Sales Manager Phone: 702-761-7105 Email: sasha.lee@slslasvegas.com
The Cosmopolitan 3708 Las Vegas Blvd S	\$214	Katie Kong Catering & Conference Services Manager Phone: 702-698-7543 Email: Katie.kong@cosmopolitanlasvegas.com
The Linq Hotel 3535 Las Vegas Blvd S	\$79	Tracy Cheetham Citywide Catering Sales Manager Phone: 702-967-4002 Email: tcheetham@caesars.com
Treasure Island 3300 Las Vegas Blvd S	\$115	Shelly Ryser-Blanton Director of Sales Phone: 702-894-7725 Email: sryser@treasureisland.com
Vdara Hotel & Spa at City Center 2600 W Harmon Ave	\$155	Jamie De Cordova Catering & Convention Manager Phone: 702-590-2315 Email: jdecordova@vdara.com
Wynn Las Vegas 3131 Las Vegas Blvd S	\$249	Cory Bence Convention Services Manager Phone: 702-770-4725 Email: Cory.Bence@wynnlasvegas.com



September 11-14, 2017
Las Vegas Convention Center / Las Vegas, NV

JVA, Inc.

Corporate Headquarters

3753 Howard Hughes Pkwy., Suite 200
Las Vegas, NV 89169
+1 702-259-4494 ■ +1 800-553-8855
Email: LVinfo@judyvenn.com

Sales & Marketing

Billing: 3183-F Airway Ave., Suite 118
Costa Mesa, California 92626
+1 714-957-8300 ■ Fax +1 714-957-8301
Email: info@judyvenn.com

Cities: Atlanta • Chicago
Orlando • Miami • Washington DC
Philadelphia • Boston • New York
Nashville • New Orleans • Denver
Hawaii • Dallas • Houston • Austin
San Antonio • San Francisco
San Jose • Los Angeles • Anaheim
San Diego • Las Vegas • Reno

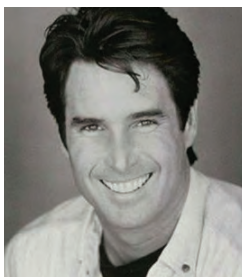
ONLINE ORDERING LINK: <https://www.jvainc.com/booktalent.asp>

NATIONWIDE CONVENTION SERVICES

+1 800-553-8855 ■ www.judyvenn.com

- Hostesses/Hosts ■ Brand Ambassador ■ Narrators
- Demonstrators ■ Crowd Gatherers ■ Interpreters
- Special Talent ■ Street Marketing
- Chair Massage Therapists ■ Shoe Shine Services

IN-STORE DEMOS • FOOD SERVERS DIVISION



**Going
Beyond What's
Expected...
Since 1971!**

ORDER FORM/CONTRACT

PLEASE PRINT OR TYPE
(Signature required on page 2.)

Date _____

Company _____

Billing Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email _____

Contact _____

Name of Event _____

City _____

Facility _____ Booth # _____

On-Site Contact Person _____

On-Site Phone _____

Dates Services Required:

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

_____ From _____ am to _____ pm

Indicate Number of People Needed:

- | | |
|--|-------------------------------------|
| ____ Exhibit Hostess/Host/Brand Ambassador | ____ Hospitality Suite Hostess/Host |
| ____ Narrator/Spokesperson | ____ Interpreter |
| ____ Demonstrator/Sales Assistant | ____ Costumed Character |
| ____ Crowd Gatherer | ____ Food Server/Street Marketing |

Special Talent/Qualifications _____

Type of Apparel ☐ Business ☐ Cocktail ☐ Costume

☐ Food Server _____

METHOD OF PAYMENT AND TERMS

A credit card guarantee and a 50% deposit are required to confirm an order. Balance is due 7 days prior to first day of show.

If terms are not met, balance will be charged to credit card.

