



**Exhibit Dates: March 20-22, 2013  
Colorado Convention Center, Denver, Colorado, USA**

Dear Exhibitor:

Welcome to the AONE 46<sup>th</sup> Annual Meeting & Exposition. We look forward to assisting you with the planning of your exhibit. This Exhibitor Services Manual contains important details relevant to your participation. Please take time to review this information and feel free to contact us if you have any questions.

This manual is designed to provide you with all of the information necessary for a successful and profitable exhibition. In this manual, you will find forms for services offered by the official show contractors. If you are utilizing outside contractors (contractors not specifically mentioned in this manual), please notify them of the insurance requirements for access to the show floor, and inform Show Management of the company name and personnel. Please, feel free to contact the official service contractor directly.

Please pay particular attention to the Deadline Dates Checklist located in the General Information Section. This schedule outlines the important dates for completion of forms for services. In order for your requests to be serviced accurately, we request that all forms be sent by the date listed.

We have found that it is most efficient if this manual is given to the person directly responsible for your participation at the exposition. Exhibitors using a display house should forward on pertinent information.

On behalf of AONE, we are pleased that you will be joining us this year. If there is anything that we can do to assist you, please feel free to contact us.

We look forward to seeing you and to a very successful and productive 46<sup>th</sup> Annual Meeting & Exposition!

Sincerely,

Shannon Baily  
AONE Exhibits Coordinator  
312-673-5884  
sbaily@aha.org

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

<b>Show Organizer Information and Forms</b>	<b>3</b>
AONE Table of Contents	4
AONE General Information	5
Directory of Services and Contractors	7
Deadline Dates Checklist	9
Intent to use EAC	10
AONE Rules and Regulations	11
IAEE Guidelines	12
Security Tips	28
Badge Information	29
Housing Information	30
Exhibitor Group Housing Request Form	31
Experient Lead Retrieval	33
<b>GES Information and Order Forms</b>	<b>35</b>
<b>General Information</b>	<b>36</b>
G-1: Show Information	36
G-11: General Information	38
G-10: Trade Show Tips	39
G-5: Stop. Think. Safety.	40
G-6: Show Site Work Rules	41
G-7: GES Terms & Conditions of Contract	42
G-9: Operation of All Mechanical Lifts	43
G-4: Petroleum Surcharge Information	44
L-3 Notice of Intent to Use EAC and Policies and Procedures	45
L-4 Agreement and Rules and Regulations between GES and EAC	46
SAMPLE COPY: Certificate of Liability Insurance	48
<b>Material Handling</b>	<b>49</b>
R-1: Material Handling Information	49
GES Transportation Plus	50
R-2: Material Handling Order Form	51
Special Handling Brochure	52
R-5: Advance Shipping Labels	53
R-6: Direct Shipping Labels	54
R-3: Pre-Printed Outbound Material Handling Request	55
R-8: GES Logistics - Domestic Shipping Quote Form	56
GES Global Transportation Plus	57
R-20: GES Logistics - International Shipping Quote Form	58
R-12: Skid Accessible Storage Order Form	59
R-14: Cartload Service Order Form	60

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

<b>Decorating Services</b>	<b>61</b>
Carpet Brochure	61
C-1: Carpet Order Form	63
C-2: Carpet Package Order Form	64
Standard Furniture Brochure	65
A-1: Furniture & Accessories Order Form	67
A-2: Furniture Package Order Form	68
B-1: Specialty Furniture Order Form	69
B-2: Specialty Furniture Order Form	70
Specialty Furniture Brochure	71
P-1: Convenience Package Order Form	80
Standard Exhibit Systems Brochure	81
D-1: Standard Exhibit Systems Order Form	88
I-1: Graphics & Signage Order Form	89
I-2: Digital File Preparation	90
Custom Graphics Brochure	91
<b>Labor Services</b>	<b>92</b>
L-1: Installation & Dismantling Order Form	92
L-2: Key Information\Supervised Labor Checklist	93
T-1: In-Booth Forklift & Labor Order Form	94
H-1: Hanging Sign / Truss Labor Information	95
H-2: Hanging Sign / Truss Labor Order Form	96
H-1a: Hanging Sign Shipping Labels	97
J-1: Cleaning Order Form	98
<b>Required Forms</b>	<b>99</b>
G-2: Payment & Credit Card Charge Authorization	99
G-3: 3rd Party Billing Request	100
H-3: Booth Layout Form	101
<b>Additional Service Order Forms</b>	<b>102</b>
<b>Colorado Convention Center Order Forms</b>	<b>103</b>
Argus Booth Watch Order Form	131
Ovation AV Order Form	132
Plant and Floral	134
Customer Connection Theater Application	135
AONE Sponsor Prospectus	138
Meeting Space Request Form	150
Attendee Mailing List	152
SmithBucklin Products and Apparel	153
<b>Index</b>	<b>154</b>

# Show Organizer Information and Forms



**Exhibit Dates: March 20-22, 2013**  
**Colorado Convention Center, Denver, Colorado USA**

## ***TABLE OF CONTENTS***

### **General Information**

- General Information and Instructions
- Directory of Contractors and Services
- Exhibitor Important Deadline Date Checklist
- Notice of Intent to Use Exhibitor Appointed Contractors

### **Rules & Regulations**

- AONE Rules and Regulation
- IAEE Booth Construction Rules and Regulations
- Security Tips

### **Housing, Registration & Lead Retrieval**

- Online Exhibitor Badge Registration
- Housing Information
- Exhibitor Sub Block Hotel Reservation Form
- Lead Retrieval System Order Form

### **GES Services**

- Show Information
- General Information
- Trade Show Tips
- Show Site Work Rules
- Terms and Conditions
- Operation of Mechanical Lifts
- Petroleum Surcharge Information
- Office Service Provider Information
- Certificate of Liability Insurance
- Notice of intent to use an Exhibitor Appointed Contractor
- Material Handling Information
- Transportation and Material Handling Form
- Shipping Labels
- Shipping Information
- Price List: Carpet, Furniture, Graphics & Signage
- Price List Order Form
- Artwork Guidelines

### **GES Services (continued)**

- Installation and Dismantle Order Form
- Labor Order Form
- Hanging Sign Labor Order Form
- Hanging Sign Shipping Label
- Cleaning Order Form
- Payment Authorization Form
- Booth Layout Form
- Additional Order Forms

### **Utilities & Additional Services**

- CCC Ordering Guide
  - Electrical Services
  - Cleaning Service
  - Telephone and Cable T.V.
  - Air, Water & Drain Order Form
  - Internet/Network Services
  - Business Services
  - Catering
- Security Order Form
- Audio Visual Equipment and Computer Rental Order Form
- Floral Order Form

### **Marketing & Sponsorship Opportunities:**

- Sponsorship Opportunities
- **Industry Spotlight Theater**
- Meeting Space Requests
- Mailing List Order Information
- Promotional Products Flyer

### **Index**

**Exhibit Dates: March 20-22, 2013  
Colorado Convention Center, Denver, Colorado**

**GENERAL INFORMATION & INSTRUCTIONS**

**A. TIMETABLE OF IMPORTANT DATES AND TIMES**

**MOVE-IN: Colorado Convention Center, Exhibit Halls C - D**

<i>Tuesday</i>	<i>March 19, 2013</i>	<i>8:00 am – 5:00 pm</i>
<i>Wednesday</i>	<i>March 20, 2013</i>	<i>8:00 am – 2:00 pm</i>

**ALL EXHIBITS MUST BE COMPLETE BY *Wednesday March 20, 2013 at 2:00 pm***

**SHOW HOURS:**

<i>Wednesday</i>	<i>March 20, 2013</i>	<i>5:30 pm – 7:30 pm</i>
<i>Thursday</i>	<i>March 21, 2013</i>	<i>11:30 am – 2:30 pm</i>
<i>Friday</i>	<i>March 22, 2013</i>	<i>11:30 am – 2:00 pm</i>

All exhibits must be opened and staffed during the show hours. Exhibitors will be required to exit the exhibit hall as soon as the show closes each day.

**MOVE-OUT:**

<i>Friday</i>	<i>March 22, 2013</i>	<i>2:00 pm – 10:00 pm</i>
---------------	-----------------------	---------------------------

Exhibitors may begin to pack equipment, supplies and literature when the show closes on Friday March 22, 2013 and must be completely out of the halls by 10:00 pm Friday, March 22. More details regarding move-out will be announced during the show.

**B. OFFICIAL SERVICE AND MATERIAL HANDLING CONTRACTOR**

GES is the Official Service Contractor of the AONE 46<sup>TH</sup> Annual Meeting & Exposition. Other official show suppliers are listed on the “Exhibitor Services Directory” page of the Manual. GES will maintain an Exhibitor Service Center located in the exhibit hall.

**C. SHIPPING**

Refer to the section marked “GES” for shipping instructions. We also encourage exhibitors to purchase insurance coverage for their booth, in the event your display is damaged or lost in transit. Please note that the instructions for shipping in advance differ from those for shipping to show site.

**D. TRUCK DELIVERIES**

All truck drivers delivering freight to the show should check in with the material handling office in the marshaling yard.

**E. EMPTY CRATES**

It is important that crates be removed from the floor and placed in storage as soon as they are empty. All crates should be closed securely and “empty” stickers should be attached as soon as they are emptied. Open crates will not be accepted for storage.

A clearly marked “empty” sticker containing your booth number and company identification securely attached to your empty crates will expedite their return to you at the close of the show.

Empty crates will be returned to your booth after the close of the show. No empty boxes or crates may be stored in the exhibit area or in the service aisle due to Fire Marshal regulations.

**F. SECURITY**

Realizing the value and importance of your equipment and exhibit material, security guards will be located around the perimeter of the hall from the beginning of move-in to the end of move-out. It should be made clear, however, that although Show Management is providing this service, we are not responsible for any loss or damage of material.

**G. RULES AND REGULATIONS**

Exhibitors are responsible for compliance with all pertinent regulations and codes concerning fire, safety and health, which may be applicable in the exhibit hall during the event. Exhibitors must comply with all of the policies, rules, terms and regulations contained in the Exhibitor Prospectus. A copy of these rules and regulations is included in this Exhibitor Services Manual.

**H. PARKING**

Parking on the loading dock is limited to 20 minutes. Exhibitor staff members parking on the loading dock and displaying their Hard Card in the dashboard of the motor vehicle for the purposes of unloading cargo have a limit of 30 minutes in order to do so. Exhibitor staff remaining in the loading dock area beyond the 30 minute limit and/or who do not display their officially issued Hard Card subject themselves to towing at the vehicle owner/operators risk and expense.

There is a large, 24 hour parking garage at the Colorado Convention Center and plenty of off property parking nearby. Please visit <http://denverconvention.com/attend-an-event/parking> for details.

**I. AMERICANS WITH DISABILITIES ACT CONFORMANCE**

Each exhibitor shall be responsible for compliance with all applicable provisions of the Americans with Disabilities Act within its booth and assigned exhibit space, including, but not limited to, wheelchair access provisions. For more information on the Americans with Disabilities Act and how to make your exhibit accessible to persons with disabilities, please contact ADA, Civil Rights Division, Department of Justice, P.O. Box 66738, Washington, DC, 20035, Ph: 800-514-0301, [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

**Exhibit Dates: March 20-22, 2013**  
**Colorado Convention Center, Denver, Colorado USA**

## **EXHIBITOR SERVICES DIRECTORY**

### **SHOW MANAGEMENT**

Alexa Newman- AONE Exhibits Manager  
Shannon Baily- AONE Exhibits Coordinator  
Phone: 312-673-5884  
Fax: 312-644-0575  
Email: sbaily@aha.org  
www.aone.org

### **OFFICIAL GENERAL CONTRACTOR**

Global Experience Specialists (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702  
Phone: 800-475-2098  
Fax: 866-329-1437  
www.ges.com

## **OTHER OFFICIAL CONTRACTORS**

### **Audio Visual**

Ovation, Inc.  
3810 Bedford Ave Suite 200  
Nashville, Tennessee 37215  
Phone: 615-333-3939  
Fax: 615-333-3936  
Email: exhibitorders@ovationevents.com  
http://ovationevents.com/

### **Computer Rental**

Ovation, Inc.  
3810 Bedford Ave Suite 200  
Nashville, Tennessee 37215  
Phone: 615-333-3939  
Fax: 615-333-3936  
Email: exhibitorders@ovationevents.com  
http://ovationevents.com/

### **Booth Labor**

GES  
7000 Lindell Road  
Las Vegas, NV 89118  
Phone: 800-475-2098  
Fax: 866-329-1437  
www.ges.com

### **Custom Furniture**

GES  
7000 Lindell Road  
Las Vegas, NV 89118  
Phone: 800-475-2098  
Fax: 866-329-1437  
www.ges.com

### **Catering**

Centerplate Catering  
Colorado Convention Center  
700 14th Street  
Denver, CO 80202  
Phone: 303-228-8050  
Fax: 303-227-8212  
Email: kate.rizzo@centerplate.com

### **Electrical Service**

Colorado Convention Center  
Exhibitor Services Department  
700 14th Street  
Denver, CO 80202  
Phone: 303-3228-8027  
Fax: 303-227-8101  
Email: eorders@denverconvention.com  
www.denverconvention.com

### **Cleaning**

GES  
7000 Lindell Road  
Las Vegas, NV 89118  
Phone: 800-475-2098  
Fax: 866-329-1437  
www.ges.com

### **Facility**

Colorado Convention Center  
Exhibitor Services Department  
700 14th Street  
Denver, CO 80202  
Phone: 303-3228-8027  
Fax: 303-227-8101  
Email: eorders@denverconvention.com  
www.denverconvention.com

**Floral**

Little Eden Landscaping  
15550 W. 72<sup>nd</sup> Ave.  
Arvada, CO 80007  
Phone: 303-422-3336  
Fax: 303-423-4145  
Email: littleeden@mac.com  
www.littleeden.com

**Housing**

Hyatt Regency Denver  
650 15th Street  
Denver, CO 80202  
Phone: 303-892-1112 x601  
Email: housing@visitdenver.com

Sheraton Denver Downtown  
1550 Court Place  
Denver, CO 80202  
Phone: 303-892-1112 x601  
Email: housing@visitdenver.com

**Internet & Telephone Service**

Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, NV 89118  
Phone: 888-446-6911  
Fax: 702-943-6001

**Lead Retrieval**

Experient, Inc.  
1888 North Market Street  
Frederick, MD 21701  
Phone: 866-297-5247  
Fax: 301-694-3286  
Email: ann.cusimano@experient-inc.com  
www.experient-inc.com

**Promotion and Products**

SmithBucklin Convention Products and Apparel  
330 North Wabash  
Chicago, IL 60611  
Phone: 800-299-4274  
Fax: 312-673-6690  
Email: promoproducts@smithbucklin.com  
www.promoproductssmithbucklin.com

**Registration**

Experient, Inc.  
1888 North Market Street  
Frederick, MD 21701  
Customer Service  
Phone: 800-974-3084 or 847-996-5876  
Email: aone@experient-inc.com

**Rigging**

GES  
7000 Lindell Road  
Las Vegas, NV 89118  
Phone: 800-475-2098  
Fax: 866-329-1437  
www.ges.com

**Security Services**

Argus Event Staffing, LLC  
6408 S. Quebec Street, Bldg. 1  
Centennial, CO 80111  
Phone: 303-799-1140  
Fax: 303-799-1421  
Email: Patrick@argus-companies.com

**Exhibit Dates: March 20-22, 2013**  
**Colorado Convention Center, Denver, Colorado USA**

## Exhibitor Important Deadline Date Checklist

<b>ORDER FORM</b>	<b>DEADLINE DATE</b>	<b>DATE RETURNED</b>
Lead Retrieval Order Form Services	January 23, 2013 (extra early) February 7, 2013 (early)	
Advance Exhibitor Registration	February 1, 2013 (early rate) March 15, 2013 (pre-registration cutoff)	
Hotel Reservation Deadline	February 5, 2013	
Advance Warehouse Shipping	February 13 – March 14, 2013	
Notice of Intent to use EAC	February 17, 2013	
GES Discount Deadline	February 26, 2013	
Rigging Order Form	February 26, 2013	
Audio Visual and Computer Rental Form	March 2, 2013	
Electrical Service Order	March 4, 2013	
Network and Telecommunications Services Order Form	March 3, 2013	
Catering Order Form	March 11, 2013	
Floral Order Form	March 13, 2013	
Security Order Form	March 14, 2013	
Direct to Show Site Shipping	March 19, 2013 after 8am – March 20, 2013 before 2pm	

**Exhibit Dates: March 20-22, 2013  
Colorado Convention Center, Denver, Colorado USA**

**NOTICE OF INTENT TO USE EXHIBITOR APPOINTED CONTRACTOR(S)  
DEADLINE DATE: February 17, 2013**

Please fill out this form ONLY if you plan to use labor other than that provided by the official service contractor, GES.

We have contracted with the following firm to install and/or dismantle our exhibit display at AONE 46<sup>th</sup> Annual Meeting & Exposition.

SERVICE COMPANY NAME: \_\_\_\_\_

PRINCIPLE CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

It is understood that the above contractor will service and maintain insurance coverage as follows:

- a) Workman's Compensation insurance in the minimum amounts required by the laws of the State of Colorado.
- b) Comprehensive General Liability insurance with minimum combined single limits of \$1,000,000 for bodily injury and/or property damage in any once occurrence.

Such insurance must be maintained in full force during the period when exhibitor appointed contractor is working on the display at AONE 46<sup>th</sup> Annual Meeting & Exposition in Denver, Colorado.

The exhibitor appointed contractor must furnish Show Management with an original certificate of insurance attesting to these coverages. The exhibitor appointed contractor will not be allowed to work at the show until Show Management has received this form and an original certificate of insurance.

EXHIBITING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

AUTHORIZED SIGNATURE: \_\_\_\_\_

**RETURN FORM TO:**

Shannon Baily, Exhibits Coordinator  
330 North Wabash  
Chicago, IL 60611  
Fax: 312-644-0575  
[sbaily@aha.org](mailto:sbaily@aha.org)

## Exhibitor and Sponsor Rules and Regulations

These rules and regulations are a bona fide part of the contract for exhibit space with the American Organization of Nurse Executives, hereinafter referred to as AONE, for the Annual Meeting and Exposition which is managed by SmithBucklin hereinafter referred to as Show Management, on behalf of AONE, the Show's owner and sponsor. Show Management reserves the sole right to render all interpretations, amend and enforce these regulations and to establish any and all further regulations not specifically covered below to assure the general success and well being of the Show.

Each exhibitor, for himself, his employees, and his contractors, agrees to abide by these regulations and by any amendments or additions hereafter made by Show Management. Show Management reserves the right to decline, prohibit, deny access or remove any exhibit which in its sole judgment is contrary to the character, objectives, and best interests of the Show or suitable for its attendee audience. This reservation includes, but is not limited to, any violation of any public policy or these rules and regulations and extends to persons, things, printed matter, products, and conduct.

AONE reserves the right to refuse applications of concerns not meeting standards required or expected, as well as the right to curtail exhibits or parts of exhibits that reflect against the character of the meeting.

Show Management's decision and interpretation shall be accepted as final in all cases.

**ELIGIBILITY.** The technical exhibit area is open to exhibitors whose products and services are directly related to the health care field. AONE reserves the right to reject applications for exhibit space of those exhibitors whose products or services do not meet this criteria.

**PAYMENT OF SPACE.** A 25% deposit (payable in U.S. funds and drawn on a U.S. bank) of the total space rental charges (minimum deposit is \$750) must be received by July 1, 2012. Booth space will be subject to release if the deposit is not received by this time. The balance of the space rental charge will become due and payable on November 1, 2012. Applications submitted after November 1, 2012 must be accompanied by payment **IN FULL** of the space rental charges. Applications received without such payment will not be processed nor will space assignment be made.

**CANCELLATION AND REFUNDS.** All cancellations of space must be received in writing. If space is reduced, the net reduction of space will be treated as a cancellation of that space. If Show Management receives a written request for cancellation of space prior to November 1, 2012, the exhibitor will be eligible for a full refund minus a \$100 per 100 square feet administrative processing fee. No refunds will be made after November 1, 2012. No-shows will be treated as cancellations and the exhibiting company will lose all accumulated points toward the following year's space assignments.

It is expressly agreed by the exhibitor that in the event he fails to pay the space rental at the times specified, or fails to comply with any other provisions contained in these rules and regulations concerning his use of exhibit space, Show Management shall have the right to reassign the confirmed booth location or to take possession of said space and lease same, or any part thereof, to such parties and upon such terms and conditions as it may deem proper. In the event of a default by the exhibitor, as set forth in the previous sentence, the exhibitor shall forfeit as liquidated damages, the amount paid by him for his space reservation, regardless of whether or not Show Management enters into a further lease for the space involved.

In case the exposition shall not be held for any reason whatsoever, then and thereupon the rental and lease of space to the exhibitor shall be terminated. In such case the limit claim for damage and/or compensation by the exhibitor shall be the return to the exhibitor of the prorata amount already paid for space for this specific event.

**SPACE RENTAL AND ASSIGNMENT OF LOCATION.** A point system will be used to establish priority for the assignment of booth space at the prior years show. Whenever possible, space assignments will be made by Show Management in keeping with the preferences as to location requested by the exhibitor. **SHOW MANAGEMENT, HOWEVER, RESERVES THE RIGHT TO MAKE THE FINAL DETERMINATION OF ALL SPACE ASSIGNMENTS IN THE BEST INTERESTS OF THE EXPOSITION.**

**USE OF SPACE, SUBLETTING OF SPACE.** No exhibitor shall assign, sublet or share the space allotted with another business or firm unless approval has been obtained in writing by Show Management. Exhibitors are not permitted to feature names or advertisements of non-exhibiting manufacturers, distributors, or agents in the exhibitor's display, parent or subsidiary companies excepted. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular nameplate, imprint or trademark under which same is sold in the general course of business. No firm or organization not assigned exhibit space will be permitted to solicit business within the Exhibit Areas.

**EXHIBITORS AUTHORIZED REPRESENTATIVE.** Each exhibitor must name one person to be his representative in connection with installation, operation and removal of the firm's exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. The exhibitor shall assume responsibility for such representative being in attendance throughout all exposition periods; and this representative shall be responsible for keeping the exhibit neat, manned and orderly at all times. For their own safety and protection, persons under the age of sixteen (16) may not staff the booth or assist in the move-in and/or move-out of any exhibit. Each booth may not be staffed with more than four (4) exhibiting personnel at one time per 10x10 booth rental.

**INSTALLATION AND REMOVAL.** Show Management reserves the right to set the time for the installation and removal of the Show. Any space not claimed and occupied by three hours prior to the published Show opening time may be resold or reassigned without refund. Installation of all exhibits must be fully completed by the opening time of the exposition. Exhibits must be staffed during all Show hours and may not, to any extent, be dismantled before the Show closing. Any early dismantling or packing shall be considered a breach of this agreement and may affect future applications.

**ARRANGEMENT OF EXHIBITS.** Each exhibitor is provided an Official Exhibitor Kit. The Exhibitor Kit describes the booth construction rules enforced by Show Management. All booth space must be arranged and constructed in accordance with the guidelines, provisions and limitations contained in the Exhibitor Kit. If, in the sole opinion of Show Management, any exhibit fails to conform to the Exhibitor Kit guidelines, or the provisions set forth herein, such exhibit will be prohibited from functioning at any time during the exposition. Exhibits not conforming may be dismantled or modified, at cost to the exhibitor, at the sole judgment and discretion of Show Management.

**Exhibitor Plan Review.** Booth construction plans and layout arrangements for first-time exhibitors, exhibits in peninsula or island booth spaces, or involving other unusual construction features, must be submitted for approval at least sixty (60) days prior to the opening of the exposition.

**EXHIBITS AND PUBLIC POLICY.** Each exhibitor is charged with knowledge of all State, County, and City laws, ordinances and regulations pertaining to health, fire prevention and public safety, while participating in this exposition. Compliance with such laws is mandatory for all exhibitors and the sole responsibility is that of the exhibitor. No part of the building shall be defaced in any manner, nor shall signs or other articles be posted, nailed, taped or otherwise affixed to any pillars, doors, walls or other parts of the building. Any and all damages, losses, expenses, and/or costs resulting from failure to observe this notice shall be payable by the exhibitor.

The exhibitor must, at his expense, maintain and keep in good order his exhibit and the space for which he has contracted. Show Management and service contractors have no responsibility pertaining to the compliance with laws as to public policy as far as individual exhibitor's space, materials and operation is concerned. Should an exhibitor have any questions as to the application of such laws, ordinances and regulations to his exhibit or display, Show Management will endeavor to answer them.

Exhibitors must comply with City and State fire regulations. All booth decorations including carpeting must be flame-proofed and all hangings must clear the floor. All exits, hallways, aisles and fire control apparatus must remain clear and unobstructed at all times. Electrical equipment and wiring must conform with the applicable standards established by various Governmental Agencies and standard fire inspection ordinances. Use of butane or bottled gas is not permitted. Use of propane and helium balloons is prohibited. Independent contractors must conform to IAEE, ESCA and ED&PA guidelines and must be signatory to a current local collective bargaining agreement.

**STORAGE OF PACKING CRATES AND BOXES.** Unattended freight in any display space as of one hour prior to Show opening will be removed and stored at the exhibitor's sole risk and expense. Exhibitors will not be permitted to store packing crates and boxes in their booths during the exhibit period; but these, when properly marked, will be stored and returned to the booth by service contractors. It is the exhibitor's responsibility to mark and identify his crates. Crates not properly marked or identified may be destroyed. Show Management assumes no responsibility for the contents of crates or boxes improperly labeled as "empty." The removal and return of all crates will be charged for at prevailing rates. Crates, boxes or other exhibit materials unclaimed by the exhibitor after the Show will be removed at the exhibitor's expense. Exhibitors will be billed by the service contractor for removal time and materials at prevailing rates. Neither Show Management, the service contractor nor the exhibit facility shall assume any liability whatsoever for loss or damage.

**SOCIAL ACTIVITIES.** Any social function or special event planned by an exhibiting company, to take place during the AONE Annual Meeting and Exposition, must be pre-approved by AONE. Exhibitor agrees to withhold sponsoring hospitality suites/rooms or other functions during official conference and exposition activities, including exhibit hours, social functions, educational seminars and any other related activity scheduled by AONE and/or Show Management. Distribution of exhibitor materials is not permitted to attendee sleeping room doors, AONE meeting rooms or anywhere else in the hotel and/or exhibit facility except in the specified booth space.

### OPERATION OF EXHIBITS.

Show Management reserves the right to restrict the operation of, or evict completely, any exhibit which, in its sole opinion, detracts from the general character of the exposition as a whole. This includes, but is not limited to, an exhibit which, because of noise, flashing lights, method of operation, display of unsuitable material, is determined by Show Management to be objectionable to the successful conduct of the exposition as a whole. Use of so called "barkers" or "pitchmen" is strictly prohibited. All demonstrations or other promotional activities must be confined to the limits of the exhibit space. Sufficient space must be provided within the exhibit space for the comfort and safety of persons watching demonstrations and other promotional activities. Each exhibitor is responsible for keeping the aisles near its exhibit space free of congestion caused by demonstrations or other promotions.

**Alcoholic Beverages.** Exhibitors may not serve alcoholic beverages in the exhibit hall except with the written permission of Show Management.

**Direct Sales.** No sales are permitted within the exhibit area at any time, but orders may be taken for future delivery.

**Promotions, Contests, Sweepstakes, Random Drawings.** In the event that exhibitor advertises, markets, promotes, and/or administers any type of promotion, including but not limited to giveaways, sweepstakes, drawings, contests in connection with the event (collectively "Promotion"), exhibitor agrees that it shall use, publish and make available to entrants official rules for the Promotion which shall include at a minimum the Mandatory Disclosures [set forth in the Official Exhibitor Kit], without change. Exhibitor is solely responsible for: (1) compliance with all applicable laws in the advertising, marketing, promotion, and/or administration of the Promotion; and (2) all costs, damages, liabilities, losses or injuries occasioned by the same. In the event exhibitor does not comply with these provisions relating to Promotions American Organization of Nurse Executives (AONE) may terminate the Promotion on notice to exhibitor.

American Organization of Nurse Executives (AONE) and its subsidiaries and affiliated companies and agencies, and each of their respective officers, directors, employees, representatives and agents (collectively, the "Released Parties") SHALL NOT BE LIABLE, AND DISCLAIM ANY LIABILITY, FOR ANY CLAIM, LOSS OR DAMAGE, DIRECT OR INDIRECT, INCLUDING, WITHOUT LIMITATION, COMPENSATORY, CONSEQUENTIAL, INCIDENTAL, INDIRECT, SPECIAL, EXEMPLARY OR PUNITIVE DAMAGES OF ANY KIND WHATSOEVER IN CONNECTION WITH, AS A RESULT OF, OR ARISING OUT OF ANY PROMOTION, THE AWARDED, DELIVERY OR USE OF ANY PRIZE, OR ANY ACTIONS OR OMISSIONS OF EXHIBITOR OR ANY THIRD-PARTY IN CONNECTION WITH ANY PROMOTION. Exhibitor shall defend, indemnify, and hold the Released Parties harmless against, any and all costs or liability, for any injuries, losses or damages of any kind, resulting in whole or in part, directly or indirectly, from acceptance, possession, misuse or use of the prize or participation in or exclusion from any Promotion or in any Promotion-related activity, or any actions or omissions of exhibitor in connection with the Promotion.

Exhibitor may not use any American Organization of Nurse Executives (AONE) trademark, trade name, logo, slogan, or other designation in the advertising or administration of any Promotion which exhibitor provides without the express written permission of American Organization of Nurse Executives (AONE).

**Literature Distribution.** All demonstrations or other activities must be confined to the limits of the exhibitor's booth. Distribution of circulars may be made only within the space assigned to the exhibitor distributing such materials. No advertising circulars, catalogs, folders, or devices shall be distributed by exhibitors in the aisles, meeting rooms, registration areas, lounges, or grounds of the host facility. Trade publishers are prohibited from soliciting advertising during the Show. Trade publications may be distributed from their booth, but automatic distribution is prohibited.

**Copyright Licensing.** Exhibitor is solely responsible for obtaining any required licenses to broadcast, perform, or display any copyrighted materials including but not limited to music, video, and software. Exhibitor shall indemnify and hold harmless AONE, Show Management, and facility against cost, expense, or liability which may be incident to, arise out of or be caused by Exhibitor's failure to obtain requisite license.

**Sound.** Exhibits which include the operation of musical instruments, radios, sound projection equipment, or any noisemaking machines must be conducted or arranged so that the noise resulting from the demonstration will not annoy or disturb adjacent exhibitors and their patrons, nor cause the aisles to be blocked. Operators of noisemaking exhibits must secure approval of operating methods before the exhibit opens. Show Management shall be the sole judge of what constitutes appropriate sound levels.

**Live Animals.** Live animals are prohibited.

**Booth Representatives.** Booth representatives, including models or demonstrators, must be properly registered and wear badges, and be properly and modestly clothed. Excessively revealing attire is prohibited. Spouses are invited to visit the exhibit hall only with appropriate credentials.

**Photography.** Picture taking other than by official AONE photographers is prohibited during set-up, dismantle, exhibition hours, and non-exhibition hours. Only the exhibitor may grant permission to have their exhibit and/or products photographed.

**AONE Logo.** AONE claims all trademark rights to its logo. The AONE logo, as well as any logo related to the Annual Meeting and Exposition, may be used only with the written permission of AONE.

**Irregular Activities.** All giveaway items with the exception of plastic bags, pens, pencils, luggage tags, pocket calendars, and the exhibitor's product must be submitted for approval to Show Management three (3) weeks prior to the opening of the exposition. All exhibitors distributing approved "stick-ons" may not place the "stick-ons" on the attendees' badges.

**LIABILITY AND INSURANCE.** All property of the exhibitor remains under his custody and control in transit to and from the exhibit hall and while it is in the confines of the exhibit hall. Neither Show Management, its service contractors, the management of the exhibit hall nor any of the officers, staff members or directors of any of the same are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes, and the exhibitor expressly waives and releases any claim or demand he may have against any of them by reason of any damage to or loss of any property of the exhibitor. General perimeter security will be provided by AONE for the exhibition period, but AONE and the guard service will not be responsible for loss of any material by or for any cause. It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

**INDEMNIFICATION.** Exhibitor agrees that it will indemnify and hold and save Show Management whole and harmless of, from and against all claims, demands, actions, damages, loss, cost, liabilities, expenses and judgments recovered from or averted against Show Management on account of injury or damage to person or property to the extent that any such damage or injury may be incident to, arise out of, or be caused, either proximately or remotely, wholly or in part, by an act, omission, negligence or misconduct on the part of Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees or of any other person entering upon the Premises leased hereunder with the express or implied invitation or permission of Exhibitor, or when any such injury or damage is the result, proximate or remote, of the violation by Exhibitor or any of its agents, servants, employees, contractors, patrons, guests, licensees or invitees of any law, ordinance or governmental order of any kind, or when any such injury or damage may in any other way arise from or out of the occupancy or use by Exhibitor, its agents, servants, employees, contractors, patrons, guests, licensees or invitees of the Premises leased hereunder. Such indemnification of Show Management by Exhibitor shall be effective unless such damage or injury may result from the sole negligence, gross negligence or willful misconduct of Show Management. Exhibitor covenants and agrees that in case Show Management shall be made a party

to any litigation commenced by or against Exhibitor or relating to this lease or the Premises leased hereunder, then Exhibitor shall and will pay all costs and expenses, including reasonable attorney's fees and court costs, incurred by or imposed upon Show Management by virtue of any such litigation.

**Property Damage.** Neither Show Management nor Exhibitor shall be responsible for any loss of or damage to property of the other party hereto, including, but not limited to, loss or damage occasioned by theft, fire, smoke, acts of God, public enemy, riot, civil commotion or other insurable casualty, and Show Management and Exhibitor expressly waive any claim for liability against the other party hereto with respect to any such loss or damage. In the event that such occurrence results in cancellation of the exposition, each party hereby releases the other from obligations under this contract. Accordingly, it shall be the responsibility of Show Management and Exhibitor, respectively, to secure its own insurance or otherwise protect itself and its property against such loss or damage.

**Use of Certain Property.** Exhibitor will assume all costs arising from the use of patented, trademarked, or franchised materials, devices, processes or dramatic rights used on or incorporated in the exhibitor's space. Exhibitor shall indemnify, defend and hold harmless AONE, Show Management, the City and their officers, directors, members, agents and employees from and against all claims, demands, suits, liability, damages, losses, costs, attorneys' fees and expenses of whatever kind or nature, which might result from or arise out of use of any such material(s) described above.

**WAIVER.** Show Management shall not be deemed to waive any of its rights hereunder unless such waiver is explicitly stated as a waiver in writing and signed by Show Management. No delay or omission by Show Management in exercising any of its rights shall operate as a waiver of such rights and a waiver of rights in writing on one occasion shall not be construed as a consent to or a waiver of any right or remedy on any future occasion.

**ATTORNEYS' FEES.** Should Show Management find it necessary to employ an attorney or attorneys to enforce any of the provisions of this agreement or to protect in any manner its interest or interests under this agreement, Show Management, if it is the prevailing party, shall be entitled to recover from the other party all reasonable costs, charges, and expenses including attorneys' fees.

**AMERICANS WITH DISABILITIES ACT.** Exhibitors acknowledge their responsibilities under the Americans with Disabilities Act (hereinafter "Act") to make their booths accessible to handicapped persons. Exhibitor shall also indemnify and hold harmless AONE, Show Management, and facility against cost, expense, liability or damage which may be incident to, arise out of or be caused by Exhibitor's failure to comply with the Act.

