

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

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## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

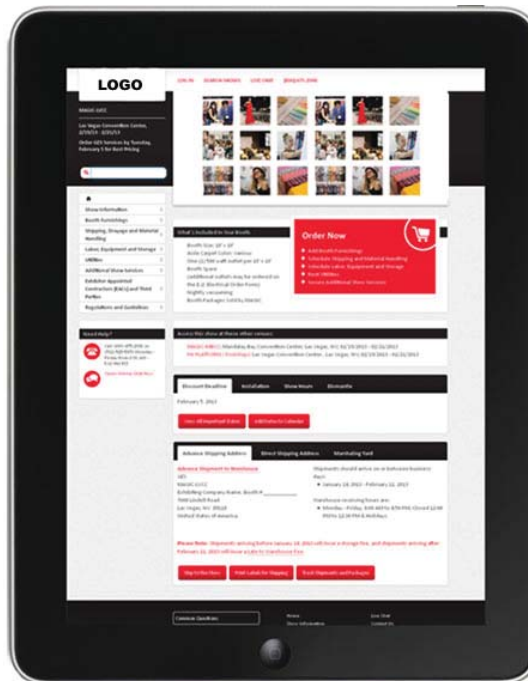
Exhibitors can:

- 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 Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/011601266/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Please note, TGA requires that all exhibiting booths must be custom hardwall finished booths. No drape will be allowed.

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601266/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970  
7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520  
Las Vegas, NV 89118-4702

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' & 10' x 20'  
Facility Carpeted: No  
Aisle Carpet Color: Blue Jay  
Backwall: 8' White Hardwall  
Sidewall: 8' White Hardwall  
Booth Carpet Color: Blue  
One Booth ID sign

**Please note, TGA requires that all exhibiting booths must be custom hardwall finished booths. No pipe and drape will be allowed.**

## Discount Deadline Date

Monday, March 13 GES orders must be received with payment by this date.

## Exhibitor Move In

Monday, April 3 8:00 AM - 8:00 PM  
Tuesday, April 4 8:00 AM - 5:00 PM

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

## Show Hours

Wednesday, April 5 8:30 AM - 5:30 PM  
Thursday, April 6 8:30 AM - 5:30 PM  
Friday, April 7 8:30 AM - 3:00 PM

## Exhibitor Move Out

Friday, April 7 3:00 PM - 11:59 PM  
Saturday, April 8 8:00 AM - 12:00 PM

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

## Empty Container Return

Friday, April 7 4:30 PM Start time for Empty Container Return.

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### Carrier Check-in Post-Show

Saturday, April 8 8:00 AM Carriers post-show must be checked-in by this time.

### Facility Clear

Saturday, April 8 12:00 PM All exhibitor materials must be removed.

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

#### Advance Shipments to Warehouse:

c/o GES  
The International Travel Goods Show  
(Your Company Name & Booth Number)  
7000 Lindell Road  
Las Vegas, NV 89118  
USA

#### Shipments should arrive on or between:

February 28 - March 28, 2017  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

#### Direct Shipments to Show Site:

c/o GES  
The International Travel Goods Show  
(Your Company Name & Booth Number)  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096  
USA

#### Shipments should arrive on:

April 3, 2017, 8:00 AM - 8:00 PM  
April 4, 2017, 8:00 AM - 5:00 PM

#### Marshaling Yard Site Address:

2982 West Post Road  
Las Vegas, NV 89119  
USA

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# Supplied Carpet Information

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Booth and Aisle Carpet are supplied by The International Travel Goods Show. If you or your display house intend to use carpet and/or flooring other than the carpet supplied, you must notify GES of your intent. This form must be filled out completely and returned to GES by the form deadline date, or the carpet described in the Exhibit space specifications will be installed in your exhibit space. No Exceptions please

If your completed form is not received by the deadline date of March 13, 2017, you will be charged \$ 0.80 per sq. ft. to remove The International Travel Goods Show supplied carpet. This charge also applies to any late orders received after the deadline date of March 13, 2017, due to the carpet plan being finalized in advance and lengths of carpet cut accordingly. This charge will be included on your GES invoice at the close of show.

\_\_\_\_ YES, we will be utilizing the provided TGA Blue carpet  
\_\_\_\_ NO, we will not be utilizing the provided TGA Blue carpet

*If you have checked NO, please fill out the following information:*

We have a \_\_\_\_\_ X \_\_\_\_\_ booth and will not be utilizing the supplied carpet

\_\_\_\_ We will be ordering from GES: Carpet \_\_\_\_ Padding \_\_\_\_

\_\_\_\_ We will be providing our own Carpet \_\_\_\_ Padding \_\_\_\_ and have it installed by GES (please order this labor separately, and include the labor order form with the sheet)

\_\_\_\_ We will be providing our own Carpet \_\_\_\_ Padding \_\_\_\_ and have it installed by our EAC or our full time company employees.

EAC Company name: \_\_\_\_\_

## Information and instructions

1. All exhibitor supplied carpet or floor covering sent to the GES warehouse must be shipped separately from the rest of your exhibit with a separate bill of lading marked "Carpet".
2. Exhibitor supplied floor covering must cover your entire booth area. No partial coverage or exhibitor carpet over GES carpet will be allowed.
3. All carpet sent to the GES warehouse must be shipped using the carpet shipping labels provided in the Exhibitors manual and be received no later than Tuesday, March 28, 2017.
4. If using another color or grade of GES carpet, padding or visqueen, the proper order form must accompany this sheet. Refer to the Standard Carpet or Custom-Cut Carpet order forms.
5. This form is for GES information and planning purposes, and is not a substitute for the carpet order forms.

**Review and Return:** Kim Dickenson • Email: [KDickenson@ges.com](mailto:KDickenson@ges.com)

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# General Information

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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

## 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/011601266/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/011601266/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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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 March 13, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/011601266/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/011601266/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/011601266/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 routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
c/o Bank of America	(GES)	
901 Main Street,	Account #: 7188101819	
TX1-492-07-14	Wire ABA Routing #: 026009593	
Dallas, TX 75202-3714 USA	ACH ABA Routing #: 071000039	
Telephone # 702-263-2795 or 702-914-5112	SWIFT Address: BOFAUS3N CHIPS Address: 0959	

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto: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 what kind 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/011601266/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/011601266/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Read carefully 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/011601266/LaborandEquipment/esm>








# Carpet


## Standard

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

Includes:

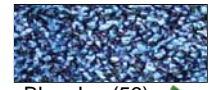
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

## Plush

26 oz. 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:

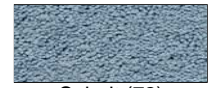
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



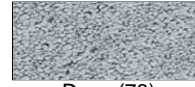
Cement (70)



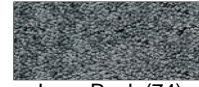
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



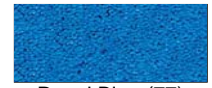
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

50 oz. 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:

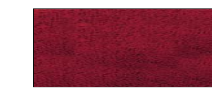
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



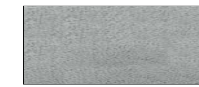
Black (41)



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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



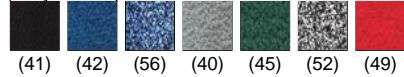
## Easy Ordering Tips:

- 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.)

## Carpet

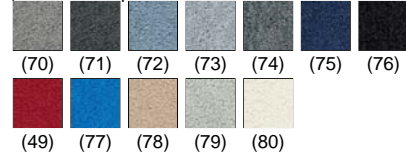
### 13 oz. Color Options

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



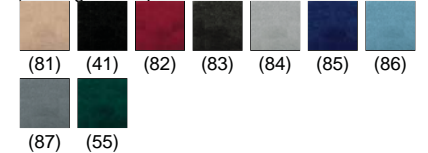
### 26 oz. Plush Color Options

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



### 50 oz. 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 13 oz. Standard Carpet 10'x10'		<b>159.75</b>	239.00		\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		<b>313.00</b>	469.25		\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		<b>481.25</b>	722.00		\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		<b>2.18</b>	3.28		\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		<b>3.02</b>	4.53		\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		<b>3.63</b>	5.45		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	<b>1.28</b>	1.95		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	<b>0.30</b>	0.43		8.15	\$

### 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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



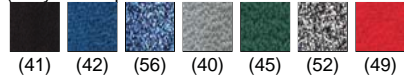
## Easy Ordering Tips:

- 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.

## Carpet Packages

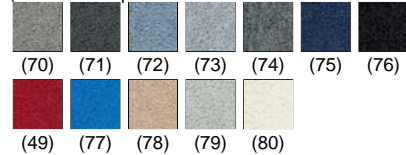
### 13 oz. Color Options

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



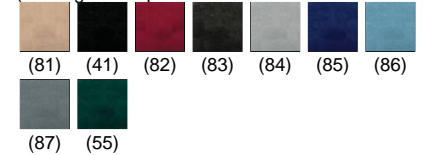
### 26 oz. Plush Color Options

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



### 50 oz. 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	13 oz. Carpet Package, Per Sq.Ft.		4.06	6.30		\$
	↳ Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 3 Day(s) Cleaning.					
400022	26 oz. Plush Carpet Package, Per Sq.Ft.		4.81	7.43		\$
	↳ Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) Cleaning.					
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.		5.36	8.25		\$
	↳ Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 3 Day(s) of Cleaning.					

### 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.

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# 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.

## 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

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The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 Expresso:  
<http://e.ges.com/011601266/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	80.00	120.00		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	73.25	111.00		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	49.00	73.00		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	85.75	129.00		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	80.00	120.00		\$
300056	Table, Square, 24"x24"x30" High	73.25	111.00		\$
300059	Table, Starbase, 30" Diameter x 40" High	154.25	231.75		\$
300058	Table, Starbase, 40" Diameter x 30" High	154.25	231.75		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		92.25	139.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		111.00	166.25		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		129.50	194.25		\$
3003	Table Skirt Only		72.00	90.25		\$
3007	Table, Skirt 4th Side		30.00	44.75		\$
↳ Select size: 6' Table _____ 8' Table _____						

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	73.75	111.25		\$
300600	Table 6', Unskirted, 24" x 30" High	89.00	133.25		\$
300800	Table 8', Unskirted, 24" x 30" High	103.25	155.50		\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		105.00	157.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		129.50	194.25		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		148.25	222.50		\$

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Form Continues on Next Page



# 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:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

3013	Counter Skirt Only		<b>74.00</b>	92.50		\$
3017	Counter, Skirt 4th Side		<b>36.50</b>	54.50		\$

↳ Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	<b>84.00</b>	125.50		\$
301600	Counter 6', Unskirted, 24" x 42" High	<b>103.25</b>	155.50		\$
301800	Counter 8', Unskirted, 24" x 42" High	<b>118.75</b>	178.25		\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>42.00</b>	63.50		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>30.00</b>	44.75		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>54.75</b>	82.50		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>42.00</b>	63.50		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>12.70</b>	19.10		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>15.10</b>	22.65		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	<b>434.50</b>	651.75		\$
300074	Display Case 4', Full View	<b>422.00</b>	633.00		\$
300075	Display Case 4', Half View	<b>422.00</b>	633.00		\$
300076	Display Case 4', Quarter View	<b>422.00</b>	633.00		\$
300078	Display Case 5', Full View	<b>434.50</b>	651.75		\$
300079	Display Case 5', Half View	<b>434.50</b>	651.75		\$
300080	Display Case 5', Quarter View	<b>434.50</b>	651.75		\$
300082	Display Case 6', Full View	<b>446.75</b>	670.25		\$
300083	Display Case 6', Half View	<b>446.75</b>	670.25		\$
300084	Display Case 6', Quarter View	<b>446.75</b>	670.25		\$
300088	Display Case 7', Vertical	<b>583.50</b>	875.50		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>3.93</b>	6.05		\$
300123	Aisle Stanchion, without Chain	<b>36.50</b>	54.50		\$
300103	Aluminum Easel	<b>49.00</b>	73.00		\$
300111	Bag Stand	<b>67.75</b>	100.75		\$
300102	Coat Rack	<b>67.75</b>	100.75		\$
300104	Garment Rack	<b>67.75</b>	100.75		\$
300106	Literature Rack	<b>67.75</b>	100.75		\$
300201	Pegboard, White, 4'x8'	<b>117.25</b>	175.75		\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

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# 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:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Accessories

300202	Pegboard, White, 2'x8'	<b>113.25</b>	170.25		\$
300107	Refrigerator	<b>266.00</b>	399.75		\$
300015	Rod, 6' to 10' Telescopic	<b>18.50</b>	27.75		\$
300131	Security Cage, Large, without Lock	<b>372.00</b>	558.25		\$
300120	Sign Holder, Bell Base	<b>61.25</b>	91.50		\$
300108	Sign Holder, Chrome, 22"x28"	<b>61.25</b>	91.50		\$
300212	Tackboard, 2'x8'	<b>120.75</b>	181.50		\$
300211	Tackboard, 4'x8'	<b>123.50</b>	184.75		\$
 Select alignment: Horizontal ____ Vertical ____					
300112	Ticket Tumbler, Small, Table Top	<b>105.00</b>	157.00		\$
300113	Wastebasket	<b>15.10</b>	22.65		\$
300118	Waterfall Stand	<b>67.75</b>	100.75		\$

## 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/011601266/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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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

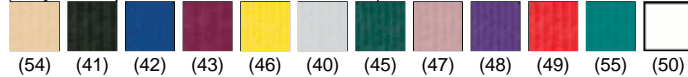


### Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		<b>201.69</b>	301.41		\$
↳ Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

### 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	<b>440.42</b>	660.96		\$
↳ 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.