Cancellation Charges

If cancelled 46 or more days before show 10% Processing Fee of Total Bill
If cancelled 15-45 days before show 50% of Total Bill
If cancelled 14 days or less before show 100% of Total Bill

- ☐ Check, payable to **JVA, Inc.** (Mail to Sales and Marketing)
☐ AMEX ☐ MasterCard ☐ Visa ☐ Diners Club

Account # _____ Exp. Date _____

Name on Card _____

Authorized Signature _____

- ☐ Charge 50% deposit to credit card ☐ Charge total to credit card

P.O. # _____ Security Code _____

TOTAL PAYMENT DUE 7 DAYS PRIOR TO FIRST DAY OF SHOW.

"EXHIBITOR, PLEASE RETAIN A PHOTOCOPY (FRONT AND BACK) FOR YOUR FILES. PLEASE CALL JVA TO CONFIRM RECEIPT OF YOUR ORDER."

TERMS AND CONDITIONS

1. Agreement: The terms and conditions set forth herein, the Order Form, and the Rate Sheet constitute an Agreement between Judy Venn & Associates, Inc. ("JVA") and you the client ("Client").
2. Independent Contractors: JVA is an independent broker of convention services. JVA is not employed by the Client. In the performance of its Agreement with the Client, JVA will make its best efforts to obtain the services of subcontractors ("Talent") to fulfill the requirements of the Client, which may include, but are not limited to, exhibit hostesses/hosts, demonstrators/sales assistants, costumed characters, hospitality suite hostesses/hosts, narrators/presenters, interpreters or crowd gatherers. JVA does not employ the aforesaid persons, but retains their services as independent subcontractors.
3. Authority of Signatory: In the event the services of JVA are requested on behalf of the Client by an agent or third party representative, such as a producer or production house ("Agent"), the Agent, and any other signatory who executes this Agreement on behalf of the Client, represents and warrants that it/he/she has all due express or implied authority necessary to execute this Agreement on behalf of the Client, and to bind the Client hereto. Any Agent or other signatory that executes this Agreement acknowledges and agrees to be jointly and severally liable with Client for any and all financial obligations incurred under this Agreement by the Client or on the Client's behalf.
4. Cancellation by Client: (a) Client acknowledges and agrees to the CANCELLATION CHARGES set forth on the Order Form in the event Client, or Agent on behalf of Client, cancels its order prior to the event subject to this Agreement. Upon such cancellation, Client/Agent excuse JVA and the Talent from further performance under the terms of this Agreement. (b) Client acknowledges and agrees that the Client or its Agent may only terminate or cancel Talent after commencement of the event subject to the Agreement, upon a showing of good cause. "Good cause" is defined as a willful breach of duty by the Talent in the course of his or her performance, or in the case of the Talent's habitual neglect of duty or continued incapacity to perform that duty. In the event of good cause as defined above, prior to terminating or canceling the Talent, Client must provide JVA with a reasonable opportunity to cure the inadequate performance of the Talent by allowing JVA to notify the Talent of the alleged breach of duty and/or replacing the Talent with an alternate in order to rectify any performance inadequacies. In the event Client terminates or cancels Talent without providing JVA with the aforesaid opportunity to cure, Client agrees to pay the entire fee due and owing as if Client and Talent had fully performed under the Agreement.
5. Cancellation by the Talent: Sometimes unexpected events occur beyond our control. When such unexpected events do occur, to ensure that our Client's needs are met we have established the following policy where Talent cancellation occurs: (a) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement seven (7) days or more prior to the start date of the subcontractor's services: (1) Where the canceling Talent was specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, and where JVA is able to communicate the cancellation to the Client in a timely fashion, the Client will have the option of canceling the Agreement with regard to that Talent without incurring