

# 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
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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 Wednesday, March 29, 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)