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# 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. 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. 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.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



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

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# Specialty Furniture

## 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



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, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"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

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.

# Specialty Furniture



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



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

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.

# Specialty Furniture

## Tables - Cocktail

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

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# 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

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# 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



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



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

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# Specialty Furniture

## Lamps



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



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

## Accessories



305380 - Charging  
Adapter, Black, 33"L



305381 - Charging  
Adapter, White, 33"L

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.



# Specialty Furniture Order Form

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The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 Expresso:  
<http://e.ges.com/011601266/furnishings/esm>

## Specialty Furniture

Link to view images: <http://ges.com/ecomm/info/B1-Brochure-CORE.pdf>

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	684.75	951.25		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	737.00	1,025.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	448.75	673.25		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,240.25	1,722.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,404.25	1,957.75		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,404.25	1,957.75		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,280.75	1,926.50		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,111.50	1,667.25		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	662.25	993.75		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	522.00	783.50		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	564.00	846.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	845.25	1,271.25		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	505.25	758.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	482.25	723.25		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	521.75	783.25		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	615.25	922.50		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	615.25	922.50		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	290.50	436.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	375.75	564.00		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	521.75	783.25		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	338.00	506.75		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	296.75	445.75		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	361.50	542.50		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	592.50	824.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	907.00	1,260.75		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	907.00	1,260.75		\$

### Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	233.50	350.50		\$

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## Seating - Chairs

305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	<b>109.25</b>	164.25		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	<b>109.25</b>	164.25		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	<b>117.00</b>	175.25		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	<b>115.00</b>	173.25		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	<b>76.25</b>	115.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	<b>144.50</b>	216.50		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	<b>196.50</b>	294.50		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	<b>382.00</b>	573.25		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	<b>257.75</b>	386.50		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	<b>392.75</b>	590.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	<b>1,569.25</b>	2,353.75		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	<b>243.25</b>	365.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	<b>115.00</b>	173.25		\$
305442	Laguna Chair, 18"L 19"D 34"H	<b>294.00</b>	408.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	<b>226.00</b>	314.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	<b>226.00</b>	314.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	<b>286.00</b>	398.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	<b>500.25</b>	695.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	<b>500.25</b>	695.00		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	<b>325.00</b>	487.75		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	<b>325.00</b>	487.75		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	<b>193.25</b>	289.75		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	<b>98.00</b>	147.25		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	<b>98.00</b>	147.25		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	<b>145.00</b>	202.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	<b>119.00</b>	179.00		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	<b>114.50</b>	172.50		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	<b>262.75</b>	393.75		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	<b>318.25</b>	477.75		\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	<b>290.00</b>	435.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	<b>342.25</b>	475.50		\$

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## Seating - Office and Utility Seating

305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	<b>665.25</b>	924.50		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	<b>495.00</b>	687.75		\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	<b>358.75</b>	499.25		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	<b>358.75</b>	499.25		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	<b>358.75</b>	499.25		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	<b>358.75</b>	499.25		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	<b>125.00</b>	187.75		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	<b>125.00</b>	187.75		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	<b>161.50</b>	241.75		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	<b>195.75</b>	293.75		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	<b>109.75</b>	164.75		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	<b>109.75</b>	164.75		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	<b>109.75</b>	164.75		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	<b>109.75</b>	164.75		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	<b>228.25</b>	343.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	<b>228.25</b>	343.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	<b>140.00</b>	209.75		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	<b>378.25</b>	567.25		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	<b>344.00</b>	515.50		\$
305259	Christopher Barstool, 19"L 15"D 41"H	<b>358.75</b>	499.25		\$
305440	Zenith Barstool, 19"L 20"D 44"H	<b>377.00</b>	524.00		\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"H	<b>453.00</b>	630.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	<b>340.00</b>	473.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	<b>1,342.75</b>	1,865.50		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	<b>529.00</b>	735.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	<b>234.25</b>	351.25		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	<b>175.50</b>	263.75		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	<b>204.75</b>	307.25		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	<b>234.25</b>	351.25		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	<b>278.50</b>	417.75		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	<b>175.50</b>	263.75		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	<b>204.75</b>	307.25		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	<b>234.25</b>	351.25		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	<b>278.50</b>	417.75		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	<b>175.50</b>	263.75		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	<b>172.25</b>	258.25		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	<b>216.25</b>	325.00		\$

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Tables - Cafe					
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	<b>156.00</b>	234.75		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	<b>212.00</b>	318.50		\$

Tables - Bar					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	<b>453.00</b>	630.00		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	<b>1,763.00</b>	2,449.75		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	<b>529.00</b>	735.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	<b>182.75</b>	274.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	<b>182.75</b>	274.25		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	<b>225.00</b>	337.50		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	<b>238.50</b>	358.50		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	<b>281.00</b>	422.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	<b>182.75</b>	274.25		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	<b>225.00</b>	337.50		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	<b>238.50</b>	358.50		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	<b>281.00</b>	422.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	<b>182.75</b>	274.25		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	<b>187.25</b>	280.75		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	<b>230.25</b>	345.50		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	<b>176.50</b>	264.75		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	<b>222.75</b>	334.75		\$

Tables - Cocktail					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	<b>475.00</b>	660.00		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	<b>965.50</b>	1,342.75		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	<b>362.00</b>	503.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	<b>553.50</b>	768.75		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	<b>553.50</b>	768.75		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	<b>192.25</b>	288.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	<b>233.75</b>	350.75		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	<b>221.00</b>	331.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	<b>299.50</b>	449.50		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	<b>299.50</b>	449.50		\$

Tables - End Tables					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	<b>453.00</b>	629.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	<b>321.00</b>	446.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	<b>439.75</b>	611.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	<b>127.00</b>	190.50		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	<b>119.50</b>	179.75		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	<b>173.75</b>	260.25		\$

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305211	Table, End, Oliver, 22" Round 22"H	<b>206.50</b>	310.25		\$
305046	Table, End, Silverado, 24" Round 22"H	<b>207.75</b>	311.25		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	<b>220.25</b>	331.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	<b>220.25</b>	331.00		\$
305276	Table, Mosaic, Set of 3	<b>234.75</b>	351.75		\$
305275	Table, Timber, Wood, 16" Round 17"H	<b>148.75</b>	222.75		\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	<b>986.00</b>	1,370.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	<b>664.00</b>	923.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	<b>806.00</b>	1,120.00		\$
305410	Madison Conference Table, 42"RND 29"H	<b>604.00</b>	839.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	<b>116.75</b>	162.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	<b>211.50</b>	317.50		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	<b>341.25</b>	512.25		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	<b>224.25</b>	336.50		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	<b>341.25</b>	512.25		\$
305027	Table, Conf., Graphite, 42" Round 29"H	<b>281.00</b>	422.00		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	<b>379.00</b>	569.25		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	<b>467.25</b>	700.50		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	<b>256.25</b>	384.25		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	<b>317.50</b>	477.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	<b>256.25</b>	384.00		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	<b>2,453.50</b>	3,680.50		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	<b>922.25</b>	1,383.75		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305053	Etagere, Black, 30"L 16"D 70"H	<b>246.75</b>	370.25		\$
305052	Etagere, Pewter, 30"L 16"D 70"H	<b>246.75</b>	370.25		\$
305415	Madison Bookcase, 36"L 12"D 72"H	<b>490.00</b>	681.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	<b>414.25</b>	622.25		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	<b>496.00</b>	744.75		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	<b>414.25</b>	622.25		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	<b>496.00</b>	744.75		\$

## 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	<b>299.25</b>	448.75		\$
305416	Madison Credenza, 60"L 20"D 29"H	<b>835.00</b>	1,160.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	<b>755.00</b>	1,050.00		\$

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B-1 112916



# 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:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	207.50	311.25		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	279.75	420.00		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305380	Charging Adapter, Black, 33"L	32.25	44.75		\$
305381	Charging Adapter, White, 33"L	32.25	44.75		\$

## Electrical Outlets Not Included



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

**Reminder**

**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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 Expresso:  
<http://e.ges.com/011601266/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

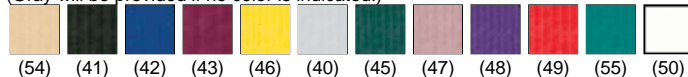
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	<b>329.35</b>	494.40		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	<b>772.50</b>	1,160.00		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	<b>761.00</b>	1,142.00		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404311	Stool Package A	<b>340.85</b>	512.40		\$
	↳ 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		<b>286.10</b>	428.90		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		<b>316.10</b>	474.90		\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

## Skirt Color Options

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



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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	1,378.75	2,069.75		\$
↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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.

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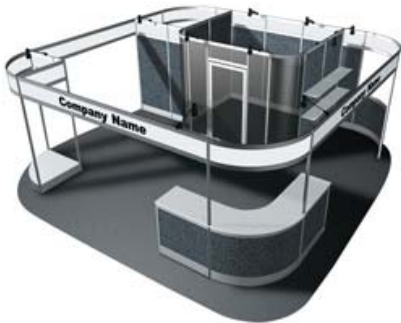


# Standard Exhibit Systems

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](http://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"



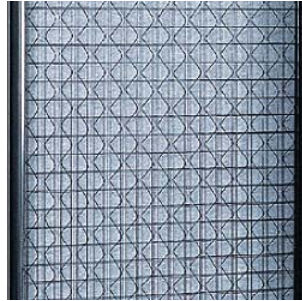
600222 - Exhibit, Light Box, Medium 37"x56"



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: Maple (CMPL)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

### Trim Color



Black (41)

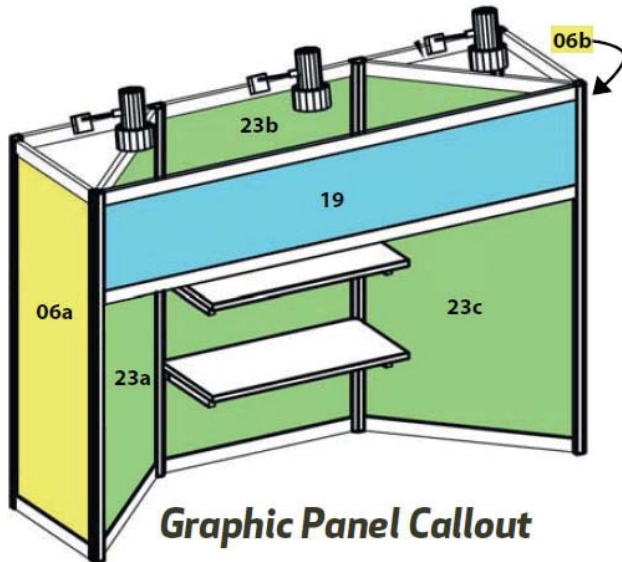


Silver (79)

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)



- 23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$143.50 /Regular Price - \$215.50  
Produced on 3/16" Thick White Foamcore
- 06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$59.00 /Regular Price - \$88.50  
Produced on 3/16" Thick White Foamcore
- 19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$94.75 /Regular Price - \$142.25  
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.

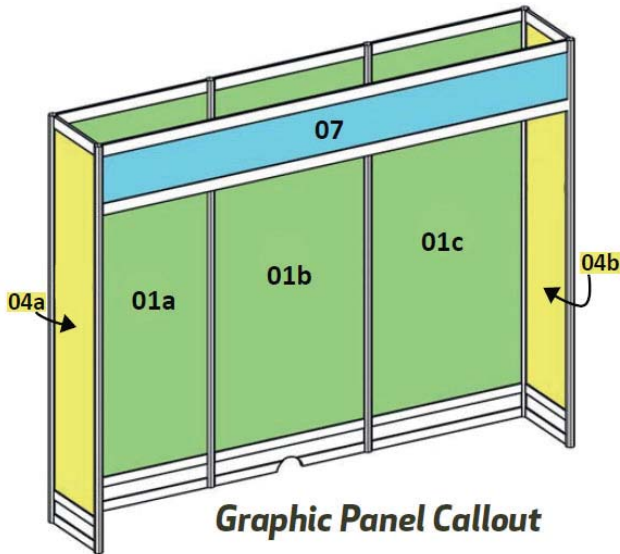
Link: <https://e.ges.com/011601266/exhibit1/esm>



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 #2, 10 x 10 (600002)



- 01 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$391.50 /Regular Price - \$587.75  
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$196.50 /Regular Price - \$295.00  
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall  
 Discount Price - \$167.75 /Regular Price - \$252.50  
 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/011601266/exhibit2/esm>

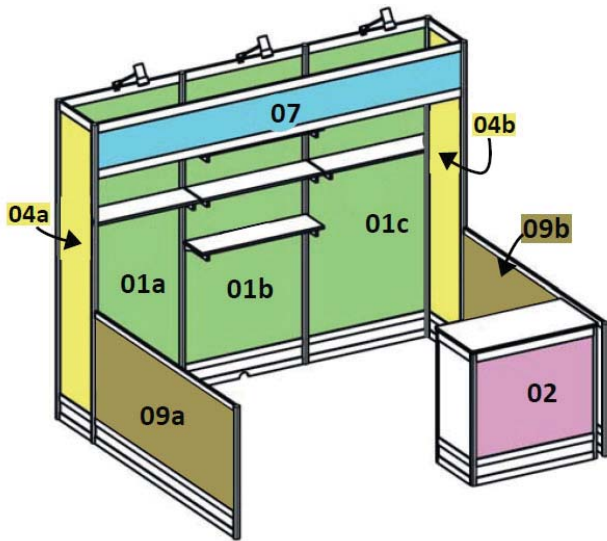


**Booth Rendering**

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 - \$391.50 /Regular Price - \$587.75  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$196.50 /Regular Price - \$295.00  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$167.75 /Regular Price - \$252.50  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$137.25 /Regular Price - \$206.50  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Discount Price - \$278.50 /Regular Price - \$418.25  
 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/011601266/exhibit3/esm>

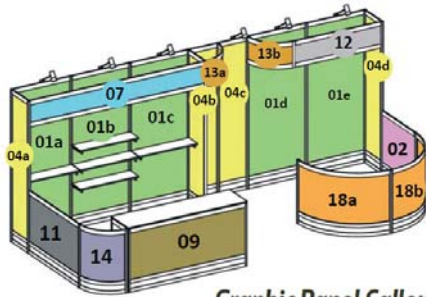


**Booth Rendering**

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 - \$85.50 /Regular Price - \$128.50  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$43.00 /Regular Price - \$64.50  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$218.75 /Regular Price - \$328.50  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$278.50 /Regular Price - \$418.25  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$106.75 /Regular Price - \$160.75  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$391.50 /Regular Price - \$587.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$196.50 /Regular Price - \$295.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$82.50 /Regular Price - \$124.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$137.25 /Regular Price - \$206.50  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$167.75 /Regular Price - \$252.50  
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.