charges for that specific Talent. (This cancellation option, if exercised, is limited only to the canceling Talent and the remainder of the Agreement will remain intact and in full force and effect). If JVA is unable to successfully communicate the cancellation to the Client or does not receive a responsive instruction from the Client at least four (4) days prior to the scheduled event, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements; (2) Where the canceling Talent was NOT specifically identified and requested by the Client for services to be performed at the event subject to this Agreement, JVA will make its best efforts to select, at its option, a replacement subcontractor that most closely fulfills the Client's requirements. (b) In the event JVA is informed of a cancellation by the Talent it scheduled for the event subject to this Agreement less than seven (7) days prior to the start date of the subcontractor's services, JVA will make its best efforts to select, at its option, replacement Talent that most closely fulfills the Client's requirements. (c) Any cost variance due to selection of different Talent arising out of (a) or (b) above will be the responsibility of the Client and/or its Agent.
6. Client authorization: Client expressly authorizes JVA and its affiliates and subsidiaries to use, for its marketing, promotional, and advertising materials, any photographs, videotape, or other recordings or reproductions of Client's trademarks, copyrighted materials, or other intellectual property, derived from Client's participation at events at which JVA has provided Talent, products, or services, on behalf of Client. This also includes authorization for JVA to use the photograph, videotape, or likeness of Client and/or its employees, by whatever means recorded, for the same purposes. JVA shall have no ownership rights or interest in Client's trademarks, copyrighted materials, or other intellectual property, or in the likeness of Client or its employees, by virtue of this authorization or any use arising from this authorization. Such use by JVA, if any, shall not constitute a waiver of Client's rights or interest in any of its trademarks, copyrighted materials, or intellectual property.
7. Intellectual Property Rights: JVA is the sole and exclusive owner of all intellectual property rights, including copyrights, in the finished product, performance, or services of JVA and its affiliates and subsidiaries. This includes, without limitation, all recordings of any performance or services procured or provided by JVA, its affiliates, subsidiaries, and/or its Talent by any means, electronic or otherwise. Recordings or reproductions of the finished product, performance, or services by any means, electronic or otherwise, may be used only by express written authorization from JVA. Reproductions of products, performances, or services may be obtained from JVA on request when available.
8. Governing Law: This Agreement has been negotiated and entered into in the State of California, County of Orange, and shall be governed by, construed and enforced in accordance with the laws of the State of California. If any term of this Agreement is held to be invalid, void, or unenforceable in whole or in part, the remainder of the provision(s) shall remain in full force and effect and shall in no way be affected, impaired, or invalidated.
9. This Agreement constitutes the entire Agreement between the parties hereto concerning the subject matter of the Agreement, and supercedes all prior and contemporaneous Agreements between the parties. The Agreement may be amended only by a writing signed by JVA and the party to be charged which expressly refers to this Agreement and specifically states that it is intended to amend it. No party is relying on any warranties, representations or inducements not set forth herein, on the Order Form, or on JVA's Rate Sheet. This clause may not be waived. I, the Client and/or the Client's authorized agent, do acknowledge that I have read these Terms and Conditions, the Order Form, and the Rate Sheet provided by Judy Venn & Associates, Inc., and that I understand, acknowledge and agree to all of the foregoing.