**OTHER REGULATIONS.** Any and all matters not specifically covered by the preceding rules and regulations shall be subject solely to the decision of Show Management. **THE SHOW MANAGEMENT SHALL HAVE FULL POWER TO INTERPRET, AMEND, AND ENFORCE THESE RULES AND REGULATIONS. PROVIDED EXHIBITORS RECEIVE NOTICE OF ANY AMENDMENTS WHEN MADE. EACH EXHIBITOR AND ITS EMPLOYEES AGREES TO ABIDE BY THE FOREGOING RULES AND REGULATIONS AND BY ANY AMENDMENTS OR ADDITIONS THERETO IN CONFORMANCE WITH THE PRECEDING SENTENCE. EXHIBITORS OR THEIR REPRESENTATIVES WHO FAIL TO OBSERVE THESE CONDITIONS OF CONTRACT OR WHO, IN THE OPINION OF SHOW MANAGEMENT, CONDUCT THEMSELVES UNETHICALLY MAY IMMEDIATELY BE DISMISSED FROM THE EXHIBIT AREA WITHOUT REFUND OR OTHER APPEAL.**

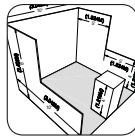




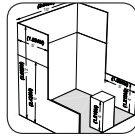
## Guidelines for Display Rules & Regulations 2011 Update



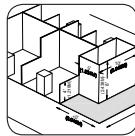
# Contents



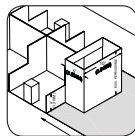
Linear Booth and Corner Booth 4



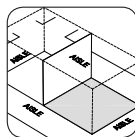
Perimeter Booth 5



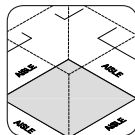
End-cap Booth 6



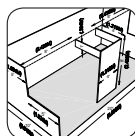
Peninsula Booth 7



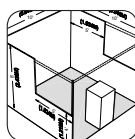
Split Island Booth 8



Island Booth 9



Extended Header Booth 10



Other Important Considerations 11

Issues Common To All Booth Types 12-13

Advisory Notes To Exhibition Organizers 14

This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

© 2011 IAEE. No cost to members in good standing for including these guidelines in exhibitor service kits and/or in their event's rules and regulations at [www.tradeshowstore.com](http://www.tradeshowstore.com) – non member rates apply.



## Guidelines for Display Rules and Regulations 2011 Update

The following *Guidelines for Display Rules and Regulations* have been established by the International Association of Exhibitions and Events™ (IAEE). *Guidelines for Display Rules and Regulations* are created to promote continuity and consistency among North American exhibitions. They are the model for most domestic exhibitions. It is recommended that exhibition organizers include a copy in the Exhibition Prospectus and/or Exhibitor Rules and Regulations.

This revised 2011 edition of IAEE's *Guidelines for Display Rules and Regulations* is offered as a resource for exhibition and event organizers to use in creating consistent and fair exhibiting standards for their events. These *Guidelines* afford exhibitors a maximum return on their exhibit investments. Compliance with fire, safety, Americans with Disabilities Act (ADA), and other state, federal or provincial government requirements has also been addressed. However, always check with a local exhibition service contractor and the facility for local regulations.

It is IAEE's goal that the display rules and regulations, ultimately developed by each exhibition and event organizer, shall provide exhibitors with all the information necessary to properly design and build exhibits, as well as plan their booth's layout and content. Show organizers should present the professional standards expected of exhibitors. Finally, they should assure all exhibitors, regardless of exhibit size or location, an environment conducive to successful interaction with their audiences.

IAEE is a global association that serves as the foremost authority on exhibition management and operations.

---

For display rules and regulations specific to an exhibition or event,  
consult the exhibition or event organizer.

---

This edition of IAEE's *Guidelines for Display Rules and Regulations* is made possible by a generous grant from **F R E E M A N**

## Linear Booth

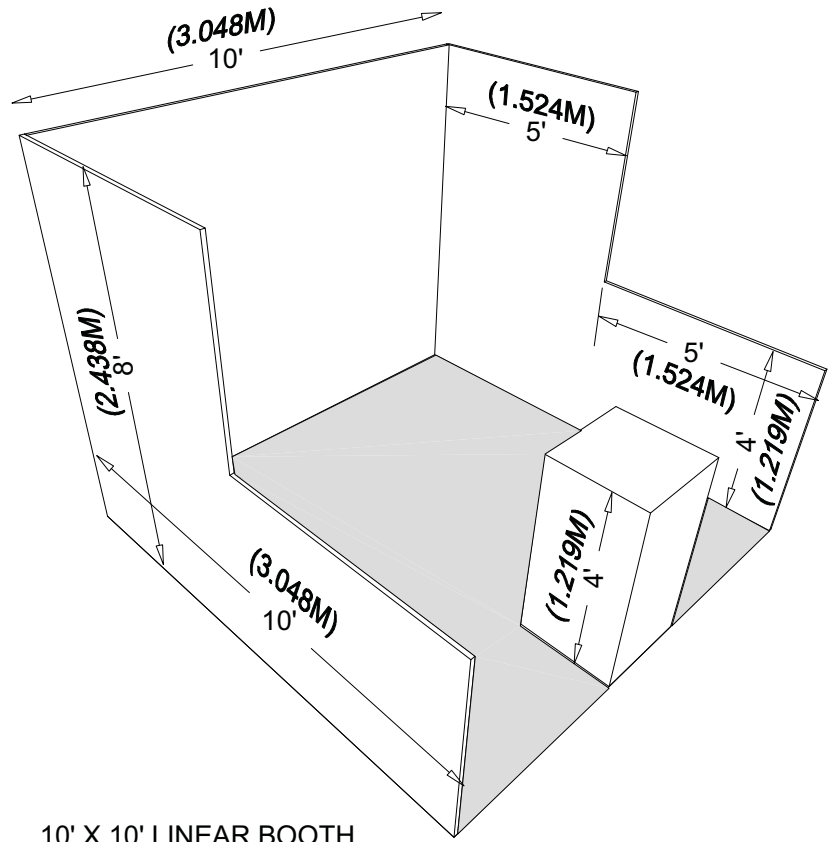
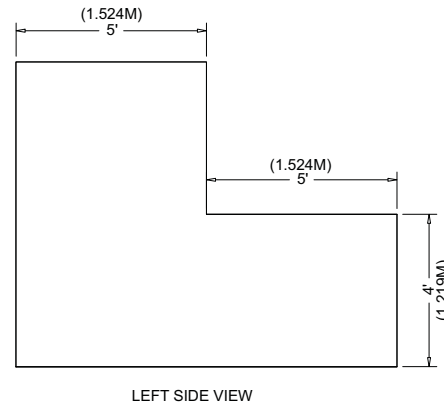
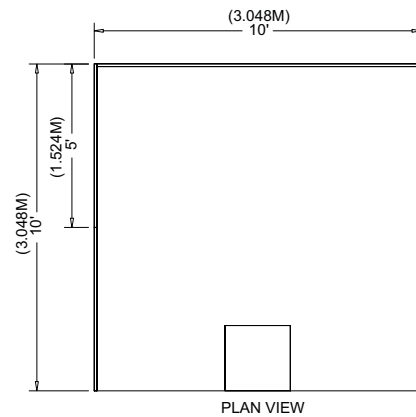
Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft (3.05m) has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft (3.05m) wide and 10ft (3.05m) deep, i.e. 10ft by 10ft (3.05m by 3.05m). A maximum back wall height limitation of 8ft (2.44m) is generally specified.

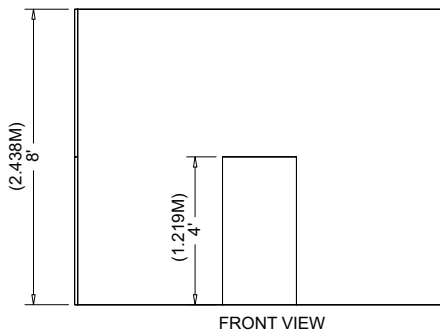
### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft (3.05m by 6.10m), 10ft by 30ft (3.05m by 9.14m), 10ft by 40ft (3.05m by 12.19m), etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8ft (2.44m) is allowed only in the rear half of the booth space, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle. (See Line-of-Sight exception on page 8.) Note: When three or more Linear Booths are used in combination as a single exhibit space, the 4ft (1.22m) height limitation is applied only to that portion of exhibit space which is within 10ft (3.05m) of an adjoining booth.



## Corner Booth

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.

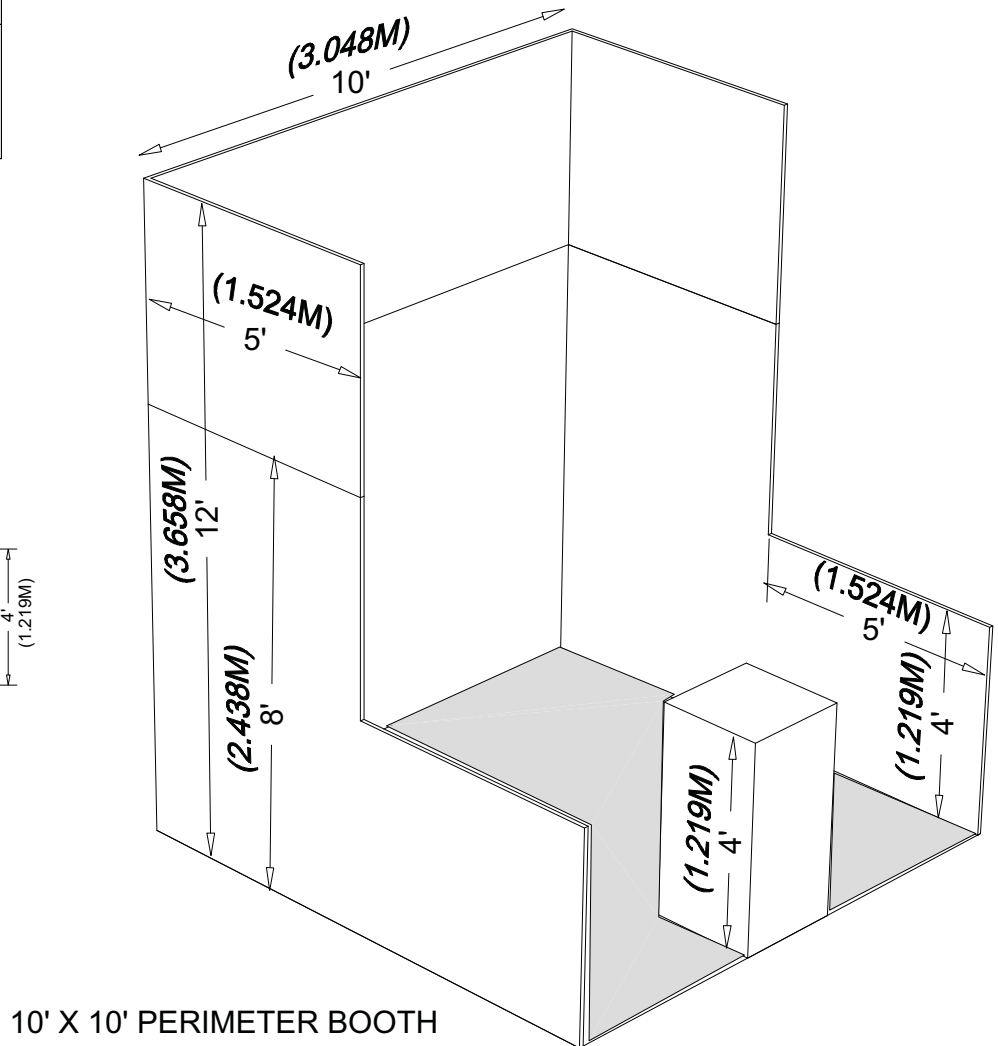
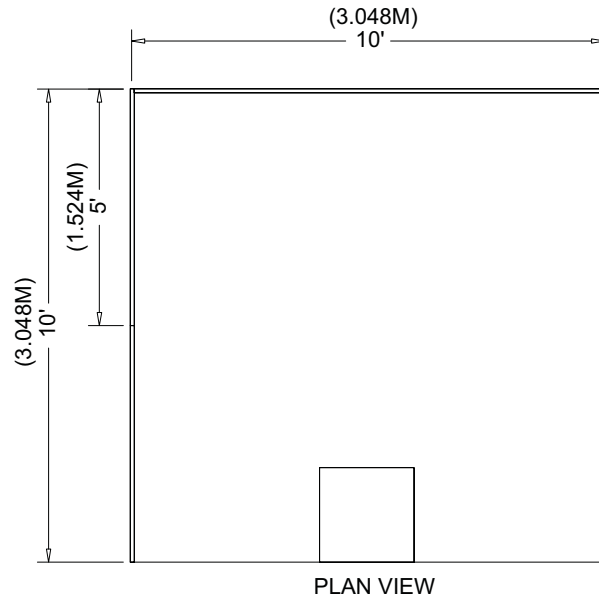
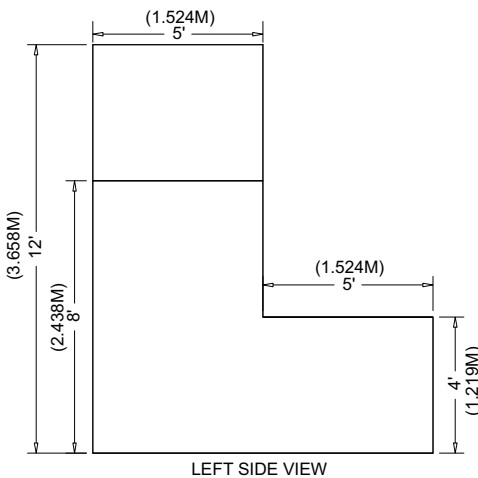
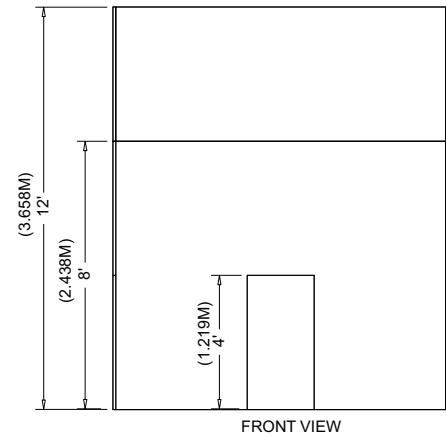


# Perimeter Booth

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

## Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the typical maximum back wall height is 12ft (3.66m).

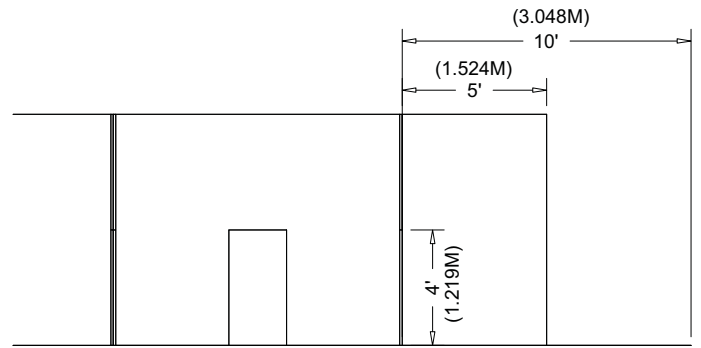


# End-cap Booth

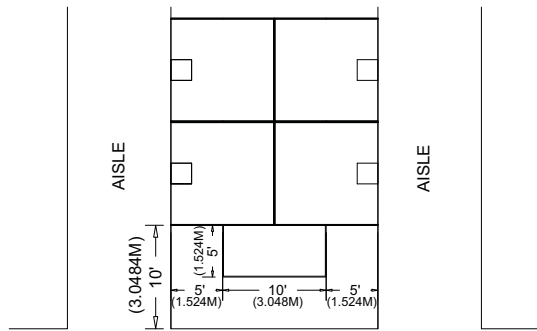
An End-cap Booth is exposed to aisles on three sides and comprised of two booths.

## Dimensions

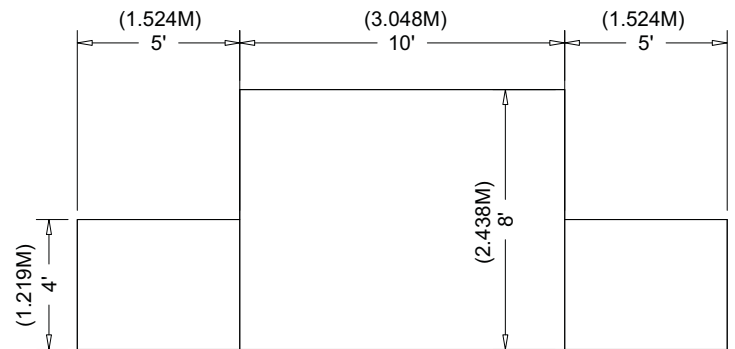
End-cap Booths are generally 10ft (3.05m) deep by 20ft (6.10m) wide. The maximum back wall height of 8ft (2.44m) is allowed only in the rear half of the booth space and within 5ft (1.52m) of the two side aisles, with a 4ft (1.22m) height restriction imposed on all materials in the remaining space forward to the aisle.



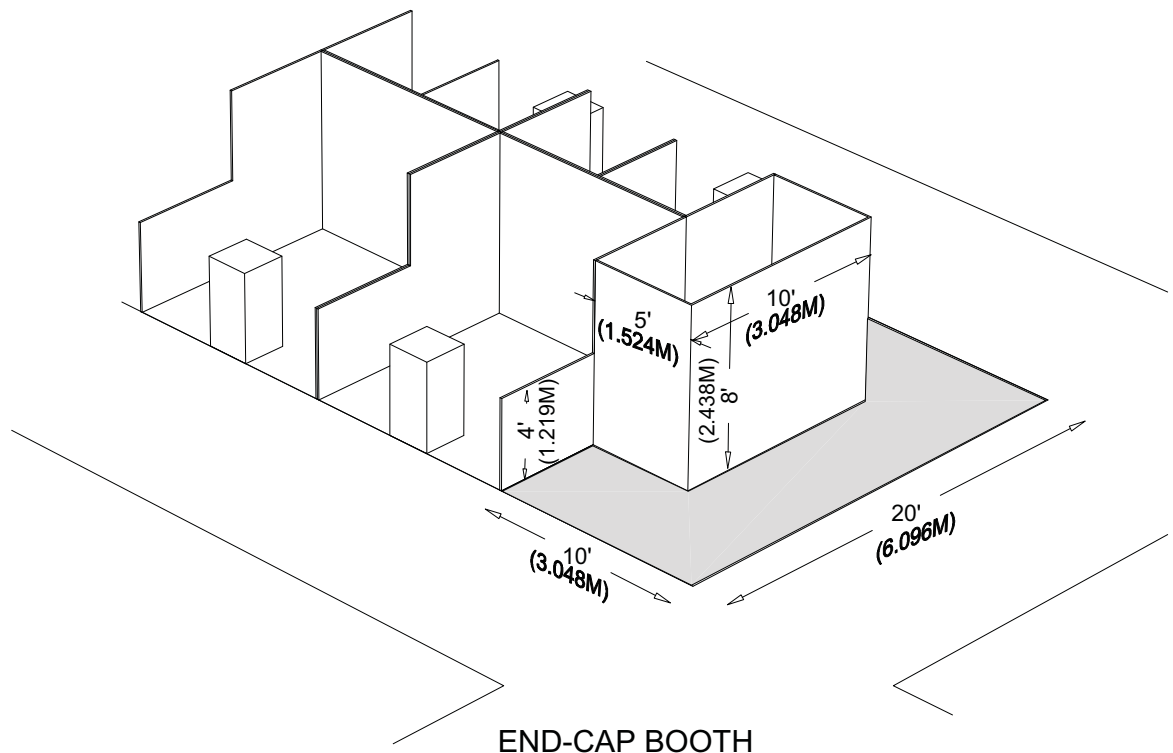
LEFT SIDE VIEW



PLAN VIEW



FRONT VIEW



END-CAP BOOTH

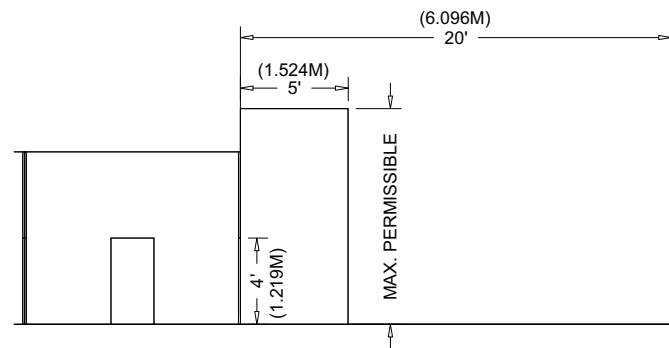
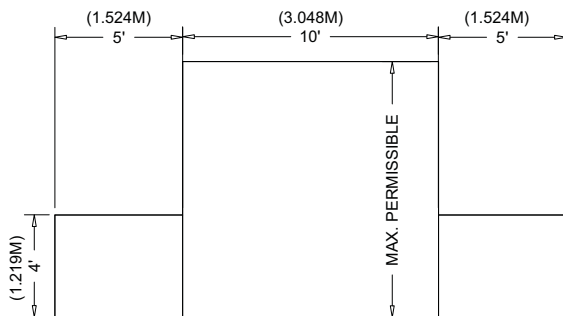
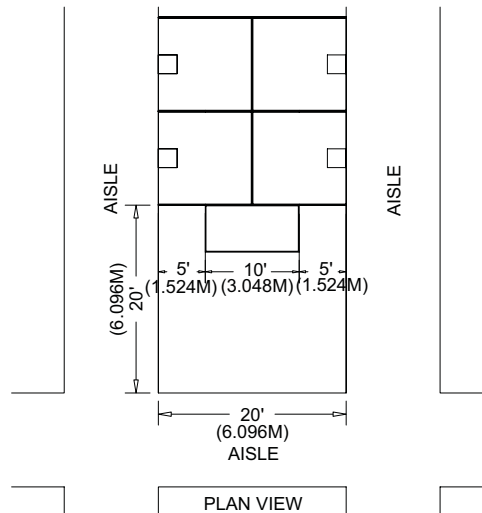
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

# Peninsula Booth

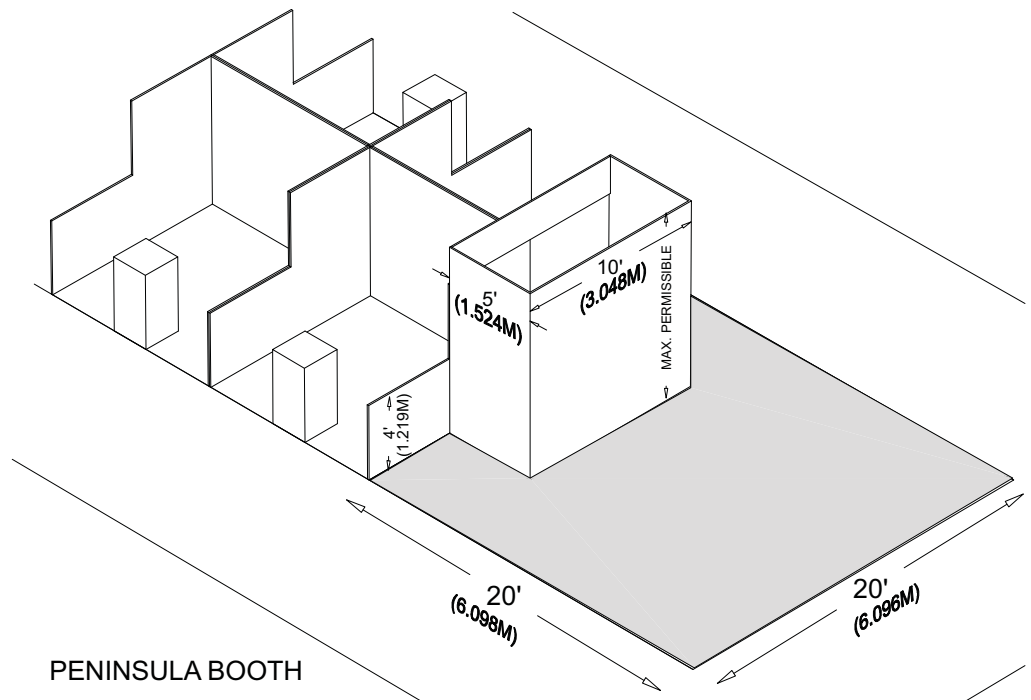
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

## Dimensions

A Peninsula Booth is usually 20ft by 20ft (6.10m by 6.10m) or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft (1.22m) high within 5ft (1.52m) of each aisle, permitting adequate line of sight for the adjoining Linear Booths. (See Line-of-Sight exception on page 8.) A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.

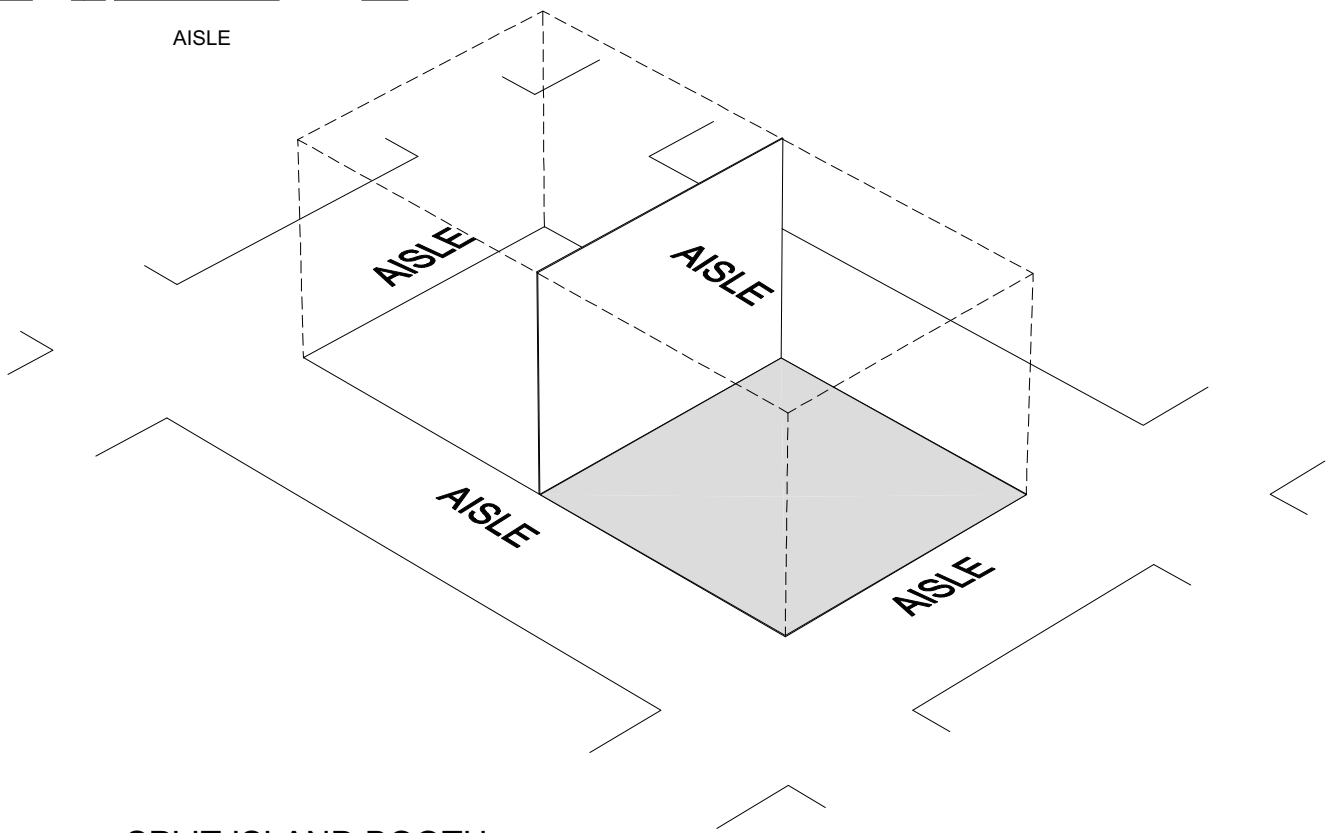
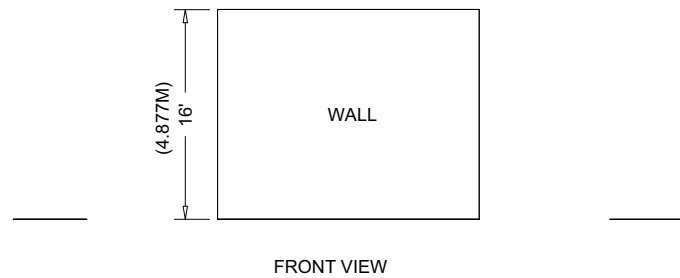
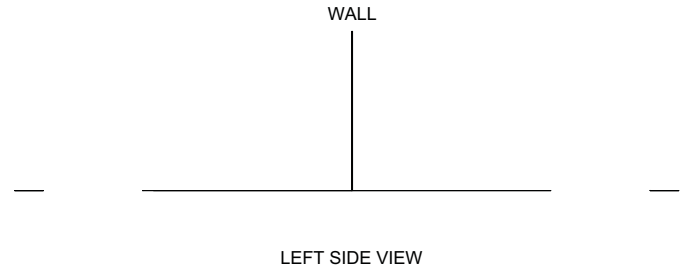
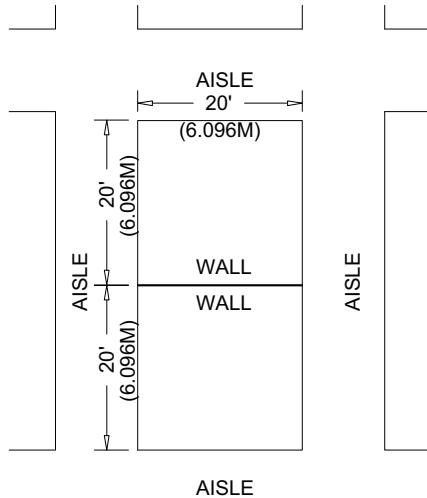


FRONT VIEW



## Split Island Booth

A Split Island Booth is a Peninsula Booth which shares a common back wall with another Peninsula Booth. The entire cubic content of this booth may be used, up to the maximum allowable height, without any back wall Line-of-Sight restrictions. A typical maximum height range allowance is 16ft to 20ft (4.88m to 6.10m), including signage. The entire cubic content of the space may be used up to the maximum allowable height. Double-sided signs, logos and graphics shall be set back ten feet (10') (3.05m) from adjacent booths.



SPLIT ISLAND BOOTH

This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**



# Island Booth

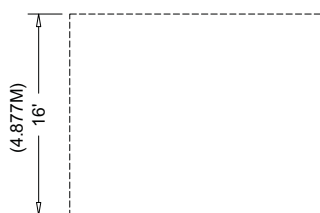
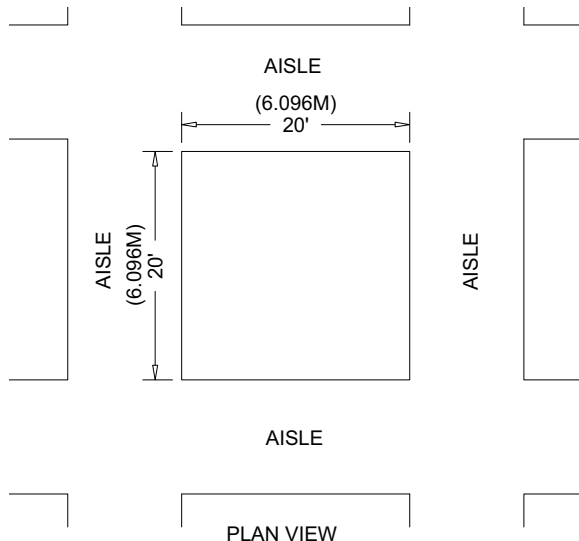
An Island Booth is any size booth exposed to aisles on all four sides.

## Dimensions

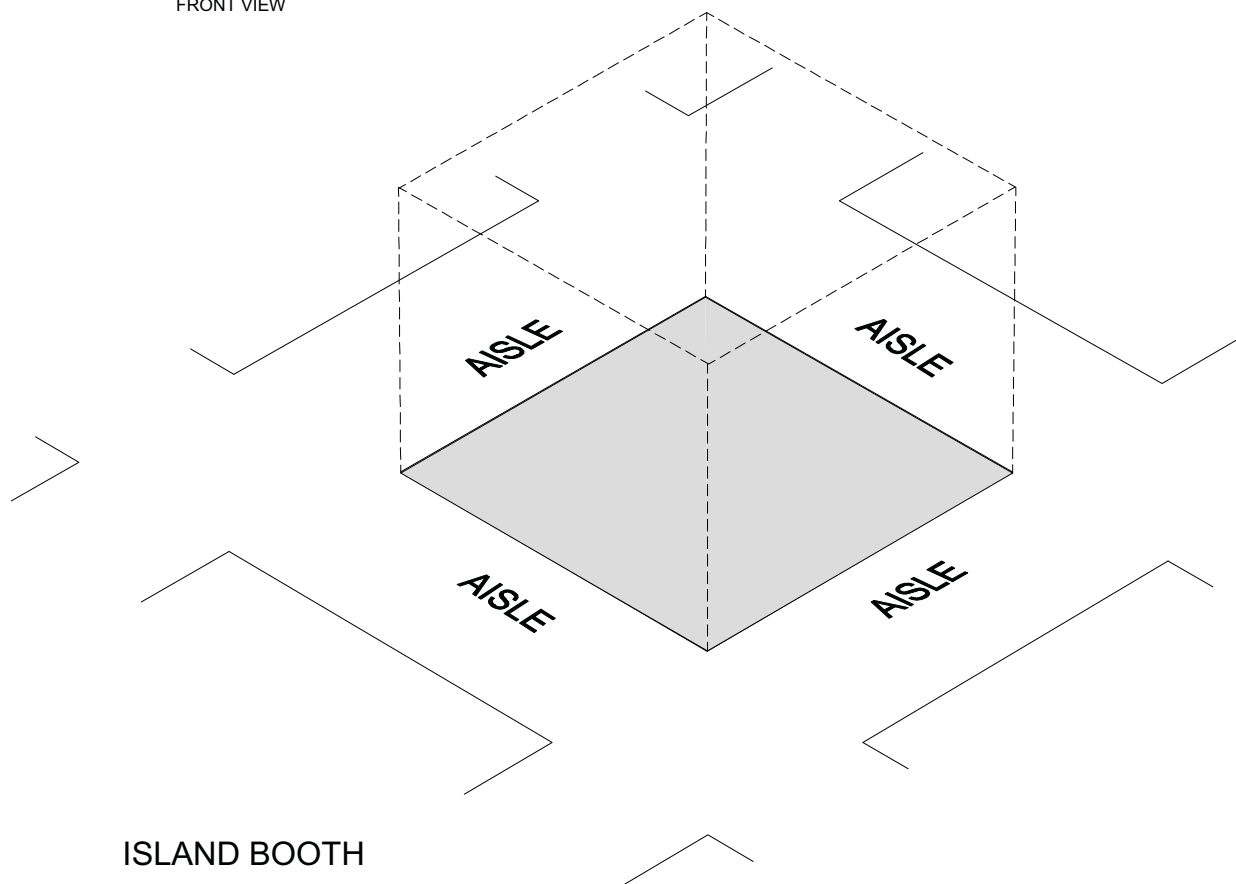
An Island Booth is typically 20ft by 20ft (6.10m by 6.10m) or larger, although it may be configured differently.

## Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is usually a range of 16ft to 20ft (4.88m to 6.10m), including signage.



FRONT VIEW



ISLAND BOOTH

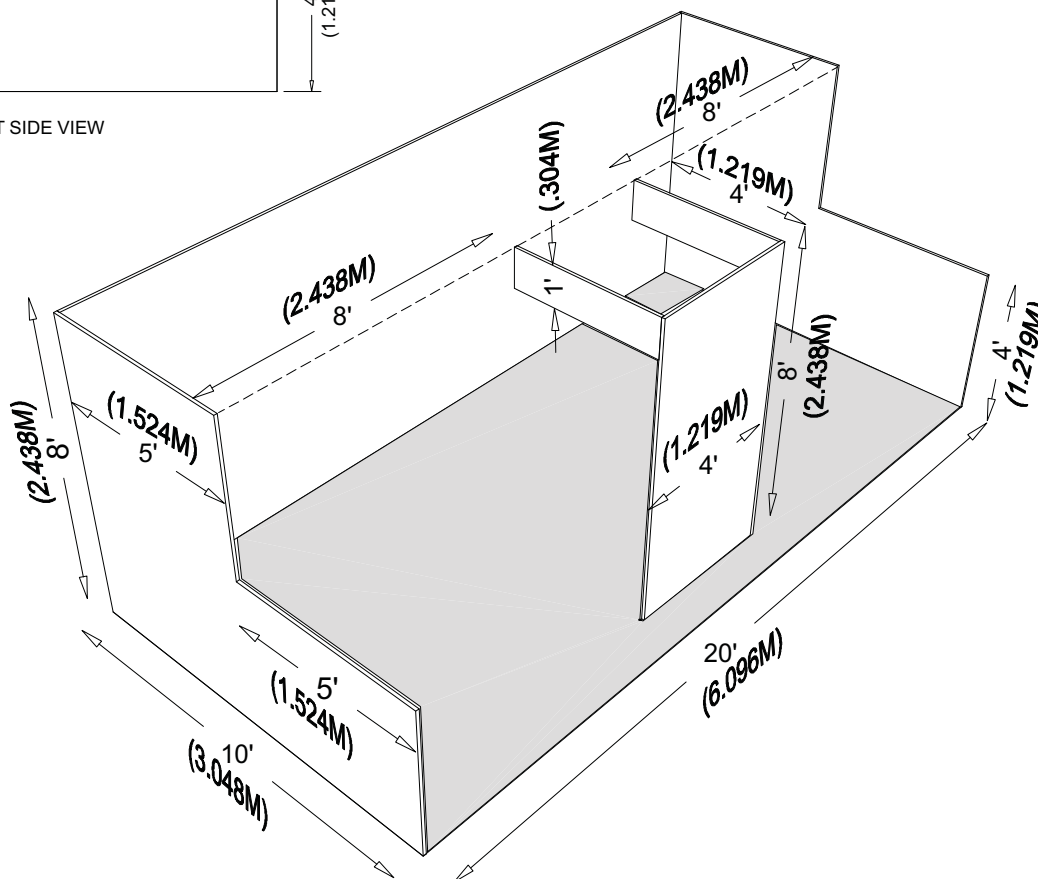
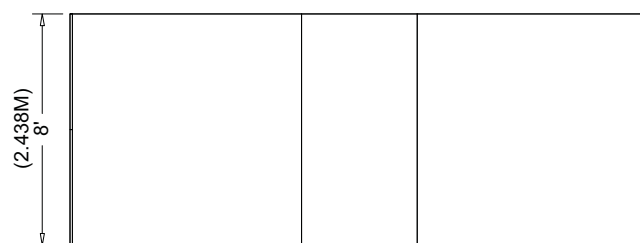
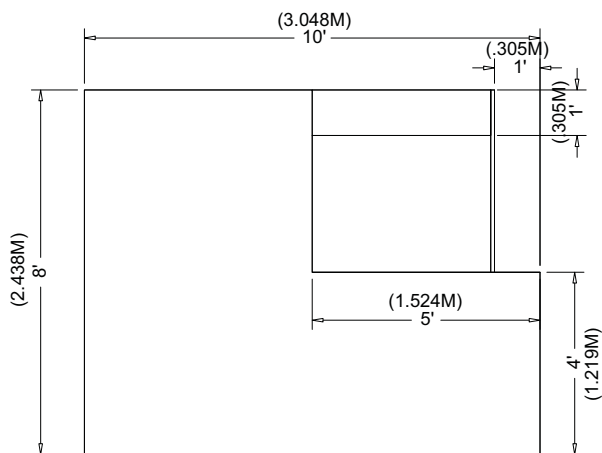
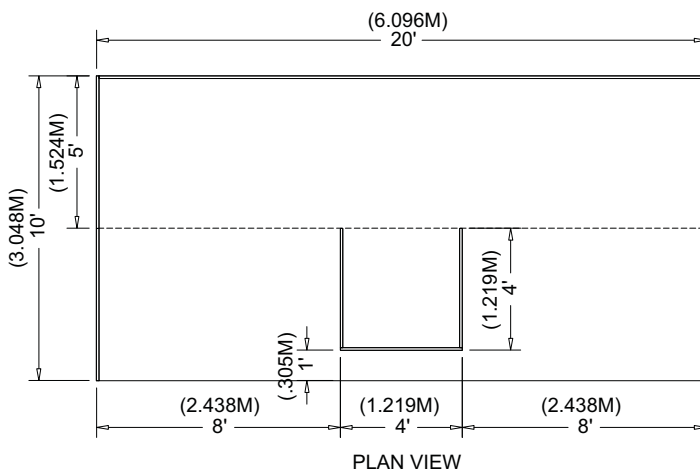
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

## Extended Header Booth 20ft (6.10m) or Longer

An Extended Header Booth is a Linear Booth 20ft (6.10m) or longer with a center extended header.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Extended Header Booths, except that the center extended header has a maximum height of 8ft (2.44m), a maximum width of 20 percent of the length of the booth, and a maximum depth of 9ft (2.7m) from the back wall.



10' X 20' EXTENDED HEADER BOOTH

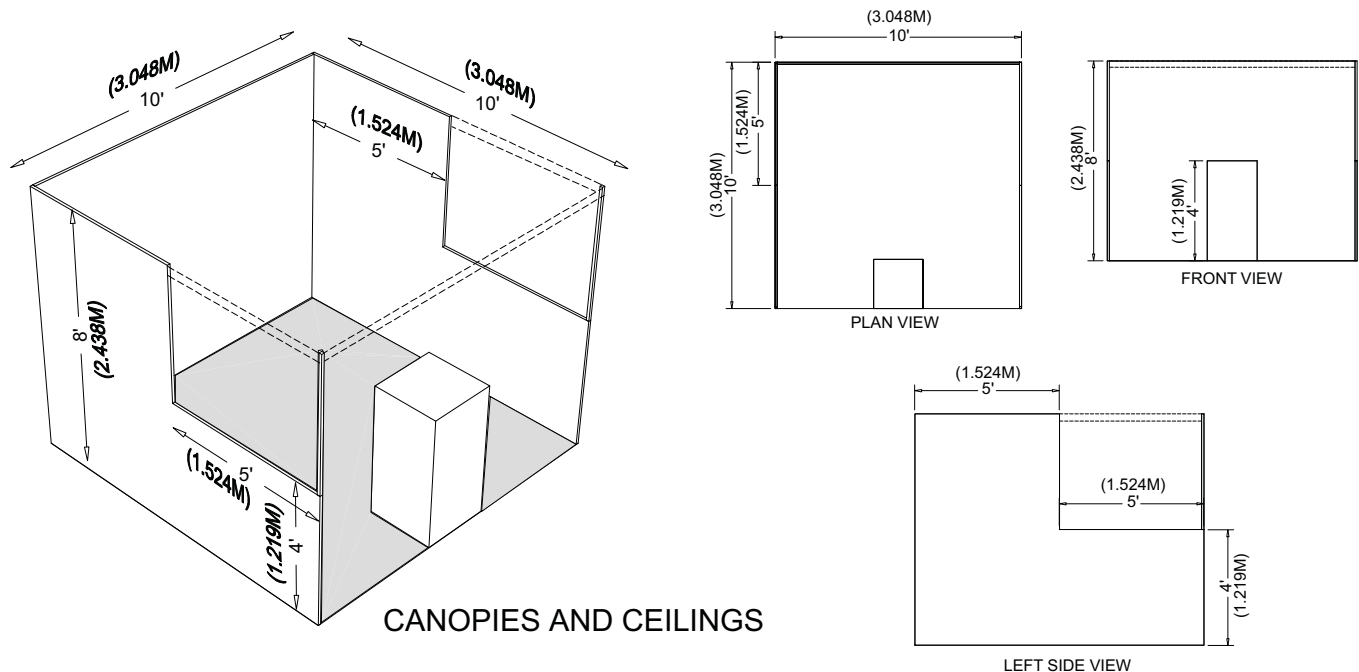
This edition of IAEE's Guidelines for Display Rules and Regulations is made possible by a generous grant from **F R E E M A N**

## Other Important Considerations

### Canopies and Ceilings

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements. (See “Use of Space” for Linear or Perimeter Booths).

The bottom of the canopy should not be lower than 7ft (2.13m) from the floor within 5ft (1.52m) of any aisle. Canopy supports should be no wider than three inches 3in (.08m). This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with the appropriate local agencies prior to determining specific exhibition rules.



### Hanging Signs & Graphics

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 16ft to 20ft (4.88m to 6.10m) from the top of the sign. End-cap Booths do not qualify for hanging signs and graphics. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use-of-space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft (3.05m) from adjacent booths and be directly over contracted space only.

Approval for the use of Hanging Signs and Graphics, at any height, should be received from the exhibition organizer at least 60 days prior to installation. Variances may be issued at the exhibition management's discretion. Drawings should be available for inspection.

### Towers

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used.

Towers in excess of 8ft (2.44m) should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.

### Multi-story Exhibit

A Multi-story Exhibit is a booth where the display fixture includes two or more levels. In many cities, a Multi-storied Exhibit requires prior approval by the exhibit facility, and/or relevant local government agency, as well as show management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met. Exhibition organizers should be prepared to assist exhibitors in this application process.

# Issues Common To All Booth Types

## Americans with Disabilities Act (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, (800) 514-0301, and from the ADA Web site at [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

## Structural Integrity

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft (6.10m by 6.10m) and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the show organizer.

Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

## Flammable and Toxic Materials

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility.

## Electrical

Every exhibit facility has different electrical requirements. However, minimum guidelines are suggested:

- All 110-volt wiring should be grounded three-wire.
- Wiring that touches the floor should be “SO” cord (minimum 14-gauge/three-wire) flat cord, which is insulated to qualify for “extra hard usage.”
- Cord wiring above floor level can be “SJ” which is rated for “hard usage.”
- Using zip cords, two-wire cords, latex cords, plastic cord, lamp cord, open clip sockets, and two-wire clamp-on fixtures is not recommended and is often prohibited. Cube taps should be prohibited.
- Power strips (multi-plug connectors) should be UL approved, with built-in over-load protectors.

*(continued on next page)*

## Issues Common To All Booth Types *(continued)*

### Lighting

Exhibitors should adhere to the following suggested minimum guidelines when determining booth lighting:

- No lighting, fixtures, lighting trusses, or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to exhibition management for approval.
- Lighting, including gobos, should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or exhibition aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by exhibition management.
- Lighting that spins, rotates, pulsates, and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.
- Currently, some convention facilities are not allowing quartz halogen lighting fixtures in exhibits due to potential fire hazards. Check with exhibition management.
- Reduced lighting for theater areas should be approved by the exhibition organizer, the utility provider, and the exhibit facility.

### Storage

Fire regulations in most exhibit facilities prohibit storing product, literature, empty packing containers, or packing materials behind back drapes or under draped tables. In most cases, however, exhibitors may store a limited supply of literature or product appropriately within the booth area, so long as these items do not impede access to utility services, create a safety problem, or look unsightly.

### Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighboring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation, audio visual presentations, and demonstration areas to ensure compliance. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft (.91m) and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

### Sound/Music

In general, exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels when measured from the aisle immediately in front of a booth. (Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.)

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

## Advisory Notes To Exhibition Organizers

**End-cap Booths:** End-cap Booths cause more problems between exhibitors than any other type of booth, because most exhibitors fail to observe back wall height restrictions. Exhibition managers should be alert to exhibitors reserving End-cap configurations to ensure they do not violate Linear Booth Line-of-Sight regulations for neighboring exhibits.

**Fire Equipment:** Fire hoses, extinguishers, and audible or visual devices for fire alarms should be visible and accessible at all times.

**Hanging Signs:** Although the *Guidelines* indicate 16ft to 20ft (4.88m to 6.10m) as a maximum height range from the top of the sign, some exhibitions permit other heights, or have no height limit. Caution should be exercised so exhibitors will not compete over air space for hanging signs. Most show organizers limit the height of signs.

Exhibitors should be advised to install “hanging points” at the time of manufacture of the sign or display. It is also advisable to have hanging signs labeled and cased separately so that they can be easily identified on site as they usually must be installed before other exhibit construction can begin.

**Hardwall Booths:** Exhibitions that provide Hardwall Booths should specify if these structures can be used for display and attaching products.

**Full Cubic Content in Linear Space:** It is the responsibility of the exhibition organizer to establish rules to best achieve the goals for their exhibition based on the nature of their exhibition and industry sector it serves.

**Cubic Content Definition:** Using the perimeter lines of a booth as a guide, the exhibitor may install a booth up to these lines and utilize all the volume of space within these lines up to the maximum height permitted by the show rules as determined by the show organizer.

It is the choice of the exhibition organizer to allow use of full cubic content in linear exhibit space or to observe the line-of-sight set-back rule. It is common at certain types of exhibitions to eliminate the line-of-sight requirement for Linear, End-Cap, and Peninsula Booths that back up to Linear Booths. This permits exhibitors to utilize the full cubic content of the booth.

Organizers that permit use of cubic content in linear booths do so for one or all of these reasons:

- Cubic content is more conducive to certain types of product displays or experiences.
- Cubic Content maximizes the exhibit space and investment.
- International exhibitions generally utilize Cubic Content making the show friendlier to international exhibitors.
- Cubic Content reduces the need to police exhibits to enforce setback rules.

Use of Cubic Content may create situations where the organizer must address exhibits that have unfinished walls. A determination must be made as to responsibility for finishing these areas.

It is prudent for the exhibition organizer considering cubic content to examine the concerns, advantages and disadvantages prior to putting cubic content guidelines into practice. It is often wise to consult with the exhibition's Exhibits Advisory Board or perhaps conduct a focus group of the exhibition's exhibitors to determine their interest and gain their feedback and support for the concept. Exhibition organizers must be proactive in communicating with exhibitors and understanding the effect it will have on the exhibition.

## Advisory Notes To Exhibition Organizers *(continued)*

**Perimeter Openings:** Large peninsulas and islands with long high walls can create a “tunnel-like” effect. Exhibitors may be required to install a minimum 6ft (1.83m) opening every 30ft (9.14m).

**Pipe and Drape:** These are commonly used at exhibitions to define exhibit space. Exhibition organizers often include in their rules and regulations that this equipment is not intended as a display fixture. Therefore, product and signs should not be attached or affixed. Measurements of booths must allow for size of pipe on sides and back.

**Product Height:** Some exhibitors have products that exceed display height restrictions. Exhibition organizers should establish guidelines for displaying such products. For example, some exhibitions require that these exhibitors reserve only perimeter space. Products exceeding height restrictions for Islands and Peninsulas are usually permitted, providing they are displayed in operating mode, and the names and logos, etc. on the product are as it is sold.

**Vehicles:** Rules vary depending on the facility, but generally it is required that vehicles on display have no more than a one fourth tank of gas. The filler cap should be sealed and the batteries disconnected. External chargers are usually recommended for demonstration purposes. Keys should always be surrendered to show management while participating in an exhibition or event.

**Height Variances:** Height Variances may be issued for all types of booths. However, in a linear booth, the back side of any structure over 8ft (2.44m) must be free of trademarks, graphics, and/or logos.

**Environmental Responsibility:** Exhibitions, by their very nature, create waste. Properly managed, exhibitions can recycle excess materials and supplies in useful and meaningful ways, and they can do so using methods that result in minimized impact on the environment. Exhibits should utilize recycled, renewable and energy efficient materials whenever possible.



International Association  
*of Exhibitions and Events*

---

12700 Park Central Drive  
Suite 308  
Dallas, TX 75251-1500

[www.iaee.com](http://www.iaee.com)



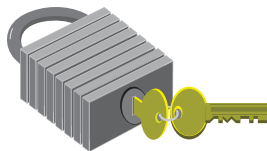
**Exhibit Dates: March 20-22, 2013**  
**Colorado Convention Center, Denver, CO USA**

**SECURITY TIPS**

Show Management shares your concern for the security of your products and has taken steps to ensure a safe, secure environment for all exhibitors. Show Management will provide perimeter security for the duration of the show and additional security during move-in and move-out to be stationed at primary freight entrances. However, Show Management cannot provide security for each and every booth on the show floor and is not responsible for any theft or damage to product or displays.

Therefore, private booth security is available and can be ordered for your booth. Please contact Show Management if you require additional security or fill out the Booth Watch Order Form located in the Utilities and Additional Services section of this manual. In the meantime, we recommend you take the following precautions:

- **OBTAIN INSURANCE**, which includes a rider to your existing insurance policy to protect your entire exhibit and product from the time they leave your warehouse until they return.
- Do not mark the contents of the package on the cartons or crates.
- Do not store products in “EMPTY CARTONS”.
- Ship products in locked cages or trunks when possible to the correct address listed in the GES Section of the service kit.
- Make a complete list of all products shipped, listing model #'s and serial #'s, whenever possible.
- Mount or attach products to your display whenever possible.
- Secure your staff's personal property, briefcases, coats, cameras, purses, etc., at all times. (Move-in/out is the most vulnerable time.)
- Stay with your products on closing day until your products are securely packed and marked for shipment. Make outbound shipping arrangements in advance of the close of the show at the *GES Service Desk* on-site.
- Inform your staff members working in your booth of the rules regarding removal of merchandise from the show.
- Do not sell, give away, or trade merchandise during or after the show. Re-crate the product and return it with your display.
- Don't wait until the end of the show to inform management of damage or theft. Contact security and/or show management on-site immediately.



*Show Management is not responsible for any theft or damage to product or booth, but we do want you to have a safe, enjoyable and profitable show.  
Please help us to help you maintain a secure environment for your exhibit.*

**Exhibit Dates: March 20-22, 2013  
Colorado Convention Center, Denver, CO USA**

**ONLINE EXHIBITOR BADGE REGISTRATION INFORMATION**

**You have a booth – now you need to register for badges!**

Everyone at the AONE 46<sup>TH</sup> Annual Meeting & Exposition is required to wear an official AONE 2013 badge while attending the tradeshow, sessions or other sanctioned event.

Each AONE exhibitor receives:

- Four (4) complimentary exhibitor registration badges per 10' x 10' booth space
- One (1) complimentary full conference registration per 10' x 10' booth space

\*Please note: Additional exhibitor badges (above and beyond your complimentary allotment) may be purchased for \$100 each. Additional full conference badges may be purchased for \$845 each (members) or \$1,090 each (non-members) prior to **February 1, 2013**. After that date, full conference registration fees will increase to \$925 each (members) or \$1,165 each (non-members) and will be available until **March 15, 2013**.

**Online Registration**

Registering for your badges couldn't be easier! Please visit <http://registration3.experientevent.com/showAON131/> to register online.

Please note: You will need a password to register online. If you do not have your password, please contact Shannon Baily, AONE Exhibits Coordinator, via email at [sbaily@aha.org](mailto:sbaily@aha.org).

**Guest Passes**

Invite your key or potential customers to visit your booth and the exhibits with an AONE exhibit hall guest pass. As part of your booth purchase, you receive two (2) complimentary passes. (\$200 value)

All you need to do is share the promo code **AONEHALL** to your customer, have them register through the **attendee registration website** at <http://registration.experientevent.com/showaon131> and their badge will be waiting for them in Denver. (Note: the pass is valid during the full exhibition session; lunch is included).

Additional exhibit hall only guest passes are available for \$100 each per day. To purchase additional passes go to the attendee registration website at <http://registration.experientevent.com/showaon131>.

**Questions?**

If you have questions regarding **how** to register, please contact Customer Service at 800-974-3084, 847-996-5876 or email [AONE@experient-inc.com](mailto:AONE@experient-inc.com).

If you have questions about your **complimentary allotment**, please contact Shannon Baily via email at [sbaily@aha.org](mailto:sbaily@aha.org)

# **Housing Information**

**Registration for badges must be completed online prior to booking hotel accommodations.** All hotel reservations must be made through the AONE Housing Bureau. [Details will be provided in the registration acknowledgement letter.](#)

**Room Guarantees:** To take advantage of the convention rates, housing reservations must be completed online by 11:59 pm MST on **February 19, 2013**. Please register and make room reservations as early as possible as the group room block may sell out before the actual cut-off date. AONE cannot guarantee rates and availability after **February 19, 2013** when AONE room blocks may be released and the hotel may charge a significantly higher rate.

**Sub-block Requests:**

A block request form must be completed and sent for companies wishing to book 10 or more rooms at the convention hotels. Sub block rooming lists must be submitted by **February 5, 2013**. Please refer to the reservation block request form for complete details and policies. Sub block questions should be directed to Kourtney Sproat at [ksproat@aha.org](mailto:ksproat@aha.org) or 312-422-2818.

**General housing questions:** Contact the AONE Housing Bureau at [housing@visitdenver.com](mailto:housing@visitdenver.com) or by phone at 303-892-1112 ext. 601 Mon-Fri 9:00am - 4:30pm MST time excluding holidays.

**Stay at one of our conference hotels for the complete conference experience.**

**AONE Headquarters Hotel**  
**Hyatt Regency Denver at Colorado Convention Center**  
**650 15<sup>th</sup> Street**  
**Denver, CO 80202**  
**United States**

**Special Conference Rate: \$210/night\***

---

**Sheraton Denver Downtown**  
**1550 Court Place**  
**Denver, CO 80202**  
**Special Conference Rate: \$179/night\***

---

*\*Room rates are available through **February 19, 2013** or until available rooms are booked.*



Exhibitors must use the exhibitor hotel block request form for 10 or more reservations

#### Important Deadlines

**February 5: Complete rooming list due. Any rooms not reserved will be released.**  
Please email completed forms to Kourtney Sproat at [ksproat@aha.org](mailto:ksproat@aha.org).

#### Contact Information

Name:	
Company:	
Booth #:	
Address:	
Daytime Phone:	
Fax:	
Email:	

#### Hotel Preference

**Hotel and room type will be honored to the extent accommodations are available.**

Hotels	Single	Double	Triple	Quadruple
Hyatt Regency Denver (HRC)	\$210	\$210	\$224	\$224
Sheraton Denver Downtown (SDD)	\$179	\$179	\$189	\$204

**First Hotel Choice:**

**Second Hotel Choice:**

**If we are unable to reserve rooms at your first choice hotel, please (check one)**

☐ Reserve in the next available hotel ☐ Split block between hotels listed

#### Room Block

Please complete the chart below outlining the sleeping room needs for each night. If none, please mark 0.

Day/Date	Tuesday 3/19/13	Wednesday 3/20/13	Thursday 3/21/13	Friday 3/22/13
Number of Rooms w/ 1 bed				
Number of Rooms w/ 2 beds				

#### Credit Card Information

<b>Name on card:</b>	
<b>Card Type:</b>	<b>Card number:</b>
<b>Expiration Date</b>	

#### Room Block Policies

A contract for exhibit space and registration must be submitted to AONE prior to requesting a room block. All personnel must be registered for the meeting in order to receive the convention rate. All reservations must be made through the AONE Housing Bureau and are subject to AONE's approval. Exhibitors who do not adhere to these procedures may be subject to denial of exhibit space and/or request for meeting space at future AONE meetings.

#### Reservation Guarantee

Room block requests are subject to approval.

All rooming lists must be accompanied by individual credit card guarantee. Final rooming lists are due February 5, 2013. At that time each room must be assigned to the actual guest staying in the room. Duplicate names are not accepted. Any rooms not assigned will be released.

Credit cards must be presented at check in and will be used to pay for any room and tax along with incidentals due at check out. Hotel may charge one night room and tax deposit for each room approximately 10 days prior to arrival.

#### Cancellations/Changes

Cancellations and changes to the names of occupants or arrival and departure dates must be made clearly and in writing to the AONE Housing Bureau. Cancellations and changes can be emailed to [housing@visitdenver.com](mailto:housing@visitdenver.com).

Cancellations after February 19, 2013 will be subject to a \$50.00 cancellation processing fee per reservation. If a cancellation occurs within two weeks of arrival, please refer to your hotel's individual cancellation policy found in the acknowledgment letter.

Please sign below to indicate you are in agreement with the above outlined policies and procedures related to reserving an exhibit room block.

Signature

Date

Sub block questions? Please contact Kourtney Sproat, AONE Sr. Conference Management Specialist at [ksproat@aha.org](mailto:ksproat@aha.org) or by phone at (312) 422-2818 Monday – Friday 9:00am - 4:30pm CST time excluding holidays.



Lead Management Order Form

## AONE's 46th Annual Meeting & Exposition March 20-23, 2013 • Denver, CO



### ORDER NOW

and maximize the  
impact of your trade  
show participation.

Order online: <https://exhibitorportal.experient-inc.com>

Access Code: PDCFNH

Final deadline to order prior to show 3/12/13

Exhibiting Company: \_\_\_\_\_ Booth #: \_\_\_\_\_

Check if information is for: ☐ Exhibiting Company ☐ Third Party 3rd Party Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

City: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

State/Country: \_\_\_\_\_ Zip: \_\_\_\_\_ Email: \_\_\_\_\_

### SELECT YOUR PREFERRED SYSTEM

on or before 1/23/13	from 1/24/13 to 2/7/13	after 2/7/13	number of units	TOTAL
-------------------------	---------------------------	-----------------	--------------------	-------



**SWAP** - Capture leads on your smart phone anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus - onsite or offsite! Native apps available for iPhone, iPad, Android. Web mobile versions are available for all other internet ready phones. *All leads captured are consolidated in your SWAP Portal.*

\$450 - License and three activations	_____	\$ _____
\$125 - For each additional activation	_____	\$ _____

#### Optium S400

\$365	\$395	\$425	_____	\$ _____
-------	-------	-------	-------	----------

#### Optium TS600

Survey Option: ☐ None ☐ Standard ☐ Custom

\$450	\$475	\$495	_____	\$ _____
-------	-------	-------	-------	----------



#### SWAP Activations with Reader Purchase

Complement the ability to capture leads on your **S400** or **TS600** rental by ALSO enabling your staff to capture leads anytime, anywhere on their smart phones. *All leads captured are consolidated in your SWAP Portal.*

\$125 - For each activation	_____	\$ _____
<b>special pricing only available with the purchase of S400 or TS600</b>		

#### Optium RT1000

Survey Option: ☐ None ☐ Standard ☐ Custom

\$450	\$475	\$495	_____	\$ _____
-------	-------	-------	-------	----------

#### ExpoCard Connect

Survey Option: ☐ None ☐ Standard ☐ Custom

\$450	\$490	\$525	_____	\$ _____
-------	-------	-------	-------	----------

**Each additional ExpoCard Connect**

\$300	\$340	\$375	_____	\$ _____
-------	-------	-------	-------	----------

SEE NEXT PAGE FOR SYSTEM DESCRIPTIONS AND REQUIREMENTS

Sub-Total \$ \_\_\_\_\_

7.72% Sales Tax \$ \_\_\_\_\_

System Total \$ \_\_\_\_\_

### OPTIONS

on or before 1/23/13	from 1/24/13 to 2/7/13	after 2/7/13	number of units	TOTAL
-------------------------	---------------------------	-----------------	--------------------	-------

#### Custom Survey for Optium S400

\$125	\$135	\$150	_____	\$ _____
-------	-------	-------	-------	----------

#### Delivery of Reader to Booth (Post show pickup not available)

\$100	\$100	\$100	_____	\$ _____
-------	-------	-------	-------	----------

\* QUANTITY SHOULD MATCH THE NUMBER OF SYSTEM UNITS ORDERED ABOVE

Options Total \$ \_\_\_\_\_

**Order confirmation  
will be delivered  
via email.**

**Note:** All readers must be picked up at the exhibitor services desk unless delivery arrangements are made and paid for in advance of the show.

#### Terms and Conditions:

- Orders cannot be processed unless received with payment. Purchase Orders are not accepted. Send check or credit card information with order form.
- All orders cancelled prior to 30 days of the show will incur a \$100 cancellation fee.
- Orders cancelled within 30 days of the show will not be refunded.
- Taxable items and rates vary among states and are subject to change. *Please call for exact quote.*

**Preferred System  
& Options Total**

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

### Indicate payment method:

- ☐ Check (Must be mailed with order; made payable to Experient)  
☐ Visa ☐ MC ☐ AMEX ☐ DISCOVER

Signature: \_\_\_\_\_

Card #: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

Mail Orders to: Experient • 1888 North Market St. • Frederick, MD 21701

**Fax Credit Card  
Orders to:  
301.694.3286**

**For Assistance Contact  
Ann Cusimano**

Call: 866.297.5247

Email: [ann.cusimano@experient-inc.com](mailto:ann.cusimano@experient-inc.com)  
[www.experient-inc.com](http://www.experient-inc.com)

Showcode: AON131  
 Promo Code: ORD-KIT-NA  
 (Different from access code at top of page)





# Lead Management Solutions

Don't let the dollars you

spend on exhibiting go to waste!



**SWAP™** is the latest in lead retrieval. Smart phone owners can download an application directly to their phones enabling them to capture leads anywhere: in the booth, sessions, meetings, events, in the hallway, on the bus, etc. Notes can be taken with each lead. Now lead retrieval is no longer limited to the show floor or by show hours.

**All leads captured are consolidated in your SWAP Portal.**



**The Optium™ S400** is the new standard in lead retrieval. This compact, lightweight unit is designed to fit easily on any exhibit booth counter. This unit includes a paper printout, and leads are also instantly captured via an on-board USB drive which allows for quick and easy follow-up. The optional custom lead form printout makes lead qualification a snap. All contact and demographic information is safely backed up in its internal memory.

***Requires electricity.***



**The Optium™ TS600** adds a full color touch screen with easy-to-use onscreen electronic qualification to the Optium product line. The TS600 includes a paper printout as well as an on-board USB drive to instantly capture leads and allow for quick and easy follow-up. Attendee demographic information and survey responses are safely backed up in its internal memory. Standard onscreen qualification is included. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

***Requires electricity.***



**The Optium™ RT1000** reader caters to exhibitors who require a mobile method for capturing information and instant access to that data. The RT1000 is a handheld wireless unit that immediately sends leads to a secure, password protected website. Lead follow-up can begin immediately and booth activity can be monitored, in real time, from remote locations. A color screen with a full QWERTY keyboard provides the ability to add custom notes and also allows for easy electronic qualification through a standard or customized survey. If custom questions are desired, please contact our Lead Management Specialist for the custom survey template.

***Battery Powered – No electricity required.***



**ExpoCard™ Connect** For exhibitors that want optimum customization and qualification using their laptop or PC, ExpoCard Connect gives exhibitors the option to use a standard set of key qualifiers or to fully customize an in-depth survey which they can use to qualify each booth visitor. Contact information can be quickly edited for accuracy and the large notes field provides for additional in-depth information capture. Each package includes software, a cable connector and badge reader. Laptops are not included but available under our "Full Service" option - call for details. Please indicate your desired survey level when placing your order. ExpoCard Connect runs off a USB stick and no software installation is required.

**NOTE:** Not all products offered at all shows. For Assistance Call 866.297.5247  
Fax Credit Card Orders to: 301.694.3286 Email: [exhinfo@experient-inc.com](mailto:exhinfo@experient-inc.com)

# GES Information and Order Forms



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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

### Official Service Provider

Global Experience Specialists, Inc. (GES)  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): 800.475.2098  
FAX (in USA): 866.329.1437  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat)

International Calls: 702.515.5970  
International Faxes: 702.263.1520

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

### Servicenter Hours

Tuesday,	March 19,	8:00 AM - 5:00 PM	Wednesday,	March 20,	8:00 AM - 7:30 PM
Thursday,	March 21,	11:00 AM - 2:30 PM	Friday,	March 22,	10:00 AM - 10:00 PM

### Show Information

Booth Size: 10'x10'  
Backwall Drape: Black  
Sidewall Drape: Black  
Aisle Carpet Color: Pepper  
Floor covering is required  
1 - One line ID sign (7"x44") provided automatically

### Important Dates *Be sure to check all order forms for additional deadlines*

#### Discount Deadline Date

Tuesday, February 26 GES orders must be received with payment by this date.

#### Installation

Tuesday, March 19 8:00 AM - 5:00 PM  
Wednesday, March 20 8:00 AM - 2:00 PM

#### Show Hours

Wednesday, March 20 5:30 PM - 7:30 PM  
Thursday, March 21 11:30 AM - 2:30 PM  
Friday, March 22 11:30 AM - 2:00 PM

#### Dismantle

Friday, March 22 2:00 PM - 10:00 PM

#### Carrier Check-in Post-Show

Friday, March 22 6:00 PM Carriers post-show must be checked in by this time to be loaded on Friday.  
Saturday, March 23 8:00 AM Carriers post-show must be checked in by this time to be loaded on Saturday.

#### Facility Clear

Saturday, March 23 12:00 PM All exhibitor materials must be removed.

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

## Shipping Addresses *Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling*

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic\_international@ges.com.

### **Advance Shipments to Warehouse:**

c/o GES  
AONE 46th Annual Meeting and Exposition  
(Your Company Name & Booth Number)  
UPS Freight  
5300 East 56th Street  
Commerce City, CO 80022-3827  
USA

### **Shipments should arrive on or between:**

February 13 - March 14, 2013  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

### **Direct Shipments to Exhibit Site:**

c/o GES  
AONE 46th Annual Meeting and Exposition  
(Your Company Name & Booth Number)  
Colorado Convention Center  
700 14th Street  
Denver, CO 80202  
USA

### **Shipments should arrive on:**

March 19, 2013, 8:00 AM - 5:00 PM  
March 20, 2013, 8:00 AM - 2:00 PM

### **Marshaling Yard Site Address:**

c/o GES  
AONE 46th Annual Meeting and Exposition  
(Your Company Name & Booth Number)  
South of Sports Authority Field at Mile High  
13th Avenue and Decatur St  
Lot N  
Denver, CO 80204  
USA

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

### 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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

### GES Show Services

#### Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

#### Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning. All carpet packages are available with no hidden costs or handling charges.

#### Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at [www.ges.com](http://www.ges.com).

#### Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

#### Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

#### Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

#### Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

### 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.

### How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/016000664/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

### GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098 / Fax: 866.329.1437

International Phone: 702.515.5970 / Fax: 702.263.1520

Online Chat: [www.ges.com/chat](http://www.ges.com/chat)

### GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

### Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

### Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10'x10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

### Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer<sup>®</sup> [www.ges.com/chat](http://www.ges.com/chat). You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

### Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

### 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.

### Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Safety is very important for everyone working in the exhibit hall.**

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

**Safety Guidelines:**

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

**During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.**

**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.

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

### Union Information

To assist you in planning your participation in your Denver area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

All decorating, display, drayage, rigging, and production / audio visual work related to conventions, trade shows, promotional displays and consumer shows are performed by the Denver Theatrical Stage Employees Union, Local No. 7, IATSE.