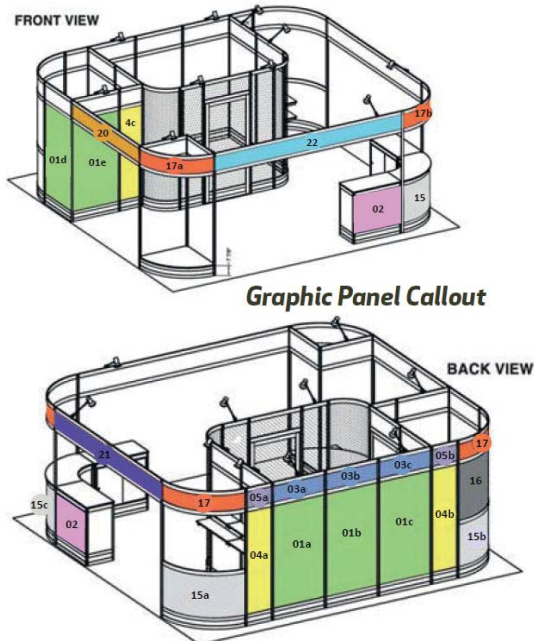
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/011601266/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 - \$129.25 /Regular Price - \$194.25  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$139.50 /Regular Price - \$209.50  
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$160.75 /Regular Price - \$241.25  
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$137.25 /Regular Price - \$206.50  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$54.75 /Regular Price - \$82.25  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$43.00 /Regular Price - \$64.50  
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall  
Discount Price - \$391.50 /Regular Price - \$587.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$196.50 /Regular Price - \$295.00  
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$261.50 /Regular Price - \$392.75  
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$218.75 /Regular Price - \$328.50  
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$221.75 /Regular Price - \$332.50  
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/011601266/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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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)

(41) (42) (56) (40) (45) (52) (49)

**Exhibit Panel Color Options**  
(Gray Fabric Panel will be provided if no color is indicated below)

(C41) (CM) (C50) (C42) (C79) (F41) (F42)  
(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)

(41) (79)

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	<b>1,312.75</b>	1,969.50		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	<b>2,475.75</b>	3,714.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### 10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	<b>5,443.75</b>	8,165.50		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### 20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	<b>8,093.75</b>	12,140.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	<b>428.25</b>	642.25		\$
600110	Exhibit, Armlight Black	<b>63.50</b>	95.50		\$
600103	Exhibit, Counter, 1M Curved	<b>591.50</b>	887.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	<b>299.00</b>	448.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	<b>409.25</b>	614.50		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	<b>544.00</b>	816.25		\$
600222	Exhibit, Light Box, Medium 37"x56"	<b>429.25</b>	644.00		\$
600223	Exhibit, Light Box, Small 37"x28"	<b>265.25</b>	398.00		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	<b>374.75</b>	565.75		\$

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# 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.

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Accessories

600291	Exhibit, Panel, Wirewall, 1M	<b>366.00</b>	549.00		\$
600243	Exhibit, Shelf, 1M x 10" Deep	<b>49.75</b>	75.00		\$

### 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.

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# EZ-Shelves Order Form

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- GES now offers this freestanding shelving system for your convenience and cost savings.
- The shelving system is attractive and affordable with flexible design options.
- Shelves are installed in your booth prior to move-in.
- Professional installation and dismantle.
- A charge of \$250.00 will be assessed to any damaged units.
- Want an easier way? Submit your order online: <https://e.ges.com/011601266/ezshelves/esm>



Single EZ-Shelf



Double EZ-Shelf

## Order E-Z Shelf

Item Code	Description	Discount (\$)	Regular (\$)	X Qty	= Total
302116	E-Z Shelf, Double, Maple, 11.5" x 70" x 72"	<b>242.75</b>	296.25		\$
302115	E-Z Shelf, Single, Maple, 11.5" x 31" x 72"	<b>134.75</b>	188.50		\$
302114	EZ Double Shelving Unit, White, 64"x11-1/2"x72"	<b>242.75</b>	296.25		\$
302113	EZ Single Shelving Unit, White, 30"x11-1/2"x72"	<b>134.75</b>	188.50		\$

**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.

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.

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# Booth Package Upgrade Order Form

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Electrical and utilities are extra charges not included in the booth package. <https://e.ges.com/011601266/electrical/esm>
- 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.
- Want an easier way? Order online: <https://e.ges.com/011601266/tgspackages/esm>
- Additional booth accessories are available to order: <https://e.ges.com/011601266/furnishings/esm>



401164  
Includes: (1) 10' x 10' Blue Standard 13 oz Carpet, (1) Black 24" x 8' Grid, (1) 6' White Skirted Table, (2) Black 75 watt Armlight, (4) Black GEM 39" x 10" Shelf, (2) Plastic Contour Chair & (1) Wastebasket.

401165  
Includes: (1) 10' x 20' Blue Standard 13 oz Carpet, (1) Black 24" x 8' Grid, (1) 6' White Skirted Table, (4) Black 75 watt Armlight, (6) Black GEM 39" x 10" Shelf, (2) Plastic Contour Chair & (1) Wastebasket.

## Turnkey Packages

Item Code	Description	Rate (\$)	Qty	Total
401164	Booth Package A - 10 x 10 (Travel Goods Show)	554.50		\$
401165	Booth Package B - 10 x 20 (Travel Goods Show)	739.25		\$

**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.

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.

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# Turnkey Package Order Form (Advance Order Only)

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- THIS IS FOR ADVANCE ORDERS ONLY. NOT AVAILABLE FOR ORDERING AT SHOW SITE.
- Packages are only for booths that are 10' x 10' or 10' x 20' maximum size. Booths larger than 10' x 20' are not eligible for this package
- Fax this completed form before March 13, 2017.
- Want an easier way? Order online: <https://e.ges.com/011601266/packages/esm>

One Turnkey Package per 10' x 10' or 10' x 20' Booth



401166

Includes: (1) 6' White Skirted Table, (2) Plastic Contour Chairs & (1) Wastebasket.

## Turnkey Packages

Item Code	Description	Rate (\$)	# of Booths
401166	Turnkey Package (Travel Goods Show)	No Charge	

Select Booth Size:

10' x 10'       10' x 20'

**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.

Total Payment Enclosed

\$

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# Optional Extras

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

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

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The following are the most popular items to enhance your display. Click on the links below to order these items and/or additional ones:

5 Amp/500 Watts, 1/4 HP 120V Outlet

<http://e.ges.com/011601266/electrical>

6' Skirted Tables or Side Chairs

<http://e.ges.com/011601266/furnishings>

Shelves/Arm lights/Grid Wall Panels

<http://e.ges.com/011601266/accessories>

## The International Travel Goods Show



To qualify for discount rates all items must be received by March 13, 2017.

- Signed quote
- Method of payment
- Artwork file
- Layout/placement

### ***Add the finishing touch with visuals that compliment your Hardwall booth.***

Utilize our digital imagery to connect your audience with your collection. We'll help convey your message while adding a sense of chic style and sophisticated class to your booth.

#### *Graphic Options*

##### *Company Logo/Graphic Upgraded Header (each)*

Panel Dimensions:	116-7/8" w x 12" h
Prior to discount deadline:	\$125.00
After discount deadline:	\$200.00

##### *Full Graphic Insert Panels (each)*

Panel Dimensions:	38.125" w x 91.875" h
Prior to discount deadline:	\$285.00
After discount deadline:	\$425.00

***For more information contact Kim Dickenson at [kdickenson@ges.com](mailto:kdickenson@ges.com)  
or by phone at 602.374.1417***

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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

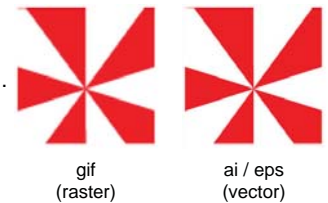
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 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.

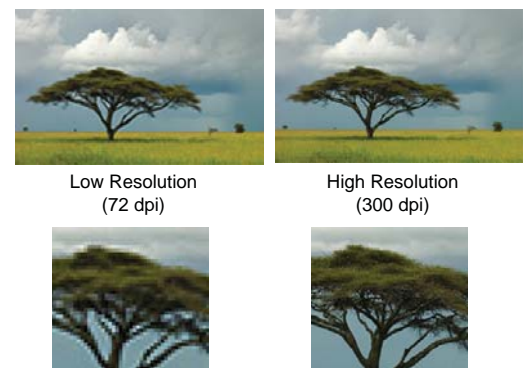


### Bitmap/Raster Artwork

**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 pixelated 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).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011601266/signs>

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/011601266/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	<b>236.00</b>	354.25		8.15	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	<b>183.00</b>	274.75		8.15	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	<b>193.25</b>	289.75		8.15	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	<b>348.00</b>	521.75		8.15	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	<b>214.75</b>	322.25		8.15	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	<b>455.75</b>	683.50		8.15	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	<b>321.50</b>	482.00		8.15	\$
601099	Printed Cardboard Base for Freestanding Boards	<b>21.05</b>	31.75		8.15	\$

**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**

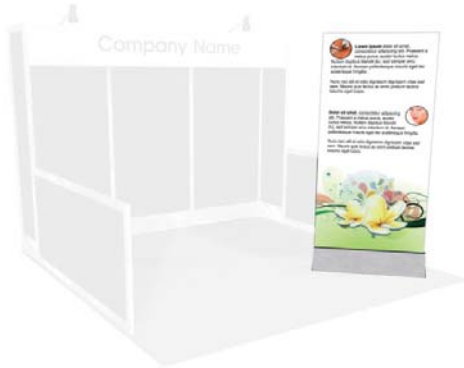
\$

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# Standard Graphics

## 38" Ad Board

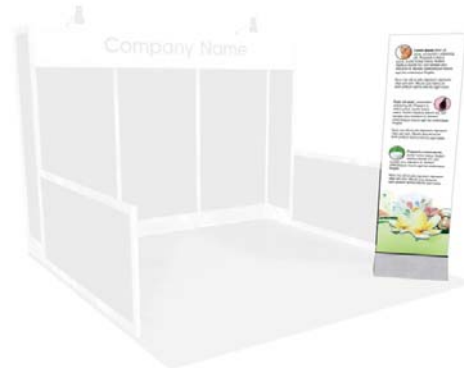


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/011601266/logistics\\_Quote](https://e.ges.com/011601266/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.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- 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, recrating, 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 Servicenter<sup>®</sup> 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 Servicenter<sup>®</sup>. 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.

## 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.

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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/011601266/logistics\\_quote](https://e.ges.com/011601266/logistics_quote)

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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.
- Straight Time is Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- 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	Special Handling
Straight Time In / Straight Time Out	\$57.75 cwt	\$75.08 cwt
Straight Time In / Overtime Out	\$75.00 cwt	\$97.50 cwt
Overtime In / Overtime Out	\$92.50 cwt	\$120.25 cwt

#### Advance Shipments to Warehouse Dates:

**Tue, Feb 28, 2017:** Advance shipments may begin arriving at warehouse.  
**Tue, Mar 28, 2017:** Last day for shipments to arrive at warehouse.

### Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$49.00 cwt	\$63.70 cwt	\$78.40 cwt
Straight Time In / Overtime Out	\$68.25 cwt	\$88.73 cwt	\$109.20 cwt
Overtime In / Overtime Out	\$84.00 cwt	\$109.20 cwt	\$134.40 cwt

#### Direct Shipments to Show site Dates:

**Mon, Apr 3, 2017:** Direct shipments may begin arriving at exhibit site after 8:00 AM.  
**Tue, Apr 4, 2017:** Last day for shipments to arrive at exhibit site by 5:00 PM.

## 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 \$47.25. Each additional package will be charged \$13.55.

## Step 2. Estimate Order

### Small Packages

\_\_\_ 1 \_\_\_ 1st Small Package Shipment x \$47.25 = \_\_\_\_\_ Total

\_\_\_ # of additional packages (each) x \$13.55 = \_\_\_\_\_ Total

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Form Continues on Next Page







# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

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

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

The International Travel Goods Show

Name of Exhibition

0110601266

BOOTH NUMBER

C/O GES
7000 Lindell Road
Las Vegas, NV 89118 USA

Shipment Should Arrive on or Between:
Tuesday, Feb 28, 2017 - Tuesday, March 28, 2017

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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 17.95 fee will be charged per shipment.