Authorized Signature: _____

Date: _____

Print Name & Title: _____

NOTICE: The Terms and Conditions and the Order Form bearing original signatures must be returned to Judy Venn & Associates, Inc. prior to commencement of the event subject to this Agreement.

~ Sales & Marketing Office ~

Mail to: 3183-F Airway Avenue, Suite 118, Costa Mesa, CA 92626



REDUCE - REUSE - RECYCLE



ISSA/INTERCLEAN N.A. 2017

Sept. 11-14, 2017

Las Vegas, NV



PHOTOGRAPHY SERVICES

Exhibit Photography Packages - Includes color corrected, high resolution images with unlimited usage rights shipped via ground service within 7 business days from the end of the show unless otherwise stated below. E-Delivery of images and video reel will be uploaded to secure site for 10 days within 5 business days from the end of the show. For expedited delivery on any services, please contact us.

TOTAL		QTY
Pro Pack A	<u>Includes 6 views of the exhibit delivered via E-Delivery</u>	\$1,133.00
	Up to 5 Additional Pro Pak Views	\$75.00
Pro Pack B	<u>Includes 15 views of the exhibit delivered via E-Delivery</u>	\$2,240.00
	Up to 10 Additional Pro Pack Views	\$75.00
	Each view w/ 1-8x10 print	150.00
Single Exhibit Views	Each view w/ CD	\$175.00
	Each view w/ E- Delivery	\$195.00

Exhibit Photography w/Video Packages

Pro-Pack A w/ Videography Services	\$1,499.00
<i>Includes 6 views of the exhibit and 5-10 of video footage of booth of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Pro-Pack B w/Videography Services	\$2,525.00
<i>Includes 15 views of the exhibit and 5-10 of video footage of booth of booth delivered via E-Delivery. Video is without sound and unscheduled. Video booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Videography Service of booth- (with 4 view minimum)	\$490.00
<i>5-10 minutes of video footage of booth, without sound, captured during photography session. Booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Videography Service of booth- (No minimum Photography Order)	\$700.00
<i>5-10 minutes of video footage of booth, without sound, unscheduled before or during show hours. Please notate on Order Form (p.4) with or without people. Booked in 30-minute intervals. Additional time charged at \$300 per 30 minutes.</i>	
Video Footage Edit	\$386.00
<i>Includes either three-6 to 10 second clips for social media or one-30 to 45 second edited video from the above service with stock music and limited graphic. Delivered electronically within 10 business days from the final day</i>	
On-site Delivery of Exhibit Photography	\$77.00
<i>All unmanipulated digital images surrendered on-site on USB drive within 24 hours after image capture.</i>	
Additional 8x10 Prints or CD of view	\$25.00

Event Photography -All event photography services are to be used for timed special events only and must be booked in consecutive hourly increments to obtain discounted pricing. Offsite and after 5pm two-hour minimum. Does not include exhibits or product photography.

\$385.00 for first hour, \$335.00 for second hour, \$285.00 for any additional hours # Hours _____
E-Delivery of color corrected, high-resolution images with unlimited usage rights within 7 business days from the end of the show.

Location _____ Date _____ Time _____

Dynamic Exhibit Photography- (Ideal for Exhibit Builders and Product shots)
Complete Studio Look with Post-Production and e-delivery per view \$515.00
Imaging technicians will remove background, distracting objects or wall graphics, in addition to color correction.

Photo Booth & Professional Head Shot Lounge- Packages start at \$1,200. Please contact us for further information.

Fax order forms to: 312-922-2866

Email orders@hellloa.com or call 312-922-0056 with any questions or special requests.



ISSA/INTERCLEAN N.A. 2017

Sept. 11-14, 2017

Las Vegas, NV

Order Form

Bill To Company

Billing Address _____

City _____ State _____ Zip _____

Ordered By _____

Phone _____

Email _____

Name on Card _____

Card Number _____ Exp. _____

Signature _____

Ship to Company

Shipping Address _____

City _____ State _____ Zip _____

Ship to Attention _____

Ship to Email _____

(Sales tax will be applied to tangible products delivered in IL. Applicable sales tax for TX,)

Shipping & Handling **\$20.00**
(Via ground services)

TOTAL _____

To avoid shipping and handling costs please supply fed-ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight _____ Ground _____

Fed-Ex # _____

UPS # _____

Booth Name _____

Booth # _____

On-site Contact _____

On-site Contact's email _____

Cell# _____

Onsite Instructions _____

Exhibit Photography/Video Reel Instructions

Monitors ☐ ON ☐ OFF WITH People ☐

Lights ☐ ON ☐ OFF WITHOUT People ☐

Staff Shot ☐

Must be prepaid with a Check, Visa, MasterCard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/13

Fax order forms to: 312-922-2866

Email orders@hellloa.com or call 312-922-0056 with any questions or special requests.



**DONATE exhibit merchandise at
ISSA/INTERCLEAN® NORTH AMERICA
HELP**

**Ronald McDonald House Charities
of Greater Las Vegas**

ISSA and the ISSA Foundation are partnering with the Ronald McDonald House Charities (RMHC) of Greater Las Vegas this year and we encourage you to contribute your exhibit products at the conclusion of the show, and benefit from our **free donation management services**. Your company may qualify for a **tax deduction of up to twice the cost**, and you'll eliminate the cumbersome and expensive task of repacking and reshipping display merchandise.

It's easy to participate...