### Display & Exhibit Work - Installation, Dismantling and Decorating

Full time employees of an exhibiting firm may install and dismantle their own respective company display\*, if such work can be completed in less than sixty minutes and without the use of mechanized tools. However, these employees must have badges from Show Management.

Any outside or additional labor required for installation, dismantle or decorating of displays is the sole responsibility of AONE 46th Annual Meeting and Exposition and all related work is to be performed under their contract with IATSE, Local 7 members. Non-union temporary personnel acquired from local temporary agencies will not be allowed to perform any type of work that is covered under the union contract.

\*Product display and placement is not included in these work rules and is the exclusive right of full time employees of an exhibiting firm.

### Freight Handling Jurisdiction

It is Global Experience Specialists, Inc. (GES) responsibility to manage docks and schedule vehicles for the smooth and efficient move in and move out of the exhibition. Global Experience Specialists, Inc. (GES) will not be responsible, however, for any materials they do not handle. Exhibitors may handle their own hand-carried materials in and out of the Colorado Convention Center. Any material requiring the use of equipment for delivery, i.e., dollies, fork lifts, will be handled by labor through IATSE, Local No. 7. Equipment and labor is arranged through Global Experience Specialists, Inc. (GES). Dock space is limited at the Colorado Convention Center, and it is under the control and authority of Global Experience Specialists, Inc. (GES).

### In General

Exhibitors are allowed to do the technical work on their machines such as fine line balancing, programming and cleaning. Craftsman at all levels must be instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed only to Global Experience Specialists, Inc. (GES) and/or the Exhibit Manager. Exhibitors are asked to refrain from voicing labor complaints directly to craft personnel. Any questions regarding contract labor should be directed to the Exhibit Manager or Global Experience Specialists, Inc. (GES).

The person in charge of you exhibit should carefully inspect and sign all work order forms. If there are any questions about billing, bring the questions to the Exhibit Services Contractor and discuss it with the person in charge of your exhibit.

### 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.





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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

**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

- 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.
- 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 1/2% per month until paid.

### IV. Mutual Obligation Indemnification

- 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 subcontractor 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.**

- GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

### V. DISCLAIMER AND LIMITATION OF LIABILITY

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

### VI. No Liability for Loss or Damage to Goods

- 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.
- 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.
- 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.
- Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- 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.
- 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.
- 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.
- 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.

- 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.
- 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.
- 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

- 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.
- 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

- 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.
- 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.
- 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.
- Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declaration of any part of a claim (logistics claims excluded).

### IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

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

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.



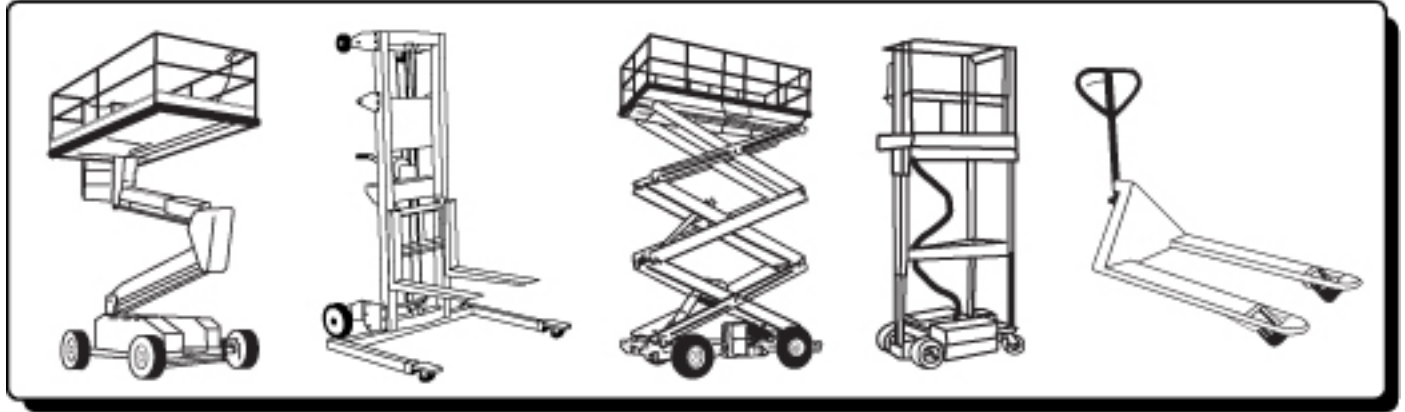


## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

# ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting 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 material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

## **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.

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.

Thank you for your complete cooperation.

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

# ATTENTION:

## PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.



## TO BE COMPLETED BY EXHIBITOR

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**Contact us Online:** [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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

### AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

**Form Deadline Date:**

February 17, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

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 (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC 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: _____
Office Phone: (area code _____) _____	Fax: (area code _____) _____
Description of Proposed service for Exhibitor: _____	

**This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:**

- **An executed Agreement and Rules and Regulations between GES and EAC.**
- **A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.**

**PLEASE SIGN** X

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

**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 Kit/Service 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.**



## AONE 46th Annual Meeting and Exposition

**Form Deadline Date:**

February 17, 2013

Colorado Convention Center

March 20 - 22, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

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 kit, 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 Kit/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.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), AONE 46th Annual Meeting and Exposition (Show Management), AONE 46th Annual Meeting and Exposition (Show) and Colorado 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.
- 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.
- 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.



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**Contact us Online:** [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

**Form Deadline Date:**

February 17, 2013

Colorado Convention Center

March 20 - 22, 2013

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

### Rules and Regulations (continued)

18. 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.
19. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
20. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
21. 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.
22. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
23. 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.
24. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
25. This agreement is to be interpreted under the laws of the State of Nevada.
26. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

### Authorized Signature of EAC:

**PLEASE SIGN** X

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

Contact Name at Showsite: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Showsite: \_\_\_\_\_

*Badges will be needed for the following individuals:*

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### Official Use Only

**Accepted by GES Authorized Representative:**

**PLEASE SIGN** X

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
AUTHORIZED NAME - PLEASE PRINT

\_\_\_\_\_  
DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





1. <b>ACORD</b>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YY) 01/01/13	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> <b>Fax: (212) 555-6100</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b>				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.		
<b>INSURED</b> <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349      Fax: (212) 555-9819</b>				<b>INSUREERS AFFORDING COVERAGE</b> 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:		
<b>COVERAGES</b> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR 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	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGREGATE				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/13	01/01/14	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/13	01/01/14	PROPERTY DAMAGE	\$
	(Per accident)					
	AUTO ONLY-EA ACCIDENT					
	OTHER THAN				\$	
	AUTO ONLY:				\$	
D	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
					\$	
E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/13	01/01/14	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
	Each Occurrence & Aggregate					
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> Global Experience Specialists, Inc. (GES) (Official Service Provider), AONE 46th Annual Meeting and Exposition (Show Management), Colorado Convention Center (Facility), and AONE 46th Annual Meeting and Exposition (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: March 20 - 22, 2013 at city of Denver.						
<b>CERTIFICATE HOLDER</b> X		<b>ADDITIONAL INSURED; INSURER LETTER: X</b>		<b>CANCELLATION</b>		
Global Experience Specialists, Inc. (GES) Exhibitor Services 1701 South 5350 West Salt Lake City, UT 84104				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  John Smith, CIC		

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), AONE 46th Annual Meeting and Exposition (Show Management), AONE 46th Annual Meeting and Exposition (Show) and Colorado Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)

- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

Material Handling is the unloading of your exhibit materials, 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.

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic\_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### 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. For a rate quote please call GES Logistics at 1.888.454.4437.

### 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/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

### 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 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.

### Estimating Material Handling Charges, *continued*

- **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 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
  - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  - b. Freight shipments sent to the show after it has opened.
  - c. Freight shipments that are received at showsite that do not meet their published date & 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 In-Booth Forklift & Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES Servicercenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

### Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the **GES Servicercenter®**. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

### 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 & 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.

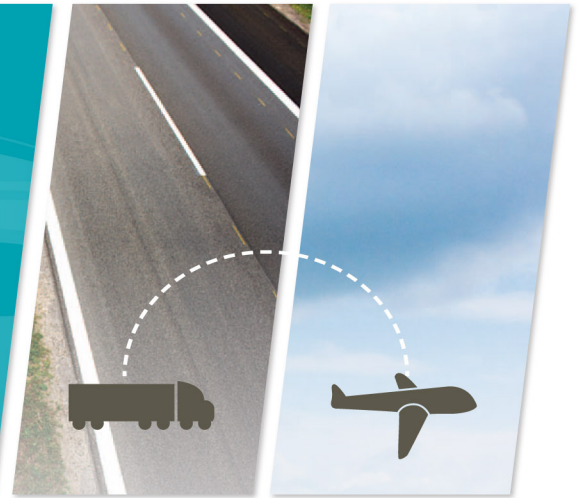
## Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





Get *GES Transportation Plus* and  
**Save 10%**  
On Material Handling



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

**GES Transportation Plus provides:**

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

***Get an instant quote today at [logisticsquote.ges.com](http://logisticsquote.ges.com).***

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center  
March 20 - 22, 2013

**Form Deadline Date:**  
February 26, 2013

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

**Transportation Plus:** Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at [GESLogistics@ges.com](mailto:GESLogistics@ges.com). For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at [GESLogistic\\_International@ges.com](mailto:GESLogistic_International@ges.com). Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

### Price List

### Important Information

#### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

##### Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 75.00 cwt	<b>\$ 67.50 cwt</b>
ST/OT \$ 97.50 cwt	<b>\$ 87.75 cwt</b>
OT/OT \$ 120.00 cwt	<b>\$ 108.00 cwt</b>

##### Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 97.50 cwt	<b>\$ 87.75 cwt</b>
ST/OT \$ 126.75 cwt	<b>\$ 114.08 cwt</b>
OT/OT \$ 156.00 cwt	<b>\$ 140.40 cwt</b>

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

##### Crated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 70.00 cwt	<b>\$ 63.00 cwt</b>
ST/OT \$ 91.00 cwt	<b>\$ 81.90 cwt</b>
OT/OT \$ 112.00 cwt	<b>\$ 100.80 cwt</b>

##### Special Handling Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 91.00 cwt	<b>\$ 81.90 cwt</b>
ST/OT \$ 118.30 cwt	<b>\$ 106.47 cwt</b>
OT/OT \$ 145.60 cwt	<b>\$ 131.04 cwt</b>

##### Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 112.00 cwt	<b>\$ 100.80 cwt</b>
ST/OT \$ 145.60 cwt	<b>\$ 131.04 cwt</b>
OT/OT \$ 179.20 cwt	<b>\$ 161.28 cwt</b>

#### How To Know What Rates To Use Based On Show Move-In/Move-Out:

**Straight Time:** Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.

**Overtime:** All other times, Saturdays, Sundays, Holidays.

**ST/ST:** If freight will be handled on straight time into the show and out of the show.

**ST/OT:** If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.

**OT/OT:** If freight will be handled on overtime into the show and out of the show.

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.95 fee will be charged per shipment.

#### Please Indicate Below

**Calculate Total CWT** (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)

\_\_\_\_\_ pounds ÷ 100 = \_\_\_\_\_ Total CWT

#### Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

**Advance Shipments to Warehouse:** GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

**Direct Shipments to Exhibit Site:** **Price includes:** unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

**Small Packages:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per 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.

**Measure of Damage:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

**Arrival Dates and Surcharges for Shipments:** A 30% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

#### Advance Dates:

**Wed, Feb 13, 2013:** Advance shipments may begin arriving at warehouse.

**Thurs, Mar 14, 2013:** Last day for shipments to arrive at warehouse.

#### Direct Dates:

**Tue, Mar 19, 2013:** Direct shipments may begin arriving at exhibit site after 8:00 AM.

**Wed, Mar 20, 2013:** Last day for shipments to arrive at exhibit site by 2:00 PM.

#### Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Small Package, 1st Carton	\$ 50.00	1 \$
Small Package, Each Additional Carton	\$ 24.95	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
<b>C.</b> Payment Enclosed		A + B = C		\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT

DATE



# 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.

### 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.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664

BOOTH NUMBER

C/O **GES**  
**UPS Freight**  
**5300 East 56th Street**  
**Commerce City, CO 80022-3827**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Feb 13, 2013 - Thursday, March 14, 2013**

**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

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664

BOOTH NUMBER

C/O **GES**  
**UPS Freight**  
**5300 East 56th Street**  
**Commerce City, CO 80022-3827**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Feb 13, 2013 - Thursday, March 14, 2013**

**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

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664

BOOTH NUMBER

**C/O GES**  
**Colorado Convention Center**  
**700 14th Street**  
**Denver, CO 80202**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, March 19, 2013 after 8:00 AM - Wednesday, March 20, 2013**  
**by 2:00 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 \$ 16.95 fee will be charged per shipment.

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664

BOOTH NUMBER

**C/O GES**  
**Colorado Convention Center**  
**700 14th Street**  
**Denver, CO 80202**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, March 19, 2013 after 8:00 AM - Wednesday, March 20, 2013**  
**by 2:00 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 \$ 16.95 fee will be charged per shipment.

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



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**  
 Colorado Convention Center  
 March 20 - 22, 2013

**Form Deadline Date:**  
 February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.**

To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

**Step 1. Tell us the location of materials for pickup:**

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
<b>700 14th Street</b>	<b>Denver</b>	<b>CO</b>	<b>80202</b>	<b>USA</b>
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:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

**SHIPPING DESTINATION 2:**

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:		
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:	BOOTH NUMBER:		

**Showsite Instructions:** Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order 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.

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

COMPANY NAME		EMAIL ADDRESS		BOOTH NUMBER:	
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	
				CONTACT'S HOTEL (OPTIONAL)	
<b>Pick Up Information</b>					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:		STATE:	ZIP: COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):				MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery	

<b>Delivery Information</b>					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:		STATE:	ZIP: COUNTRY:
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

<b>Method of Shipment</b>					
<b>Ground:</b> <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges			<b>Air:</b> <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred <b>* Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.</b>		Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:		Total Weight:		Hazardous Materials Contact Number ( ) _____ - _____	
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to <a href="http://www.ges.com/terms/logistics.aspx">www.ges.com/terms/logistics.aspx</a> . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.				I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. <b>Authorized Signature - Please Sign:</b> _____ X	
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.				AUTHORIZED NAME - PLEASE PRINT _____ DATE _____	

**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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





Get *GES Global Transportation Plus* and  
**Save 10%**  
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

**GES Global Transportation Plus delivers these unique benefits:**

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

**To request a quote call 702.515.5970 or contact us at [logisticsquote.ges.com/international](http://logisticsquote.ges.com/international).**

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<b>Pick Up Information</b>		
PICKUP DATE:	SHIPPING / RECEIVING HOURS:	
STREET ADDRESS:	CITY:	PROVINCE: POSTAL CODE: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):		MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

**Please complete the following information by either checking the appropriate box or by filling in the blank. Please be as thorough as possible as this will enable us to provide you with the most accurate cost estimate possible.**

Method of Shipment			
<b>Type of Customs Entry:</b>	<input type="checkbox"/> Permanent (Sold/Giveaways)	Value of Permanent Goods (US\$): \$	
	<input type="checkbox"/> Temporary (To Return)	Value of Temporary Goods (US\$): \$	
<b>Mode of Transport:</b>	<input type="checkbox"/> Ocean FCL	<input type="checkbox"/> Ocean LCL	<input type="checkbox"/> AirFreight <input type="checkbox"/> Truck
<b>Type of Equipment for FCL:</b>	<input type="checkbox"/> 40' Container	<input type="checkbox"/> 20' Container	<input type="checkbox"/> High Cube <input type="checkbox"/> Other:
<b>Commodity:</b>			
<b>Desired Delivery Date or Targeted Move-In Date:</b>			

Weight & Dimensions (Final Weight Subject to Actual Weight & Dimensions)					
Detailed Description of Contents (1)	Length (2) cms	Width (3) cms	Height (4) cms	Net Weight (5) kilos	Value (US\$) (6)
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$
					\$

Use a separate piece of paper if you need to provide additional weight and dimensions.

☐ Check this box if you would like to receive a return quote back to origin specified at the top of this form.

You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to [www.ges.com/terms/logistics.aspx](http://www.ges.com/terms/logistics.aspx). If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

Total Gross Weight (7)	Total Value (8)
kilos	\$

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

SPECIAL REQUIREMENTS (ADDITIONAL CHARGES MAY APPLY)

GES is acting as a broker only and is liable for cargo loss or damage only if it results from the negligence or willful misconduct of GES. If found liable for any loss, GES' and the transportation provider's sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$ .50 (USD) per pound per package, \$ 100.00 (USD) per package or \$ 1,500.00 (USD) per occurrence, whichever is less.

All international transportation services are subject to the terms, conditions, and limits of liability set forth by the international transportation provider. If loss or damage occurs during transit, the liability of the underlying air carrier is governed by Montreal Protocol #4 to the Warsaw Convention.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES or its transportation provider and are available to the shipper on request. **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center  
 March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### Important Information & Rates

A storage area will be available for Exhibitor's literature and samples not requiring refrigeration. The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72". When ready for delivery of material to or from storage, please notify the **GES Servicer**. Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is **NOT SECURED** storage. All items are stored at Exhibitor's sole risk

**Notice** – You **MUST** have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the **GES Servicer**.

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.

#### LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular	Show Site
Storage, ST	Code: 705044	\$ 93.50	\$ 116.50	\$ 140.75
Storage, OT	Code: 705044	\$ 163.75	\$ 204.75	\$ 245.75

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

### Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF FORKLIFTS	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	7.62% TAX	=	GRAND TOTAL
	AM PM	AM PM													\$
	AM PM	AM PM													\$
	AM PM	AM PM													\$
	AM PM	AM PM													\$

Please estimate the number of workers and hours per worker needed for delivery and removal above. 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.

Labor Payment Enclosed

\$

#### Please Indicate

**Please describe your product:**

---

---

---

---

---

---

---

---

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$64.50		\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center  
March 20 - 22, 2013

**Form Deadline Date:**  
February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

### Special Freight Services — Small Passenger Vehicles Only!

#### Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$37.75 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, 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. There is one cartload 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 rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to the Marshaling Yard 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.



#### Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$37.75	1	\$
200506	Booth to Dock	\$37.75	1	\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%			$A \times 3\% = B$ \$
<b>C.</b>	Payment Enclosed			$A + B = C$ \$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

## Ultra Plush (50 oz.)

50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

## Plush (26 oz.)

26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

## Standard (13 oz.)

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

## Padding (1/2 in.)


Double-netted rebond pad is 100% recyclable, made with 98% pre & post consumer content.

100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

## Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



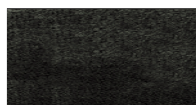
Bisque (81)



Black (41)



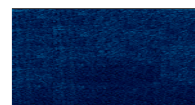
Cabernet (82)



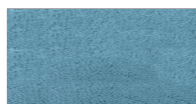
Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

### Ultra Plush Color Codes

- |                 |                 |
|-----------------|-----------------|
| - Bisque (81)   | - Black (41)    |
| - Cabernet (82) | - Graphite (83) |
| - Iceberg (84)  | - Midnight (85) |
| - Seascape (86) | - Sterling (87) |
| - Teal (55)     |                 |

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

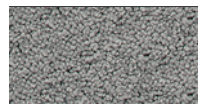
To order contact the GES National Servicer® at 800.475.2098 or fill out and fax the enclosed order form.



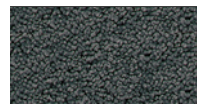
## Plush

Includes:

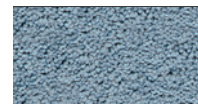
- 26 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



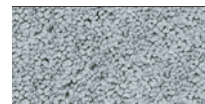
Cement (70)



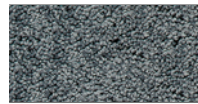
Charcoal (71)



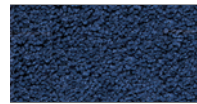
Cobalt (72)



Dove (73)



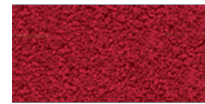
Lava Rock (74)



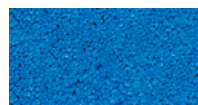
Navy (75)



Onyx (76)



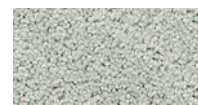
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Standard

Includes:

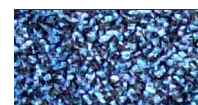
- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering



Black (41)



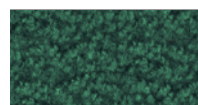
Blue (42)



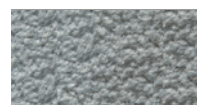
Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

### Plush Color Codes

- 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)

### Standard Color Codes

- Black (41)	- Blue (42)
- Blue Jay (56)	- Burgundy (43)
- Emerald Green (44)	- Gray (40)
- Pepper (52)	- Red (49)

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Standard Pre-Cut Carpet</b>				<b>Custom-Cut Carpet</b>			
Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.				Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.			
5001	13 oz. Standard Carpet 10'x10'	\$ 161.75	\$ 242.50	5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	\$ 3.02	\$ 4.54
5002	13 oz. Standard Carpet 10'x20'	\$ 318.25	\$ 477.75	5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 4.27	\$ 6.40
5003	13 oz. Standard Carpet 10'x30'	\$ 489.25	\$ 734.00	5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 5.65	\$ 8.50
<b>Visqueen Plastic Covering for Protection</b>				26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.			
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.91	\$ 1.38	Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.			
<b>Padding</b>				Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.			
GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.							
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$ 1.88	\$ 2.82				
The leaf symbol indicates recyclable or eco-friendly materials per manufacturer's specifications.							
<b>Cancellation Policy:</b> 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.							

**Please Indicate Choice**
**13 oz. Carpet Colors** (Item #'s 5001, 5002, 5003, 5000 ONLY).

Gray will be provided if no color is indicated below:

- |                                        |                                            |                                        |
|----------------------------------------|--------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Blue (42)         | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green ( ) | <input type="checkbox"/> Gray (40)     |
| <input type="checkbox"/> Pepper (52)   | <input type="checkbox"/> Red (49)          |                                        |

**26 oz. Plush Custom-Cut Carpet Colors** (Item #'s 5006 ONLY).

Dove will be provided if no color is indicated below:

- |                                           |                                         |                                          |
|-------------------------------------------|-----------------------------------------|------------------------------------------|
| <input type="checkbox"/> Cement (70)      | <input type="checkbox"/> Charcoal (71)  | <input type="checkbox"/> Cobalt (72)     |
| <input type="checkbox"/> Dove (73)        | <input type="checkbox"/> Lava Rock (74) | <input type="checkbox"/> Navy (75)       |
| <input type="checkbox"/> Onyx (76)        | <input type="checkbox"/> Red (49)       | <input type="checkbox"/> Royal Blue (77) |
| <input type="checkbox"/> Silky Beige (78) | <input type="checkbox"/> Silver (79)    | <input type="checkbox"/> Snow (80)       |

**50 oz. Ultra Plush Custom-Cut Carpet Colors** (Item #'s 5007 ONLY).

Iceberg will be provided if no color is indicated below:

- |                                        |                                        |                                        |
|----------------------------------------|----------------------------------------|----------------------------------------|
| <input type="checkbox"/> Bisque (81)   | <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Cabernet (82) |
| <input type="checkbox"/> Graphite (83) | <input type="checkbox"/> Iceberg (84)  | <input type="checkbox"/> Midnight (85) |
| <input type="checkbox"/> Seascape (86) | <input type="checkbox"/> Sterling (87) | <input type="checkbox"/> Teal (55)     |
| <input type="checkbox"/> Black         |                                        |                                        |

**Do you require electrical or utilities under the carpet?**

- ☐
- Yes
- ☐
- No

Calculate Total Square Footage:

Width: \_\_\_\_\_ x Length: \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Place Order Here**
**Floor covering is required**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
5001	13 oz. Standard Carpet 10'x10'		1	\$
5002	13 oz. Standard Carpet 10'x20'		1	\$
5003	13 oz. Standard Carpet 10'x30'		1	\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE / SQ FT =	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

<b>A.</b>	Total All Items Ordered	\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%	A x 3% = B \$
<b>C.</b>	Subtotal	A + B = C \$
<b>D.</b>	Rental Tax: 7.62%	C x 7.62% = D \$
<b>E.</b>	Payment Enclosed	C + D = E \$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**
**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat









## 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

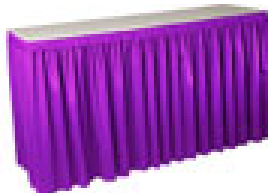
## Skirted Tables



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



3007 - Table, Skirt 4th Side

## Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Purple (48)



Red (49)



Teal (55)



White (50)

## Display Furniture



Full View



Half View



Quarter View

## Accessories



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,  
4'x8'



300107 - Refrigerator



300131 - Security Cage,  
Large, without Lock



300120 - Sign Holder, Bell  
Base



300108 - Sign Holder,  
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,  
Small, Table Top



300118 - Waterfall Stand

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME EMAIL ADDRESS BOOTH NUMBER

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Chairs</b>				<b>Accessories</b>			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 102.75	\$ 154.25	300127	Aisle Stanchion, Tensa	\$ 43.25	\$ 65.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 95.50	\$ 143.75	300103	Aluminum Easel	\$ 58.25	\$ 87.50
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 73.25	\$ 110.25	300111	Bag Stand	\$ 80.25	\$ 120.75
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 110.25	\$ 166.00	300102	Coat Rack	\$ 80.25	\$ 120.75
<b>Tables</b>				300104	Garment Rack	\$ 80.25	\$ 120.75
300057	Table, Rectangle, 24"x36"x30" High	\$ 95.50	\$ 143.75	300106	Literature Rack	\$ 112.25	\$ 169.00
300056	Table, Square, 24"x24"x30" High	\$ 88.00	\$ 132.25	300201	Pegboard, White, 4'x8'	\$ 140.75	\$ 211.00
300059	Table, Starbase, 30" Diameter x 40" High	\$ 161.75	\$ 242.50	300107	Refrigerator	\$ 318.25	\$ 477.75
300058	Table, Starbase, 40" Diameter x 30" High	\$ 161.75	\$ 242.50	300131	Security Cage, Large, without Lock	\$ 445.25	\$ 667.75
<b>Skirted Tables</b>				300120	Sign Holder, Bell Base	\$ 73.25	\$ 110.25
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300108	Sign Holder, Chrome, 22"x28"	\$ 73.25	\$ 110.25
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 110.25	\$ 166.00	300211	Tackboard, 4'x8'	\$ 148.00	\$ 222.50
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 140.75	\$ 211.00	300112	Ticket Tumbler, Small, Table Top	\$ 125.00	\$ 188.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 154.25	\$ 232.00	300113	Wastebasket	\$ 17.95	\$ 27.00
3007	Table, Skirt 4th Side	\$ 65.75	\$ 98.50	300118	Waterfall Stand	\$ 80.25	\$ 120.75
<b>Skirted Counters</b>				<i>Prices include delivery, installation, rental, and removal.</i>			
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>							
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 125.00	\$ 188.00				
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 154.25	\$ 232.00				
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 177.50	\$ 266.75				
3017	Counter, Skirt 4th Side	\$ 65.75	\$ 98.50				
<b>Risers</b>							
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 50.00	\$ 74.75				
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 36.25	\$ 54.25				
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 65.75	\$ 98.50				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 50.00	\$ 74.75				
<b>Custom Booth Drape</b>							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 15.05	\$ 22.65				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 17.95	\$ 27.00				
<b>Display Furniture</b>							
300073	Display Case 4', Corner View	\$ 519.75	\$ 780.25				
300075	Display Case 4', Half View	\$ 505.00	\$ 758.00				
300082	Display Case 6', Full View	\$ 534.50	\$ 802.25				
300084	Display Case 6', Quarter View	\$ 534.50	\$ 802.25				

**Please Indicate Choice**
**Place Order Here**
**Drape / Skirt Color** (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)

Gray will be provided if no color is indicated below:

- |                                        |                                            |                                    |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Purple (48)       | <input type="checkbox"/> Red (49)  |
| <input type="checkbox"/> Teal (55)     | <input type="checkbox"/> White (50)        |                                    |

**4th Side Table Skirt** (3007 ONLY)

- ☐
- 6' Table
- ☐
- 8' Table

**4th Side Counter Skirt** (3017 ONLY)

- ☐
- 6' Counter
- ☐
- 8' Counter

**Tackboard/Perfboard Alignment** (300201 and 300211 ONLY)

- ☐
- Horizontal
- ☐
- Vertical

Please include Booth Layout form (H-3) for placement of items.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Rental Tax: 7.62%		C x 7.62% = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>				
<b>Authorized Signature - Please Sign:</b> X				
				AUTHORIZED NAME - PLEASE PRINT
				DATE

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

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME EMAIL ADDRESS Booth Number

**GES Furniture Packages offer significant savings!**
**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 274.68	\$ 412.65	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	\$ 531.63	\$ 797.85

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

Prices include delivery, installation, rental, and removal.

**Please Indicate Choice**
**Place Order Here**
**Table Skirt Color** (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- |                                        |                                            |                                    |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Purple (48)       | <input type="checkbox"/> Red (49)  |
| <input type="checkbox"/> Teal (55)     | <input type="checkbox"/> White (50)        |                                    |

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
<b>A.</b>	Total All Items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Rental Tax: 7.62%		C x 7.62% = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat





RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

### Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Seating - Sofas and Loveseats</b>				<b>Seating - Ottomans</b>			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 657.25	\$ 986.00	305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 318.25	\$ 477.75
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 456.75	\$ 685.75	305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 318.25	\$ 477.75
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 720.25	\$ 1,081.50	305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 112.25	\$ 169.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,438.50	\$ 2,163.00	305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 112.25	\$ 169.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,312.50	\$ 1,974.00	305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 112.25	\$ 169.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 633.25	\$ 950.25	305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 112.25	\$ 169.00
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 688.75	\$ 1,033.25	305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 112.25	\$ 169.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 510.25	\$ 765.50	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 112.25	\$ 169.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 718.25	\$ 1,081.50	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 112.25	\$ 169.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 618.50	\$ 928.25	<b>Seating - Office and Utility Seating</b>			
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 656.25	\$ 985.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 335.00	\$ 503.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 798.00	\$ 1,197.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 320.25	\$ 481.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 812.75	\$ 1,218.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 150.25	\$ 225.75
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 597.50	\$ 896.75	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 377.00	\$ 566.00
<b>Seating - Club Chairs</b>				305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 343.25	\$ 515.50
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 500.75	\$ 751.75	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 426.25	\$ 639.50
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 465.25	\$ 698.25	305126	Chair, Task, 25"L 26"D 21"H	\$ 136.50	\$ 204.75
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 727.75	\$ 1,092.00	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 257.25	\$ 386.50
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 794.75	\$ 1,197.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 196.25	\$ 295.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 346.50	\$ 519.75	<b>Seating - Barstools</b>			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 335.00	\$ 503.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 148.00	\$ 222.50
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 499.75	\$ 749.75	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 148.00	\$ 222.50
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 428.50	\$ 642.50	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 191.00	\$ 286.75
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 421.00	\$ 632.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 200.50	\$ 301.25
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 488.25	\$ 733.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 243.50	\$ 365.50
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 426.25	\$ 639.50	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 213.25	\$ 320.25
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 502.00	\$ 752.75	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 213.25	\$ 320.25
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 350.75	\$ 526.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 213.25	\$ 320.25
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 494.50	\$ 742.25	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 269.75	\$ 405.25
<b>Seating - Chairs</b>				305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 269.75	\$ 405.25
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 276.25	\$ 414.75	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 362.25	\$ 544.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 112.25	\$ 169.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 330.75	\$ 496.75
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 112.25	\$ 169.00	<b>Tables - Cafe</b>			
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 138.50	\$ 208.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 206.75	\$ 310.75
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 138.50	\$ 208.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 277.25	\$ 415.75
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	\$ 178.50	\$ 267.75	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 206.75	\$ 310.75
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 137.50	\$ 206.75	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 242.50	\$ 364.25
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 137.50	\$ 206.75	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 277.25	\$ 415.75
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 137.50	\$ 206.75	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 329.75	\$ 494.50
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 200.50	\$ 301.25	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 242.50	\$ 364.25
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 289.75	\$ 434.75	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 329.75	\$ 494.50
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 182.75	\$ 274.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 206.75	\$ 310.75
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 305.50	\$ 458.75	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 242.50	\$ 364.25
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 222.50	\$ 334.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 277.25	\$ 415.75
305108	Chair, New York, 23"L 32"D 33"H	\$ 189.00	\$ 283.50	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 329.75	\$ 494.50
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 198.50	\$ 298.25	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 206.75	\$ 310.75
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 191.00	\$ 286.75	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 277.25	\$ 415.75
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 191.00	\$ 286.75	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 267.75	\$ 402.25
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 191.00	\$ 286.75	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 337.00	\$ 506.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 191.00	\$ 286.75	<b>Tables - Bar</b>			
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 282.50	\$ 424.25	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 217.25	\$ 326.50
<b>Seating - Ottomans</b>				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 281.50	\$ 422.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 382.25	\$ 573.25	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 217.25	\$ 326.50
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 382.25	\$ 573.25	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 265.75	\$ 399.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 99.75	\$ 150.25	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 281.50	\$ 422.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 97.75	\$ 147.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 332.75	\$ 499.75
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 381.25	\$ 572.25	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 265.75	\$ 399.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 381.25	\$ 572.25	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 332.75	\$ 499.75
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 299.25	\$ 449.50	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 217.25	\$ 326.50
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 299.25	\$ 449.50	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 265.75	\$ 399.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 316.00	\$ 474.50	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 281.50	\$ 422.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 229.00	\$ 343.25	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 332.75	\$ 499.75

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



Order Directly Online:

<https://e.ges.com/016000664/esm>

016000664



**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AONE 46th Annual Meeting and Exposition**

 Colorado Convention Center  
 March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ BOOTH NUMBER \_\_\_\_\_

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Tables - Bar</b>				<b>Tables - Conference</b>			
305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 217.25	\$ 326.50	305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 303.50	\$ 455.75
305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 281.50	\$ 422.00	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 536.50	\$ 805.25
305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 281.50	\$ 422.00	<b>Tables - Martini Bar</b>			
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 348.50	\$ 523.00	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 2,908.50	\$ 4,368.00
<b>Tables - Cocktail</b>				305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,092.00	\$ 1,638.00
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 221.50	\$ 332.75	<b>Product Display</b>			
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 226.75	\$ 340.25	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 323.50	\$ 485.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 298.25	\$ 447.25	305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 323.50	\$ 485.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 225.75	\$ 339.25	305053	Etagere, Black, 30"L 16"D 70"H	\$ 293.00	\$ 440.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 261.50	\$ 392.75	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 293.00	\$ 440.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 343.25	\$ 515.50	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 372.75	\$ 559.75
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 308.75	\$ 463.00	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 437.75	\$ 657.25
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 308.75	\$ 463.00	305102	Pedestal, Graphite, 30"L 30"D 42"H	\$ 415.75	\$ 623.75
<b>Tables - End Tables</b>				305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 430.50	\$ 645.75
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 197.50	\$ 296.00	<b>Office and Utility Furniture</b>			
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 203.75	\$ 305.50	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 450.50	\$ 676.25
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 280.25	\$ 421.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 528.25	\$ 792.75
305211	Table, End, Oliver, 22" Round 22"H	\$ 197.50	\$ 296.00	305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 445.25	\$ 667.75
305046	Table, End, Silverado, 24" Round 22"H	\$ 244.75	\$ 367.50	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 490.25	\$ 736.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 298.25	\$ 447.25	305138	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 292.00	\$ 437.75
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 226.75	\$ 340.25	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 382.25	\$ 573.25
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 226.75	\$ 340.25	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 410.50	\$ 616.25
<b>Tables - Conference</b>				305106	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 437.75	\$ 657.25
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 250.00	\$ 374.75	305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	\$ 276.25	\$ 414.75
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 403.25	\$ 604.75	305038	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 292.00	\$ 437.75
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 264.50	\$ 397.00	305036	Table, Training, Grey, 48"L 24"D 30"H	\$ 282.50	\$ 424.25
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 403.25	\$ 604.75	<b>Lamps</b>			
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 332.75	\$ 499.75	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 198.50	\$ 298.25
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 448.25	\$ 673.00	305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	\$ 362.25	\$ 544.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 552.25	\$ 828.50	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 267.75	\$ 402.25
305170	Table, Conf., Gray, 42" Round 29"H	\$ 334.00	\$ 500.75	305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	\$ 284.50	\$ 427.25
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 448.25	\$ 673.00				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 552.25	\$ 828.50				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 612.25	\$ 918.75				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 346.50	\$ 519.75				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 410.50	\$ 616.25				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 503.00	\$ 755.00				

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	7.62% TAX	=	GRAND TOTAL

Prices include delivery, installation, rental, and removal.