Carrier \_\_\_\_\_
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



TO:

Full Exhibiting Company Name at Show

The International Travel Goods Show

Name of Exhibition

0110601266

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7000 Lindell Road
Las Vegas, NV 89118 USA

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Carrier \_\_\_\_\_
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**The International Travel Goods Show**

Name of Exhibition

0110601266

BOOTH NUMBER

**C/O GES  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096 USA**

**Shipment Should Arrive on or Between:**

**Monday, April 3, 2017 after 8:00 AM - Tuesday, April 4, 2017 by 5:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 17.95 fee will be charged per shipment.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



TO:

Full Exhibiting Company Name at Show

**The International Travel Goods Show**

Name of Exhibition

0110601266

BOOTH NUMBER

**C/O GES  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096 USA**

**Shipment Should Arrive on or Between:**

**Monday, April 3, 2017 after 8:00 AM - Tuesday, April 4, 2017 by 5:00 PM**

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 17.95 fee will be charged per shipment.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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.*



FROM:



TO:

\_\_\_\_\_  
FULL EXHIBITING COMPANY NAME AT SHOW

**The International Travel Goods Show**

NAME OF EXHIBITION

0110601266

**NEW PRODUCTS PAVILION**

BOOTH NUMBER

**C/O GES**

**7000 Lindell Road  
Las Vegas, NV 89118  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Feb 28, 2017 - Tuesday, March 28, 2017**

**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

**The International Travel Goods Show**

NAME OF EXHIBITION

0110601266

**NEW PRODUCTS PAVILION**

BOOTH NUMBER

**C/O GES**

**7000 Lindell Road  
Las Vegas, NV 89118  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Feb 28, 2017 - Tuesday, March 28, 2017**

**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



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*



FROM:



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**The International Travel Goods Show**

NAME OF EXHIBITION

0110601266

**PRODUCT INNOVATION AWARD**

BOOTH NUMBER

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
**Tuesday, Feb 28, 2017 - Tuesday, March 28, 2017**

**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



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**The International Travel Goods Show**

NAME OF EXHIBITION

0110601266

**PRODUCT INNOVATION AWARD**

BOOTH NUMBER

**C/O GES**  
**7000 Lindell Road**  
**Las Vegas, NV 89118**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**  
**Tuesday, Feb 28, 2017 - Tuesday, March 28, 2017**

**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:

EXHIBITING COMPANY

**The International Travel Goods Show**


NAME OF EXHIBITION

BOOTH NUMBER

**C/O Global Experience Specialists, Inc. (GES)  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096  
USA**

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 17.95 fee will be charged per shipment.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 



FROM:



TO:

EXHIBITING COMPANY

**The International Travel Goods Show**


NAME OF EXHIBITION

BOOTH NUMBER

**C/O Global Experience Specialists, Inc. (GES)  
Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109-9096  
USA**

**SHIPMENT SHOULD ARRIVE ONLY ON:**

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 8:00 AM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 17.95 fee will be charged per shipment.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 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 March 13, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/011601266/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 Servicercenter®. 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

020617 011601266

R-3 042716







# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 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/011601266/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?

\_\_\_\_\_  
\_\_\_\_\_

020617 011601266

R-7 032316

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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

## Tips For New Exhibitors



Tips

**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



Save

- 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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$17.95 fee will be charged per 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



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/011601266/contactus/esm>

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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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 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 Servicenter. 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.

## Step 1. Order Access Storage

### 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 Servicenter.
- 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 Pallet/Piece	54.50		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705044	Storage, ST	79.50	99.25	118.75			\$
705044	Storage, OT	139.00	173.25	207.75			\$

\*\*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/011601266/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	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

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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:  
March 13, 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 Servicenter. 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**	147.00	184.00	221.00			\$
705200	5,000#, OT	207.25	258.75	310.25			\$

\*\*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/011601266/labor/esm>

### Equipment Only Rates

706200	Up to 5,000 LBS Forklift, ST	95.00	118.50	142.00			\$
706200	Up to 5,000 LBS Forklift, OT	95.00	118.50	142.00			\$

\*\*Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM

Minimum charge is half (1/2) hour per man (2 person crew) per delivery. Additional charges will apply for equipment used (forklift, dolly, pallet jack and flat bed scooter).

## 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**

\$

R-11/R-12 122016 020617 011601266



# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van




SUV



Small Pickup

### Important Reminders

-  **Reminder**
- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- 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	48.75	1	\$
200506	Cartload Service, Over Time	48.75	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**

\$

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R-14 120916

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

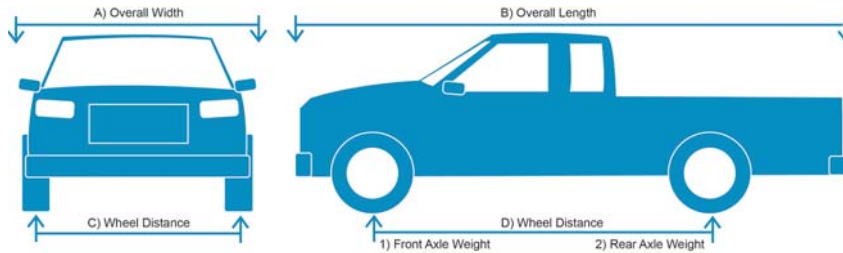
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment 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	188.00		\$

**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

\$



# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 (\$)	X # Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	<b>79.50</b>	99.25	118.75			\$
705000	Install & Dismantle, ST Move Out	<b>79.50</b>	99.25	118.75			\$
705000	Install & Dismantle, OT Move In	<b>139.00</b>	173.25	207.75			\$
705000	Install & Dismantle, OT Move Out	<b>139.00</b>	173.25	207.75			\$

\*\*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/011601266/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/011601266/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.

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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.

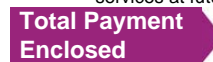
**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520



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.



\$	
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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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.
- Please see Labor Information form for additional requirements regarding labor.
- 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 (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	147.00	184.00	221.00			\$
705200	5,000#, ST Move Out	147.00	184.00	221.00			\$
705200	5,000#, OT Move In	207.25	258.75	310.25			\$
705200	5,000#, OT Move Out	207.25	258.75	310.25			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	79.50	99.25	118.75			\$
705030	Freight, ST Move Out	79.50	99.25	118.75			\$
705030	Freight, OT Move In	139.00	173.25	207.75			\$
705030	Freight, OT Move Out	139.00	173.25	207.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601266/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.

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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**

\$ \_\_\_\_\_

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Please complete and return the Hanging Sign / Truss Labor Order Form by March 13, 2017.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.



**Reminder**

## 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.



**Reminder**

## 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.

## Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by March 13, 2017 to receive the discount price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign." Prepay all shipments. Collect shipments will not be accepted. See Shipping Information and Shipping Guidelines for more information.

Please call for information on advance shipping for all uncrateable signs.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 w/ Crew, ST Move In	<b>479.50</b>	598.00	795.75			\$
705300	High Lift w/ Crew, ST Move Out	<b>479.50</b>	598.00	795.75			\$
705300	High Lift w/ Crew, OT Move In	<b>623.25</b>	777.75	1,034.25			\$
705300	High Lift w/ Crew, OT Move Out	<b>623.25</b>	777.75	1,034.25			\$

### Electrical Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift Move In	<b>668.25</b>	835.25	1,002.50			\$
705300	High Lift Move Out	<b>668.25</b>	835.25	1,002.50			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705020	Sign Assembly, ST Move In Only	<b>79.50</b>	99.25	118.75			\$
705020	Sign Assembly, OT Move In Only	<b>139.00</b>	173.25	207.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601266/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 March 13, 2017. The hanging sign must also arrive at the warehouse by March 13, 2017 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 March 13, 2017. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

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Form Continues on Next Page



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:  
March 13, 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 \_\_\_\_\_  
\_\_\_\_\_

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

### 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.

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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:  
March 13, 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.

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# 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:  
March 13, 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 (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.

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**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed** \$

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Use these shipping labels as they will expedite handling. Copies of these labels are acceptable if additional labels are needed.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**The International Travel Goods Show**

Name of Exhibition 0110601266

Booth Number

**C/O GES  
7000 Lindell Road  
Las Vegas, NV 89118 USA**

**Shipment Should Arrive on or Between:  
Tuesday, Feb 28, 2017 - Monday, March 13, 2017**

**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



TO:

Full Exhibiting Company Name at Show

**The International Travel Goods Show**

Name of Exhibition 0110601266

Booth Number

**C/O GES  
7000 Lindell Road  
Las Vegas, NV 89118 USA**

**Shipment Should Arrive on or Between:  
Tuesday, Feb 28, 2017 - Monday, March 13, 2017**

**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

# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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.

## 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	534.00	801.00		\$
702132	Hoist, Electric Chain, 1/2 TON	534.00	801.00		\$

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	103.75	155.75		\$

### Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	126.00	189.25		\$
609106	Rotating Motor 250#	126.00	189.25		\$
609105	Rotating Motor 500#	126.00	189.25		\$

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 March 13, 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 March 13, 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

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



### Easy Ordering Tips:

- A full line of accessories and custom systems are available. Please email [lvriggering@ges.com](mailto:lvriggering@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	<b>4,856.75</b>	4,856.75		\$
↳	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	<b>5,442.00</b>	5,442.00		\$
↳	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	<b>6,126.25</b>	6,126.25		\$
↳	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	<b>7,351.75</b>	7,351.75		\$
↳	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.				

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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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

### Motor Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700025	030 Amp, 5 HP 208V / 3Phase	<b>727.50</b>	1,091.25		\$
700026	060 Amp, 10 HP 208V / 3Phase	<b>969.25</b>	1,453.75		\$
700027	100 Amp, 20 HP 208V / 3Phase	<b>1,288.25</b>	1,932.75		\$

### 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%.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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](mailto: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

### Labor without Equipment, per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	121.75	152.25	182.50			\$
705094	Stagehand Labor, ST Move Out	121.75	152.25	182.50			\$
705094	Stagehand Labor, OT Move In	243.50	304.25	365.25			\$
705094	Stagehand Labor, OT Move Out	243.50	304.25	365.25			\$

### 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, ST Move In	507.00	633.00	841.75			\$
705302	Condor, ST Move Out	507.00	633.00	841.75			\$
705302	Condor, OT Move In	507.00	633.00	841.75			\$
705302	Condor, OT Move Out	507.00	633.00	841.75			\$

### Equipment Only

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
706301	Scissor Lift Move In	192.75	241.25	289.50			\$
706301	Scissor Lift Move Out	192.75	241.25	289.50			\$
706305	Genie Lift, Hand Crank, ST Move In	71.75	89.75	108.25			\$
706305	Genie Lift, Hand Crank, ST Move Out	71.75	89.75	108.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/011601266/labor/esm>

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Form Continues on Next Page



# 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:  
March 13, 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)

## 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 (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.

### 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	

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# 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:  
March 13, 2017

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## 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**

\$
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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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.)	<b>0.50</b>	0.80		1	\$
500600	Duration of Show (per sq. ft. per day)	<b>0.35</b>	0.59		3	\$
500602	Per Day (per sq. ft. per day)	<b>0.57</b>	0.85			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	<b>1.09</b>	1.45		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	<b>0.37</b>	0.52			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	<b>48.75</b>	61.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>71.25</b>	101.75			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>112.00</b>	157.50			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>132.25</b>	183.00			\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

**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%**.





# Electrical Checklist

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

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 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!

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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.

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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**

**Reminder:**

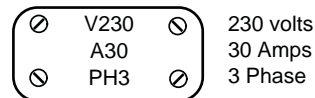
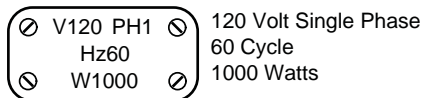
- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

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

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 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.



## Is this price listed for power per day?

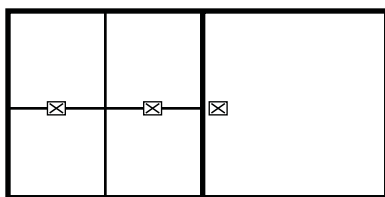
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## 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.

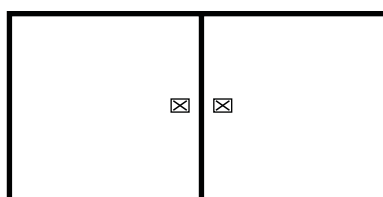
## Where will my power be located?

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.

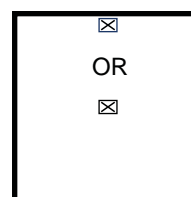


Inline Booths

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.

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## 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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	117.50	176.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	247.50	371.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	281.50	422.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	351.00	526.75		\$
700005	030 Amp, 1 HP 120V	491.50	737.50		\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	422.00	633.25		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	563.00	844.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	727.50	1,091.25		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	969.25	1,453.75		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,288.25	1,932.75		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,263.75	3,395.75		\$

\* 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	5.50	8.60		\$

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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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	235.00	353.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	495.00	743.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	563.00	844.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	702.00	1,053.50		\$
700005	030 Amp, 1 HP 120V	983.00	1,475.00		\$

## 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	844.00	1,266.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,126.00	1,689.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,455.00	2,182.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,938.50	2,907.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,576.50	3,865.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,527.50	6,791.50		\$

\* 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	5.50	8.60		\$

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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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 20' x 20' 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



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
664752	Arm Light, 75 Watt Black***	93.75	140.75		\$
700376	Fixture, Bay Light****	950.25	1,425.25		\$
700361	Floodlight, 1000 Watt Overhead**	412.25	618.50		\$
700350	Floodlight, 120 Watt*	105.50	158.25		\$
700352	Floodlight, 120 Watt Double*	185.25	278.00		\$
700339	Track with 3 Light Fixtures***	257.25	386.00		\$

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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 \_\_\_\_\_

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.