1. Prior to the show, please complete this form and email it to Jacqueline Cruz, RMHC, Jacqueline@rmhlv.org, by Friday, August 31, 2017.
2. During the show, a Ronald McDonald House representative will visit your booth to coordinate collection of your donated items.
3. At the show's close, Ronald McDonald House representatives will collect your donations.
4. Following the show, Ronald McDonald House will send tax documentation to your company.

Tradeshow Donation Form

- ☐ My company will donate products at the close of ISSA/INTERCLEAN® 2017 in Las Vegas. Our booth number is _____. Market value of donation is _____.
- ☐ I'm not sure if we will donate products at the close of the show. Please stop by our booth # _____.

My company will most likely contribute (check all that apply):

- | | |
|---|---|
| <input type="checkbox"/> Carpet/upholstery cleaning chemicals/equipment | <input type="checkbox"/> Maintenance chemicals/dispensing systems |
| <input type="checkbox"/> Cleaning solutions | <input type="checkbox"/> Paper products and supplies |
| <input type="checkbox"/> Cleaning tools and equipment | <input type="checkbox"/> Plastic products and supplies |
| <input type="checkbox"/> Disposables | <input type="checkbox"/> Power cleaning chemicals and equipment |
| <input type="checkbox"/> Floor maintenance chemicals and equipment | <input type="checkbox"/> Restroom equipment and supplies |
| <input type="checkbox"/> Food service supplies | <input type="checkbox"/> Specialty products, equipment and services |
| <input type="checkbox"/> Furniture | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Janitorial supplies | _____ |

Company

Contact

Address

Phone

Fax

City, State/Province, Zip/Postal Code

Email

Jacqueline Cruz | Ronald McDonald House Charities of Greater Las Vegas
2323 Potosi Street | Las Vegas, NV 89146 | Jacqueline@rmhlv.org or 702.252.4663 x2225



eventBit Lead Management Order Form

ISSA/INTERCLEAN North America 2017 September 11 - 14, 2017 ▪ Las Vegas, NV

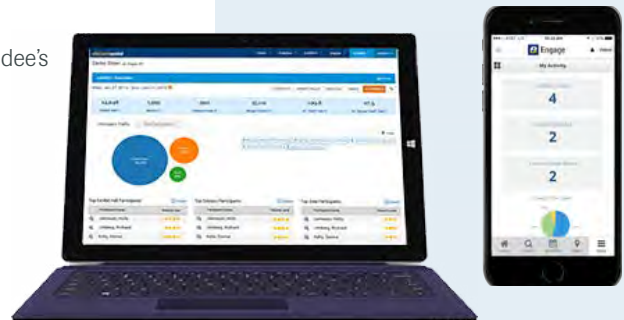


Lead retrieval is now MORE THAN just lead collection.

With **eventBit** on each attendee's badge, the same reader or software you rent from Experient for lead retrieval is now seeing all attendee activity around your booth, in real time. *Information never before available will now be at your fingertips!*

eventBit IQ Performance Package with Lead Retrieval

- Works by placing a small BLE (Bluetooth Low Energy) transmitter on each attendee's badge, read by the same lead retrieval equipment you already use.
- Understand show floor effectiveness, not just by captured leads, but by booth performance. Gain insight into aisle traffic, booth traffic and dwell times.
- Identify decision makers and influencers with their key demographics and other critical information to gain insight into to lead retrieval.



Lead Retrieval Options:

SWAP

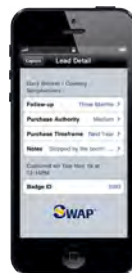
- Download the app directly to your phone or device
- Collect leads anytime, anywhere
- SWAP automatically tracks leads by salesperson
- Customizable lead qualifiers and surveys

SWAP Enabled Tablet

- All the mobile lead capture benefits of SWAP, pre-loaded on a 7" Android tablet

Optium RT2000

- All the mobile lead capture benefits of SWAP, available in a hand-held device



Take advantage of these eventBit Performance Packages

You'll receive:

- Detailed analytics on booth traffic
- Attendee qualification and dwell times.
- Information on activity around your booth, such as demographics and traffic.
- Real time data to make booth staffing decisions.
- Booth View:** Allows you to view company names of registrants in your immediate area during the show.