**Orders received after the discount deadline date are subject to availability and/or substitutions.**
**Cancellation Policy:** Items cancelled will be charged 100% of original price after move-in begins.

**Payment Enclosed**

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/016000664/esm>

**GES***Global  
Experience  
Specialists™*

# Specialty Furniture

## Seating - Sofas and Loveseats



305066 - Loveseat, Black Leather, 64"L 36"D 34"H



305068 - Loveseat, Key West, Black, 57"L 35"D 33"H



305067 - Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H



305118 - Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"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



305117 - Sofa, Astro, 83"L 36"D 29"H



305125 - Sofa, Key West, Black, 85"L 35"D 33"H



305121 - Sofa, Lisbon, Black Leather, 88"L 36"D 34"H



305116 - Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H



305124 - Sofa, Memphis, 55"L 31"D 28"H



305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H



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



305119 - Sofa, South Beach, Platinum Suede, 69"L 29"D 33"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 ~~72~~ in this brochure may vary in some locations.



## Seating - Club Chairs



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



305081 - Chair,  
Astro Light  
Beige, 36"L 36"D  
29"H



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



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



305074 - Chair,  
Cappuccino,  
29"L 29"D 34"H



305180 - Chair,  
Globus, 28"L  
26"D 28"H



305178 - Chair,  
Lisbon, Black  
Leather, 40"L  
36"D 34"H



305080 - Chair,  
Marrakesh, Light  
Beige, 34"L 37"D  
38"H



305127 - Chair,  
Memphis,  
27.25"L 31.75"D  
27.5"H



305225 - Chair,  
Mirabel, Brown  
Leather, 36"L  
35"D 32"H



305179 - Chair,  
Newport,  
Charcoal  
Leather, 24"L  
34"D 33"H



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



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



305035 - Corner,  
Charcoal  
Leather, 34"L  
34"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



305109 - Chair,  
Brewer, Gray,  
20"L 20"D 32"H



305217 - Chair,  
Casper, Clear,  
21"L 21"D 36.5"H



305231 - Chair,  
Fusion, Clear/  
White, 19"L 21"D  
32"H



305230 - Chair,  
Fusion, Green/  
White, 19"L 21"D  
32"H



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



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



305034 - Chair,  
Iso Mesh Black,  
36"L 24"D 38"H



305111 - Chair,  
Jetson, 19"L  
18"D 31"H



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



305113 - Chair,  
Manhattan, 26"L  
22"D 34"H



305108 - Chair,  
New York, 23"L  
32"D 33"H



305115 - Chair,  
Panton, White,  
20"L 34"D 33"H



305078 - Chair,  
Stage, Beige,  
24"L 26"D 36"H



305071 - Chair,  
Stage, Camel,  
24"L 26"D 36"H



305077 - Chair,  
Stage, Onyx,  
24"L 26"D 36"H



305075 - Chair,  
Stage, Red, 24"L  
26"D 36"H



305069 - Chair,  
T-Vac  
Translucent, 25"L  
23"D 30"H



## Seating - Ottomans



305088 - Ottoman,  
Bench, Black, 24"L  
60"D 17"H



305089 - Ottoman,  
Bench, White, 24"L  
60"D 17"H



305085 - Ottoman,  
Cube, Black, 17"L  
17"D 18"H



305093 - Ottoman,  
Cube, White  
Leather, 17"L 17"D  
18"H



305086 - Ottoman,  
Half Round, Black,  
72"L 36"D 17"H



305087 - Ottoman,  
Half Round, White,  
72"L 36"D 17"H



305094 - Ottoman,  
Oval, Black, 52"L  
32"D 19"H



305095 - Ottoman,  
Oval, White, 52"L  
32"D 19"H



305240 - Ottoman,  
Puzzle Bench,  
White, 48"L 24"D  
18"H



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



305090 - Ottoman,  
Square, Black, 40"L  
40"D 17"H



305091 - Ottoman,  
Square, White, 40"L  
40"D 17"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



305150 - Chair,  
Altura, High Back,  
25"L 25"D 43"H Adj.



305151 - Chair,  
Altura, Med. Back,  
25"L 25"D 37"H Adj.



305114 - Chair, Flex  
with Wheels, 24"L  
22"D 31"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.



305076 - Chair, Otto,  
Highback Black,  
23"L 21"D 43"H



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



305112 - Chair, Tilt  
with Arms, Black,  
26"L 25"D 34"H



305043 - Stool,  
Drafting, 25"L 26"D  
34"H





## Seating - Barstools



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



305011 -  
Barstool, Jetson,  
Black, 18"L 19"D  
29"H



305006 -  
Barstool, Ohio,  
Black, 18" Round  
31"H Adj.



305007 -  
Barstool, Ohio,  
Grey, 18" Round  
31"H Adj.



305005 -  
Barstool, Ohio,  
Red, 18" Round  
31"H Adj.



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



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



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



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

## Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

## Tables - Cafe



305162 - Table,  
Cafe, Blue/  
Black, 30"  
Round 29"H



305154 - Table,  
Cafe, Blue/  
Chrome, 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/  
Chrome, 30"  
Round 29"H



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



305166 - Table,  
Cafe, Grey/  
Black, 36"  
Round 29"H



305158 - Table,  
Cafe, Grey/  
Chrome, 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/  
Chrome, 30"  
Round 29"H



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



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



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



305163 - Table,  
Cafe, Silver/  
Black, 30"  
Round 29"H



305155 - Table,  
Cafe, Silver/  
Chrome, 30"  
Round 29"H



## Tables - Bar



305131 - Table,  
Bar, Blue/Black,  
30" Round 42"H



305140 - Table,  
Bar, Blue/  
Chrome, 30"  
Round 42"H



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



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



305142 - Table,  
Bar, Graphite/  
Chrome, 30"  
Round 42"H



305145 - Table,  
Bar, Graphite/  
Chrome, 36"  
Round 42"H



305135 - Table,  
Bar, Grey/Black,  
36" Round 42"H



305144 - Table,  
Bar, Grey/  
Chrome, 36"  
Round 42"H



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



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



305143 - Table,  
Bar, Maple/  
Chrome, 30"  
Round 42"H



305146 - Table,  
Bar, Maple/  
Chrome, 36"  
Round 42"H



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



305139 - Table,  
Bar, Red/  
Chrome, 30"  
Round 42"H



305132 - Table,  
Bar, Silver/Black,  
30" Round 42"H



305141 - Table,  
Bar, Silver/  
Chrome, 30"  
Round 42"H

## Tables - Cocktail



305017 - Table, Cocktail, Geo,  
Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail,  
Inspiration, 42"L 28"D 18"H



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



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



305015 - Table, Cocktail, Soho,  
38"L 38"D 18.5"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



305047 - Table, End,  
Geo, Black, 26"L 26"D  
20"H



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



305049 - Table, End,  
Inspiration, 24"L 28"D  
22"H



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



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



305045 - Table, End,  
Soho, 26"L 26"D 27"H



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



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

## Conference Tables



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 36"D 29"H



305029 - Table, Conf., Graphite,  
96"L 36"D 29"H



305170 - Table, Conf., Gray, 42"  
Round 29"H



305171 - Table, Conf., Gray, 72"L  
36"D 29"H



305172 - Table, Conf., Gray, 96"L  
36"D 29"H



305033 - Table, Conf., Mahogany,  
120"L 42"W 29"H



305030 - Table, Conf., Mahogany,  
42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany,  
72"L 42"W 29"H



305032 - Table, Conf., Mahogany,  
96"L 42"W 29"H



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



305208 - Table, Nova, Oval,  
White/Silver Legs, 71"L 35.5"D  
29"H

## 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



305002 - Bookcase, Graphite,  
36"L 13"D 71"H



305001 - Bookcase, Mahogany,  
36"L 13"D 71"H



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



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



305215 - Pedestal, Black  
Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black  
Plastic, 24"L 24"D 42"H



305102 - Pedestal, Graphite,  
30"L 30"D 42"H



305103 - Pedestal, Locking  
Door, Black, 24"L 24"D 42"H

## Office and Utility Furniture



305040 - Credenza, Graphite,  
72"L 24"D 29"H



305039 - Credenza, Mahogany,  
72"L 24"D 29"H



305057 - Desk, Executive,  
Graphite, 60"L 30"D 29"H



305056 - Desk, Executive,  
Mahogany, 60"L 30"D 29"H



305138 - Desk, Writing,  
Graphite, 48"L 24"D 30"H



305059 - File, Lateral, Graphite,  
36"L 20"D 29"H



305058 - File, Lateral,  
Mahogany, 36"L 20"D 29"H



305106 - Kiosk, Black/Maple,  
24"L 21"D 42"H



305104 - Podium, Lecturn,  
Cherry, 24"L 19"D 50"H



305038 - Table, Computer,  
Graphite, 36"L 30"D 42"H



305036 - Table, Training, Grey,  
48"L 24"D 30"H



# GES

Global  
Experience  
Specialists™

## Specialty Furniture

### Lamps

---



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



305203 - Lamp, Floor,  
Trovato, LED, White, 7"L  
7"D 72"H



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



305202 - Lamp, Table,  
Trovato, White, 7"L 7"D  
26"H

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 3,471.45	\$ 5,209.00	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 1,631.50	\$ 2,448.50
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	\$ 6,758.95	\$ 10,145.00	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 1,735.75	\$ 2,605.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.</i>	\$ 385.20	\$ 578.00	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"x29".</i>	\$ 707.75	\$ 1,061.50
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.</i>	\$ 400.20	\$ 601.50	404110	Newport Collection <i>Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.</i>	\$ 1,781.75	\$ 2,678.50
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.</i>	\$ 364.20	\$ 546.50	404107	Premium Chair Package <i>Includes: (2) Black Brewer Chairs, (1) Bar Table 36"x29".</i>	\$ 606.75	\$ 910.50
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.</i>	\$ 392.70	\$ 591.00	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 726.50	\$ 1,090.75
				404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".</i>	\$ 577.50	\$ 867.00
				404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 1,693.75	\$ 2,546.25

Prices include delivery, installation, rental, and removal.

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

**Please Indicate Choice**
**13 oz. Standard Carpet Colors** (404200, 404201 ONLY).

Gray will be provided if no color is indicated below:

- |                                        |                                             |                                        |
|----------------------------------------|---------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Black (41)    | <input type="checkbox"/> Blue (42)          | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40)     |
| <input type="checkbox"/> Pepper (52)   | <input type="checkbox"/> Red (49)           |                                        |

**Table Skirt Color** (404002, 404012 ONLY).

Gray will be provided if no color is indicated below:

- |                                        |                                            |                                    |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)        | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Purple (48)       | <input type="checkbox"/> Red (49)  |
| <input type="checkbox"/> Teal (55)     | <input type="checkbox"/> White (50)        |                                    |

**Panel Type and Color** (404200, 404201 ONLY).

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

- |                                                   |                                                     |
|---------------------------------------------------|-----------------------------------------------------|
| <input type="checkbox"/> Coated: Black (C41)      | <input type="checkbox"/> Coated: Oxford White (C50) |
| <input type="checkbox"/> Coated: Prism Blue (C42) | <input type="checkbox"/> Coated: Silver Gray (C79)  |
| <input type="checkbox"/> Fabric: Black (F41)      | <input type="checkbox"/> Fabric: Blue (F42)         |
| <input type="checkbox"/> Fabric: Gray (F40)       |                                                     |

**Trim Metal Color** (404200, 404201 ONLY).

Silver will be provided if no color is indicated below:

- ☐
- Silver (79)

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 7.62%		C x 7.62% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

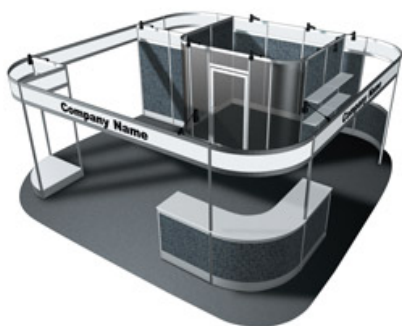




With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose 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 Servicenter® 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 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- 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
- two shelves
- 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



## Accessories



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



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



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



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



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



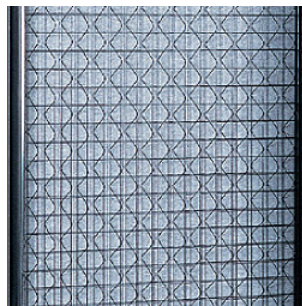
600222 - Exhibit, Light Box, Medium 37"x56"



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



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



600291 - Exhibit, Panel, Wirewall, 1M



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

## Trim and Panel Choices

### Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Prism Blue (C42)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Blue (F42)



Fabric: Gray (F40)

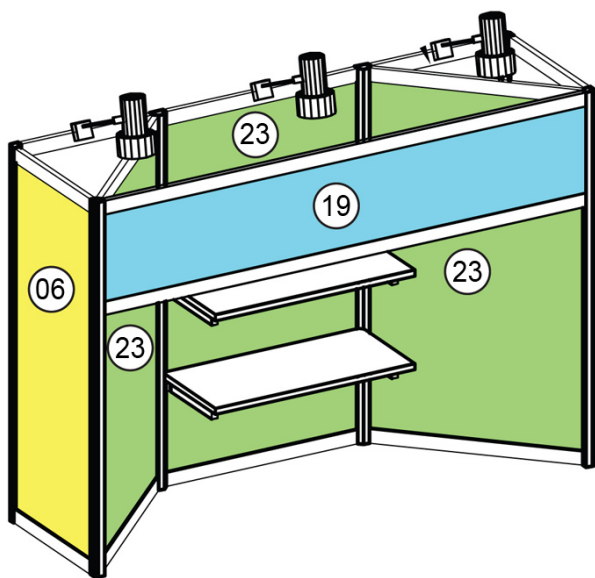
### Trim Color



Silver (79)



## Exhibit #1, 6' Tabletop (600001)



**23** 608323 26 9/16" wide x 45" tall

Discount Price - \$149.00 /Regular Price - \$223.75

Produced on 3/16" Thick White Foamcore

**06** 608306 18 7/16" wide x 45" tall

Discount Price - \$61.50 /Regular Price - \$92.25

Produced on 3/16" Thick White Foamcore

**19** 608319 65 15/16" wide x 12" tall

Discount Price - \$98.50 /Regular Price - \$148.00

Produced on 3/16" Thick White Foamcore

*All Prices listed above are Per Panel.*

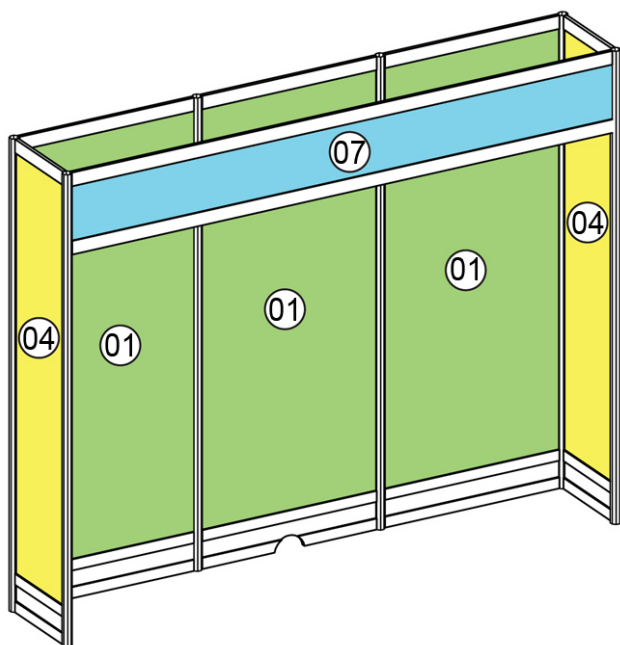
*Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.*

*GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.*

*For additional questions, please contact:  
Lamarr Gill  
702.515.5781*



Exhibit #2, 10 x 10 (600002)



**01** 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$408.50 /Regular Price - \$613.25

Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$203.75 /Regular Price - \$305.50

Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall

Discount Price - \$174.25 /Regular Price - \$261.50

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 on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.*

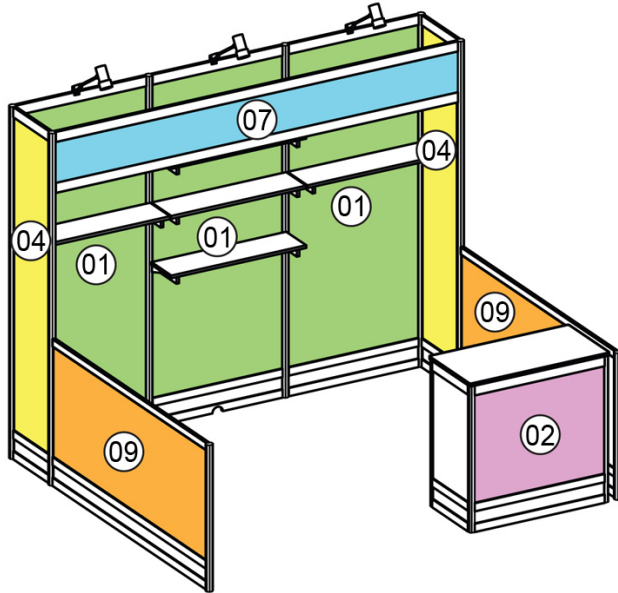
*For additional questions, please contact:  
Lamarr Gill  
702.515.5781*







## Exhibit #3, 10 x 10 (600003)



**01** 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$408.50 /Regular Price - \$613.25

Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$203.75 /Regular Price - \$305.50

Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall

Discount Price - \$174.25 /Regular Price - \$261.50

Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$143.75 /Regular Price - \$216.25

Produced on 3/16" Thick White Foamcore

**09** 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$290.75 /Regular Price - \$436.75

Produced on 3/16" Thick White Foamcore

*All Prices listed above are Per Panel.*

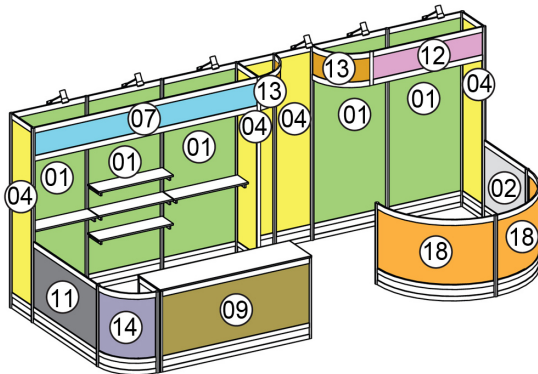
*Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.*

*GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.*

*For additional questions, please contact:  
Lamarr Gill  
702.515.5781*



## Exhibit #4, 10 x 20 (600004)



**12** 608312 57 7/8" wide x 12" tall

Discount Price - \$89.25 /Regular Price - \$134.50

Produced on 3/16" Thick White Foamcore

**13** 608313 29 3/4" wide x 12" tall

Discount Price - \$44.75 /Regular Price - \$67.00

Produced on 1/8" Thick White Foamacell

**18** 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$227.75 /Regular Price - \$342.25

Produced on 1/8" Thick White Foamacell

**09** 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$290.75 /Regular Price - \$436.75

Produced on 3/16" Thick White Foamcore

**14** 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$111.25 /Regular Price - \$167.00

Produced on 1/8" Thick White Foamacell

**01** 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$408.50 /Regular Price - \$613.25

Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$203.75 /Regular Price - \$305.50

Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$86.00 /Regular Price - \$129.25

Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$143.75 /Regular Price - \$216.25

Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall

Discount Price - \$174.25 /Regular Price - \$261.50

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.*

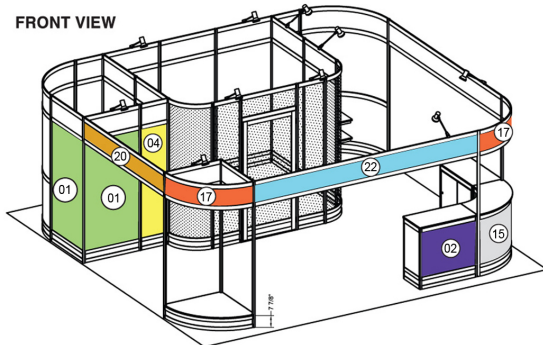
*GES requires a form of payment and the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.*

*For additional questions, please contact:  
Lamarr Gill  
702.515.5781*

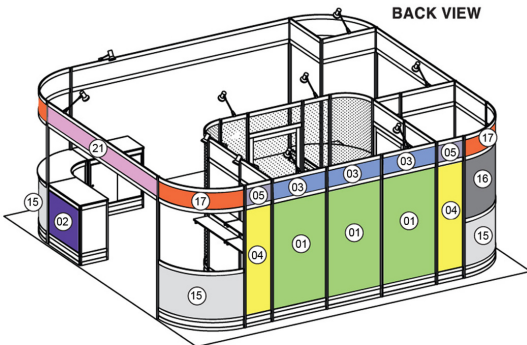


## Exhibit #5, 20 x 20 (600005)

FRONT VIEW



BACK VIEW



**21** 608321 136 9/16" wide x 12" tall

Discount Price - \$134.50 /Regular Price - \$201.50

Produced on 3/16" Thick White Foamcore

**20** 608320 97 3/16" wide x 12" tall

Discount Price - \$145.00 /Regular Price - \$217.25

Produced on 1/8" Thick White Foamcore

**17** 608317 60 11/16" wide x 12" tall

Discount Price - \$167.00 /Regular Price - \$251.00

Produced on 1/8" Thick White Foamacell

**02** 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$143.75 /Regular Price - \$216.25

Produced on 3/16" Thick White Foamcore

**03** 608303 38 1/8" wide x 12" tall

Discount Price - \$57.00 /Regular Price - \$85.50

Produced on 3/16" Thick White Foamcore

**05** 608305 18 7/16" wide x 12" tall

Discount Price - \$44.75 /Regular Price - \$67.00

Produced on 3/16" Thick White Foamcore

**01** 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$408.50 /Regular Price - \$613.25

Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$203.75 /Regular Price - \$305.50

Produced on 3/16" Thick White Foamcore

**16** 608316 60 11/16" wide x 40 1/4" tall

Discount Price - \$272.00 /Regular Price - \$408.50

Produced on 1/8" Thick White Foamacell

**15** 608315 60 11/16" wide x 30 1/4" tall

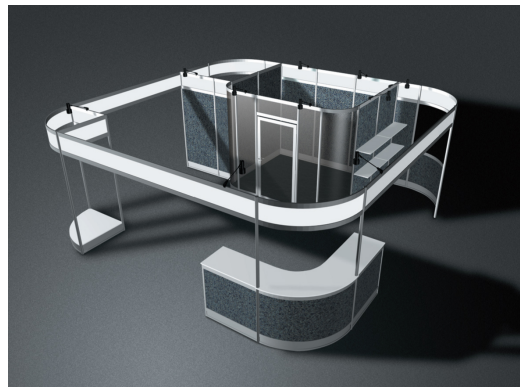
Discount Price - \$227.75 /Regular Price - \$342.25

Produced on 1/8" Thick White Foamacell

**22** 608322 156 1/4" wide x 12" tall

Discount Price - \$232.00 /Regular Price - \$348.50

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 on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:

Lamarr Gill

702.515.5781



**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>20x20 Exhibits</b>				<b>Accessories</b>			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 9,681.00	\$ 14,521.50	661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 447.25	\$ 671.00
<b>10x20 Exhibits</b>				600291	Exhibit, Panel, Wirewall, 1M	\$ 436.75	\$ 655.25
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 6,520.50	\$ 9,786.00	600243	Exhibit, Shelf, 1M x 10" Deep	\$ 59.50	\$ 89.50
<b>10x10 Exhibits</b>				600262	Tackboard, Gem, 4' X 8'	\$ 511.25	\$ 767.50
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,564.50	\$ 2,352.00	<b>Cancellation Policy:</b> Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,961.00	\$ 4,441.50				
<b>6ft Table Display</b>							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,491.00	\$ 2,236.50				
<b>Accessories</b>							
600410	Exhibit, Ad Board, 1M x 8'	\$ 511.25	\$ 767.50				
600110	Exhibit, Armlight Black	\$ 76.25	\$ 114.50				
600103	Exhibit, Counter, 1M Curved	\$ 706.75	\$ 1,060.50				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 356.00	\$ 534.50				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 489.25	\$ 734.00				
600221	Exhibit, Light Box, Large 37"x85"	\$ 651.00	\$ 976.50				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 512.50	\$ 768.50				
600223	Exhibit, Light Box, Small 37"x28"	\$ 317.00	\$ 475.75				

**Please Indicate Choices**
**Place Order Here**
**13 oz. Standard Carpet Colors** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- ☐ Black (41)    ☐ Blue (42)    ☐ Blue Jay (56)  
☐ Burgundy (43)    ☐ Emerald Green (44)    ☐ Gray (40)  
☐ Pepper (52)    ☐ Red (49)

**Table Skirt Color** (600001 ONLY).

Gray will be provided if no color is indicated below:

- ☐ Beige (54)    ☐ Black (41)    ☐ Blue (42)  
☐ Burgundy (43)    ☐ Forest Green (45)    ☐ Gold (46)  
☐ Gray (40)    ☐ Purple (48)    ☐ Red (49)  
☐ Teal (55)    ☐ White (50)    ☐ Black

**Panel Type and Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

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

- ☐ Coated: Black (C41)    ☐ Coated: Oxford White (C50)  
☐ Coated: Prism Blue (C42)    ☐ Coated: Silver Gray (C79)  
☐ Fabric: Black (F41)    ☐ Fabric: Blue (F42)  
☐ Fabric: Gray (F40)


**Trim Metal Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- ☐ Silver (79)

**Electrical or Utilities Under Carpet?**

- ☐ Yes    ☐ No

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

**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.

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>  
For Custom Exhibits, please send a request to email [gesed@ges.com](mailto:gesed@ges.com)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 7.62%		C x 7.62% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
				AUTHORIZED NAME - PLEASE PRINT
				DATE

**CUSTOM ID SIGN**

Colored signs are available at additional cost, please go to [http://www.ges.com/ecom/info/exhibit\\_graphics.pdf](http://www.ges.com/ecom/info/exhibit_graphics.pdf) for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

**STANDARD ID SIGN COPY**

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.



**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 118.75	\$ 178.50
600506	Sign, 11"x14"	\$ 33.00	\$ 49.50
600507	Sign, 14"x22"	\$ 59.25	\$ 89.00
600508	Sign, 14"x44"	\$ 118.75	\$ 178.50
600509	Sign, 20"x60"	\$ 239.50	\$ 359.00
600510	Sign, 22"x28"	\$ 118.75	\$ 178.50
600512	Sign, 28"x44"	\$ 239.50	\$ 359.00
600514	Sign, 40"x60"	\$ 478.75	\$ 718.25
600515	Sign, 48"x96"	\$ 771.75	\$ 1,155.00
600501	Sign, 7"x11"	\$ 59.25	\$ 89.00
600502	Sign, 7"x44"	\$ 66.75	\$ 100.00
600547	Easel Back	\$ 8.15	\$ 12.25

**We offer complete graphics services from Design to Print!**

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	\$ 190.00	\$ 285.50
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 245.75	\$ 368.50
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 223.75	\$ 336.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 362.25	\$ 544.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 335.00	\$ 503.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 475.75	\$ 714.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 200.50	\$ 301.25

**Please Indicate Choice**
**Place Order Here**
**Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)**

- ☐ Black    ☐ White    ☐ Gray  
☐ Printed Base - Additional Cost Discount: \$21.90 Regular: \$32.75 (Item # 601099)  
 Please add to total and include graphics in digital file submission.

**I have NOT sent my print ready file(s) to GES**

Please let us know when you expect to submit your artwork:

- ☐ I need assistance submitting my file(s), please contact me  
☐ I will be submitting my file by (date) \_\_\_\_\_  
☐ I need GES to set my copy  
 Copy placement only - indicate copy in the area below

**I have already sent my print ready file(s) to GES**

Check the submission type used below:

- ☐ I put them on the GES FTP site  
☐ I sent them to the gesgraphics@ges.com mailbox  
☐ I sent a disc via USPS, FedEx, UPS or other  
☐ I sent them directly to a GES employee (insert name below)

**Digital File Submission:**

You can upload your file(s) after sending in your order using the information below.

<ftp://csftp.ges.com/West>  
 USER NAME: geswstftp  
 PASSWORD: o8clx6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES\_COOKING SHOW.zip)



If you do not have a print file to submit, please write in the text and description for your sign order here:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Sales Tax: 7.62%		C x 7.62% = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
				AUTHORIZED NAME - PLEASE PRINT
				DATE



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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

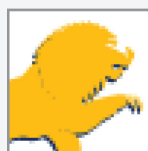
We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

### AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) 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 with the defined herein.



gif  
@ 400%



ai / eps vector  
@ 400%

Vectors

Vectors

Text @ 100%

Outlined Text

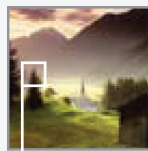
### Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**.

Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's 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.



Low Resolution  
(72dpi) jpeg 88 Kb



High Resolution  
(300dpi) jpeg 3.52 Mb



### Bitmap/Raster Artwork

**JPEG** - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.

**PDF** - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi).

See Visual.



### Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

### Fonts

Turn all fonts into outlines or convert to paths before sending the files. If you are using a program where this is not an option, **YOU MUST INCLUDE ALL FONTS** with your files.

### FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

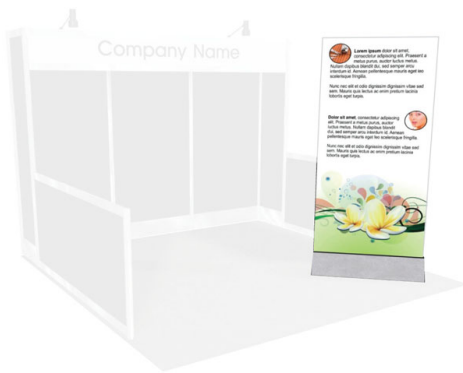
HOST  
ftp://csftp.ges.com/West

USER NAME: geswstftp  
PASSWORD: o8clx6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES\_COOKING SHOW.zip)



## 38" Ad Board

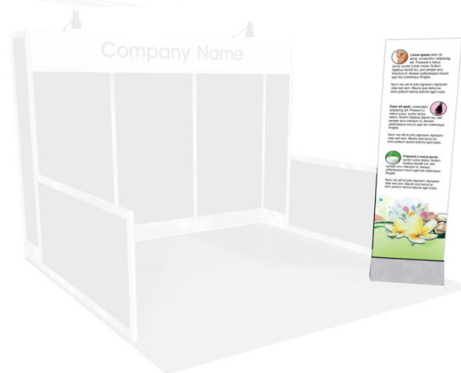


600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board

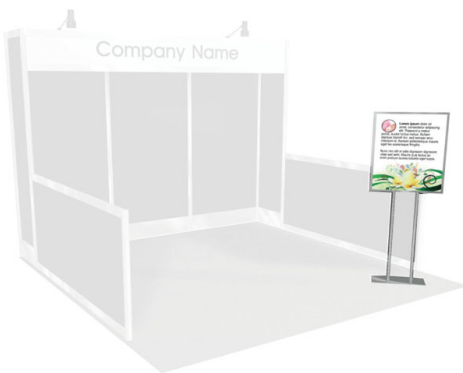


600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600528 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.*

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

Go to below link to view images and information:  
<http://ges.com/ecom/info/landD.pdf>

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

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.**
**TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one (1) hour without the use of tools.

**Important Information & Rates**

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.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 93.50	\$ 116.50	\$ 140.75
Install & Dismantle, OT Code: 705000	\$ 163.75	\$ 204.75	\$ 245.75

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**
**Please complete "Key Information" form (L-2)**

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.

☐ **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 of booth:**
☐ Pop-Up ☐ Two Story ☐ Custom

☐ Other: \_\_\_\_\_

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	7.62% TAX	=	GRAND TOTAL
	AM	PM															\$
	AM	PM															\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>													<b>A. Total Labor Ordered</b>		\$		
<b>Authorized Signature - Please Sign:</b>													<b>B. 25% (\$50.00 min) GES Supervision</b>		\$		
<b>X</b>													<b>C. Payment Enclosed</b>		\$		

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.





**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**  
 Colorado Convention Center  
 March 20 - 22, 2013

**Form Deadline Date:**  
 February 26, 2013

**MANDATORY FORM\***

COMPANY NAME _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
--------------------	---------------------	--------------------

**To Be Completed By Exhibitor When Order is Placed**

**Inbound Freight Information**

Method ☐ GES Logistics ☐ Common Carrier ☐ AirFreight ☐ Vanline ☐ Other \_\_\_\_\_

Carrier (if known) \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Number of Crates \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_

Number of Fiber Cases \_\_\_\_\_ Color \_\_\_\_\_ Pro Number \_\_\_\_\_

Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_

Shipped To: (Check One) ☐ Warehouse ☐ Showsite

**Setup Information for GES Installation**

<input type="checkbox"/> <b>Setup Drawings/Instructions Attached</b> <input type="checkbox"/> <b>Setup Drawings With Exhibit</b> <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Did You Order ---**

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No Other Items _____ _____ _____	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No With the Exhibit <input type="checkbox"/> _____ _____ _____
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

**Tear-down Information for GES Dismantle**

<input type="checkbox"/> <b>Tear-down Drawings/Instructions Attached</b> <input type="checkbox"/> <b>Tear-down Drawings With Exhibit</b> <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Outbound Freight Information**

Outbound Freight Charges _____ <input type="checkbox"/> PrePaid <input type="checkbox"/> Collect (for non-GES Logistics Shipments only) <input type="checkbox"/> Bill To _____ <input type="checkbox"/> GES Storage _____ Method <input type="checkbox"/> GES Logistics <input type="checkbox"/> Common Carrier <input type="checkbox"/> AirFreight Carrier (if known) _____ Contact _____ Phone _____ Exhibitor-completed GES' Outbound Material Handling Form attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	Consigned To _____ Address _____ City/State/Zip _____ Second Consignee _____ Address _____ City/State/Zip _____ <input type="checkbox"/> Vanline <input type="checkbox"/> Other _____
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Emergency Contact Information / Showsite Contact**

Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Other Means of Contacting This Person \_\_\_\_\_

Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Purchasing Authorization ☐ Yes ☐ No

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

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:** \_\_\_\_\_ X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)





**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AONE 46th Annual Meeting and Exposition**

 Colorado Convention Center  
 March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

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

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED.**
**TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- 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.

**Important Information & Rates**

Starting 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 starting times 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.