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 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 (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	107.25	134.00	161.00			\$
705060	Electrical, OT	214.50	267.75	321.50			\$

## 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.

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# 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:  
March 13, 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.

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 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 (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	107.25	134.00	161.00			\$
705061	Electrical, OT	214.50	267.75	321.50			\$

## 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.

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Form Continues on Next Page



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:  
March 13, 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 (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 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.

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Discount Deadline Date:  
 March 13, 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 (\$)	# Equipment	# Hours	Total
705200	5,000 lb, ST	<b>232.75</b>	290.75	349.00			\$
705200	5,000 lb, OT	<b>377.25</b>	471.50	566.00			\$
705230	5,000 lb w/Basket, ST	<b>561.25</b>	701.75	841.75			\$
705230	5,000 lb w/Basket, OT	<b>842.00</b>	1,052.50	1,263.00			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift	<b>668.25</b>	835.25	1,002.50			\$
705301	Scissor Lift	<b>487.75</b>	609.75	731.25			\$

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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:  
March 13, 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:

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## 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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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.

## 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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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	511.25	767.00		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	17.30	26.00		\$
701039	Air Outlet, Connection	138.50	207.50		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	255.00	382.75		\$

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	511.25	767.00		\$
701051	Drain Outlet, Connection	138.50	207.50		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	255.00	382.75		\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	511.25	767.00		\$
701087	Water Outlet, Connection	138.50	207.50		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	255.00	382.75		\$

### Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701054	Fill & Drain, 1-149 Gallons, Per Unit	276.75	415.00		\$
701055	Fill & Drain, 150-299 Gallons, Per Unit	399.50	599.25		\$
701056	Fill & Drain, 300-999 Gallons, Per Unit	721.00	1,081.75		\$
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	963.50	1,445.25		\$
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	1,275.00	1,912.75		\$

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.

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

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Discount Deadline Date:  
March 13, 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	89.25	111.25	133.50			\$
705011	Plumbing, OT	170.75	213.50	256.25			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705302	Condor	668.25	835.25	1,002.50			\$
705301	Scissor Lift, ST	487.75	609.00	731.25			\$

## 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.

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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:  
March 13, 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**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

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.

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Form Deadline Date:  
 March 4, 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.



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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 2017

Form Deadline Date:  
March 4, 2017

Company Name	Email	Phone Number	Booth Number
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## 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), Travel Goods Association (Show Management), The International Travel Goods Show (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.

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# 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.

The International Travel Goods Show  
 Las Vegas Convention Center  
 April 5 - 7, 2017

Form Deadline Date:  
 March 4, 2017

Company Name	Email	Phone Number	Booth Number
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## 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 Servicenter 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**  \_\_\_\_\_  
 Authorized Cardholder's Signature

\_\_\_\_\_ Date  
 Authorized Cardholder's Name - Please Print


**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: \_\_\_\_\_

<b>Official Use Only</b>	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YY) 01/01/17	
PRODUCER <b>ABC Insurance Agency</b> Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				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.		
INSURED 2. <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349    Fax: (212) 555-9819				INSUREERS AFFORDING COVERAGE		
				INSURER A: <b>Hartford Insurance Company of Illinois</b>		
				INSURER B: <b>Aetna Casualty &amp; Surety Company</b>		
				INSURER C: <b>Travelers Insurance Company</b>		
				INSURER D: <b>Royal Insurance Company</b>		
				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	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE	<b>\$1,000,000</b>
					FIRE DAMAGE (Any one fire)	<b>\$ 50,000</b>
					MED EXP (Any one person)	<b>\$ 5,000</b>
					PERSONAL & ADV INJURY	<b>\$1,000,000</b>
					GENERAL AGGRREGATE	<b>\$2,000,000</b>
	PRODUCTS-COMP/OP AGG	<b>\$2,000,000</b>				
<b>B</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"/> _____	<b>SKLS-029499S</b>	<b>01/01/17</b>	<b>01/01/18</b>	COMBINED SINGLE LIMIT	<b>\$1,000,000</b>
					(Ea accident)	
					BODILY INJURY	<b>\$</b>
					(Per person)	
					BODILY INJURY	<b>\$</b>
	(Per accident)					
	PROPERTY DAMAGE	<b>\$</b>				
	(Per accident)					
<b>A</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/17</b>	<b>01/01/18</b>	AUTO ONLY-EA ACCIDENT	<b>\$</b>
					OTHER THAN	<b>\$</b>
					AUTO ONLY:	<b>\$</b>
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE	<b>\$1,000,000</b>
					AGGREGATE	<b>\$1,000,000</b>
						<b>\$</b>
						<b>\$</b>
						<b>\$</b>
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	X WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT	<b>\$1,000,000</b>
					E.L. DISEASE-EA EMPLOYEE	<b>\$1,000,000</b>
					E.L. DISEASE -POLICY LIMIT	<b>\$1,000,000</b>
<b>D</b>	OTHER				Each Occurrence & Aggregate	
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), Travel Goods Association (Show Management), Las Vegas Convention Center (Facility), and The International Travel Goods Show (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: April 5 - 7, 2017 at city of Las Vegas.						
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		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 		

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), Travel Goods Association (Show Management), The International Travel Goods Show (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.

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# 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.

The International Travel Goods Show  
Las Vegas Convention Center  
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## 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.

The International Travel Goods Show  
Las Vegas Convention Center  
April 5 - 7, 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.
- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- 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.

## The International Travel Goods Show

Las Vegas Convention Center

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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.

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# Fire Regulations

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## The International Travel Goods Show

Las Vegas Convention Center

April 5 - 7, 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.

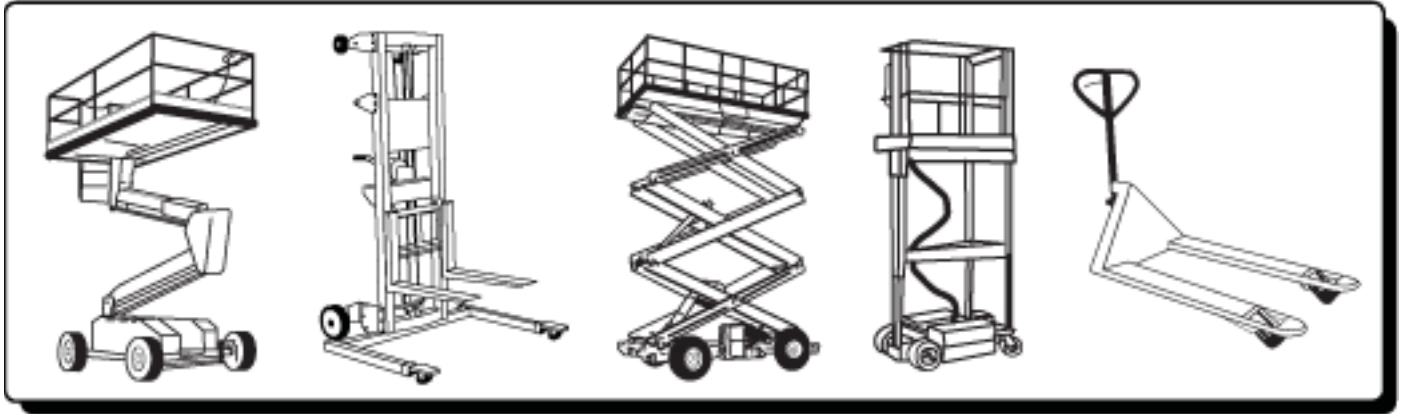
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# Operation of All Mechanical Lifts

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

The International Travel Goods Show  
Las Vegas Convention Center  
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## 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.

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# 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.

The International Travel Goods Show  
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## 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.

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# 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.

The International Travel Goods Show  
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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.

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## 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).

G-7 062116 020617 011601266

## 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.

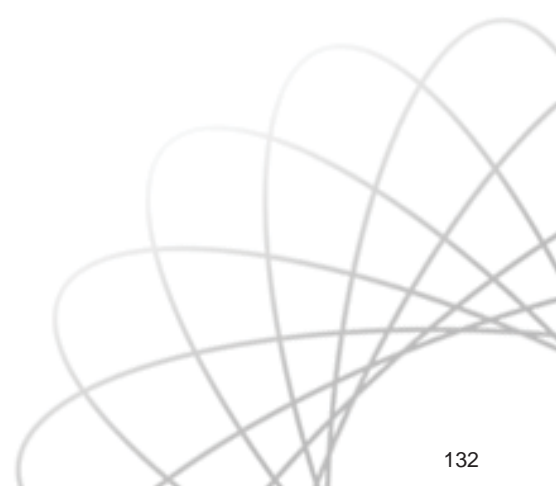
## X. Advanced Warehousing/Temporary Storage/Long Term Storage

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>.

# Additional Service Order Forms





Guest Wi-Fi, Exhibitor Wi-Fi and Wi-Fi Hotspots are available from Cox Business throughout the **Las Vegas Convention Center**.



**ADVANCED  
CONVENTION  
SERVICES**

**Free Wi-Fi** access is available in all common areas, lobbies and meeting rooms of the Las Vegas Convention Center.

**How to Connect.** Look for the **.Guest Wi-Fi** network on your mobile device settings. You will be directed to the Guest Wi-Fi splash page.

*This service is not available on the exhibit floor(s) or intended for streaming video, presentations or business use.*

**Choose the option that is best for you.**

**Free Wi-Fi Access** (up to 384 Kbps)

or

**Wi-Fi Upgrade\*** (up to 1.0 Mbps)

for only \$14<sup>99</sup> per day

\*Service is through on-site credit card purchase only.

**Exhibitor Wi-Fi** provides a reliable connection to your mobile device and offers a variety of other business options so that you can stay connected at the Las Vegas Convention Center.

**How to Connect.** Look for the **.Exhibitor Wi-Fi** network on your mobile device settings. You will be directed to the Exhibitor Wi-Fi splash page.

*This service is not intended for streaming video, presentation software or power business use.*

**Choose the option that is best for you:**

1 Day Exhibitor Wi-Fi = \$79<sup>99</sup>

3 Day Exhibitor Wi-Fi = \$149<sup>99</sup>

5 Day Exhibitor Wi-Fi = \$239<sup>99</sup>

\*Service is through on-site credit card purchase only.

**Wi-Fi Hot Spots** offer flexible packages and various download speeds in a single location at the Las Vegas Convention Center to help you meet your convention goals.

Need Wi-Fi in one localized area to attract visitors to your booth or a customized splash page?

We can help.

**Choose the option that is best for you.**

Up to 10 users = \$2,200<sup>00</sup>

Up to 25 users = \$3,200<sup>00</sup>

Up to 50 users = \$4,500<sup>00</sup>

Up to 100 users = \$6,800<sup>00</sup>

Packages for more than 100 users are available, please contact us for a customized quote. Pricing based on 1.5 Mbps download.

**Cox Business utilizes 802.11ac, the latest in Wi-Fi technology.**

Contact us by phone: **855-519-2624**, email: **orders@coxlvcc.com** or online: **tradeshows.coxhn.net**



# Voice and Video Products Form

**ORDER ON-LINE: [www.tradeshows.coxhn.net](http://www.tradeshows.coxhn.net)**



Updated 7/8/16 - Page 1 of 3

Toll Free Phone: **855-519-2624** – Email: [LVCC.orders@cox.com](mailto:LVCC.orders@cox.com) – Fax: 702-920-8255

Event Name: \_\_\_\_\_

Event Start Date:     /     / \_\_\_\_\_

Event End Date:     /     / \_\_\_\_\_

Booth/Room #: \_\_\_\_\_

On-Site Contact: \_\_\_\_\_

Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Billing Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Country: \_\_\_\_\_

Phone #: \_\_\_\_\_

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 21 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

	Price	Quantity
<b>Phone System Services (Dial "9" for outside call)</b>		
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"/>
<b>Phone System Services (Direct Dial)</b>		
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"/>
<b>Demarc Extension Services</b>		
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

<b>Digital or HDTV Service (All channels, excluding Premium and International)</b>		
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"/>
<b>MATV Service</b>		
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

<b>Labor/Floor work</b>		
The 20% early ordering discount does not apply.	\$75.00/hr	<input type="checkbox"/>

### Location Based Services

<b>**NEW: Exhibitor Insights Summary Report</b>		
Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit <a href="http://www.tradeshows.coxhn.net">www.tradeshows.coxhn.net</a> to view a sample report.	\$500.00 each	<input type="checkbox"/>

**Total:** \_\_\_\_\_

**Please fax or 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.



Event Name:	_____
Event Start Date:	/    /
Event End Date:	/    /
Booth/Room #:	_____
On-Site Contact:	_____
Cell #:	_____
Email Address:	_____

Company Name:	_____	
Billing Name:	_____	
Billing Address:	_____	
Billing Address:	_____	
City:	State:	Zip:
Country:	_____	
Phone #:	_____	

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 21 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)

	Price	Quantity
<b>Business Starter: Up to 3 Mbps</b> 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"/>
<b>Business Select: Up to 10 Mbps</b> 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"/>
<b>Business Professional: Up to 20 Mbps</b> Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses. Best shared connection that is shared with other customers.	\$1,495.00	<input type="checkbox"/>

#### Dedicated Bandwidth Services (Dedicated Bandwidth, NOT SHARED)

<b>Business Starter Plus: 3 Mbps</b> 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"/>
<b>Business Select Plus: 10 Mbps</b> 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"/>
<b>Business Professional Plus: 25 Mbps</b> 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"/>
<b>Business Professional Plus: 50 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$26,500.00	<input type="checkbox"/>
<b>Business Professional Plus: 100 Mbps</b> Single drop with 3 public IP addresses. Order up to 20 total IP addresses. Dedicated connection, NOT SHARED.	\$45,000.00	<input type="checkbox"/>
High Bandwidth Internet speeds from <b>200 Mbps up to 10 Gbps</b> are available	Call for pricing	

### 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"/>

### Location Based Services

<b>**NEW: Exhibitor Insights Summary Report</b> Analytics report that provides visitor traffic metrics within and around an exhibit booth. Visit <a href="http://www.tradeshows.coxhn.net">www.tradeshows.coxhn.net</a> to view a sample report.	\$500.00 each	<input type="checkbox"/>
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**Total:** \_\_\_\_\_

**Please fax or 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.  
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**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.