To enjoy the revolutionary benefits of your eventBit on your SWAP-enabled personal device, *you must turn on Bluetooth and Location Services.*

eventBit Hubs

Gain deeper insight on attendee booth behavior



Hubs are available to add into any Performance Package purchase. The eventBit Hubs, with customizable read ranges, let your company make future booth decisions by tracking specific pieces of equipment, product theaters, and offsite events to receive additional reporting on how attendees are spending time.

**To order or for more information about eventBit hubs, contact
Kimberley Kraft at 240.439.2540 or kimberley.kraft@experient-inc.com.**

Developer's Kit for Real Time Data Services



- All of the credentials you need to access our registration database in real time
- Instructions for your IT Department to set up the data transfer
- Choose whether you want to pull data in real time, nightly or at the end of the event

eventBit Lead Management Order Form

ISSA/INTERCLEAN North America 2017 September 11 - 14, 2017 ▪ Las Vegas, NV



Exhibiting Company: _____ Booth #: _____

Check if information is for: ☐ Exhibiting Company ☐ Third Party ☐ 3rd Party Co. (if applicable): _____

Contact Name: _____ Address: _____

City: _____ State/Country: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Order Confirmation will
be delivered via email.

Note: All readers must be
picked up at the exhibitor
services desk unless delivery
arrangements are made and
paid for in advance of the
show.

Terms and Conditions:

- Orders cannot be processed
unless received with pay-
ment. Purchase Orders are
not accepted. Send check or
credit card information with
order form.
- All orders canceled prior
to 30 days of the show will
incur a \$100 cancellation fee.
- Orders canceled within
30 days of the show will not
be refunded.
- Taxable items and rates vary
among states and
are subject to change.
Please call for exact quote.
- Replacement fee will be
applied to any Optium
RT2000 or Android Tablet
that is lost, stolen, and/or
not returned to Experient.

* All eventBit Hub purchases
include complimentary
customized programming.

ORDER LEAD RETRIEVAL (eventBit IQ Performance Package included)					
Lead Retrieval Options	on or before 7/17/17	from 7/18/17 to 8/7/17	after 8/7/17	number of units	TOTAL
SWAP Enabled Tablet	\$499	\$525	\$575		\$
SWAP® "3 Pack"	\$599	\$599	\$599		\$
Additional SWAP Activations (Only available with purchase of SWAP "3 Pack")	\$129	\$129	\$129		\$
Optium™ RT2000 Includes Optional Custom Survey	\$570	\$640	\$675		\$
RT2000 Portable Bluetooth printer	\$ 75	\$100	\$125		\$
eventBit Hubs* Add eventBit Hubs to your IQ Performance Package to track attendee activity in specific areas.					
The eventBit Hubs, with customizable read ranges, let your company make future booth decisions by tracking specific pieces of equipment, product theaters, and offsite events to receive additional reporting on how attendees are spending time. To order, contact Kimberley at 240.439.2540 or kimberley.kraft@experient-inc.com.					
Other Options (If you use your own Lead Retrieval)					
Developer's Kit for Real Time Data Services (RTS) Experient provides everything you need to access our registration database in real time. Instructions for your IT Dept. to set up the data transfer. Choose whether you want to pull data in real time, nightly or at the end of the event.	\$650	\$650	\$650		\$
Delivery of Reader to Booth (Post show pickup not available)	\$100	\$100	\$100		\$
Sub-Total					\$
(Applicable to phone or faxed orders) Processing Fee					\$ 9.99
8.15% Sales Tax					\$
TOTAL					\$

**See page 1 for system
descriptions and requirements.**

Order Online: <https://exhibitor.experientswap.com> **By Mail:** Experient, 5202 Presidents Court, Suite 310, Frederick, MD 21703 **By Fax:** 301.694.3286

Payment Method

- ☐ Check (Orders cannot be processed unless received with payment.)
☐ Visa ☐ MasterCard ☐ American Express ☐ DISCOVER

Signature: _____

Card #: _____ Exp: ____/____

By signing here you acknowledge Experient's Terms and Conditions (at right).