**LABOR RATES ARE AS FOLLOWS:**

Forklift w/Operator Per Hour		Discount	Regular	Show Site
5,000#, ST	Code: 705200	\$ 224.75	\$ 281.50	\$ 337.00
5,000#, OT	Code: 705200	\$ 315.00	\$ 393.75	\$ 472.50
Worker per Hour		Discount	Regular	Show Site
Freight, ST	Code: 705030	\$ 93.50	\$ 116.50	\$ 140.75
Freight, OT	Code: 705030	\$ 163.75	\$ 204.75	\$ 245.75

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **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:**

- |                                     |                                      |                                      |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating  | <input type="checkbox"/> Unskidding  | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling   | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating   |
| <input type="checkbox"/> Reskidding |                                      |                                      |

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF FORKLIFTS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	7.62% TAX	=	GRAND TOTAL
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.

Payment Enclosed

\$

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT

DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

### Hanging Signs

**GES is responsible for assembly, installation, and removal of all hanging signs.**

#### **Remember:**

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

### Truss & Hoists

**GES is responsible for assembly, installation, and removal of all truss.**

#### **Remember:**

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

Please complete and return the  
**Hanging Sign / Assembly Labor Order Form (H-2) February 26, 2013.**

To receive the Discount Price, you must complete and return the Hanging Sign / Assembly Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by February 26, 2013. The hanging sign must also arrive at the GES warehouse by March 14, 2013 to receive the Discount Price and to ensure that the sign is hung prior to show opening. **THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.**

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

### Shipping Instructions

**Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by March 14, 2013 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.**

**To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.**

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

**All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.**
**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

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

**GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS.**

- A crew will be assigned consisting of a lift with three riggers for aerial work.

**Important Information & Rates**

Starting 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 starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, 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 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. 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.

**LABOR RATES ARE AS FOLLOWS:**

Lift w/3 Workers Per Hour	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 400.50	\$ 501.00	\$ 601.00
High Lift, OT Code: 705300	\$ 521.00	\$ 651.00	\$ 782.00
Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 97.15	\$ 121.45	\$ 145.73
Rigging, Hanging Sign, OT Code: 705020	\$ 170.10	\$ 212.63	\$ 255.15

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**
☐ **GES Supervised (OK to Proceed)**

A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

☐ **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.

**Type of Sign** (Select one sign type per order)

☐ Banner ☐ Structural Signage ☐ Systems

**Shape of Sign** (Select one sign type per order)

☐ Square ☐ Rectangle ☐ Triangle

☐ Circle ☐ Other \_\_\_\_\_

**Dimensions & Weight of Sign**

Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ lbs

# \_\_\_\_\_ Structural Pick Points: # of Pounds \_\_\_\_\_ at each point

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations \_\_\_\_\_ Feet

**Is Your Sign Electrical?** If yes, order power requirements on the Electrical Services Order Form in this manual.

☐ Yes

☐ No

**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

☐ Yes

☐ No

**Include engineer-stamped assembly and hanging instructions 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 and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**LOCATION OF SIGN / DIMENSION OF TRUSS:** Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	= TOTAL	3% PSP	= SUBTOTAL	7.62% TAX	= GRAND TOTAL	
	AM PM	AM PM								\$	
	AM PM	AM PM								\$	
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>							<b>A.</b> Total Labor Ordered		\$		
<b>Authorized Signature - Please Sign:</b>							<b>B.</b> 25% ( \$50.00 ) GES Supervision		\$		
<input checked="" type="checkbox"/>			AUTHORIZED NAME - PLEASE PRINT			DATE		<b>C.</b> Payment Enclosed		\$	

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. *Copies of these labels are acceptable if additional labels are needed.*  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664


Booth Number

**C/O GES**  
**UPS Freight**  
**5300 East 56th Street**  
**Commerce City, CO 80022-3827**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Feb 13, 2013 - Thursday, March 14, 2013**

**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  Global Experience Specialists



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**AONE 46th Annual Meeting and Exposition**

NAME OF EXHIBITION

0160000664


Booth Number

**C/O GES**  
**UPS Freight**  
**5300 East 56th Street**  
**Commerce City, CO 80022-3827**  
**USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Wednesday, Feb 13, 2013 - Thursday, March 14, 2013**

**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  Global Experience Specialists

**RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:**

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**Discount Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.54</b>	\$ 0.81
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.39</b>	\$ 0.58
500602	Per Day (per sq. ft. per day)	<b>\$ 0.50</b>	\$ 0.76
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.70</b>	\$ 1.06
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.90</b>	\$ 1.35
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	<b>\$ 88.00</b>	\$ 132.25
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 177.50</b>	\$ 266.75
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>\$ 340.25</b>	\$ 510.25
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>\$ 420.00</b>	\$ 630.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

**Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.**

**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%**.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 93.50	\$ 114.50	\$ 137.50
Porter Service, OT Code: 705010	\$ 163.75	\$ 200.50	\$ 241.50

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (½) hour increments.

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.

**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.

**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.

**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

**Show Site Rate:** Rate applies to orders placed at show site.

**Please Indicate Service**
**Calculate Total Square Footage**

Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Would you like us to call you and give you a quote for hourly porter service?**

☐ Yes ☐ No

**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**


To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

**Place Order Here**

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			3	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	X PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	X	TOTAL # OF WORKERS	X	LABOR RATE	=	TOTAL PRICE
Porter Service Labor							\$
<b>A.</b> Total All Items Ordered							\$
<b>B.</b> Petroleum Surcharge Assessment: 3%					A x 3% = B		\$
<b>C.</b> Payment Enclosed					A + B = C		\$

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.**

**Authorized Signature - Please Sign:**

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------





**Credit Card Authorization:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

**Form Deadline Date:**

February 26, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

### Payment Policy

**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 surcharge.

**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 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, etc., 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.

#### Bank wire transfer payment information:

##### Beneficiary: Global Experience Specialists

c/o Bank of America  
901 Main Street, TX1-492-07-14  
Dallas, TX 75202-3714 USA  
Telephone # 888-715-1000 ext 50118

**Account #:** 71888-1-01819  
**ABA Routing #:** 0260-0959-3  
**SWIFT Address:** BOFAUS3N  
**CHIPS Address:** 0959

##### If requested, following is the physical address for routing identifiers:

Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated
- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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

### Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

<b>Account Number</b>	<input type="checkbox"/> Corporate Card	<input type="checkbox"/> Personal Card	
<b>PROVIDE EXPIRATION DATE</b>	<b>EXPIRATION DATE</b>	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	*Signature Required Below

CARDHOLDER'S NAME	PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS	CITY
STATE	ZIP COUNTRY

### Calculation of Orders

**TOTAL**

Calculation of Orders	TOTAL
Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of:	\$
Enclosed is a check in the amount of:	\$

Check Number:  Dated:

**Please note payment return addresses at top of form.**

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. \*Credit card charge authorization signature required below.**

**PLEASE SIGN** X  
AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT

DATE

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)

100



Order Directly Online:

<https://e.ges.com/016000664/esm>

016000664



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center  
March 20 - 22, 2013

**Form Deadline Date:**

February 26, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm Credit Card Authorization**.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party Credit Card Authorization**.

**GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date.**

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information			STEP 2: Exhibiting Firm Credit Card Charge Authorization		
EXHIBITING FIRM			CARDHOLDER'S NAME PLEASE PRINT		
STREET ADDRESS			CARDHOLDER'S BILLING ADDRESS CITY		
CITY	STATE	ZIP	STATE	ZIP	COUNTRY
PHONE FAX			Account Number		
<p><i>The items checked below are to be invoiced to the Exhibiting Firm:</i></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%"><input type="checkbox"/> Booth Cleaning</div> <div style="width: 33%"><input type="checkbox"/> Exhibit Systems</div> <div style="width: 33%"><input type="checkbox"/> I &amp; D Labor</div> <div style="width: 33%"><input type="checkbox"/> In-Booth Forklift Labor</div> <div style="width: 33%"><input type="checkbox"/> Material Handling In &amp; Out</div> <div style="width: 33%"><input type="checkbox"/> Rental Carpet</div> <div style="width: 33%"><input type="checkbox"/> Rental Furniture</div> <div style="width: 33%"><input type="checkbox"/> Signs</div> <div style="width: 33%"><input type="checkbox"/> Transportation Charges</div> <div style="width: 33%"><input type="checkbox"/> Other (Please Specify) _____</div> </div>			<div style="display: flex;"> <div style="flex: 1;"> <p><b>EXPIRATION DATE</b></p> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div> <div style="flex: 2;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> MasterCard  <input type="checkbox"/> VISA  <input type="checkbox"/> American Express </div> <div> <input type="checkbox"/> Corporate Card  <input type="checkbox"/> Personal Card </div> </div> </div> </div>		
<p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</p>			<p>All information must be provided. <b>Your order will not be processed if any information is missing.</b> (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) <b>We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</b></p>		
<p><b>PLEASE SIGN</b> X</p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>			<p><b>PLEASE SIGN</b> X</p> <p>_____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>		



- ☐ Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information			STEP 4: Third Party Credit Card Charge Authorization		
THIRD PARTY			CARDHOLDER'S NAME PLEASE PRINT		
STREET ADDRESS			CARDHOLDER'S BILLING ADDRESS CITY		
CITY	STATE	ZIP	STATE	ZIP	COUNTRY
PHONE FAX			Account Number		
<p><i>The items checked below are to be invoiced to the Third Party:</i></p> <div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%"><input type="checkbox"/> Booth Cleaning</div> <div style="width: 33%"><input type="checkbox"/> Exhibit Systems</div> <div style="width: 33%"><input type="checkbox"/> I &amp; D Labor</div> <div style="width: 33%"><input type="checkbox"/> In-Booth Forklift Labor</div> <div style="width: 33%"><input type="checkbox"/> Material Handling In &amp; Out</div> <div style="width: 33%"><input type="checkbox"/> Rental Carpet</div> <div style="width: 33%"><input type="checkbox"/> Rental Furniture</div> <div style="width: 33%"><input type="checkbox"/> Signs</div> <div style="width: 33%"><input type="checkbox"/> Transportation Charges</div> <div style="width: 33%"><input type="checkbox"/> All Services</div> <div style="width: 33%"><input type="checkbox"/> Other (Please Specify) _____</div> </div>			<div style="display: flex;"> <div style="flex: 1;"> <p><b>EXPIRATION DATE</b></p> <div style="border: 1px solid black; width: 100px; height: 20px;"></div> </div> <div style="flex: 2;"> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> MasterCard  <input type="checkbox"/> VISA  <input type="checkbox"/> American Express </div> <div> <input type="checkbox"/> Corporate Card  <input type="checkbox"/> Personal Card </div> </div> </div> </div>		
<p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms &amp; Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).</p>			<p>All information must be provided. <b>Your order will not be processed if any information is missing.</b> (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) <b>We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</b></p>		
<p><b>PLEASE SIGN</b> X</p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>			<p><b>PLEASE SIGN</b> X</p> <p>_____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>		

**Need Assistance?**

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center  
March 20 - 22, 2013

**Form Deadline Date:**  
February 26, 2013

### MANDATORY FORM\*

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

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

- ☐ Hanging Signs/Truss - Form H-2
- ☐ Show Cases - Form A-1
- ☐ Pegboard / Tackboard - Form A-1
- ☐ Special Colored Drape - Form A-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

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

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

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


Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

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

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

### Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | [www.ges.com/chat](http://www.ges.com/chat)



# **Additional Service Order Forms**



## EXHIBITOR SERVICES ORDER FORM

**SAVE TIME AND MONEY!**

**RECEIVE 20% OFF—PLACE YOUR ORDER ONLINE!!!**

**Order must be placed no later than two weeks prior to  
first show move-in date at [www.denverconvention.com](http://www.denverconvention.com)!!!**

**\*\*\*\*\*applies to many prices in this kit\*\*\*\*\***



**In this kit, you will find orders for:**

Electrical services, Telephone services, Air/Water/Drain and Natural Gas services, Audio Visual Services, Business Center services and Catering services.

To help you with a successful show, we offer you these tips and checklist:

1. The Colorado Convention Center (CCC) is responsible for all utility services, including power, telephone, air, water and drain.
2. ALL exhibitor utility orders should be ordered on-line, faxed, emailed or mailed directly to the CCC. **All payments should be submitted directly to the CCC for utility orders — NOT TO SHOW MANAGEMENT OR THE GENERAL SERVICE CONTRACTOR.**
3. Orders for Internet, Audio Visual Services, Business Center Services and Catering should be sent to their respective companies.
4. For your security, we do not accept orders over the phone. All forms must be mailed, faxed, emailed or ordered on-line at: [www.denverconvention.com](http://www.denverconvention.com).
5. Read all the Forms and Guidelines carefully. You may find something specific to your booth that will reduce on-site complications.
6. Save money by ordering prior to your arrival. The onsite surcharge of 30% will be applied to all orders placed onsite, during the first move-in date of the event.
7. The CCC reserves the right to update or amend these forms as needed. If you have questions, please call before ordering.

**To save even more money, order on-line at [www.denverconvention.com](http://www.denverconvention.com). These rates are available only on the web and will save you 20% off the listed rates in this kit.**

**Checklist Requirements/Reminders:**

- ☐ Individual orders are required for each booth you will occupy.
- ☐ If you have any questions, call us direct at 303.228.8027 before you order.
- ☐ All 10X10 and in-line booth services will be installed in the center back of the space.

Please submit a properly oriented floor plan for booth exhibits in which services **are not to be** installed in the center back of the space. Please include adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE:** If a floor plan is not provided, services will be placed in the most convenient location. Floor plans that include multiple service drop locations must identify exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

Orders with multiple service drops submitted without a floor plan, will be installed on-site, on a first come first serve basis and labor charges will be assessed if the service drop must be relocated.

**We look forward to seeing you in Denver!**



## PAYMENT POLICIES



1. **PAYMENT IN FULL** must be rendered on **all** orders when order is placed. **NO EXCEPTIONS!** No service order will be processed without full payment. Exhibitors with outstanding balances from prior shows must satisfy the payment requirement or services will not be provided.
  - All on-line orders must be received 15 days prior to the first contracted show move-in date to qualify for the discount price. All orders placed after this deadline will be charged at the standard rate.
  - All order forms and payments in U.S. Dollars or credit card, must be received 15 days prior to the first contracted show move-in date, in order to utilize the standard rate. The on-site rate will be applied to forms received after this deadline.
  - The date received by the **CCC** will determine the applicable rate.
  - All charges incurred during the show must be rendered in full at the time of service.
  - Any outstanding balance will be charged to the exhibitor credit card on file, after the event closing.
  - If for any reason because of default on the part of the exhibitor it becomes necessary to engage an attorney, the exhibitor agrees to pay all costs, expenses, and attorney fees expended or incurred by **SMG/CCC** in connection therewith.
  - Unpaid balances are subject to a late charge of 1.5% per month thereafter.
2. Only Cash, credit cards, company checks and money orders, made payable to **SMG/Colorado Convention Center**, will be accepted for advanced payments.
3. There is a \$25.00 service charge for all returned payments.
4. Rates quoted for all services include installing the requested services to the booth in the most convenient manner but do not include connecting equipment or special equipment. All island booths require a scaled diagram with proper orientation. Larger power orders may require additional labor and materials for precise placement of services.
5. Material and equipment furnished by the Center, for this service order, shall remain **CCC** property unless otherwise specified and shall be removed **ONLY** by the SMG/CCC employees at the close of the show.
6. Booth utilities are to be ordered by each exhibitor separately and are not to be shared with other exhibitors.
7. Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service.
8. Notification of cancellation must be received in writing a minimum of fifteen (15) days prior to scheduled opening date. **There will be a \$50.00 processing fee for all refunds requested.**
9. Credit will not be given for service or equipment installed and not used.
10. Claims will not be considered unless filed in writing by exhibitor prior to close of show. Refunds will not be considered unless filed in writing, by the exhibitor, prior to the close of the show. Please allow thirty days for processing.

## CONDITIONS AND REGULATIONS

### GENERAL

1. Wall, column and permanent building utility outlets or sockets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
2. All equipment must comply with Federal, State, and local safety codes.
3. **Under no circumstances shall anyone other than CCC Employees enter floor ports to connect to any convention center utility including power, phone or internet lines. A fine of \$100 will be added to individual orders for each occurrence.**
4. **SMG/CCC** will not be responsible for any cutting or altering of any floor covering necessary to bring utilities to a booth.
5. Exhibit equipment requiring exhibitor engineers or technicians for assembly, servicing, and operation may be installed by qualified exhibit staff.
6. All ground/building connections to such equipment must be installed by SMG/CCC staff only.
7. All onsite changes will be charged a (1) one-hour minimum. The fee is \$75/hr.
8. **SMG/CCC** reserves the right to disconnect any service for failure to adhere to these published policies.

## CONDITIONS AND REGULATIONS

### ELECTRICAL

1. **SMG/CCC** conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay onsite rates for additional or unauthorized use of services. Services may be disconnected pending full payment.
2. **SMG/CCC** employs licensed electricians who are legally obligated to verify that exhibitor owned electrical material or equipment, including power distribution systems used during an event, comply with the **National Electrical Code** or are **U.L. approved**. Special attention is given to the grounding of equipment. **The electrical department will make the final determination in allowing the use of any electrical material or equipment.**
3. All equipment must be properly tagged and wired with complete information as to type of current, voltage, phase, cycle, wattage, horsepower, etc. If NO information is available, **SMG/CCC** electricians will compute a rating for the minimum electrical service required.
4. **SMG/CCC** reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe by the electrical department.
5. All exhibitors' 120-VOLT cords must be of the 3 wire, grounded type. All exposed non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
6. Electrical service for exhibitor needs shall be available one (1) hour prior to opening time and until one (1) hour after show close daily. **Equipment requiring continual power supply must order 24-hour power.**
7. The CCC is not responsible for voltage fluctuations or power failure. If your equipment has strict tolerances for voltage you must provide your own regulating device.
8. All electrical equipment exposed to water/liquids must have ground fault circuit interrupters.

### TELEPHONE

1. Telephone instruments must be picked up at the Service Desk.
2. *A credit card is required for long distance access to be turned on. All long distance charges incurred from the first contracted show move-in date through the last move-out date are the responsibility of the exhibitor. Usage will be billed at the close of show. There is a 100% surcharge on each long distance call. Copies of charge receipts and itemized billings will be mailed approximately one (1) week after the close of show.*
3. Delivery of **ALL** data transmission lines ordered from an outside vendor will only be allowed to the Demarcation Room at the Convention Center. **SMG/CCC** staff will complete all installations inside the facility.
4. **SMG/CCC** reserves the right to require deposit for Telecommunication equipment prior to installation.

### WATER/AIR/DRAIN

1. **Permanent building outlets, including restroom plumbing fixtures, are not to be used for booth operations or disposal purposes. A \$500.00 fine will be assessed and collected from any exhibitor involved in this activity.**
2. Utility connections to booth will be operable one (1) hour prior to show opening and disconnected two (2) hours after show closing. To make alternative arrangements, contact the Exhibitor Services Department 30 days prior to show opening.
3. The CCC is not responsible for moisture or water in air lines, or any pressure variations.
4. All equipment using water must have inlet and outlet properly tagged.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



### GENERAL BUILDING POLICIES:

- 1) Decorations, signs, banners, and similar materials may not be taped, nailed, stapled or otherwise fastened to ceilings, doors, walls, glass, columns, painted surfaces, fabric or decorative walls.
- 2) Helium balloons may not be sold or distributed inside the facility. Helium balloons may be approved through your Event Manager for permanent attachment to authorized displays. A deposit may be required prior to installation.
  - a) If helium balloons from an authorized display are released within the facility, labor costs to remove balloons from ceilings or ventilation fans will be charged.
  - b) Helium (or like) balloons distributed outside the **CCC** should not be brought into the facility.
- 3) No pressure-adhesive stickers or decals or similar promotional items may be distributed in the building. Labor costs to remove adhesive stickers and decals will be charged.
- 4) The **CCC** escalators and public elevators are not to be used to transport freight or equipment. All equipment and freight should be transported, utilizing the freight elevator and brought in on the docks.
- 5) The **CCC** does not provide furniture or equipment for exhibitors' booths. All arrangement for furniture and equipment for exhibitors should be handled by a general service contractor.

### SMOKING POLICY:

- 1) The **CCC** is a non-smoking facility.
- 2) If the function is open to the **general public**, there will be no designated smoking area within the facility.
- 3) Smoking is not permitted on the exhibit hall floor during move-in or move-out.
- 4) The Denver Fire Department will issue citations for violations of this rule.

### FOOD AND BEVERAGE:

- 1) Centerplate Catering has exclusive catering, concession and liquor privileges at **CCC**. It is not permissible to bring food and beverages into the **CCC**. Centerplate can be reached (303) 228-8050 for in booth catering.
- 2) Food and beverage distributed by exhibitors are limited to products manufactured, processed or distributed by the exhibiting firm and are limited to sample size. Buy-out fees will apply. Please contact your Centerplate Catering representative at 303.228.8050 for more detailed information.

### SECURITY:

- 1) The **CCC** maintains twenty-four (24) hour security for building perimeter and internal patrols.
- 2) Hall Security and Individual booth security are the responsibility of Show Management and the Exhibitor.

### DELIVERY PROCEDURES:

- 1) The **CCC** does not accept advance freight shipments for exhibitors or show management. Freight must be consigned to the general service contractor or show manager during the event period.
- 2) Mail received on site should be addressed to the appropriate show or event. Mail will be held in the **CCC** offices until the first day of move in, at which time it will be delivered to show management.

### PARKING:

- 1) The **CCC** operates a 1,000 space parking garage connected directly to the facility. **CCC** does not operate any of the parking lots that surround our facilities. Please call 303-228-8070 for information and to request a parking map if needed.
- 2) Cars and/or trucks parked in marked fire lanes or in posted "no parking" areas will be ticketed and towed.

## GENERAL OPERATING POLICIES AND PROCEDURES ANSWERS TO MOST FREQUENTLY ASKED QUESTIONS



### RIGGING/SUSPENSION OF LOADS:

The **CCC** management must approve all rigging/suspension of loads from any part of the facility structure.

- 1) All signs, banners, and displays suspended from exhibit hall ceilings must be approved in advance and hung by **CCC** or general service contractor personnel.
- 2) If you are using any part of the facility structure for rigging or the suspension of loads, you must submit to **CCC** two copies of your rigging plot to Exhibitor Services two months prior to move in for the **CCC** approval.
- 3) The rigging plot should conform to the following:
  - a) Name of show, show dates, building location; the name of the contractor responsible for rigging, including contact information; and if applicable, the names of the audio, lighting and scenery contractors. Contact information should be printed on the plans.
  - b) Rigging plots must be drawn in 1/16"=1' scale.
  - c) Rigging plots must indicate locations of points, loads for each point, and a legend that explains the use of each point; such as audio, lighting, and scenery.
  - d) Rigging plots must include facility column locations and roof steel locations.
- 4) Call 303.228.8220 for more specific information, requirements, and limitations regarding rigging/suspension of loads at the **CCC**.

### BASIC FIRE CODE REGULATIONS:

- 1) Exits in all areas of the facility should not be blocked or covered for any reason.
- 2) Exterior and loading dock doors and fire doors may not be propped open.
- 3) All aisles should be kept clear, clean and free of obstructions.
- 4) Firefighting and emergency equipment should not be blocked or obstructed under any circumstances.
- 5) Materials used in the construction of displays must be fire resistant, such as draping, table coverings, banners, props, scenery, evergreen trees, bark, angel hair and shrubs. All exhibits and displays are subject to inspection by the Fire Prevention Bureau and/or **SMG/CCC** management for compliance.
- 6) Vehicles with gasoline engines that are to be displayed should conform to the following:
  - a) Battery cables must be disconnected.
  - b) Fuel level in gas tank is less than ¼ tank, and is not to exceed five gallons.
  - c) Must have protective covering under motors, drive trains and tires on any carpeted area.
- 7) Use or storage of liquid petroleum (LP) gas by exhibitors is restricted.
- 8) Operation of any heater, barbecue, heat producing or open flame devices, candles, lanterns, torches, welding equipment, smoke emitting devices or materials in the **CCC** should have written authorization by the **CCC** management and the Fire Prevention Bureau. Permits may be required.
- 9) All empty crates and boxes should be stored in areas approved and assigned by the **CCC** management and the Fire Prevention Bureau.
- 10) All electrical equipment should be U.L. (Underwriters Laboratories) approved.
- 11) Show management, exhibitors and general service contractors should comply with all City fire codes that apply to places of public assembly.
- 12) All general service contractor equipment should be propane or battery powered. Propane storage and transport is subject to Denver Fire Department regulations.
- 13) Any covered exhibit space over 300 square feet requires a smoke detector and a 2A10BC fire extinguisher.
- 14) Storage in meeting room and ballroom corridors is not permitted.
- 15) Multi-level exhibits have special requirements in order to obtain approval from the Fire Prevention Bureau. Contact **CCC** Operations at 303.228.8013 for clarification and specifics.

**FOR A MORE COMPREHENSIVE LIST OF POLICIES AND PROCEDURES, PLEASE REFER TO THE CCC EVENT PLANNER'S RESOURCE BROCHURE.**

Questions should be directed to:

Exhibitor Services Department

700 14<sup>th</sup> Street

Denver, Colorado 80202

303.228.8027

303.228.8101 FAX

# STANDARD 120V ELECTRICAL ORDER FORM



## Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.**  
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

ELECTRICAL SERVICES	QTY	STANDARD RATE	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$100.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$115.00	
20 AMPS OR 2000 WATTS (Quad box)		\$155.00	
<b>TOTAL PAYMENT</b>			

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

ADDITIONAL ITEMS (Electrical Service must be ordered first)	QTY	STANDARD RATE	TOTAL
SIX PLUG STRIP		\$30.00	
25' EXTENSION CORD		\$30.00	
LABOR—Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

EXPIRATION DATE:

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with your order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. Services must be ordered and individually identified on a floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute.
- **FOR 120V SERVICE LARGER THAN 20A or special needs PLEASE CALL 303.228.8027.**

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

# SPECIAL 120V ELECTRICAL ORDER FORM



## Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**  
**CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

ELECTRICAL SERVICES	QTY	24-hour Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$150.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$175.00	
20 AMPS OR 2000 WATTS (Quad box)		\$230.00	
ELECTRICAL SERVICES	QTY	Overhead Power	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$200.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$230.00	
20 AMPS OR 2000 WATTS (Quad box)		\$310.00	
ELECTRICAL SERVICES	QTY	24-hour Overhead	TOTAL
5 AMPS OR 500 WATTS (Single outlet)		\$250.00	
10 AMPS OR 1000 WATTS (Duplex box)		\$290.00	
20 AMPS OR 2000 WATTS (Quad box)		\$385.00	
<b>TOTAL PAYMENT</b>			

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:






PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- All payments must be paid in full (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. Services must be ordered and individually identified on a floor plan.
- **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Exhibitors may bring personal UL approved 3-wire cords and equipment to distribute.
- **Overhead power** is not intended for theatrical lighting fixtures. All Lighting must be built to the floor by an approved lighting contractor.
- **FOR 120V SERVICE LARGER THAN 20A** or special needs PLEASE CALL 303.228.8027.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

# INDUSTRIAL 208V ELECTRICAL ORDER FORM



**Order via Mail, Fax or Online at:**

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE-IN DATE.**  
**CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

SINGLE-PHASE SERVICES	QTY	STANDARD RATE	TOTAL
20 AMPS OR 3,300 WATTS		\$280.00	
30 AMPS OR 4,900 WATTS		\$325.00	
40 AMPS OR 6,500 WATTS		\$575.00	
50 AMPS OR 8,300 WATTS		\$755.00	
60 AMPS OR 10,000 WATTS		\$890.00	
100 AMPS OR 16,600 WATTS		\$1370.00	
THREE-PHASE SERVICE	QTY	STANDARD RATE	TOTAL
20 AMPS OR 5,700 WATTS		\$375.00	
30 AMPS OR 8,600 WATTS		\$435.00	
40 AMPS OR 11,500 WATTS		\$710.00	
50 AMPS OR 14,400 WATTS		\$900.00	
60 AMPS OR 17,200 WATTS		\$1100.00	
100 AMPS OR 28,800 WATTS		\$1615.00	

**\*\*See Special 120V order form for 24-hour power and overhead drop pricing and ordering.\*\***

LABOR <small>Special placement, changes or repairs charged in 1 hour minimums.</small>		\$75.00	
----------------------------------------------------------------------------------------	--	---------	--

**TOTAL PAYMENT**

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ACKNOWLEDGES PAYMENT POLICIES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- For higher voltage **call Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment. Unless noted, services are provided in the most convenient manner. All changes made after services are placed will be charged time and materials.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for spaces larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth



# INDUSTRIAL 208V ELECTRICAL ORDER FORM



An SMG Managed Facility

## Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**

**CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

SINGLE-PHASE SERVICES	QTY	24-Hour Power	Overhead Power	24-Hour Overhead	TOTAL
20 AMPS OR 3,300 WATTS		\$420.00	For Overhead Quotes,  please contact  the Exhibitor Services  Department.		
30 AMPS OR 4,900 WATTS		\$490.00			
40 AMPS OR 6,500 WATTS		\$865.00			
50 AMPS OR 8,300 WATTS		\$1135.00			
60 AMPS OR 10,000 WATTS		\$1335.00			
100 AMPS OR 16,600 WATTS		\$2055.00			
THREE-PHASE SERVICE	QTY	24-Hour Power			TOTAL
20 AMPS OR 5,700 WATTS		\$560.00			
30 AMPS OR 8,600 WATTS		\$655.00			
40 AMPS OR 11,500 WATTS		\$1065.00			
50 AMPS OR 14,400 WATTS		\$1350.00			
60 AMPS OR 17,200 WATTS		\$1650.00			
100 AMPS OR 28,800 WATTS		\$2425.00			
TOTAL PAYMENT					

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

EXPIRATION DATE:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- Overhead power is not intended for theatrical lighting fixtures. All lighting must be built to the floor by an approved lighting contractor.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- For higher voltage call **Exhibitor Services at 303.228.8027 for quoted power**, labor and materials. Prices for 208V service up to 100amps include delivery to the booth and do not include hardwire connection or special equipment.
- CCC electricians **will not split/branch** service to achieve multiple locations.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

# TELEPHONE & CABLE T.V. ORDER FORM



## Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**

**CCC must have order, maps and full payment by this deadline, to honor online discount pricing.**

TELEPHONE SERVICE—dial 9 for all outside calls	QTY	RACK RATE	TOTAL
STANDARD PHONE SERVICE (with instrument)		\$250.00	
FAX, MODEM, CREDIT CARD LINE (no Instrument)		\$250.00	
MULTI-BUTTON PHONE (6 call Capability)		\$450.00	
ADDITIONAL LINE (Multi-Button Phone)		\$250.00	
EXTENSION (Same Telephone #, additional location)		\$100.00	
VOICEMAIL BOX		\$50.00	
HUNT/ROLLOVER—(If ordering multiple lines)		\$50.00	

**LONG DISTANCE SERVICE\*** — Standard service does not include Long Distance Access. Long-distance calls require a credit card authorization form to be on file and calls will be charged to your card.

INITIAL HERE TO ACCESS LONG DISTANCE SERVICE: \_\_\_\_\_

SPECIAL SERVICES	QTY	RACK RATE	TOTAL
EXTEND POTS, ISDN, T1, other		\$250.00	

Ordered by the exhibitor and delivered to the Convention Center Demarc by Exhibitor's carrier of choice.

To ensure delivery to the Convention Center, please order from your carrier a minimum of four weeks prior to the show.

Order # \_\_\_\_\_ Circuit No. \_\_\_\_\_ Carrier Installation Date \_\_\_\_\_

LABOR Special placement, changes or repairs charged in 1 hour minimums.		\$75.00	
-------------------------------------------------------------------------	--	---------	--

CABLE TV SERVICES—(Provided By Comcast)	QTY	RACK RATE	TOTAL
DIGITAL SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$250.00	
DIGITAL/HDTV SERVICE (Set top box upgrade) • 1 box per TV Set — <i>Two-Week Advance R.S.V.P. Required</i>		\$300.00	

## TOTAL PAYMENT

**ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED  
A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST *SHOW* MOVE-IN DAY.**

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ Visa

EXPIRATION DATE:

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **Phone Usage Charges:** Usage charges are billed by CCC/SMG at the end of the show. Local and toll-free calls are free. Long distance calls are billed at AT&T retail rates.—Credit card must be on file before long-distance service is activated.
- **Services are provided in the most convenient manner for center technicians** UNLESS floor plan is submitted prior to first *show* move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Handsets must be picked up by Exhibitor at the Service Desk upon arrival.
- Cable T.V. Set Top Boxes will be delivered to the booth prior to Show Open.

INTERNAL USE ONLY

CHECK NO. \_\_\_\_\_

Rates effective through 12/31/12

ORDER ONLINE AT WWW.DENVERCONVENTION.COM

# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth

# COMPRESSED AIR, WATER, & DRAIN ORDER FORM



## Order via Mail, Fax or Online at:

Colorado Convention Center

Attn: Exhibitor Services

700 14th Street

Denver, CO 80202

303.228.8027 Ph

303.228.8101 Fx

www.denverconvention.com

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

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

Event Dates \_\_\_\_\_

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

Address \_\_\_\_\_

City \_\_\_\_\_ St \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

Onsite Contact \_\_\_\_\_

**RECEIVE 20% DISCOUNT BY ORDERING ON-LINE ONLY 15 DAYS PRIOR TO FIRST *SHOW* MOVE- IN DATE.**  
CCC must have order, maps and full payment by this deadline, to honor online discount pricing.

COMPRESSED AIR SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. No guarantees can be made of min./max. pressure. If pressure is critical, the exhibitor must arrange to have a pressure regulator valve or pump installed.		\$300.00	
Branch to additional locations		\$200.00	
COLD WATER SERVICES — ½" NPT Fitting	QTY	RACK RATE	TOTAL
<b>Single Outlet</b> —1/2" male or female schedule 40 pipe thread adaptor REQUIRED. Building pressure is MIN 45 P.S.I. MAX 60 P.S.I.		\$300.00	
Branch to additional locations		\$200.00	
Fill—per 500 gal. (Pump out included if water contains no additives)		\$170.00	
DRAIN SERVICES — Gravity Flow—1 ½" Max outlet	QTY	RACK RATE	TOTAL
Standard Drain		\$300.00	
Additional Locations		\$200.00	
Jacuzzi/Hot Tubs (Includes (1) 50A electrical service)	QTY	RACK RATE	TOTAL
200 to 400 Gallons		\$750.00	
401 gallons and Up		\$850.00	
<b>Other Fill and Drain Services call 303.228.8027 for quote and requirements.</b>			
<b>LABOR</b> Connections, changes and repairs charged in 1 hour minimums		\$75.00	
ONSITE SURCHARGE — ALL SERVICES, WITH THE EXCEPTION OF LABOR, WILL BE ASSESSED A 30% LATE FEE IF ORDERED ON/AFTER THE FIRST <i>SHOW</i> MOVE-IN DAY. <b>TOTAL PAYMENT</b>			

CREDIT CARD NUMBER: ☐ AMEX ☐ MC ☐ VISA

--	--	--	--

--	--	--	--

--	--	--	--

--	--	--	--

EXPIRATION DATE:

--	--	--	--

PRINT CARDHOLDERS NAME:

CARDHOLDERS SIGNATURE:

SIGNATURE ALSO ACKNOWLEDGES PAYMENT POLICES, ALL CONDITIONS & REGULATIONS

- **All payments must be paid in full** (before services are provided) by Visa, Master Card, American Express, cash, check or money order (payable in U.S. funds on U.S. banks). Enclose money order or check with order form.
- **Services are provided in the most convenient manner for center electricians** UNLESS floor plan is submitted prior to first **show** move-in date. **BOOTH LAYOUT DIMENSIONS**—Please submit floor plans with exact placements of each service drop, for exhibit areas or space larger than 10x10. Special placement, testing and/or changes after the initial set will require additional labor and material charges.
- Natural Gas Service available in Exhibit Halls ABC only. PLEASE CALL 303.228.8027 with any questions.