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**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.



## 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.

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**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.

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# Las Vegas Convention Center and Cashman Center



## Channel Lineup



Digital or HD Service - All channels (excluding Premium and International)

Programming subject to change

### Digital or HD Service

- 65 TWC Deportes
- 66 TWC SportsNet
- 67 OWN – Oprah Winfrey Network
- 68 National Geographic
- 76 Univision Deportes
- 92 EVINE Live
- 93 Jewelry TV
- 94 FOX Business Network
- 95 C-SPAN
- 96 Cox Community Channel (San Diego Padres Games)
- 97 Cool TV Plus
- 100 Cox Digital Cable Information
- 101 Discovery Family Channel
- 102 Science Channel
- 103 Destination America
- 104 Investigation Discovery
- 105 American Heroes Channel
- 109 Nick Jr
- 107 Cox Digital Cable Information
- 108 CXLV1
- 109 Nick Jr
- 110 PBS Rewind
- 111 PBS Jackpot
- 112 PBS Create TV
- 113 V-me
- 114 PBS Worldview
- 115 Estrella
- 116 Cool TV
- 117 TV Guide Network
- 118 GoScout Homes
- 120 MundoFox
- 121 Mexicanal
- 122 ABC Digital
- 123 Untamed Sports
- 125 FOX Weather
- 127 Universal Sports
- 128 KLAS TV Digital
- 129 LATV
- 130 Galavision
- 131 Azteca
- 132 UniMas
- 133 nuvoTV

- 134 Discovery en Español
- 135 History en Español
- 136 Boomerang en Español
- 137 Cartoon Network (SAP)
- 138 Disney XD en Español
- 139 CNN en Español
- 140 Fox Deportes
- 141 ESPN Deportes
- 142 MTV Tr3s
- 144 Telehit
- 145 Ritmoson
- 146 Bandamax
- 147 Videorola
- 148 Mun2
- 149 VeneMovies
- 150 de Pelicula
- 151 de Pelicula Clásico
- 152 EWTN Español
- 153 Nick Toons (SAP)
- 154 GoTV
- 155 MundoFox
- 190 Jewelry Channel
- 191 GEMS TV
- 192 C-SPAN
- 193 C-SPAN2
- 194 C-SPAN3
- 312 Big 10 Network
- 314 MLB Network
- 315 Tennis Channel
- 316 NHL Network
- 317 NFL Network
- 318 NBA TV
- 319 Fox Sports 2
- 320 ESPNU
- 321 ESPN News
- 322 ESPN Classic
- 323 ESPN Deportes
- 324 TVG
- 325 Discovery Fit and Health
- 327 Halogen
- 328 WeatherScan
- 329 Fox Sports 1
- 330 Fox College Sports Atlantic
- 331 Fox College Sports Central
- 332 Fox College Sports Pacific
- 333 CBS Sports Network
- 334 Pac 12 Networks

- 335 Fox Soccer Channel
- 336 fyi
- 337 History International
- 338 Outdoor Channel
- 339 Golf Channel
- 340 Longhorn Network
- 341 BBC America
- 342 We TV
- 343 Encore Family
- 344 GSN
- 345 Centric
- 346 Hallmark Channel
- 347 SOAPnet
- 348 Do It Yourself Network
- 349 EWTN
- 350 TBN
- 351 INSP
- 352 BYU Television
- 353 Cooking Channel
- 354 Boomerang
- 355 PBS Sprout
- 356 Nicktoons
- 357 TeenNick
- 358 MTV Hits
- 359 VH-1 Classic
- 360 Logo
- 361 CMT Pure Country
- 362 nuvoTV
- 363 TV One
- 364 Nat Geo Wild
- 365 Oxygen
- 366 Disney XD
- 367 MTV U
- 368 MTV Tr3s
- 369 Chiller
- 370 NBC Universo
- 371 Esquire Network
- 372 MTV2
- 373 MTV Jams
- 374 GAC
- 375 Fuse
- 376 Daystar
- 377 Disney Jr.
- 380 BeIN Sports
- 381 Outside Television
- 382 Cox Sports Television
- 383 Sportsman
- 384 Universal Sports
- 385 World Fishing Network

### HD Channels

- 1003 KSNV – NBC HD
- 1005 KVVU – FOX HD
- 1006 KVCW – The CW HD
- 1007 TBS HD
- 1008 KLAS – CBS HD
- 1009 KBLR – Telemundo HD
- 1010 KLVX – PBS HD
- 1012 KVMY HD (My LVTV)
- 1013 KTNV – ABC HD
- 1015 Univision HD
- 1018 TNT HD
- 1019 MSNBC HD
- 1020 CNN HD
- 1021 Fox News HD
- 1023 Nickelodeon HD
- 1024 FX HD
- 1025 Discovery Channel HD
- 1026 Lifetime HD
- 1027 BET HD
- 1028 Disney HD
- 1029 Spike TV HD
- 1030 ESPN HD
- 1031 ESPN2 HD
- 1032 A&E HD
- 1033 TLC HD
- 1034 USA Network HD
- 1035 CNBC HD
- 1036 E! HD
- 1037 MTV HD
- 1038 NBC Sports Network HD
- 1039 VH-1 HD
- 1042 Food Network HD
- 1043 History HD
- 1044 The Weather Channel HD
- 1045 SyFy HD
- 1046 Cartoon Network HD
- 1047 Travel Channel HD
- 1049 FSN West HD
- 1050 FSN Prime Ticket HD
- 1052 AMC HD
- 1053 Bravo HD
- 1055 HGTV HD
- 1056 Comedy Central HD
- 1057 CMT HD
- 1058 Animal Planet HD
- 1059 ABC Family HD
- 1060 WGN HD
- 1062 Galavision HD

- 1064 UniMas HD
- 1065 TWC Deportes HD
- 1066 TWC SportsNet HD
- 1067 OWN HD
- 1068 National Geographic HD
- 1076 Univision Deportes HD
- 1094 FOX Business Network HD
- 1095 FXX HD
- 1101 Discovery Family Channel HD
- 1102 The Science Channel HD
- 1103 Destination America HD
- 1104 Investigation Discovery HD
- 1108 Nick Jr. HD
- 1117 POP HD
- 1162 Univision Deportes HD
- 1164 BeIN Sports en Español HD
- 1311 NFL RedZone HD
- 1312 Big 10 Network HD
- 1314 MLB Network HD
- 1316 NHL Network HD
- 1317 NFL Network HD
- 1318 NBA TV HD
- 1320 ESPNU HD
- 1329 FOX Sports 1 HD
- 1333 CBS College Sports HD
- 1334 Pac-12 Network HD
- 1335 SEC Network HD
- 1336 fyi HD
- 1338 Outdoor HD
- 1339 The Golf Channel HD
- 1340 Longhorn Network HD
- 1341 BBC America HD
- 1342 WE TV HD
- 1346 Hallmark Channel HD
- 1348 DIY Network HD
- 1353 Cooking Channel HD
- 1366 DisneyXD HD
- 1380 BeIN Sports HD
- 1381 Outside Television HD
- 1382 Cox Sports Television HD
- 1383 Sportsman HD
- 1384 Universal Sports HD
- 1385 World Fishing Network HD
- 1685 Palladia HD
- 1686 Universal HD
- 1687 Velocity HD

For more information call 1-855-519-2624

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Updated 8/16/2016





Technology Meets Inspiration



# Audio/Visual Equipment and Services Order Form

Questions? Call 702-739-5554 or email: [eevenson@psav.com](mailto:eevenson@psav.com)

## CUSTOMER INFORMATION

Event Name	<b>Travelgoods 2017 Expo</b>	Show Dates	<b>4/5/17</b>	thru	<b>4/7/17</b>
Event Venue	<b>Las Vegas Convention Center</b>	Booth Name			
Location		Booth Number			
Company		On-site Contact			
Address		On-site Cell			
City	State & Zip	<b>Delivery Preference</b>	<b>(someone MUST be present for delivery)</b>		
Ordered By	Fax	Delivery Date *		Delivery Time	AM PM
Phone	Email	Pick-up Date		Pick-up Time	AM PM

ALL PRICING IS FOR THE LENGTH OF SHOW					Call for Items not listed on this form	Qty	On or Before 3/26/17	On or After 3/27/17	Total
LCD Monitors - Includes Speakers	Select Source	Select Mount				Early Bird Rate	Late Rate		
24" LCD Monitor (16:9)	Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 322.00	\$ 386.40		
32" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 350.00	\$ 420.00		
46" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 695.00	\$ 834.00		
55" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 965.00	\$1,158.00		
70" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 1,330.00	\$1,596.00		
80" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 1,554.00	\$1,864.80		
Touch Screen Monitors	Select Source	Select Mount							
42" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 1,250.00	\$1,500.00		
46" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 1,750.00	\$2,100.00		
55" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 2,250.00	\$2,700.00		
70" LCD Monitor (16:9)	DVD Player Laptop	Floor Stand	Table Stand	Wall Mount **		\$ 2,750.00	\$3,300.00		

## Important Information

Please let us know what source (s) will be used with the monitor (s) selected above, if providing your own:

- |   |        |           |                   |                   |           |
|---|--------|-----------|-------------------|-------------------|-----------|
| PC Laptop (Qty) _____ (please select output)      | HDMI   | VGA       | Display Port      | Mini Display Port |           |
| Ipad or Mac (Qty) _____ (please select output)    | 30 Pin | Lightning | Mini Display Port | Thunderbolt       |           |
| DVD Playback (Qty) _____ (please select output)   | HDMI   | Component | Composite         |                   |           |
| Misc. Playback (Qty) _____ (please select output) | HDMI   | HDSI      | Component         | VGA               | Composite |

**DVD Players & Laptops are not included in monitor prices.**

## Floor Stands

Chrome Floor Stand (For use with PSAV's 24" - 80" LCD Monitors only)		\$ 105.00	\$ 168.00	
Shelf for Chrome Floor Stand (For use with PSAV Floor Stands only)		\$ 50.00	\$ 60.00	

## Laptops and Computer Accessories

MacBook		\$ 350.00	\$ 420.00	
PC Laptop Computer		\$ 225.00	\$ 270.00	
HP B&W LaserJet Printer (40 PPM, Mac, PC, Network)		\$ 225.00	\$ 270.00	
HP Color LaserJet Printer (22 PPM, Mac, PC, Network)		\$ 375.00	\$ 450.00	
Keyboard and Mouse - Wired		\$ 100.00	\$ 120.00	
Keyboard and Mouse - Wireless		\$ 150.00	\$ 180.00	
Computer Speakers		\$ 90.00	\$ 108.00	

**PSAV does not supply Mac conversion video adaptors (dongles). Please be sure to bring your own.**

PSAV reserves the right to modify this form at any time.