For Assistance Contact:

Lindsay Eaves

P: 866.221.7921

E: lindsay.eaves@experient-inc.com

*It is against Experient's security policy
to accept credit card information via email.*

Showcode: SSA171



ISSA/INTERCLEAN N.A. 2017
Sept. 11-14, 2017
Las Vegas, NV



VIDEO SERVICES

		QTY
<u>Production – B-Roll</u> (general footage of action), testimonials, interviews, booth and event coverage, time lapse clips etc.		
All-Inclusive Video Package	\$2,075.00	
<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit, 1 edited and produced video up to 3 minutes long with rough cut and 1 revision. Includes intro, outro, stock music and titling. First draft delivered online within 15 days from the final day of the show. Final video delivered online upon final approval.</i>		
B Roll 120- Scheduled Raw Footage* Capture	\$1,575.00	
<i>Up to 2 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit at the time of your choice during show hours. Delivery of raw footage on a USB drive within 10 business days from the final day of the show.</i>		
Half Day B Roll Shoot	\$2,075.00	
<i>Up to 4 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.</i>		
Full Day B Roll Shoot	\$3,125.00	
<i>Up to 8 consecutive hours (including setup and breakdown time) of in-booth HD shoot with 1 videographer and standard HD kit. Delivery of raw footage on a hard disk drive within 10 business days from the final day of the show.</i>		
<u>Post Production</u> - editing, animation, music and sound design. On site during show of post-show. Videos delivered electronically.		
		QTY
Post Show Editing (2-3 Minute Video w/2 rounds of revisions)	\$1,300.00	
NEW Editing (3 to 5 videos running between 6 sec. & 20 sec. for social media)	\$1,300.00	
On show site editing with 24 hour or less delivery - \$350 per hour w/2 hour minimum		
Raw Footage Delivery Options		
<i>External hard disk drive</i>	\$200.00	

*For custom videos please contact us for a quote. OA provides script writing, multi-day packages, audio recording, graphic design, animation and a full range of video services pre-show, on site and post show.
Please visit [Video Samples](#) to see portfolio of work.*

Description of Video: _____

Location: _____

Date: _____

Time: _____

(Telephone confirmation to be provided upon receipt of form.)

By submitting order you agree to OA's Video Production terms of service found here. <http://www.oscarandassociates.com/videoterms>

Fax order forms to: 312-922-2866

Email orders@hellooa.com or call 312-922-0056 with any questions or special requests.



ISSA/INTERCLEAN N.A. 2017

Sept. 11-14, 2017

Las Vegas, NV

Order Form

Bill To Company

Billing Address

City State Zip

Ordered By

Phone

Email

Name on Card

Card Number Exp.

Signature

Ship to Company

Shipping Address

City State Zip

Ship to Attention

Ship to Email

(Sales tax will be applied to tangible products delivered in IL. Applicable sales tax for TX,)

Shipping & Handling **\$20.00**
(Via ground services)

TOTAL _____

To avoid shipping and handling costs please supply fed-ex or UPS number for ground or overnight shipping.

Please indicate preference:

Overnight _____ Ground _____

Fed-Ex # _____

UPS # _____

Booth Name

Booth #

On-site Contact

On-site Contact's email

Cell#

Onsite Instructions

Must be prepaid with a Check, Visa, MasterCard or American Express. Cancellations received less than one week prior to the first day of exhibitor move-in will be billed at 50%. Photography Orders ship within 7 business days after closing date of show unless otherwise stated. Claims must be made in writing within 7 days of receipt of materials. Oscar & Associates does not work on speculation. 8/1

Fax order forms to: 312-922-2866

Email orders@hellloa.com or call 312-922-0056 with any questions or special requests.