# SERVICE LOCATOR PLAN

Event Name:	Event Dates:
Company Name:	Booth Number:

All 10X10 and in-line booth services will be installed in the center back of the space. Larger booth exhibitors (i.e. Islands and Peninsulas,) ***must submit a properly oriented floor plan***, including the adjacent booth numbers surrounding the booth, to ensure proper installation and also to prevent postponement.

**NOTE: If a floor plan is not provided, services will be placed in the most convenient location.**

For booth spaces with multiple service drop locations, exact placement for each individual drop must be indicated on the Service Locator Plan, including electric, telephone, cable t.v., compressed air, drain and water services. Special placement, testing and/or changes after the initial set will require additional labor and material charges.

***Multiple service orders without a floor plan, will be serviced on a first come, first serve basis.***

## Electrical Services:

**E**— Indicates each amp/watt (Will not be split or branched)

**O**— Indicates overhead drop (Include height information)

## Telephone Services:

**T**— Indicates Telephone Lines

**F**— Indicates Data/Fax Lines

## Compressed Air / Water / Drain:

Indicate each drop by writing **Air / Water / Drain**

**\*\*Please also indicate overhead or hanging utilities and all height information pertinent to each.\*\***

Please indicate scale: 1 square = \_\_\_\_\_ Feet. Other scale: \_\_\_\_\_

Note adjacent booth # to left side of your booth

\_\_\_\_\_

		BACK		
		FRONT		

Note adjacent booth # to right side of your booth

\_\_\_\_\_

Note adjacent booth # to front side of your booth



Smart City  
5795 W. Badura Ave, Suite 110  
Las Vegas, Nevada 89118  
888-446-6911  
702-943-6001 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Incentive Order Deadline:	
City, State / Country, Zip		Email	
Contact	Telephone Number ( ) -	Fax Number ( ) -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	
Sec Code:			
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

**Important!** Review "Product Overview / Glossary" literature to assure the services you have selected will provide the functionality for any application(s) you will be utilizing. [View complete descriptions of Services and Terms & Conditions at smartcitynetworks.com/Facilities/Locations.aspx](http://smartcitynetworks.com/Facilities/Locations.aspx). Please call if assistance is needed. **Note Cancellation Policy Specifics – Terms & Conditions item #17 – This document, page / thumbnail 2.**

Description of Service	Type	QTY	Incentive	Base	Total
<b>1. Internet – Networking Services: ( 10 / 100 Base - T )</b>					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,195	\$ 1,495	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 995	\$ 1,245	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5/IP addresses/Devices) - No addl allowed	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses/Devices)	TS-03		\$ 5,900	\$ 7,375	
<b>2. Internet – Networking Services: Equipment</b>					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
<b>3. Special Line Services (For 3<sup>rd</sup> Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)</b>					
a. T-1 Extended Data circuit from Demarc to Booth (See T&C 8)	T2		\$ 2,000	\$ 2,500	
b. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
c. Labor / Floor Work - Fee per hour (See T&C 1)	FW-N		\$ 125	\$ 125	
d. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	MI		(Call 888-446-6911 for quote)		
<b>4. Special Quote – Attachment A or SOW (if applicable)</b>	MI		(Call 888-446-6911 for quote)		
<b>5. Move - In / On - Site order fee (if ordering service after show move-in has started).</b>			<b>( 20% ) x ( Base Price )</b>		
<b>6. Distance Fee of \$500 for each Internet / Network line outside the convention venue.</b>			<b>x (number of lines)</b>		
			<b>SUBTOTAL</b>		
Unused portions of deposits returned with final billing.			<b>ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%</b>		
<b>TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001</b>			<b>GRAND TOTAL</b>		

**\*\*\* Incentive Price applies to orders received With Payment 14 days prior to the 1<sup>st</sup> day of show move-in. \*\*\***

## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

<b>Print Authorized Name</b>	<b>Authorized Signature</b>	<b>Date</b>
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2012 - 051 -</b>	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=051>

**\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\***

## Terms and Conditions / Payment Options

<ol style="list-style-type: none"> <li><b>Smart City is the exclusive provider and installer of all Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 5 and 6), and all other data related cabling.</li> <li>The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies</b> or individuals.</li> <li>All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li><b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li><b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li><b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any</b> of our <b>shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li><b>Wireless Specific:</b> (a) Smart City is the exclusive provider of wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> <li>Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>To avoid additional charges, Floor Plans are due 5 days prior to move-in. ▶Orders received prior to the 1<sup>st</sup> day of show move-in should be installed 24 hours prior to show opening. ▶Late orders / changes received after show move-in has started will be installed after all other show orders are completed (additional fees may apply).</li> <li><b>Network Security Declaration:</b> The Customer is responsible for providing a signed Network Security Declaration prior to Smart City activating Internet / Network Service(s) for each Customer.</li> </ol>	<ol style="list-style-type: none"> <li><b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li><b>Internet Security Disclaimer:</b> Smart City does not provide security such as, but not limited to, firewalls, etc. for any data circuit(s) we provide. It is the sole responsibility of the Customer to provide any necessary security. Customer is agreeing to hold Smart City; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.</li> <li><b>Use of Network Connection:</b> (a) Services provided by Smart City are intended to facilitate communications between the Company's authorized users and the entities reachable through the Internet. Users of Smart City services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. (b) Users of Smart City services <b>shall not disrupt</b> any of the Smart City or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Smart City or other associated networks. Smart City services shall not be used to transmit any communication where the meaning of the message, or its transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof</li> <li><b>CANCELLATION</b> – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>Service problems must be reported to the Smart City. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li><b>Any additional cost incurred by SMART CITY to:</b> 1) <b>assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY</b> or 2) <b>collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers)</b> may be billed to the Customer at the prevailing rate.</li> <li><b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>A per line move fee starting at \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>Prices are based upon current rates and are subject to change without notice.</li> <li>Purchase Orders are not accepted as a form of payment but as a convenience can be referenced on your invoice upon prior written request.</li> <li>There will be a \$25 service charge for all returned checks.</li> <li>Any unpaid balance after close of show will incur a 1.5% / month service charge.</li> </ol>
<p>(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.</p> <ol style="list-style-type: none"> <li><b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: <b>Smart City.</b></li> <li>Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol>	<p><b>Mail or Fax Completed Orders with Payment and Floor Plan To</b></p> <p style="text-align: center;">SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001</p>

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=051>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Colorado CC - (051) - CO

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

Show: \_\_\_\_\_

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

Customer / Ref #: 2012 - 051 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed: ☐ Norton ☐ McAfee ☐ Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers? ☐ Yes ☐ No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

# Floor Plan – Communications Cable

Center: Colorado CC - (051) - CO

Show: \_\_\_\_\_

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

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

Customer / Ref #: 2012 - 051 -

**Data communications cabling.** Smart City is the **exclusive installer** of Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 5 and 6), and all other data related cabling fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



# Business Services at the Colorado Convention Center

My Office Business Center

The In-House Business Center of the Colorado Convention Center

## Exhibitors: Customize Your Message to this Target Audience!

For only \$295, we'll print  
500 full color show  
special flyers.

Please call about other quantities  
and print services.

No additional shipping charges or  
taxes. No worry about lost items.


Simply pick up your materials  
when you arrive.


Master Account form on  
reverse side, please sign  
and fax back to set up  
account.

## Out-of-the-Office Services ©

Located off Lobby A-Street Level

- Copy – Fax – Print
- Wheelchair & Scooter Rentals
- Workstations - Internet
- Overnight Delivery
- Display Supplies
- Office Supplies
- Packaging Supplies

 My Office

 Business Centers

 myofficeco.com

700 14<sup>th</sup> Street

Denver CO 80202

720.904.2300

Fax 720.904.0796

[www.myofficeco.com](http://www.myofficeco.com)

## Order Form

Quantity	Item	Unit Price	Amount
_____	500 full color flyers*	295.00	_____
_____	1000 full color flyers*	490.00	_____
_____	Fax Machine Rental	125.00 **	_____
_____	Copier Rental 45 ppm, staple, Sort, Duplex.	695.00 **	_____
_____	Copier Rental 65ppm, staple, Sort, Duplex	995.00 **	_____

\*Send files via email to [bborgerding@myofficeco.com](mailto:bborgerding@myofficeco.com)

All equipment provided on a rental basis and must be returned in good condition. Fax machine rental does not include fax phone line. A credit card authorization is required. Prices include rentals up to 7 days. Orders received less than two weeks prior to the event are subject to availability.

Subtotal \_\_\_\_\_

\*\*7.62 % Tax \_\_\_\_\_

Total \_\_\_\_\_

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

Company \_\_\_\_\_ Booth No. \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Tel. \_\_\_\_\_ Fax \_\_\_\_\_

Contact Person \_\_\_\_\_

Credit Card Number \_\_\_\_\_ Exp. \_\_\_\_\_

I authorize the above charges and any additional charges for  
these services only to be charged to this credit card.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

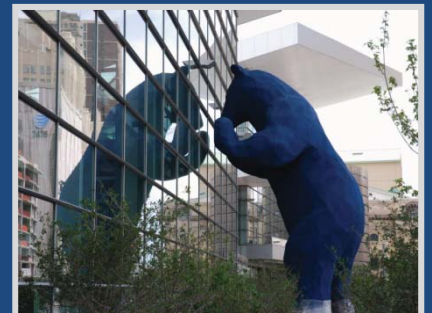
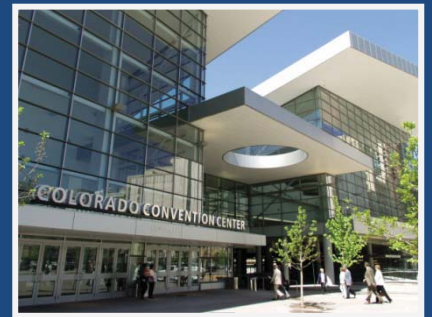




---

# EXHIBITOR BOOTH SERVICES MENU

---





# Centerplate

## EXHIBITOR BOOTH SERVICES MENU

---

Welcome to the Colorado Convention Center and Centerplate Catering.  
On this menu you'll find just a sampling of some of our most popular items,  
available at your booth or for your hospitality suite.  
Contact Catering Sales at 303.228.8050

---

Refreshments for your staff or to encourage traffic to your booth...  
we have a wide range of choices to meet your every need!

### BEVERAGES

Freshly Brewed Lavazza Coffee	\$50.00 per gallon
Regular and Decaffeinated	\$25.00 per pot
Freshly Brewed House Blend Coffee,	\$45.00 per gallon
Decaffeinated Coffee and Herbal Tea	\$22.50 per pot
Fruit Punch, Lemonade or Iced tea	\$30.00 per gallon
	\$15.00 per pitcher
Fresh Squeezed Orange Juice	\$30.00 per gallon
Apple or Cranberry Juice	\$30.00 per gallon
Individual Bottled Juices	\$4.25 each
Chilled Whole, Low-fat and Non-fat Milk	\$2.00 each
Non-carbonated Bottled Water	\$ 3.50 each
Assorted Soft Drinks	\$3.00 each
Water Cooler (Cold)	\$ 85.00 each
Water Replenishments	\$ 35.00 each

### BAKE SHOP SPECIALTIES

Soft Pretzels Served Warm	\$ 40.00 per dozen
Pecan Sticky Buns	\$ 40.00 per dozen
Cinnamon Rolls	\$ 40.00 per dozen
Assorted Croissants	\$ 40.00 per dozen
Assorted Bagels with Cream Cheese	\$ 35.00 per dozen
Assorted Danish Pastries	\$ 38.00 per dozen
Assorted Donuts	\$ 28.00 per dozen
Tea Breads	\$ 35.00 per loaf
<i>(One loaf serves approximately 12 guests)</i>	
Tuxedo Dipped Strawberries	\$30.00 per dozen
Double Fudge Brownies or Blondies	\$30.00 per dozen
Assorted Giant Homemade Cookies	\$29.00 per dozen
Sliced Seasonal Fresh Fruit Platter	\$5.00 per person

### SNACKS

Bulk Candy with Candy Dish (call for prices)	\$/pound
Whole Fresh Fruit	\$ 2.00 each
Granola Bars	\$ 2.75 each
Assorted Candy Bars	\$ 2.50 each
Assorted Lays Potato Chips	\$ 4.00 each
Snack Mix	\$ 12.00 pound
Trail Mix	\$ 16.00 pound
Fancy Mixed Nuts	\$ 40.00 pound
Mixed Nuts with Peanuts	\$ 27.00 pound
Potato Chips & Dip	\$ 4.00 per person
<i>Romano Ranch &amp; Classic Onion Dip</i>	
Pretzel Twists	\$ 7.00 pound
Tortilla Chips, Salsa & Guacamole	\$ 5.00 per person

### BOX LUNCH SELECTIONS

*All Box Lunches Served with Individual Bag of Potato Chips,  
Gourmet Chocolate Chip Cookie, Soda or Bottled Water*

Box Lunch Sandwich	\$19.00 each
<i>Choice of any of the following:</i>	

- ~Smoked Turkey & Swiss on a Fresh Roll
- ~Roast Beef & Cheddar on a Fresh Roll
- ~ Sliced Deli Ham & Cheddar on a Fresh Roll
- ~ Grilled Vegetables on a Fresh Roll

**More Menu Items to Choose From!**  
**Contact Catering Sales at 303.228.805**

## **Tempting Treats That Attract Attention & Draw attendees to your booth!**

### **Antique Popcorn Cart**

**\$375.00**

- Includes (250) Individual Servings
- Additional Servings @ \$225.00 a case (200-250 Additional Servings)
- Dimensions: 42" x 68"
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

### **Hot Pretzel Cart**

**\$350.00**

- Includes (100) Pretzels served with your choice of Nacho Cheese or Yellow Mustard
- Additional Servings @ \$115.00 a case (50 Pretzels)
- Dimensions: 31 1/2" x 20" x 20" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

### **Ice Cream Cart**

**\$400.00**

- Includes (100) Ice Cream Bars:  
Varieties to include: Snickers, Ice Cream Sandwiches, Cookiewiches & Drumsticks
- Additional Servings @ \$4.00++ each
- Dimensions: 31" x 45" cart
- Power Needs: 110 plug
- (1) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

## **Host One of Our Specialty Subcontractors At Your Booth...**

### **"Mad Berry's" Smoothies Tiki Bar**

**\$500.00**

- "Tiki" Style Smoothie Bar with Choice of (2) Flavors – Strawberry, Mango, Black Raspberry, Pina Colada or Peach
- Includes (100) 12oz Tropical Fruit Smoothies
- Additional 12oz Smoothies @ \$5.00++ each
- Dimensions: 2'x2' cart or 4'x8' full size smoothie cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

### **Gourmet Coffee Bar by "Blue Bear"**

**\$625.00**

- A Full Service Espresso Bar providing the following coffee drinks:  
Cappuccino, Espresso, Latte, Americano & Hot Chocolate
- Includes (125) 12oz beverages
- Additional 12oz Beverages @ \$5.00++ea
- Dimensions: 3'x8' (with 2 foot clearance for Barista behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

## “Go Nuts” Sweet and Roasted Nuts

**\$600.00**

- Gourmet Flavored Nut Machine creating on site the following treats:  
Cinnamon Roasted Almonds, Cinnamon Roasted Pecans and Salted Cashews
- Includes (100) Individual Servings
- Additional Servings @ \$6.00++ each
- Dimensions: 3'x8' (with 2 foot clearance for attendants behind cart) or 10'x10'
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

## Observe Dippin' Dots Ice Cream

**\$625.00**

- An All Time Favorite with the Choice of (3) of the following flavors :  
Liberty Ice, Mint Chocolate, Chocolate, Cookies & Cream or Banana Split
- Includes (125) 5oz Servings
- Additional 5oz Servings @ \$5.00++ each
- Dimensions: 3'x8' cart
- Power Needs: 110 plug
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

## The Donut Lady

**\$500.00**

- Fresh Made to Order Donuts in the following flavors :  
Plain, Cinnamon and Sugar
- Includes (100) Bags with 10 Mini Donuts in Each
- Additional Serving of 10 donuts @ \$5.00++ each
- Dimensions: 3'x6' cart
- Power Needs: 208-50 amp
- (2) Booth Attendants required at \$25.00++per hour/(4) hour minimum per Attendant

## DRAFT BEER – KEG

**DOMESTIC  
IMPORTED**

**STARTING AT \$450.00 PER KEG  
STARTING AT \$550.00 PER KEG**

*Customization of all liquor, beer and wine available upon request.  
Please consult with your Catering Sales Representative for pricing.*

A bartender is provided free of charge for each individual bar that posts sales of \$400 or more per 4-hour period. A \$100.00 Bartender Labor Fee will be applied to each bar failing to meet the \$400 minimum sales figure for the four (4) hour period. After the four (4) hour period, \$25 per bartender, per hour, applies regardless of the sales achieved. **Centerplate Catering recommends one bartender per 100 guests.**

We remind you that Colorado State law prohibits the serving of alcoholic beverages to patrons under the age of 21 and that no alcoholic beverages may be brought into the Colorado Convention Center and the Denver Performing Arts Complex for consumption.

*Appropriate electric service to operate the above equipment must be prearranged through your event manager.*

**Ordering is Simple...**  
**Choose one of 2 options:**  
**Call Catering Sales at 303.228.8050**

*or*

Fill Out the Order Form Below and Fax Your Order to  
303.228.8212

Event Name: _____	Booth Number: _____
Organization (Bill To): _____	Booth Name: _____
Contact Name: _____	Phone Number: _____
On-site Contact Name: _____	Fax Number: _____
Street Address: _____	Email Address: _____
City, State, Zip: _____	

**Order:**    *Minimum labor charges associated with booth delivery or catering services apply.*

Date of Delivery: \_\_\_\_\_ Time of Delivery: \_\_\_\_\_ a.m. / p.m.    Ending Time / Time of Pickup: \_\_\_\_\_ a.m. / p.m.

1. Quantity: _____	Item: _____
2. Quantity: _____	Item: _____
3. Quantity: _____	Item: _____
4. Quantity: _____	Item: _____
5. Quantity: _____	Item: _____

**Method of Payment:**    ☐ Check

☐ Credit Card:    (circle one)    Amex    Visa    Master Card

Credit Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

Signature: \_\_\_\_\_ Name on Credit Card: \_\_\_\_\_

**\*\*To process your credit card you must include with your fax a photocopy of the front and back of the credit card\*\***

**Full payment is required in advance of any service rendered. In order to insure that products are ordered and staff is scheduled, help us to complete this contract, with payment, a minimum of one week in advance.**

**Please note: Customary labor for catered functions is provided free of labor charges if sales for a specific function/service exceed \$300 per four (4) hour period. Otherwise, a fee of \$75 will be applied for the period or event of which the minimum is not met. Additional labor for functions/service exceeding four (4) hours or as requested over and above what is normally provided will be charged at standard hourly labor rates per staff person employed for the activity.**

**Thank you for selecting Centerplate Catering. It is our pleasure to serve you!**

Colorado Convention Center • 700 14<sup>th</sup> St. Denver, CO. 80202 • 303-228-8050 (phone) • 303-228-8212 (fax)



# Argus Event Staffing, LLC

## BOOTH WATCH ORDER FORM

### Company Information

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

Company Address: \_\_\_\_\_

Company Phone Number: (\_\_\_\_) \_\_\_\_\_

Company Contact Person: \_\_\_\_\_

Contact Person's Phone Number: Office (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_

### Event Information

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

Event Date: \_\_\_\_\_ to \_\_\_\_\_

Event Venue: \_\_\_\_\_

Location: \_\_\_\_\_

\_\_\_\_\_

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

On Site Contact's Phone Number: (\_\_\_\_) \_\_\_\_\_

Booth / Area: \_\_\_\_\_

Date / Hours of Coverage:

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Date \_\_\_\_\_ Hours \_\_\_\_\_

Total Hours of Coverage: \_\_\_\_\_

If your personnel have not arrived at the Booth / Area each morning by the time you specified above, our security personnel will stay in your booth until your personnel arrive. Any additional costs will become an extra charge over and above this estimate.

### Coverage Cost:

Orders submitted 5 working days prior to Event - \$22.85 an hour (4 hour min is required)

Orders submitted later than 5 working days prior to Event subject to Service Fee \$75.00 +Hourly Rate

Please contact Management at: [patrick@argus-companies.com](mailto:patrick@argus-companies.com) for questions.

Estimated Total: \_\_\_\_\_ Hrs (x) \$ \_\_\_\_\_ Rate = \$ \_\_\_\_\_

### Method of Payment:

By Check: Check must accompany order Amount of Check \$ \_\_\_\_\_

Mail to: 6408 S Quebec Street Bldg One Centennial, Colorado 80111

Visa \_\_\_\_\_ MC \_\_\_\_\_ Am Express \_\_\_\_\_ Discover \_\_\_\_\_

Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_ / \_\_\_\_\_ CVVC #: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_

Fax to: 303-799-1421

Authorized Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_





<b>SHOW NAME:</b>	AONE 2013	<b>VENUE:</b>	Colorado Convention Center
<b>START DATE:</b>	3/20/13	<b>ORDER</b>	
<b>END DATE:</b>	3/22/13	<b>DEADLINE:</b>	<b>Saturday, March 2, 2013</b>

EQUIPMENT DESCRIPTION	QTY.	ADVANCE RATE	POST DEADLINE RATE	SHOW DAYS	TOTAL
<b>FLAT SCREEN DISPLAY</b>					
20" LCD MONITOR (Tabletop Only)		\$170.00	\$221.00	3	\$ -
32" LCD MONITOR W/ SPEAKERS (Tabletop Only)		\$250.00	\$325.00	3	\$ -
43" PLASMA MONITOR W/STAND		\$500.00	\$650.00	3	\$ -
46" LCD-LED MONITOR W/STAND & SPEAKERS		\$550.00	\$715.00	3	\$ -
50" PLASMA MONITOR W/STAND		\$600.00	\$780.00	3	\$ -
PLASMA MONITOR STAND		\$125.00	\$162.50	3	\$ -
PLASMA MONITOR WALL MOUNT		\$50.00	\$65.00	3	\$ -
PLASMA MONITOR STAND SHELF		\$30.00	\$39.00	3	\$ -
PLASMA MONITOR SPEAKERS (43" & 50" ONLY)		\$100.00	\$130.00	3	\$ -
OTHER				3	\$ -
<b>VIDEO PLAYERS</b>					
DVD PLAYER		\$85.00	\$110.50	3	\$ -
<b>VIDEO ACCESSORIES</b>					
VIDEO DISTRIBUTION AMPLIFIER		\$50.00	\$65.00	3	\$ -
54" BLACK DRAPED MONITOR CART		\$25.00	\$32.50	3	\$ -
<b>AUDIO EQUIPMENT</b>					
LARGE SOUND PACKAGE (2 Speakers, 1 Mixer)		\$155.00	\$201.50	3	\$ -
SMALL SOUND PACKAGE (1 Speaker, 1 Mixer)		\$95.00	\$123.50	3	\$ -
WIRED MICROPHONE W/ STAND		\$35.00	\$45.50	3	\$ -
WIRELESS MICROPHONE		\$145.00	\$188.50	3	\$ -
COMPUTER/MP3 AUDIO PATCH		\$35.00	\$45.50	3	\$ -
SINGLE DISC CD PLAYER		\$50.00	\$65.00	3	\$ -
<b>COMPUTERS</b>					
LAPTOP COMPUTER		\$200.00	\$260.00	3	\$ -
MACBOOK COMPUTER		\$250.00	\$325.00	3	\$ -

Equipment Rental Calculation Quantity x Rate x Days = Total			EQUIPMENT TOTAL:		\$	-	
			SERVICE FEE 25% or \$125 Minimum:		\$	-	
EXHIBITOR INFORMATION			EQUIPMENT TOTAL TAX:			\$	-
BOOTH #			TOTAL:			\$	-
COMPANY:			PAYMENT IN FULL, IS DUE AT THE TIME ORDER IS PLACED				
COMPANY:							
ADDRESS:			PAYMENT INFORMATION				
			<input type="radio"/> CO. CHECK <input type="radio"/> VISA <input type="radio"/> MASTERCARD <input type="radio"/> AMEX				
ORDER CONTACT:			NAME ON CARD:				
ORDER PHONE:			CARD #				
ORDER EMAIL:			EXP DATE:				
SET-UP DATE/TIME:			CREDIT CARD				
STRIKE DATE/TIME:			ADDRESS:				
ONSITE CONTACT:							
ONSITE PHONE:			SIGNATURE:				
ONSITE EMAIL:			DATE:				

Return Completed Form To:  
exhibitororders@ovationevents.com

OVATION, INC.  
3810 BEDFORD AVE, SUITE 200  
NASHVILLE, TENNESSEE 37215

Questions and Form Fax Line  
ph. 615.333.3939  
fax: 615.333.3936



#### **RENTAL POLICY & GENERAL INFORMATION:**

- 1) ALL MATERIALS AND EQUIPMENT FURNISHED BY OVATION SHALL BE IN OPERATING CONDITION UPON DELIVERY.  
IF A MALFUNCTION IS EXPERIENCED IN OPERATION, THE PROBLEM MUST BE REPORTED IMMEDIATELY.  
REPAIR OR REPLACEMENT, WILL BE ARRANGED BY OVATION, TO RESOLVE THE PROBLEM. OVATION WILL NOT BE RESPONSIBLE FOR PROBLEMS REPORTED AFTER THE RENTAL PERIOD.
- 2) CREDIT SHALL NOT BE GIVEN FOR EQUIPMENT OR PERSONNEL NOT UTILIZED.
- 3) CLIENT IS RESPONSIBLE FOR ALL OVATION PROPERTY, WHILE IN THEIR USE; INCLUDING DAMAGE, LOSS, THEFT, OR VANDALISM. REPAIR OR REPLACEMENT COSTS SHALL BE THE RESPONSIBILITY OF THE CLIENT.
- 4) ONSITE ORDERS ARE SUBJECT TO AVAILABILITY AND PRICING WILL BE DETERMINED BY OVATION REPRESENTATIVE.
- 5) ORDERS RECEIVED WITHOUT ADVANCE PAYMENT, OR AFTER THE ORDER DEADLINE WILL INCUR POST DEADLINE RATES AS INDICATED ON ORDER FORM.
- 6) PRICES ARE BASED ON CURRENT RATES AND ARE SUBJECT TO CHANGE WITHOUT NOTICE.
- 7) SPECIAL ORDER REQUESTS MUST BE RECEIVED PRIOR TO ORDER DEADLINE.
- 8) CANCELLATION OF ORDER: A 48 HOUR NOTICE OF CANCELLATION, FROM EVENT START DATE, IS REQUIRED, OR A FEE OF 50% OF THE TOTAL ORDER WILL BE CHARGED.
- 9) CANCELLATION OF EQUIPMENT AFTER INITIAL SET UP IS SUBJECT TO ADDITIONAL LABOR CHARGES, AS DETERMINED BY OVATION REPRESENTATIVE, BASED ON OVATION AND/OR VENUE LABOR RATES AND REGULATIONS.
- 10) EQUIPMENT WILL NOT BE DELIVERED UNLESS A REPRESENTATIVE FROM THE CLIENT'S COMPANY IS PRESENT. REQUESTED DELIVERY TIMES ARE GUIDELINES ONLY AND DO NOT EQUATE EXACT DELIVERY TIME. OVATION WILL WORK TO DELIVER YOUR ITEMS AS SOON AS POSSIBLE. UNLESS SPECIAL CIRCUMSTANCES EXIST, PLEASE CONTACT OVATION IF YOUR ORDER HAS NOT BEEN RECEIVED WITHIN A 4HR WINDOW OF YOUR REQUESTED DELIVERY TIME.

Return Completed Form To:  
exhibitororders@ovationevents.com

OVATION, INC.  
3810 BEDFORD AVE, SUITE 200  
NASHVILLE, TENNESSEE 37215

Questions and Form Fax Line  
ph. 615.333.3939  
fax: 615.333.3936



15550 W. 72<sup>nd</sup> AVE.  
 ARVADA, CO 80007  
 303.422.3336  
 303.423.4145 Fax  
[www.littleeden.com](http://www.littleeden.com)  
 TERRY RENNOLDS  
 PRESIDENT  
 Email, Littleeden@mac.com

SHOW NAME:

IF YOU REQUIRE FLORAL OR PLANT RENTAL SERVICE IN YOUR EXHIBIT, THIS ADVANCE ORDER FORM WILL EXPEDITE YOUR SERVICE. PLEASE FILL OUT THE FOLLOWING INFORMATION AND FORWARD A COPY TO LITTLE EDEN PLANTSCAPING.

### FLORAL ARRANGEMENTS

\_\_\_\_ ROUND OR OBLONG @ \$45.00, \$55.00, \$65.00, \$75.00 AND UP

\_\_\_\_ ONE SIDED @ \$45.00, \$55.00, \$65.00, \$75.00, AND UP

SPECIFICATIONS: \_\_\_\_\_

### TROPICAL AND BLOOMING PLANTS

\_\_\_\_ 2 FEET HIGH @ \$30.00 \$ \_\_\_\_\_

\_\_\_\_ 3 FEET HIGH @ \$35.00 \_\_\_\_\_

\_\_\_\_ 4 FEET HIGH @ \$45.00 \_\_\_\_\_

\_\_\_\_ 5 FEET HIGH @ \$60.00 \_\_\_\_\_

\_\_\_\_ 6 FEET HIGH @ \$70.00 \_\_\_\_\_

\_\_\_\_ POTTED FERNS Small @ \$25.00, Large @ \$30. \_\_\_\_\_

\_\_\_\_ POTTED BLOOMING MUMS @ \$20.00 \_\_\_\_\_

COLORS: \_\_\_\_ WHITE \_\_\_\_ YELLOW \_\_\_\_ LAVENDER \_\_\_\_ BRONZE

\_\_\_\_ POTTED BLOOMING ANTHURIUM @ \$26.00 \_\_\_\_\_

- PLANT CONTAINER: \_\_\_\_ WHITE \_\_\_\_ BLACK

- RENTAL PRICE INCLUDES: PRODUCT, DELIVERY, DECORATIVE POT COVER, MAINTENANCE AND REMOVAL Sub-total \_\_\_\_\_

- PRICING FOR TREES AND PLANTS TALLER THAN 6 FEET AVAILABLE UPON REQUEST TAX (7.62%) \_\_\_\_\_

TOTAL \_\_\_\_\_

### PAYMENT POLICY

ALL ORDERS ARE TO BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW/EVENT. ALL QUESTIONS REGARDING BILLING MUST BE SETTLED BY SHOW/EVENT COMPLETION. ALL ORDER CANCELLATIONS MUST BE RECEIVED 3 DAYS PRIOR TO SHOW OPENING TO RECEIVE REFUND. ANY CANCELLATIONS NOT RECEIVED AT THIS TIME ARE SUBJECT TO 100% CANCELLATION FEE. **TERMS:** CASH, COMPANY CHECK, VISA, MASTER CARD, AMERICAN EXPRESS, DISCOVER CARD

ACCOUNT# \_\_\_\_\_ EX. DATE \_\_\_\_\_

[ ] I HAVE READ AND UNDERSTAND THE PAYMENT POLICY AND TERMS LISTED ABOVE  
 SIGNATURE OF CARDHOLDER/AUTHORIZED COMPANY PERSONNEL \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

BOOTH # \_\_\_\_\_ ON-SITE REPRESENTATIVE \_\_\_\_\_

PLEASE RETURN COPY TO ABOVE ADDRESS!



**NEW for 2013**  
**Customer Connection Theater**  
**Only 5 spots available – first-come, first-served**

AONE exhibitors have the opportunity to conduct a 30-minute session in the AONE Customer Connection Theater to share your industry knowledge and/or solutions to industry challenges. Showcase your company in front of a nurse leaders and decision makers to maximize results, build interest and drive booth traffic. AONE provides the venue, A/V equipment and promotion.

The Customer Connection Theater will be conducted during the Thursday and Friday exposition hours. The 2013 Annual Meeting has a total of 5 slots. All presentations will be held in the official Customer Connection Theater located in the AONE exhibition at the Colorado Convention Center. The theater will be set with seating for approximately 100 people.

The cost to participate is \$3,000. Additional participation guidelines are described following the application.

**Please complete this application and session details and return to:**

**Kourtney Sproat, Senior Conference Management Specialist, AONE [ksproat@aha.org](mailto:ksproat@aha.org) | P: 312-422-2818 | F: 312-278-0861**

---

### **Application Information**

Company Name: \_\_\_\_\_ Booth Number: \_\_\_\_\_

Key Contact Name: \_\_\_\_\_

Key Contact Phone Number: \_\_\_\_\_ Key Contact Email: \_\_\_\_\_

**There are three available time slots on Thursday and two on Friday. Date and time slots will be confirmed at the time your application is accepted.**

**Theater spots are available first-come, first-served; participation cannot be guaranteed as we expect to sell out quickly. Submit your application immediately to be included. Companies must be paid in full for exhibit space to participate.**

### **Payment Information**

\_\_\_\_ VISA \_\_\_\_ MasterCard \_\_\_\_ American Express

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Fax application to 312-278-0861 to secure your participation. AONE will not accept applications with credit card information via email.**

**Once signed contract is received, all sponsorships are considered final and are non-refundable.**

I am an authorized company representative (named above) with the full power and authority to sign and deliver this application. The company listed on this application agrees to comply with all policies, rules, terms and regulations. I further acknowledge that AONE reserves the right, in its absolute discretion, to reject this contract. This application shall not become a binding contract until fully executed by both parties.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Customer Connection Theater Session Details

Presentation topics should be relevant to the changing nature of health care, and topics should be practical, offering innovative solutions and applications. Research studies should include application and relevance for nurse leaders. **Presentations are limited to 30 minutes (including Q&A).**

Presentation Title	
Speaker Name (s) and Titles (Indicate primary contact in bold)	
Primary contact email and phone	
Key Takeaways (2-3 sentences)	<i>Indicate in no more than two-three sentences the key take-aways for the learner. This summary will be listed in the onsite program guide all attendees receive at registration.</i>
Learning Objectives	<i>Each presentation must contain at least two learning objectives (no more than three) which complete the sentence "By attending this presentation, the learner will....." Each objective should use one measurable action verb that signifies a demonstrable or observable behavior as a result of participating in the session. For example, "By attending this presentation, the learner will be able to discuss three components of a thriving succession planning program."</i>
Biography	<i>Provide a brief biography for each presenter. The bio should tell your audience why each presenter is highly qualified to present the information. Highlight relevant professional experience, expertise, and/or education. This should be a narrative discussion. Please do not cut and paste a CV as the bio as this will be used in printed materials.</i>

AONE is exploring new ways to bring education to our members. If your company is interested in presenting in a webinar format at some point throughout 2013 please indicate that here and an AONE staff member will follow up with you.

☐ Yes, my company would be interested in presenting a webinar to the AONE members.

Contact info (if different than name on theater application):

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

Contact Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Contact Email: \_\_\_\_\_

## **Customer Connection Theater Participation Guidelines**

### **Application and Payment**

Applications and time slots are confirmed on a first-come, first-served basis. Non-refundable payment is due in full with signed agreement. Upon receipt of the completed application, AONE will notify the exhibitor of acceptance of the application and will provide the assigned date, time, and location for the Customer Connection Theater. Company logo is due once presentation is confirmed.