Page Total

Continue next page



Technology Meets Inspiration



# Audio/Visual Equipment and Services Order Form

Company \_\_\_\_\_

Booth # \_\_\_\_\_

Total Page One

ALL PRICING IS FOR THE LENGTH OF SHOW			Qty	On or Before 3/26/17	On or After 3/27/17	Total
<b>Audio</b>						
<b>Choose One</b>						
Wired Microphone	<b>Handheld</b>	<b>Lavaliere</b>		\$ 95.00	\$ 114.00	
UHF Wireless Microphone	<b>Handheld</b>	<b>Lavaliere</b>		\$ 225.00	\$ 270.00	
UHF Wireless Microphone - <b>Headset</b>				\$ 375.00	\$ 450.00	
Additional Wireless Headset				\$ 150.00	\$ 180.00	
Individual Small Powered Speaker (up to 5 people)				\$ 105.00	\$ 126.00	
Sound System with (2) speakers (2) stands (up to 20 people)				\$ 550.00	\$ 660.00	
12 Channel Audio Mixer				\$ 145.00	\$ 174.00	

<b>Miscellaneous</b>						
Blu-ray DVD Player (US compatible only)				\$ 125.00	\$ 150.00	
Brightsign-Media Player (SD Card)				\$ 275.00	\$ 330.00	
HDMI Distribution Amplifier				\$ 265.00	\$ 318.00	
HDSDI Distribution Amplifier				\$ 250.00	\$ 300.00	

## Terms & Conditions

<p><b>Confirmation</b> → A confirmation letter will be sent upon receipt of your order.</p> <p><b>Credit Cards</b> → Your card WILL be charged approximately 10 days prior to show start date to secure your order.</p> <p>→ Cities with UNION regulations are subject to local prevailing labor rates, which can affect the labor charges.</p> <p><b>Cancellations</b> → Full or partial order cancellations received within 48 hours of the Start Date are subject to 50% of the order total.</p> <p>→ Those cancellations received the day of scheduled delivery or "no-shows" are subject to the full order amount.</p> <p><b>Sales Tax</b> → Sales taxes are estimated and are due on all equipment and labor where applicable.</p> <p>→ The prevailing sales tax rate at the time the customer's credit card is charged will be applied.</p> <p><b>Delivery *</b> → PSAV can not guarantee specific delivery times due to possible unknown delays and/or local union labor regulations</p> <p>→ PSAV will NOT deliver equipment to an unattended booth. An authorized representative must sign for all equipment</p> <p><b>Wall Mounting **</b></p> <table border="0"> <tr> <td>ST Hours (1.0x)</td> <td><b>\$90.00</b></td> <td>Monday - Friday 8am to 5pm</td> </tr> <tr> <td>Las Vegas Rates OT Hours (1.5X)</td> <td><b>\$135.00</b></td> <td>Monday - Friday 5pm to 12am; Saturday after 8 hours</td> </tr> <tr> <td>DT hours (2.0X)</td> <td><b>\$180.00</b></td> <td>Monday - Saturday 12am to 8am; all day Sun; after 14 hrs</td> </tr> </table> <p>Additional 2 hours of labor per monitor will be added to your order based upon local labor rates and parameters. If PSAV is required to mount a monitor above 5' from the floor, additional labor will be applied. <b>Call for a quote. PSAV is not responsible for attaching the hardware to the structure.</b> <b>Please ensure the hardware is attached to the structure PRIOR to your installation.</b></p> <p><b>Tax Exempt Status</b> → If you are exempt from sales tax, we require an exemption certificate for the state of Nevada.</p> <p><b>Damage Insurance</b> → If you would like a copy of the waiver, please contact us. By completing this section and by signing this form, you agree to <b>PSAV's Equipment Loss and Damage Acknowledgment.</b></p>	ST Hours (1.0x)	<b>\$90.00</b>	Monday - Friday 8am to 5pm	Las Vegas Rates OT Hours (1.5X)	<b>\$135.00</b>	Monday - Friday 5pm to 12am; Saturday after 8 hours	DT hours (2.0X)	<b>\$180.00</b>	Monday - Saturday 12am to 8am; all day Sun; after 14 hrs	<p><b>1 Rental Total</b></p> <p><b>2 25% of Rental (1) for Delivery &amp; Pickup Labor \$200 minimum</b></p> <p><b>3 Wall Mounted Monitors, add \$180.00 PER monitor</b></p> <p><b>4 8.15% Sales Tax on Rental Total (1)</b></p> <p><b>5 Damage Insurance 12% of Rental Total (1) (optional)</b></p> <p><b>Grand Total (1 + 2 + 3 + 4 + 5)</b></p>
ST Hours (1.0x)	<b>\$90.00</b>	Monday - Friday 8am to 5pm								
Las Vegas Rates OT Hours (1.5X)	<b>\$135.00</b>	Monday - Friday 5pm to 12am; Saturday after 8 hours								
DT hours (2.0X)	<b>\$180.00</b>	Monday - Saturday 12am to 8am; all day Sun; after 14 hrs								
<p><b>NOTE: In venues where union participation is mandatory, delivery and pickup times cannot be guaranteed.</b></p>										

## CREDIT CARD INFORMATION circle one

Name on Card _____	Company _____	<p><b>Contact:</b> Erika Evenson, PSAV</p> <p><b>Mail:</b> PSAV Las Vegas, 6630 Arroyo Springs Street #800, Las Vegas, NV 89113</p> <p><b>Email:</b> <a href="mailto:eevenson@psav.com">eevenson@psav.com</a></p> <p><b>Phone:</b> 702-739-5554</p> <p><b>International orders can take one week to receive.</b></p>
Card Number _____	Exp. Date _____	
Billing Address _____		
City _____	State/Zip _____	
Card Holder Signature _____	Phone Number _____	



## LEAD MANAGEMENT SOLUTIONS

### All Solutions

Leads can be accessed from any computer on our secure website with a unique username/password assigned to you upon pickup/delivery of the device(s) • Leads download during or after the show in Excel  
• Can easily import to Databases • Features a free-type notes section using the on-screen keyboard

#### PRE SHOW

- Order online – easy and quick
- Take advantage of discount pricing - available for advance orders
- Make the most of your attendee interaction – include qualifiers or instant email

#### SHOW SITE

- Avoid a line - pick up your devices early at show service desk
- Forgot to order in advance? Additional scanners available for onsite ordering
- Scan attendee badges and free-type notes using the on-screen keyboard
- Technician on site during set up and show hours and 24/7 support available at 800-476-9959

#### POST SHOW

- Access your leads anytime from any computer on our secure website
- Easily download your leads data into an Excel file
- Misplaced your password – email Leads.Support@SmartSourceRentals.com

### Option 1 - App Software



#### Lead Retrieval App

An app built for Apple and Android devices. This badge scanning software is an installed option for use with your own phone/tablet with Apple Operating System 8 or higher or Android 4.4 or higher with rear facing autofocus camera with at least 5 megapixels. Leads can be accessed via website and downloaded to an Excel document.

#### iPad<sup>®</sup>, App & Strap

Includes a SmartSource iPad rental with App installed for your use during the show. Strap with 360 degree rotation secures iPad in one hand.



### Option 2 - Scanner

#### Scanner

Wireless, handheld badge scanner. Electrical Order not required. Battery will be fully charged. The scanner is pre-loaded with qualifiers and free-type notes section. Leads scanned at the show can be accessed from any location/computer on our secure website.



#### Lead Printer - Wireless

Small wireless bluetooth printer can print after each scan, or you can manually print individual leads at any time. Battery charged. One (1) printer per scanner. Rental includes two (2) paper rolls.



### Customize your lead

#### Instant Email

Automatically sends a pre-written email and optional PDF attachment to each person you scan at your booth.

#### Why Custom Qualifiers?

A huge benefit of electronic lead management is the ability to 'qualify' your leads. A qualified lead is a much more valuable piece of information than a badge scanned with no qualification. Every badge scanned should have a qualifier or note to ensure you remember the interaction when you follow-up after the show. Create your own Custom Qualifiers. Make sure you take advantage of this valuable tool.

Your system Includes Standard Qualifiers for free. Examples are: Decision maker • Follow up email/phone

- Set up post show meeting



**ORDER ONLINE**  
**CLICK HERE**



Discount price deadline date: 3/20/2017  
 Orders accepted until: 3/27/2017

**LEAD RETRIEVAL ORDER INFORMATION**

Business name:  Booth name if different:  Booth number:   
 Address:  City:  State:  Zip Code:   
 Ordered by:  Phone:  Email:   
 Onsite contact if different from above:  Cell:   
 Send data download link to email:  Send receipt to email:   
 Today's date:  Email confirmation, rental agreement and credit card receipt will be sent by email within one (1) business day of submitting this form. If order is not confirmed within this time period, please call 800-955-5171.

**LEAD RETRIEVAL PRODUCTS & ACCESSORIES**

	Discount available until 3/20/2017	Orders accepted until 3/27/2017	Qty	Total
<b>BEST VALUE</b>				
<b>Scanner Package includes</b> Scanner, Instant Email, Custom Qualifiers, Lead Printer, In-booth Delivery & Training. <b>Delivery:</b> <input type="text"/> (Date & Time - 2 hour window required)	\$495	NA	_____	_____
<b>OPTION 1 - Choose an app</b>				
<b>App Software</b> Download to the Smartphone or Tablet you are bringing to the show. Please note: App runs on iOS 8 or higher and Android 4.4 or higher. The following devices are supported with rear facing autofocus camera with at least five megapixels: iPod Touch (5th generation or later), iPhone 4 or later, iPad Mini, iPad, Android Phones, Android Tablets	\$250	\$295	_____	_____
<b>Additional exhibitors in your booth?</b> Add an app license for your additional phones/tablets	\$150	\$150	_____	_____
<b>App Software with iPad rental</b> Includes app, iPad, iPad strap for duration of show	\$370	\$410	_____	_____
<b>OPTION 2 - Choose a scanner</b>				
<b>Scanner</b> Handheld/wireless/battery operated	\$349	\$395	_____	_____
<b>Scanner &amp; Lead Printer</b> Wireless printer includes 2 rolls of paper	\$399	\$470	_____	_____
<b>Scanner &amp; Instant Email</b> With this option please complete Instant Email Order Form	\$444	NA	_____	_____
<b>Scanner &amp; Custom Qualifiers</b> With this option please complete Customer Qualifier Order Form	\$444	NA	_____	_____
<b>In-Booth Delivery &amp; Training</b> If delivery is ordered, a representative must be present in the booth at the date/time specified or we cannot provide delivery. Forfeited deliveries will not be refunded and scanner must be picked up from the service desk. <b>Delivery:</b> <input type="text"/> (Date & Time - 2 hour window required)	\$95	\$100	_____	_____
<b>OPTION 3 - Developer's Kit</b>				
Developer's Kit Badge Information available 7 days before show	\$499	\$599	_____	_____
<b>How do I get my scanner or app?</b> Scanners and iPads: Unless "In-Booth Delivery & Training" is ordered, all equipment must be picked up from the SmartSource Service Desk within (2) two hours of the show floor opening. Upon close of the show, all devices and supporting equipment must be returned to the SmartSource Service Desk within (1) one hour. App: Email will be sent with instructions to download app, Log-in and Password 7 days before show. All rentals include 24/7 service and support at 800-476-9959. <b>Terms and Conditions:</b> No refunds will be made to any order or package option cancelled within 7 days of show start. Prices and equipment are subject to change without notice. All Lead Retrieval Information is provided at the discretion of Show Management. Drayage and union fees are not included. Our rental includes damage and loss clause at no charge. If a device is lost we do require a police report to accompany the claim of your lost unit. See details of terms and conditions at <a href="http://www.smartsourcerentals.com">www.smartsourcerentals.com</a> .				
			<b>Subtotal:</b>	<b>\$0.00</b>
			<b>% Tax:</b>	<b>\$0.00</b>
			<b>Total:</b>	<b>\$0.00</b>

**CREDIT CARD PAYMENT INFORMATION**

Cardholder acknowledges and agrees to the Terms and Conditions available upon request and authorizes this credit card to be used as payment for this rental/onsite additions.  Same address as above

Card number:  Address:   
 Expiration date:  Code:  City:  State:  Zip Code:   
 Cardholder name:  Cardholder signature:

Show name: **2017 International Travel Goods Show** Show venue: **Las Vegas Convention Center** Show code: **TTGS0417**

Return Order Form to email: Leads@SmartSourceRentals.com or order online by clicking order button above



# Las Vegas Convention Plants

Send Payment To:  
 3111 S Valley View Suite E126  
 Las Vegas, NV 89102  
 (702) 255-8862 Fax: (702) 255-2269



Professional Floral Services	Cost Ea	Qty.	Total	Notes
<b>SPECIAL MONEY SAVING PACKAGE RENTALS</b>				
Assortment A (For typical 100 foot booth)	\$110.00			<b>ASSORTMENT A (for typical 100' booth):</b> two 3-foot bushy trees, one tabletop plant, all with deco containers.
Assortment B (For typical 200 foot booth)	\$155.00			<b>ASSORTMENT B (for typical 200' booth):</b> three 3-foot trees, one tabletop plant, all with deco containers.
Plasma Package (Perfect to cover plasma screen bases)	\$120.00			<b>PLASMA PACKAGE:</b> two large ferns and one 6" blooming plant, all with deco containers
<b>FLORAL ARRANGEMENTS</b>				<b>RENTAL POLICY</b>
Fresh Floral Arrangement (Not to exceed 12" W X 12" H) Height:      Width:      Color:	\$80.00			<ul style="list-style-type: none"> <li>• All materials and plants available on a rental basis only.</li> <li>• Items missing from booth upon dismantling are the responsibility of the exhibitor and an additional charge will be applied.</li> <li>• All prices include: delivery, installation, servicing, top dressing, decorative containers, and removal at the end of show.</li> </ul>
Fresh Floral Arrangement Custom Design Height:      Width:      Color:	\$95.00			
<b>GREEN &amp; BLOOMING PLANT RENTALS</b>				
Mum Plants (Indicate number & color) ___ Yellow ___ White ___ Lavender	\$35.00			<b>PAYMENT POLICY</b> <ul style="list-style-type: none"> <li>• All orders must be paid in full prior to or upon delivery unless accompanied by an authorized purchase order.</li> <li>• Adjustments cannot be made after the close of the show.</li> <li>• A 1.5% per month finance charge applies to balances over thirty days.</li> <li>• US funds or credit card. Tax ID # 27 - 4544076</li> <li>• All wire transfer fees to be paid by exhibitor. Call for information.</li> <li>• If tax exempt, you must include a copy of your tax-exempt form.</li> </ul>
Seasonal Flowering Plants (azaleas, etc.)	\$45.00			
Small Ivy	\$35.00			
Large:                  Fern                  Ivy	\$45.00			
3 Foot green plant	\$47.00			
4 Foot green plant	\$57.00			
5 Foot green plant	\$67.00			
6 Foot green plant	\$85.00			
Taller plants & trees priced upon request	Call			
<b>INDICATE YOUR CHOICE OF CONTAINERS BELOW</b>				
Container Colors: ___ White ___ Black ___ Gray	No Charge			
Upgraded Container Colors (6" to 12"): ___ Brass ___ Terra Cotta ___ Aluminum	\$30.00			
Upgraded Container Colors (14" & larger): ___ Brass ___ Terra Cotta ___ Aluminum	\$50.00			
Bubble Bowl (great for business cards)	\$35.00			
<b>FLORAL ORDER TOTAL</b>				<b>CALL US AT</b>
Sub Total of Above Order		\$		Contact: Damie Kennedy Cell: (702) 491-4063 Office: (702) 255-8862 damie@lasvegasconventionplants.com
On site mark up if ordered after	15%	\$		
Sales Tax	8.15%	\$		
Grand Total		\$		
<ul style="list-style-type: none"> <li>• Please have a designer see us in our booth on: Date: _____ Time: _____ Contact: _____</li> </ul> Also, plant design for hospitality suites, luncheons, banquets and parties.				
<b>SHOW NAME:                                  DATES:                                  LOCATION:</b>				
Company			Booth #	
Booth Rep			Authorized Signature	
Address			Phone #	
City		State	Postal Code	
Payment Amount Enclosed \$	Check	Visa	MasterCard	American Express
Card #	Expiration Date		V Code	
Card Holder			Signature	
Billing Address			E Mail	
City		State	Postal Code	

United Security Services, Inc.