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

A

Advance Shipping Labels, Page 113

Agreement and Rules and Regulations
between GES and EAC, Page 167

Audio Visual Order Form, Page 179

B

Booth Layout - Hanging Signs, Page 134

C

Canopy Services Guide and Order Form,
Page 184

Carpet Brochure, Page 67

Carpet Order Form, Page 68

Carpet Package Order Form, Page 69

Cartload Service Order Form, Page 123

Catering Menus and Order Form, Page 187

Certificate of Liability Insurance Sample,
Page 169

Cleaning and Porter Service Order Form,
Page 142

Convenience Package Order Form, Page 92

Cox Internet, Page 207

Cox Telephone, Page 212

Cox WiFi, Page 210

D

Digital File Preparation, Page 103

Direct Shipping Labels, Page 114

Domestic Third Party Billing Request, Page
58

E

EAC & COI Guidelines & Procedures, Page
10

EAC Wristband Policy, Page 8

Electric Chain Hoist & Truss Order Form,
Page 136

Electrical Equipment Order Form, Page 157

Exhibitor Appointed Contractors (EACs)
and Third Parties, Page 166

Exhibitor Checklist, Page 5

Exhibitor Intellectual Property Rights, Page
24

F

FedEx Business Services, Page 215

Fire Regulation Information, Page 172

Floral Menu and Order Form, Page 216

Forklift Order Form, Page 127

Freight Service Questionnaire, Page 119

Furniture & Accessories Order Form, Page
73

Furniture Package Order Form, Page 76

G

General Information, Page 54

GES Information and Order Forms, Page 51

GES Payment Policy, Page 175

GES Terms, Page 176

GES Terms and Conditions of Contract,
Page 176

GES Transportation Plus, Page 110

Graphics & Signage Order Form, Page 105

ISSA/INTERCLEAN® North America
Las Vegas Convention Center

H

Hanging Sign / Truss Labor Information, Page 129

Hanging Sign Labor Order Form, Page 130

Hanging Sign Shipping Labels, Page 135

Hotel List, Page 7

Hotel Meeting Space Contacts, Page 26

I

Installation and Dismantling Order Form, Page 125

International 3rd Party Billing Request, Page 59

International Exhibitors, Page 60

International Package Options Order Form, Page 65

International Shipping FAQ's, Page 60

International Shipping Information, Page 63

ISSA Booth Approval Form, Page 12

ISSA Booth Construction Guidelines, Page 13

ISSA Hotels, Page 217

ISSA Information and Forms, Page 5

ISSA Trade Show Partners, Page 183

L

Las Vegas Convention Center Rules and Regulations, Page 36

Lead Retrieval - Experient, Page 225

LVCC ESCA Rules & Policies, Page 11

M

Marshaling Yard & Direct Deliveries Information, Page 120

Material Handling Order Form, Page 111

Material Handling/Drayage Information, Page 107

Media Contact List, Page 29

Meeting Space Contact List, Page 218

Modeling / Hostesses, Page 220

N

Notice of Intent to Use EAC and Policies and Procedures, Page 166

O

Operation of All Mechanical Lifts, Page 174

P

Payment and Credit Card Charge Authorization, Page 57

Photography, Page 222

Pre-Printed Bill of Lading (BOL) / Outbound Labels Request, Page 117

Product Donation, Page 224

Product Donation Information, Page 28

R

Request for Variance to Assigned Target Time, Page 116

S

Security, Page 227

Shipping Labels: Advance, Page 113

Shipping Labels: Direct, Page 114

Show Information, Page 52

Show Organizer Information and Forms, Page 4

Index

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

ISSA/INTERCLEAN® North America
Las Vegas Convention Center
September 12 - 14, 2017

Show Site Storage Order Form, Page 121

Show Site Work Rules, Page 170

Specialty Furniture Brochure, Page 77

Specialty Furniture Order Form, Page 86

Stagehand Labor Order Form, Page 139

Standard Exhibit Systems Brochure, Page 94

Standard Exhibit Systems Order Form, Page 101

Standard Furniture Brochure, Page 70

Standard Graphics Brochure, Page 106

Stop. Think. Safety., Page 171

T

Targeted Move-in and Freight Information, Page 115

Tips for New Exhibitors, Page 55

Trade Show Partners , Page 182

Truss Lighting Package Order Form, Page 137

V

Vehicle Placement Order Form, Page 124

Videography, Page 227

W

Warehouse Storage Service Order Form, Page 118

011601009

082917