### **Session Marketing and Needs**

As a participating company in the Customer Connection Theater, each session will be promoted with a brief session description, speaker bio and company logo, online, in the onsite program guide and signage. *Note: Session content is subject to approval by AONE Show Management.*

AONE will set the theater with a head table, 4 chairs, a wired lavalier microphone, laptop, LCD projector and screen, and an extension cord at the head table. Additional microphones, wireless internet or other AV equipment may be added to the existing AV set at the activity organizer's own expense.

**Note: Presentations must be brought on a USB drive so that they can be loaded on the laptop. If your presentation is built on a Mac, please bring your laptop.**

The theater will be set with seating for approximately 100 people.

### **Signs**

AONE does not permit the distribution or placement of presentation flyers or signs in any other area of the meeting hotels or the convention center, with the exception of the exhibit booth. AONE reserves the right to remove and discard signs and flyers of any organization violating this policy. The exhibitor is allowed to distribute materials at their designated theater session.

### **Speakers**

All speakers and moderators for theater spots must be registered for the AONE Annual Meeting and must be wearing their AONE meeting badges in order to be admitted to the hall and theater. The organization coordinating the session is responsible for ensuring all speakers and moderators are registered in advance.

### **Limitation of Liability**

AONE will not be responsible for any loss, injury or damage incurred by an exhibitor or its contractors and/or its agents in connection with a Industry Education Theater. The exhibitor expressly releases AONE from any and all claims, injury or damage arising from the content, behaviors or any other aspects of the Customer Connection Theater.



The American Organization of Nurse Executives

**AONE** 46th Annual Meeting & Exposition

DENVER, COLORADO

MARCH 20-23, 2013

Reaching New Heights: Transforming Nursing Leadership

Sponsorship

PROSPECTUS





The AONE Annual Meeting & Exposition brings nurse leaders together. Through an AONE sponsorship, your company will gain direct access to those in nursing leadership influencing care at the bedside.

AONE sponsorships are designed to increase brand recognition by engaging and networking our annual meeting attendees. Whether you're seeking new business or growing your partnerships with key clients, an AONE sponsorship is your chance to leverage valuable opportunities.

AONE provides numerous vehicles to attain your marketing goals and as a result identify, target and influence the attendees most likely to purchase your products and services.

## AONE MEMBERS ARE:

**Dedicated professionals** — 86 percent have worked in health care for more than 20 years

**Well-educated** — more than 70 percent have attained a master level or higher degree

**Decision-makers** — More than 50 percent of AONE members control budgets between \$1 million and \$500 million dollars and 23 percent control budgets over \$500 million.

**AONE values the industry partners who make our work possible and sincerely appreciate your support of the organization.**



**March 20-23, 2013** Colorado Convention Center Denver, Colorado

## More for your money!

Based on your sponsorship selections, you will qualify to earn benefits at a platinum, diamond, gold, silver or bronze level.

These sponsorship levels offer quantifiable incentives and rewards in addition to general visibility with the attendees. To qualify for one of these levels you may select from the many unique opportunities we offer. We can also work to develop a customized support package tailored for your organization. This option is intended to offer your organization more flexibility in shaping your support of the annual meeting while achieving high visibility for the dollars invested.

The chart below outlines the additional benefits your company will receive with each sponsorship level.

For more information on sponsorship or onsite advertising opportunities, please contact Kourtney Sproat, AONE senior conference management specialist at (312) 422-2818 or [ksproat@aha.org](mailto:ksproat@aha.org).

<b>Sponsorship Levels and Benefits</b>	<b>Platinum</b> \$50,000+	<b>Diamond</b> \$49,999 – \$20,000	<b>Gold</b> \$19,999 – \$10,000	<b>Silver</b> \$9,999 – \$5,000	<b>Bronze</b> \$4,999 – \$2,499	<b>Supporting Non-Profit, College, Government</b> \$2,500 – \$1,000
Recognition on supporter signage prominently displayed in select common areas	X	X	X	X	X	X
Recognition by the AONE president at the opening ceremony and annual business meeting	X	X	X	X	X	X
Company recognition on signage at exhibit hall entrance unit and specific sponsored events	X	X	X	X	X	X
Company logo in AONE publications promoting the annual meeting throughout the coming year	X	X	X	X	X	X
Recognition in onsite guide distributed to all attendees	X	X	X	X	X	X
Recognition in annual meeting promotional materials including the website and pre-show and post-show promotion, as appropriate	X	X	X	X	X	X
First right of renewal of support for 2014	X	X	X	X	X	X
Four (4) full annual meeting registrations (up to \$5,000 value)	X					
Two (2) complimentary tickets to the President's Dinner (\$300 value)	X					
Plenary speaker introduction (if applicable)	X	X				
Complimentary Passport to Prizes entry (\$750 value plus increased booth traffic)	X	X				
One-time use of the pre- and post -annual meeting attendee mailing list upon request (\$550 value)	X	X				
One-time use of the pre annual meeting attendee mailing list upon request (\$200 value)			X	X	X	
Two (2) full annual meeting registrations (up to \$2,500)		X				
One (1) complimentary ticket to the President's Dinner (\$150 value)		X				
One (1) full annual meeting registration (up to \$1,140 value)			X			
Photo opportunity with representatives from your company with AONE leadership and placed on the AONE website after the meeting	X	X	X			

## Priority points toward 2014 booth selection

Priority points are awarded for exhibiting and for support. Priority points are determined by sponsorship investment level. Sponsors select their 2014 booth space according to priority point level, allowing those with the highest priority points to select the best exhibit space. Space selection details will be shared in follow up communications once the sponsorship is confirmed. A specific time is designated for sponsors only.

Sponsorship Level	Sponsorship Investment	# of Points
Platinum	\$50,000 +	10
Diamond	\$49,000 - \$20,000	9
Gold	\$19,999 - \$10,000	8
Silver	\$9,999 - \$5,000	6
Bronze	\$4,999 - \$2,499	4
Supporting	\$2,500 - \$1,000	2

## Sponsorship Opportunities Overview

Whether your goal is to increase brand recognition, drive traffic to your booth or send your company's message home with each attendee, you will find what you need to meet your goals with AONE's carefully designed 2013 Annual Meeting & Exposition Sponsorship offerings!

\* Deadlines must be met for maximum benefit and value

## Event Sponsorships

Opportunity	Key Benefit(s)	Investment	Quantity Available
President's Welcome Reception (Thursday)	Sponsor the most popular networking event of the AONE annual meeting. Logo on signage and tent cards (Up to 10 invitations)	\$80,000	<i>SOLD</i>
Exhibit Hall Networking Lunches (Thursday and Friday)	Recognition signs and table tents; announcement during show hours and opportunity to welcome attendees at food station or at hall entrance	\$20,000 for one lunch or \$30,000 for both lunches	2
Closing Networking Lunch (Saturday)	Recognition signs and table tents ( 4 invitations)	\$20,000	1
Wellness Breakfast and Nutrition Breaks (Thursday, Friday, Saturday)	Recognition signs and table tents with coffee and fruit	\$7,500	3
First-Time Attendee Wine and Cheese Reception (Wednesday)	Recognition signage (2 invitations)	\$5,000	1
<b>New!</b> Exhibit Hall Opening Reception: Brewin' in the Booths (Wednesday)	Recognition signs and beverage stations strategically placed near sponsor booth	\$5,000	6
Chapter Leaders Luncheon (Wednesday)	Recognition signs and table tents (2 invitations)	\$5,000	<i>SOLD</i>
AONE Nurse LeaderShop and Cyber Lounge	Logo on signage and shopping bag; opportunity to staff lounge and leave flyers on tables	\$5,000	<i>SOLD</i>
<b>New!</b> AONE Credentialing Recognition Lounge	Recognition signs and table tents; exclusive access (1 invitation)	\$5,000	1
Chapter Leaders Breakfast (Wednesday)	Recognition signs and table tents (1 invitation)	\$3,500	<i>SOLD</i>
Regional Meeting Coffee Stations (Friday)	Recognition signs by coffee stations	\$2,500	11

**March 20-22, 2013** Colorado Convention Center Denver, Colorado

## Promotional Sponsorships

Opportunity	Key Benefit(s)	Cost	Quantity Available
Tote Bag	Logo prominently displayed on AONE tote bags	\$15,000	1
Lanyards	Logo on name badge cords worn by attendees, exhibitors, sponsors and faculty	\$15,000	<i>SOLD</i>
New! Registration Services	Prominent onsite signage with company logo at registration	\$10,000	1
Water Bottles	Logo on water bottle	\$10,000	1
Mobile App*	Logo on every applicable page of AONE 2013 mobile application	\$10,000	1
Relaxation Station	Dedicated lounge in exhibit hall that's a favorite place for attendees to sit back and relax and receive a massage	\$8,500	<i>SOLD</i>
New! Fiber Optic Cleaning Cloth	Company logo and contact info on cloth	\$7,500	1
Welcome Amenity Gift Bag	Logo on gift bag along with personal welcome note distributed to all attendees	\$6,500 plus cost of distributed items	1
Hotel Key Cards	Custom hotel room key cards with your company name and logo prominently displayed	\$6,500 plus cost of printing	1
New! Fitness Pedometer	Company logo on pedometer	\$6,500	1
New! Charging Stations	Company logo at each recharging station	\$2,500/station	4
Hand Sanitizer Station	Company logo on hand sanitizer jacket	\$1,500/station	4

## Unrestricted Educational Grant Opportunities

Opportunity	Key Benefit(s)	Investment	Quantity Available
Opening Keynote (Thursday)	Speaker introduction and recognition signage during opening keynote and onsite guide	\$50,000	<i>SOLD</i>
Endnote (Saturday)	Logo recognition in general session and onsite guide	\$10,000	<i>SOLD</i>
Plenary Sessions (Thursday, Friday)	Logo recognition in session and onsite guide	\$20,000/each	2
Pre-conference Sessions (Wednesday)	Logo recognition in session and onsite guide	\$5,000/each	3
Concurrent Session Tracks (Thursday, Friday, Saturday)	Logo recognition in session and onsite guide	\$3,500/each	5
AONE 2013 Annual Meeting Registration Package	Recognition at opening ceremony	\$3,500/each	Unlimited

## AONE Award Sponsorships

Opportunity	Key Benefit(s)	Cost	Quantity Available
Prism Diversity Award	Present award to recipient on the main stage; name recognition in onsite guide	\$2,500	<i>SOLD</i>
Mentor Award		\$2,500	1
Chapter Achievement Award		\$2,500	1
Innovation in Technology Award		\$2,500	<i>SOLD</i>

## Onsite Guide Advertising

### Right of first consideration until November 1, 2012

The Onsite Guide is every attendee's invaluable companion for the duration of the annual meeting. All meeting activities are listed by day with times, room numbers and convention center maps. Exhibitors are listed alphabetically with booth number, product description and floor plan. This spiral-bound guide is distributed to every attendee when they pick up their name badge.

Onsite Guide Advertising Opportunities	Cost	Positions Available
Inside Front Cover	\$5,000	<i>SOLD</i>
Inside Back Cover	\$5,000	1
Outside Back Cover	\$5,000	<i>SOLD</i>
Single-Side Tab	\$4,000	6
Double-Side Tab	\$7,000	Only 5 left!
Full Page Ad	\$3,500	Up to 15
Belly Band	\$5,500	1

All ads are due by February 1, 2013. Deadlines must be met for maximum benefit and value. For more information on onsite guide advertising opportunities and artwork specifications, please contact Kourtney Sproat, AONE senior conference management specialist at (312) 422-2818 or [ksproat@aha.org](mailto:ksproat@aha.org).



**March 20-22, 2013** Colorado Convention Center Denver, Colorado



# Event Sponsorship Opportunity Descriptions

## President's Welcome Reception

**Support Investment: \$80,000 (exclusive)**

**Platinum level benefits apply**

Attendees will enjoy this event on Thursday, March 21 as it gives everyone the chance to catch up with old friends and meet new acquaintances. The reception is a much-anticipated end to the day and affords a fun and elegant environment. Your company's representatives will welcome attendees as they enter and can make announcements as the reception begins. Sponsor has the opportunity to design a signature cocktail for the event as well as provide napkins imprinted with your company logo.

## Exhibit Hall Networking Lunches

**Support Investment: \$20,000 for one lunch**

**or \$30,000 for both lunches**

**Diamond level benefits apply**

AONE has established a tradition of offering delicious luncheons in the exhibit hall and you can add your company support to this event. Lunch locations will be spread throughout the hall offering your organization the chance to be spotlighted in multiple areas.

Provide a memorable experience as your company offers lunch during the exhibit show. This sponsorship is a prime opportunity to meet and greet attendees as they enter the exhibit hall. Food and beverage stations are strategically placed to encourage eating and visiting booths. Promotional materials can be dropped or distributed by the sponsor's team at the entrance or in the seating area. Opportunity to provide napkins, cup sleeves or cups (no larger than 10 oz.) imprinted with your company logo (direct cost to supporter).

## Closing Networking Lunch

**Support Investment: \$20,000 (exclusive)**

**Diamond level benefits apply**

Sponsor the Farewell Lunch on Saturday, March 23 and support networking time during the final day of the conference. Leave the attendees with a strong impression of your organization's support for nursing. Promotional materials can be dropped or distributed by the sponsor's team at the entrance or in the seating area. Opportunity to provide napkins, cup sleeves or cups (no larger than 10 oz.) imprinted with your company logo (direct cost to supporter).

## Wellness Breakfast and Nutrition Breaks

**Investment: \$7,500 (3 available)**

**Silver level benefits apply**

All attendees relish their morning coffee as well as a break from invigorating content throughout the day. This is the time to place your message directly in front of them for all breaks during the annual meeting! This sponsorship includes one continental breakfast and one refreshment break during the general programming. Do not miss this chance to put your company information directly into the hands of attendees. Sponsor will meet and greet attendees and distribute a flyer or logo giveaway (supplied by sponsor) as attendees grab their cup of coffee. Signage will be displayed by stations and sponsor can provide napkins, cup sleeves or cups (no larger than 10 oz.) imprinted with company logo (direct cost to sponsor).

## First-Time Attendee Wine and Cheese Reception

**Investment: \$5,000 (exclusive)**

**Silver level benefits apply**

**Right of first consideration until October 1, 2012**

Immediately preceding the exhibit hall opening on March 21, your company can be the first to greet first-time attendees and AONE leadership with a reception. This venue highlights your company to professionals who are new AONE members or are first-time annual meeting attendees. Sponsor staff will meet and greet attendees and distribute a logo giveaway as guests enter this casual and fun networking event which also includes the AONE board, committee members and future leaders. Sponsoring company logo will be included on event signage promotions. Opportunity to provide napkins, cup sleeves or cups (no larger than 10 oz.) imprinted with your company logo (direct cost to supporter).

## New! Exhibit Hall Opening Reception: Brewin' in the Booths

**Investment \$5,000 (6 available)**

**Silver level benefits apply**

The newly added Exhibit Hall Opening Reception on Wednesday, March 20 will give attendees and exhibitors the opportunity to have productive conversations as well as socialize as they gear up for the action-packed days ahead. Enjoy light food, specialty brews and refreshments before joining your colleagues, clients and business partners for dinner. Beverage stations will be strategically placed in the vicinity of the sponsor's booth. No other events are held during this time providing an excellent networking opportunity in a dynamic atmosphere.

## Chapter Leaders Luncheon

**Investment: \$5,000 (exclusive)**

**Silver level benefits apply**

**Right of first consideration until October 1, 2012**

The Chapter Leaders Luncheon brings together AONE regional leaders for an engaging discussion, networking and recognition. The sponsor will have a speaking opportunity, receive two invitations to attend the event and provide a promotional item to be placed on every table (direct cost to sponsor). An additional sponsor may participate in the breakfast.

## New! AONE Credentialing Recognition Lounge

**Investment: \$5,000**

**Silver level benefits apply**

AONE is proud to recognize those that have achieved the Certified in Executive Nursing Practice (CENP) or Certified Nurse Manager and Leader (CNML) credential. The sponsor of the lounge will receive signage recognition in the area directing attendees to the location, an area for literature to be shared in the lounge as well as the opportunity for company representatives to greet and network with attendees. The opportunity to provide a credential gift is available (additional costs apply).

## AONE Nurse LeaderShop and Cyber Lounge

**Investment: \$5,000 (exclusive)**

**Silver level benefits apply**

AONE invites the sponsor and its onsite staff to relax, take a break and network with colleagues and attendees. The Nurse LeaderShop and Cyber Lounge offers seating to spark conversations. And while at the cyber lounge attendees can take advantage of the computers. Complete with plenty of space for congregating with colleagues and browsing our bookstore offerings, this must-stop attraction could also showcase your company's logo and information.

## Chapter Leaders Breakfast

**Investment: \$3,500 (exclusive)**

**Bronze level benefits apply**

**Right of first consideration until October 1, 2012**

The Chapter Leadership Breakfast is a great opportunity to network with the regional leaders before they start their half day session of discussion and recognition. The sponsor will have the opportunity to welcome the group as they enjoy their breakfast, receive one invitation to attend the event, and provide a promotional item to be placed on every table (direct cost to sponsor). An additional sponsor may participate in the lunch.

## Regional Meeting Coffee Break

**Investment: \$2,500/each – 11 available**

**Supporting level benefits**

AONE membership is divided into nine regions. Each region will meet to discuss key issues relating to their region. Sponsorship of a coffee break provides your company the opportunity to focus on a regional market. Signage will be displayed by stations and sponsor can provide napkins, cup sleeves or cups (no larger than 10 oz.) imprinted with company logo (direct cost to sponsor).

# Promotional Sponsorship Opportunity Descriptions

## Tote Bag

**Investment: \$15,000 (exclusive)**

**Gold level benefits apply**

Tote bags contain essential meeting materials, the onsite program guide and promotional materials. Bags are distributed to each attendee at registration. Sponsoring company's logo will be strategically positioned for lasting recognition.

## New! Registration Services

**Investment: \$15,000 (exclusive)**

**Diamond level benefits apply**

Increase company visibility from the moment attendees register at the meeting. Sponsor's logo will appear on the annual meeting registration website and will be watermarked on all registration confirmation letters. The strategic and prominent onsite signage with the company's logo at registration and main hub entry will show company support of AONE and will welcome attendees.

## New! Hotel Welcome Amenity

**Investment: \$6,500 plus cost of distributed items (exclusive)**

**Silver level benefits apply**

Isn't it nice when you check-in to your room and find something unexpected and delightful waiting for you? Whether it's chocolates, popcorn, a bottle of sunscreen, or a guide to the city, this sponsorship allows you to customize your message and your "welcome gift" to your target audience.

This investment is a win-win—attendees receive treats that will create buzz throughout the event which will garner much appreciation of your company.

Your investment covers the cost of placing your custom item in each attendee's room at the Headquarter Hotel on their date of arrival – that's more than 1,000 attendees.

*Please note: AONE must approve the items. All items, literature, etc. must be pre-packaged in a bag or container if there are multiple items or pieces. Items will be shipped at the direct cost to the supporter to the Hyatt Regency at the Colorado Convention Center. If the sponsor wishes to have items at all host hotels, please contact Kourtney Sproat at the time of submitting the application.*

## New! Fitness Pedometer

**Investment: \$6,500**

**Silver level benefits**

Be "by their side" at the Annual Meeting and encourage the healthy habit of walking by sponsoring pedometers for all attendees! Your company logo will appear on the pedometer and each attendee will have an opportunity to track their steps and enter to win a prize for the most steps taken throughout the Annual Meeting (direct cost to sponsor).

## Hotel Room Keys

**Investment: \$6,500 plus printing costs per hotel (exclusive)**

**Gold level benefits apply**

**Right of first consideration until October 1, 2012**

Each time a conference attendee unlocks the door to their room, they will see the sponsor's logo on the key card.

Custom hotel room key cards with your company name and logo prominently displayed will be distributed to over 1,000 attendees staying at the host hotels. AONE logo and name of the event must be incorporated on key card.

## Registration Badge Lanyards

**Investment: \$10,000 (exclusive)**

**Gold level benefits apply**

**Right of first consideration until October 1, 2012**

AONE Annual Meeting attendees will not only see your logo but they will wear it. Take advantage of this opportunity to put your company's name around the neck of every single attendee, speaker, sponsor and exhibitor. That's more than 2,500 individuals!

## AONE Annual Meeting Mobile App

**Investment: \$10,000 (exclusive)**

**Gold level benefits apply**

**Right of first consideration until October 1, 2012**

The mobile app is a great attention-grabbing tool! Last year over 50% of the attendees downloaded the app and the numbers will continue to rise. This app features the ability to view the program schedule, speaker bios, exhibitor information, maps and general information all from their iPhone or mobile device. You will also be given the opportunity to Tweet, send messages and upload a video at no additional charge. The App will be available to attendees the week of March 19 and accessible via the AONE website after the meeting through Dec. 31, 2013.

### Mobile App Features

- Attendee, exhibitor and sponsor search
- Banner ads on each screen
- Messaging capability
- Social media alerts via Facebook and Twitter

## Reusable Water Bottles

**Support Investment: \$10,000**

**Gold level benefits apply**

**Right of first consideration until October 1, 2012**

Attendees will need to stay hydrated in Denver. Provide eco-friendly water bottles that attendees will carry around during the annual meeting and then take home with them. The reusable water bottles will have your logo and will be presented to attendees at registration.

## Relaxation Station — Head and Neck Massage Center

**Support Investment: \$8,500 (exclusive)**

**Silver level benefits apply**

**Right of first consideration until October 1, 2012**

Generate booth traffic by supporting this service that AONE meeting attendees truly enjoy. This seated upper body massage is given by professional massage therapists. Attendees visit your booth to receive a ticket to a massage at the station located in the exhibit hall. Your company logo will be on all signage promoting the relaxation station in the exhibit hall. Opportunity for your company to provide the massage tickets. Design and information provided on the tickets is at the discretion of the sponsor—customize them to meet your marketing goals (with approval by AONE).

## New! Fiber Optic Cleaning Cloth

**Support Investment: \$7,500 (exclusive)**

**Silver level benefits apply**

Attendees will be able to keep their iPad, iPhone, or other electronic devices safe and clean with this micro-fiber protective pouch. Showcase your logo and your company will be on the desks and in the bags of each attendee at the meeting and back home.

## New! Charging Stations

**Investment: \$2,500/station**

**Supporting level benefits apply**

The charging station sponsorship allows annual meeting attendees to recharge the batteries in their cell phones, iPads and other electronic devices. This important tool will be placed in three key locations in the convention center. Your sponsorship will be recognized with your company logo featured at each station.

## Hand Sanitizer Stations

**Investment: \$1,500/station**

**Supporting level benefits apply**

We all know nurses love to talk about hand washing! Be the company that sponsors these hand sanitizer stations in high traffic areas inside and outside the exhibit hall. Various locations are available. Support of the hand sanitizer stations includes your logo and company name on the station on three sides.



**March 20-22, 2013** Colorado Convention Center Denver, Colorado



# Unrestricted Educational Grant Opportunities

## Opening Keynote

**Investment: \$50,000 (exclusive)**

**Platinum level benefits apply**

The opening keynote session is attended by over 95 percent of registered attendees and guests. Sponsor's logo will appear on the "big" screen and entryway signage as attendees and guests arrive in the main ballroom. Promotional materials can also be placed on seats prior to the presentation or distributed by the sponsor's team at the entrance. The sponsor also is given the opportunity to be at the podium to introduce the keynote speaker.

## Endnote

**Investment: \$10,000 (exclusive)**

**Gold level benefits apply**

The endnote presentation is known to be inspirational and engaging. By sponsoring this session you will receive logo recognition in and outside the ballroom as well as have the opportunity to leave a flyer on the seats prior to the presentation. (Flyers supplied and distributed by team.)

## Plenary Sessions

**(Thursday and Friday)**

**Investment: \$20,000 each**

**Diamond level benefits apply**

AONE's plenary sessions are historically very well attended with speakers that draw in a crowd. Sponsor one of the headliners this year — Cokie Roberts or Liz Wiseman — and your logo will be prominently displayed on the "big" screen. The sponsor also has the opportunity to place a promotional flyer on the seats prior to the presentation. (Flyers supplied and distributed by team.)

## Pre-Conference Sessions

**Unrestricted Educational Grant: \$5,000 each**

**Silver level benefits apply**

AONE's pre-conference sessions offer attendees more in-depth and intensive multi-hour sessions to tackle issues related to the educational tracks of the year's annual meeting. Previous topics have included: patient safety, strategic planning, nurse leader core skills and more. For information about AONE's pre-conference session topics, please contact Kourtney Sproat at [ksproat@aha.org](mailto:ksproat@aha.org).

Note: AONE is responsible for all educational program development, promotional materials, program evaluation and awarding of continuing education credits. Promotional and program materials for educational session will state, "Supported by an unrestricted educational grant from [your organization's name]."

## Concurrent Education Session Tracks — 5 Available

**Unrestricted Educational Grant: \$3,500/Track**

**Bronze level benefits apply**

The AONE annual meeting is an opportunity for nurse leaders to exchange innovative practices and ideas that have led to transformation in nursing practice and leadership. Your sponsorship of a specific track would target 6-8 concurrent sessions with 250-400 attendees per session. You may also select 5 separate sessions if that better suites your goals. The 2013 educational tracks include: Communication and Business Strategies; Patient Safety and Quality; Care Delivery; Technology and Leadership. Promotional materials can be dropped or distributed by the sponsor's team in the seating area.

## New! AONE 2013 Annual Meeting Registration Package

**Investment: \$3,500 each**

**Bronze level benefits apply**

Sponsor a lucky AONE winner of the annual meeting registration sweepstakes. Sweepstakes winner(s) receive one complimentary registration for the annual meeting, room and tax at the headquarter hotel for up to three nights and coach airfare up to \$500. AONE follows all rules and regulations in accordance with state laws associated with sweepstakes.



**March 20-23, 2013** Colorado Convention Center Denver, Colorado



# Sponsorship Application

All sponsorship applications will be accepted on a first-received, first-considered basis, with right of first refusal privileges extended to companies sponsoring the item at the 45th Annual Meeting and Exposition in 2012.

To apply for participation as a supporter of the 46th Annual Meeting and Exposition, complete, sign and email or mail this form along with full payment. There will be no refunds for cancellation after February 15, 2013. The American Organization of Nurse Executives reserves the right to determine the eligibility of any advertiser for inclusion in the program.

Acceptance of this application is at the sole discretion of the American Organization of Nurse Executives. An accepted application will be acknowledged within 15 days by phone or e-mail to the listed point of contact. If an application is denied, any money submitted to the American Organization of Nurse Executives will be returned within thirty (30) days and the association shall have no further obligation with respect to this application.

## Company Name

Company Name .....

Address .....

City ..... State ..... Zip .....

## Primary Point of Contact

Name .....

Title .....

Company Name .....

Address .....

Phone .....

Fax .....

E-mail .....

## Type of Support

- ☐ Event Sponsorship  
Please specify .....
- ☐ Promotional Sponsorship  
Please specify .....
- ☐ Unrestricted Educational Grant  
Please specify .....

Total Amount: \$.....

**Company Logo:** I agree to submit my company logo to AONE via email within 5 business days of submitting the Sponsorship Agreement. If my company logo changes at any point, I will notify AONE immediately and will provide the new logo. Due to production time of certain items, if a logo change occurs it is not guaranteed that the item can be printed with the new logo. Please check with AONE for production times.

**Payment Schedule:** Payment is due in full by February 1, 2013. If payment is not received, the sponsorship item will be released and this Sponsorship Application form will be null and void.

## Payment Information

☐ Credit Card

\*Information on credit card payments will be provided on your invoice.

☐ Check

**Authorization:** The Sponsorship Agreement Form must be signed to confirm sponsorship item(s). By signing this Agreement, you are acknowledging that you have read the above guidelines, and agree to abide by the terms and conditions set forth. You attest that you are an authorized representative of the aforementioned company with full authority to sign this form and on behalf of the company agree to this commitment.

## Authorized Signature

I have read and understand the terms and conditions of this application.

Signature .....

Name (please print) .....

Date .....

Title .....

## Please complete and return to:

**Kourtney Sproat**  
**Senior Conference Management Specialist**  
American Organization of Nurse Executives  
155 N. Wacker Drive, Suite 400  
Chicago, IL 60606

ksproat@aone.org  
P: 312-422-2818  
F: 312-278-0861  
[www.aone.org/annualmeeting](http://www.aone.org/annualmeeting)

Please contact Kourtney Sproat at ksproat@aone.org with questions or to request an invoice.

## Meeting Space Requests

If your company wishes to conduct a meeting or event during the AONE Annual Meeting and Exposition dates, AONE must be notified in writing using the Meeting Space Request form that you will find on the next page.

Only exhibitors and/or sponsors of the 45<sup>th</sup> Annual Meeting and Exposition are eligible to host affiliated events during the meeting.

AONE will notify you via email if the request has been approved and provide you with the specific hotel contact information for reserving meeting space. AONE requires that any functions, meetings or other special events not conflict with scheduled AONE programming. If you would like your event listed on the AONE website for general information, please be sure to send us information once your event has been finalized.



## MEETING SPACE REQUEST FORM

Please submit this form for consideration. You will receive approval/denial notification via e-mail. **Upon approval, you may make function arrangements directly with the facility of your choice.** Companies agree not to schedule or conduct an outside activity including, but not limited to, receptions, breakfasts, sessions and scheduled events that are in conflict with the official program of 45<sup>th</sup> Annual Meeting and Exposition.

**Company:**

**Contact:**

**Mailing Address:**

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

**Email:**  
*\*required*

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Type of Function:**  
*\*required*

☐ Breakfast  
☐ Luncheon  
☐ Dinner  
☐ Reception  
☐ Meeting  
☐ Internal Company Meeting  
☐ Other: \_\_\_\_\_ (please specify)

<b>Are you inviting AONE members or AONE attendees to your function?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Anticipated Audience:</b>	
--------------------------------------------------------------------------	-------------------------------------------------------------	------------------------------	--

**Reason for Function:**  
*\*required*

**Desired location for function:**  
*\*required*

☐ Hyatt Regency Denver at the Colorado Convention Center  
☐ Sheraton Denver Downtown Hotel

The following are the designated dates and times during which a company may conduct activities.

Please circle the date(s) and indicate the exact time you would like your function to take place.

Wednesday, March 20	Thursday, March 21	Friday, March 22	Saturday, March 23
During Lunch: Noon-1:30pm After 7:30 pm	Before 8:00 am After 8:00 pm	Before 8:00 am After 8:00 pm	Before 8:00 am After 3:30 pm
Time of function:	Time of function:	Time of function:	Time of function:

Please complete this form and return to:  
 Kourtney Sproat, AONE Sr. Conference Management Specialist  
 Email: [ksproat@aha.org](mailto:ksproat@aha.org)

## **AONE Attendee Mailing Lists**

### **Pre-Conference list: \$200**

The pre-conference mailing list will be available after February 2, 2013.

### **Post-Conference list: \$250**

The post-conference mailing list will be available after April 1, 2013.

The pre-conference and post-conference attendee mailing lists are available in an electronic format only.

Attendee email addresses, phone and fax numbers will not be provided per AONE's policy.

For inquiries or purchases, please contact:

Kourtney Sproat

[ksproat@aha.org](mailto:ksproat@aha.org)

# SMITHBUCKLIN

Convention Products & Apparel



Messenger Bags



Lanyards



Tote Bags



Portfolios



Stress Relievers



Pens, Highlighters  
and More



Flash Drives



Apparel

***Call today for a quote on any item above or other  
personalized products!***

SmithBucklin Convention Products and Apparel

401 N. Michigan Ave. Suite 2200, Chicago, IL 60611

Local: 312.673.4893 (Marc Saracco), 312.673.4845 (Jim Bonfield), 312.673.4788 (Corbin Shaw)

Email: [PromoProducts@SmithBucklin.com](mailto:PromoProducts@SmithBucklin.com) | Fax: 312.673.6672





## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

### 3

3rd Party Billing Request, Page 100

### A

Additional Service Order Forms, Page 102

Advance Shipping Labels, Page 53

Agreement and Rules and Regulations between GES and EAC, Page 46

AONE General Information, Page 5

AONE Rules and Regulations, Page 11

AONE Sponsor Prospectus, Page 138

AONE Table of Contents, Page 4

Argus Booth Watch Order Form, Page 131

Attendee Mailing List, Page 152

### B

Badge Information, Page 29

Booth Layout Form, Page 101

### C

Carpet Brochure, Page 61

Carpet Order Form, Page 63

Carpet Package Order Form, Page 64

Cartload Service Order Form, Page 60

Certificate of Liability Insurance: SAMPLE COPY, Page 48

Cleaning Order Form, Page 98

Colorado Convention Center Order Forms, Page 103

Convenience Package Order Form, Page 80

Custom Graphics Brochure, Page 91

Customer Connection Theater Application, Page 135

### D

Deadline Dates Checklist, Page 9

Digital File Preparation, Page 90

Direct Shipping Labels, Page 54

Directory of Services and Contractors, Page 7

Domestic Shipping Quote Form: GES Logistics, Page 56

### E

Exhibitor Group Housing Request Form, Page 31

Experient Lead Retrieval, Page 33

### F

Furniture & Accessories Order Form, Page 67

Furniture Package Order Form, Page 68

### G

General Information, Page 38

GES Global Transportation Plus, Page 57

GES Information and Order Forms, Page 35

GES Logistics - Domestic Shipping Quote Form, Page 56

GES Logistics - International Shipping Quote Form, Page 58

GES Terms & Conditions of Contract, Page 42

GES Transportation Plus, Page 50

Graphics & Signage Order Form, Page 89

## AONE 46th Annual Meeting and Exposition

Colorado Convention Center

March 20 - 22, 2013

### H

Hanging Sign / Truss Labor Information, Page 95

Hanging Sign / Truss Labor Order Form, Page 96

Hanging Sign Shipping Labels, Page 97

Housing Information, Page 30

### I

IAEE Guidelines, Page 12

In-Booth Forklift & Labor Order Form, Page 94

Installation & Dismantling Order Form, Page 92

Intent to use EAC, Page 10

International Shipping Quote Form: GES Logistics, Page 58

### K

Key Information\Supervised Labor Checklist, Page 93

### M

Material Handling Information, Page 49

Material Handling Order Form, Page 51

Meeting Space Request Form, Page 150

### N

Notice of Intent to Use EAC and Policies and Procedures, Page 45

### O

Operation of All Mechanical Lifts, Page 43

Ovation AV Order Form, Page 132

### P

Payment & Credit Card Charge Authorization, Page 99

Petroleum Surcharge Information, Page 44

Plant and Floral, Page 134

Pre-Printed Outbound Material Handling Request, Page 55

### S

SAMPLE COPY: Certificate of Liability Insurance, Page 48

Security Tips, Page 28

Shipping Labels: Advance, Page 53

Shipping Labels: Direct, Page 54

Show Information, Page 36

Show Organizer Information and Forms, Page 3

Show Site Work Rules, Page 41

Skid Accessible Storage Order Form, Page 59

SmithBucklin Products and Apparel, Page 153

Special Handling Brochure, Page 52

Specialty Furniture Brochure, Page 71

Specialty Furniture Order Form, Page 69

Standard Exhibit Systems Brochure, Page 81

Standard Exhibit Systems Order Form, Page 88

Standard Furniture Brochure, Page 65

Stop. Think. Safety., Page 40

Supervised Labor Checklist & Key Information, Page 93

**AONE 46th Annual Meeting and Exposition**

Colorado Convention Center

March 20 - 22, 2013

**T**

**Terms & Conditions of Contract: GES, Page  
42**

**Trade Show Tips, Page 39**