**EXHIBIT SECURITY GUARD SERVICE  
ORDER FORM**



1550 S Indiana Avenue  
Chicago, IL 60605  
P: 312.415.1856 / F: 407.816.4170  
E: jsutton@unitedhq.com  
PPO 2012B NV



**COMPANY:** \_\_\_\_\_ **BOOTH #:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **FAX #:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_  
(For Invoicing)

**ORDERED BY / REPORT TO ON SITE:** \_\_\_\_\_  
(SIGNATURE REQUIRED AT BOTTOM)

# of Personnel Needed: \_\_\_\_\_  
 Wait for Exhibit Personnel  
 Release According to Schedule below

**Guards: \$26.00 per hour (5 hr. min. shift) / \$32.00 per hour after February 25<sup>th</sup>, 2017**

DATE(S):	TIMES:	TO	DATE(S):	TIMES:	HRS:
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Hours X Rate \_\_\_\_\_  
 3% CC Fee \_\_\_\_\_  
**Total Cost** \_\_\_\_\_

PAYMENT MUST ACCOMPANY ORDER

**TYPE OF CC:** \_\_\_\_\_ **CC #** \_\_\_\_\_ **EXP DATE:** \_\_\_\_\_ **SVC #** \_\_\_\_\_

MAKE CHECK PAYABLE TO: UNITED SECURITY INC.

United Security Inc. is not an insurer. Charges are based solely upon the value of the services provided for, and are unrelated to the value of the client's operation, property or the property of others. The amounts payable by the client are not sufficient to warrant assuming any risk of damage or loss to property due to United Security's negligence of failure to perform. United Security Inc., its agents and representatives, will provide all necessary safeguards and shall assume no liability for life, accident, theft of property, damage to property or any other loss due to factors beyond our control. The client, by assigning this agreement holds United Security harmless for any and all losses and agrees to have in effect at the time of signing this agreement insurance to cover all product, and personal damages and any claims arising from engaging in the business as an exhibitor.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



# Architectural Booth Photography

kp photography, llc  
ph: 888-400-3810  
kp@kerrypittenger.com  
www.kerrypittenger.com

- Photographing the industry for over 25 years
- Major Credit Cards Accepted



# Best in Show.



Since you've planned The 2017 International Travel Goods, all eyes are on you.

Count on the on-site FedEx Office at Las Vegas Convention Center to help your event shine.

## Total Event Service

Order your printed event materials in advance and we'll have them ready and waiting for you when you arrive. It's that easy.

And since we're on-site at your event location, we can handle any last-minute surprises. Turn to us when you're short on program guides, newsletters, addendums, registration forms or speaker's notes.

Plus, when everyone has gone home, we can help you follow up with direct mail that makes an impact.

## We're Here to Help

Las Vegas Convention Center  
3150 Paradise Road  
Las Vegas, NV 89109  
1.702.733.2898

fran.mannino@fedex.com

Find more FedEx Office locations at your favorite hotels and convention centers at [fedex.com/conventions](http://fedex.com/conventions) or call 1.800.GoFedEx 1.800.463.3339.

Here are just a few ways FedEx Office can support your event:

- Premium printing, copying and binding services
- Quick turnaround on signs, banners, aisle signs, meter boards, floor graphics, posters, tent cards and window clings
- Last-minute supplies when you're short on tape, markers or other office supplies
- Pack-and-ship services
- Reliable FedEx<sup>®</sup> shipping
- Merchandise storage
- Mobility solutions, including scooters and segways

You can plan for applause when you've got FedEx Office in your corner.



# EXHIBITOR KIT

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## **AEROSOL CANS**

- Aerosol cans for display purposes must be properly identified and empty.
- Containers of flammable liquids are prohibited from display or use within the facility.
- The use of aerosol cans is prohibited within the Las Vegas Convention Center.

## **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 the exhibit halls, public space or meeting room areas as long as balloons are properly anchored.
- Helium balloons may not be used for handouts.
- Air-filled balloons may be used for decoration and/or handouts.
- No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on American National Standards Institute (ANSI) approved Fire Prevention stands with the regulators and gauges protected from potential damage.
- Storage of helium gas or compressed air cylinders in the building is prohibited.

### **OUTDOORS**

Moored balloons (to include hot air balloons), and kites are permitted on the campus of the Las Vegas Convention Center with the following conditions:

- Must have approval from show management and your Convention Services Manager (CSM) before placing.
- 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 Las Vegas Convention Center.

### **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 Las Vegas Convention Center (LVCC) campus due to the proximity to the local airports. This is an FAA regulation McCarran International Airport is less than 5 miles from the Las Vegas Convention Center.
- Propane cylinders awaiting use must be stored in a secured propane storage cage that meets the requirements of OSHA.



## **Runaway Balloons**

- If a balloon escapes its mooring and poses a threat to air navigation, the operator of the unmanned free 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 operates the business center for the Las Vegas Convention Center. There are three locations throughout the facility. The Business Center is open 8:00 am – 5:00 pm, 7 days a week. They are the exclusive provider for scooter rentals and bag/coat check. Additional services are: office equipment rentals, printing, copying, faxing, office supplies, various graphics, packing and shipping. Contact (702) 733-2898.

## **CHEMICALS**

- All chemicals brought into the facility must be labeled and accompanied by the applicable SDS – Safety Data Sheet (Formerly MSDS - Material Safety Data Sheets). A list of chemicals must be included with your booth plan submittal to [boothplans@lvcva.com](mailto: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 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](mailto: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/>

## **DRONES/UNMANNED AERIAL VEHICLES**

Drones/Unmanned Aerial Vehicles (aka UAVs) are permitted; however the following guidelines must be strictly adhered to:

- Must have approval from show management and your Convention Services Manager (CSM) before flying any device.
- Complete the Unmanned Aerial Vehicles / Drone approval Form.
- Must provide UAV manufacturer's guidelines for the specific aircraft to the Las Vegas Convention Center Fire Prevention office.
- Must adhere to all Federal Aviation Administration (FAA) and Department of Homeland Security guidelines.

- UAVs carrying weapons are prohibited.
- May not be flown in lobbies, restaurants or other common areas.
- Must weigh less than 55 pounds.

## **INDOORS**

- UAVs are only allowed to fly in defined exhibit booth space or meeting rooms
- Public must be protected from UAVs with the use of netting, plastic or another approved safety feature.
- UAVs are prohibited from flying over populated areas.
- UAVs are prohibited from flying within 18" of any building structure including sprinklers.
- In the meeting rooms, drones are not allowed to fly over people. The UAV must be tethered by an approved safety device.

## **OUTDOORS**

- UAVs are prohibited from flying outside on the campus of the Las Vegas Convention Center due to the proximity of active airports.
- The Current FAA regulations require UAVs to be flown at least 5 miles from any active airport. The Las Vegas Convention Center is less than five miles from McCarran International Airport.

## **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 PREPARATION WITHIN EXHIBITS**

Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form must be completed and forwarded to your Convention Services Manager. See attached application. Upon receipt of this form, your Convention Services Manager will forward the information to the Las Vegas Convention Center Fire Prevention Office and Aramark for review/approval.

## **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**

An Event Coordinator Permit must be obtained by show management for any shows sampling food. Contact Aramark at (702) 943-6910 or at [LVCCsales@aramark.com](mailto:LVCCsales@aramark.com) for the permit application.

### **EXHIBITORS**

The Southern Nevada Health District enforces regulations for the sampling of food during tradeshow. If sampling of open food or beverage is conducted at a booth, both hand-sanitizing wipes and a sanitizing station will be required. A booth may provide them or they may purchase them from Aramark. If purchased from Aramark, exhibitors are required to pick up their hand-sanitizing and sanitation station from a retail location set up on the show floor. Hot water must be ordered through Aramark. If an exhibitor is providing their own hand-sanitizing wipes and sanitizing station, refer to [southernnevadahealthdistrict.org](http://southernnevadahealthdistrict.org) website for requirements.

If you have any questions, contact Aramark at (702) 943-6910 or at [LVCCsales@aramark.com](mailto:LVCCsales@aramark.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@lvcca.com](mailto:Boothplans@lvcca.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
- Wattage may not exceed 75 watts.

See examples on following page.

**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



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## 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@lvcca.com](mailto:Boothplans@lvcca.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**

### **RULES AND REGULATIONS**

- 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 have additional requirements set by Clark County. Refer 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. However, 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 and Safety Exhibit Guidelines for information on propane usage and storage.
- Any fuel storage greater than 35 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 company.

### **GENERATORS**

- Temporary use of portable generators must be installed/operated by the official electrical contractor and 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, specific 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 [conventionservices@lvcva.com](mailto:conventionservices@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, must be lowered every evening at close of show, and depending on weather conditions, may need to be taken down – to be determined by facility on site.

## **STAKING**

- All staking must be drilled. Hand staking is prohibited.
- Anchoring or staking into concrete is prohibited property wide.
- 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](mailto: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, facility may require a 3<sup>rd</sup> 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 general 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](mailto: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, 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.

## **ROOF ACCESS**

- Cox Business has exclusive rights for all cable runs.
- All persons requiring roof access must obtain approval in advance. To do so, submit roof access form to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com).
- Once written approval has been given, go to the Engineering Department on the specified installation date to complete the process. Any roof passes that need to be obtained on the weekend must go to Security.
- Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance.
- 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.
- 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.
- Any items, such as wiring, satellite dishes, etc., placed on the roof for a show, must be placed on designated platforms. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

## **SHIPPING AND RECEIVING OF EXHIBITOR MATERIALS/PRODUCTS**

The Las Vegas Convention Center does not except exhibitor freight. Please contact your service 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.





UNMANNED AERIAL VEHICLES / DRONES

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Booth #: \_\_\_\_\_ Meeting Room #: \_\_\_\_\_

Name of Exhibiting Company \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Make/Model #: \_\_\_\_\_

Primary use of UAV during show:

\_\_\_\_\_

Submitted drone specs

Read drone guidelines

This is an initial form of contact only. Once received, the Las Vegas Convention and Visitor's Authority will contact you and advise you if your request is approved. You will then work with the LVCVA to finalize the details.

Please complete this form and email it to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com) for approval.

Approved:

Declined:

\_\_\_\_\_  
*Contact Signature*

\_\_\_\_\_  
*Fire Prevention  
Coordinator*

\_\_\_\_\_  
*Convention Services  
Manager*

Notes: \_\_\_\_\_

\_\_\_\_\_

**Email to [conventionservices@lvcva.com](mailto:conventionservices@lvcva.com)**

For info phone: (702) 892-2860

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



### APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth.

Name of Event: \_\_\_\_\_

Dates of Event: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Name of Exhibiting Company: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Please indicate the food item(s) you wish to prepare:

\_\_\_\_\_  
\_\_\_\_\_

2. 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 Aramark, our exclusive food and beverage partner.**

3. 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.

Someone from Aramark will be contacting you soon to discuss Southern Nevada Health Department procedures, additional forms and fee information.

**Please email this form to:**

Convention Services Manager, LVCC  
[conventionservices@lvca.com](mailto:conventionservices@lvca.com)

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

Approved  Denied



## Roof Access for Equipment Installation

Name of Show: \_\_\_\_\_ Exhibiting Company: \_\_\_\_\_

Contact: \_\_\_\_\_ Booth #: \_\_\_\_\_ Exhibit hall: \_\_\_\_\_

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: [Orders@coxlvcc.com](mailto:Orders@coxlvcc.com) or (855) 519-2624

Cox order #: \_\_\_\_\_

Please complete this form and email it to [conventionservices@lvca.com](mailto:conventionservices@lvca.com) for approval.

Approved:

Declined:

### 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 trespassed.
- Access to the roof areas via lift is prohibited.
- 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. Equipment must be removed during move-out of show.
- Individuals blocking or taping open any roof access doors will be trespassed from property.

Roof access times are 7:30 am – 4:30 pm, unless special arrangements are made in advance. Once written approval has been given, you will go to the Engineering Department on the specified installation date to complete the process.

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