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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

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Show Organizer Information and Forms



Dear Exhibitor,

Thank you for participating at Data Center World Global 2019. I would like to introduce myself as your Operations Coordinator. I am here to help you plan a successful show and answer any questions you may have.

Please take a few minutes to read this Exhibitor Services Kit (ESK) carefully. The following pages include rules, tips and order forms to help maximize your exhibiting experience.

Show Information:

<u>Dates & Location:</u>	Data Center World Global 2019 March 19–22, 2019 – Phoenix Convention Center Phoenix, AZ
<u>Show Floor Hours:</u>	12:00–6:00pm on Thursday, March 21 st 12:45–4:30pm on Friday, March 22 nd

Booths must be show ready by: 10:00am on Thursday, March 21st.

Official Vendors and Ordering Information:

Data Center World Global 2019 has partnered with several service providers to offer you everything you need to have a successful show. All services and/or furnishings should be ordered in advance to save you money and ensure a timely move in. Use the Critical Dates Checklist to keep track of important deadlines and official vendor information.

Hotel & Travel Information:

The Hyatt Regency Phoenix and the Renaissance Phoenix Downtown are the official housing partners for Data Center World Global 2019. Booking within the official housing blocks will provide the best rate at the official hotels. To make reservations, follow the below links or call the hotel directly.

- Hyatt Regency Phoenix - \$259/night plus 12.57% room tax & fees. Discounted room blocks will only be available until 2/25/2019
Reservation Phone: +1-800-233-1234 – Reference: Data Center World 2019 / Group Code: G-4RMA
[Online reservation link](#)
- Renaissance Phoenix Downtown - \$269/night plus 12.57% room tax & fees. Discounted room blocks will only be available until 2/25/2019 (until 5:00pm)
Reservation Phone: +1-800-309-8138 - Group Name: Data Center World 2019
[Online reservation link](#)

Please be advised that the official housing partners are the ONLY housing companies authorized to use the Data Center World Global 2019 name and/or logos and are the only companies allowed to represent themselves as a Data Center World housing partner.

Shipping Information:

To ensure the receipt of your exhibiting materials on time and to avoid unloading delays on-site, we recommend shipping in advance to the GES warehouse. All shipping information and associated costs can be found under the Shipping/Drayage/Material Handling/Access Storage section of the ESK.

Exhibiting Tips:

Whether this is your first show or your 100th, we have put together some helpful tips to maximize your ROI at the show. The First Time Exhibitor Checklist can be found in the Quick Links section of the ESK.

If you have any questions, please don't hesitate to contact me.

Sincerely,
Jennifer

Jennifer Tillehkooh | Operations Coordinator
KNect365 TMT, an Informa Business | p.+1-949-838-2180 | Jennifer.Tillehkooh@Informa.com
<http://www.DataCenterWorld.com>

Critical Dates Checklist for Data Center World Global 2019		Information Requested by:
As Soon as Possible		
ASAP	Read Exhibitor Service Kit (ESK) in its entirety	GES
ASAP	Review Marketing and Promotional Opportunities - contact Erin.Heekin@Knect365.com for details	Informa
ASAP	Make Hotel Reservations through Official Vendor	Host Hotel
ASAP	Make Airline/Rental Car Reservations (airport: Phoenix Sky Harbor International Airport)	
ASAP	Send jennifer.tillehkooh@informa.com ebooth information (logo, company description, and product classifications) - otherwise if you have exhibited in the past, we will use what is currently on file	Informa
ASAP	Register Booth Personnel for Badges	Informa
February-19		
2/12/2019	Create show packets and finalize schedules for your staff (refer to Exhibitor Tips for guidance) Include phone numbers, emergency meeting place, show info etc.	
2/13/2019	First day for Advance Freight shipments at the warehouse	GES
2/17/2018	Submit Exhibitor Appointed Contractor (EAC) notice of intent to use form, EAC's valid COI, and agreement of rules & regs between GES and EAC	GES
2/22/2019	Submit Booth Guideline/Hanging Sign Approval Request Form if applicable	Informa
2/25/2019	Hotel rate cut off date: last day to make hotel reservations at the Renaissance Phoenix Downtown	Host Hotel
2/25/2019	Hotel rate cut off date: last day to make hotel reservations at the Hyatt Regency Phoenix	Host Hotel
2/26/2019	Advance payment deadline to order Electrical (electrical outlets, extension cords, power strips, electrical labor)	Commonwealth Electric Company
2/26/2019	Order lead retrieval unit: early bird deadline	CompuSystems (CSI)
2/26/2019	Advance rate (discount deadline) for orders received with payment through GES: booth furnishings, carpet, furniture & accessories, graphics, cleaning, lighting, labor, 5:00pm	GES
March-19		
03/01/2019	Verify ALL travel arrangements prior to leaving for the show	
03/02/2019	Incentive rate (discount deadline) to order hardwired internet service, wireless internet service, telephone service, and TV service	SmartCity
3/6/2019	Discount deadline to order or secure any in booth catering services	Aventura
3/11/19	Discount deadline to order AV (video equipment, computer equipment, screens, audio equipment)	Animatic Media, LLC.
3/14/2019	Reminder to order plant and floral if needed	Arizona Plant Company
3/14/2019	Last day for Advance Freight shipments to arrive at warehouse without surcharges	GES
3/19/2019-3/20/2019	Ship Freight Direct to Phoenix Convention Center (must arrive on target move in date and time)	GES
3/22/2019	Attend Priority Booth Space Selection Meeting for Global 2020 - location onsite to be determined	Informa
Onsite	Make sure to have all tracking information for freight sent to show site (just in case)	
Onsite	Attend the Keynote and networking evets to enhance exhibiting experience (Please note: Booth Personnel are required to purchase a full conference pass to participate in educational sessions)	
Onsite	Review invoices and verify costs for general contractor, electrical and other vendors	

The Exhibitor Service Kit Reference Guide – How to Navigate the ESK

So, your company has entrusted you with the job of coordinating an exhibition. While it may seem like a daunting task, this document will help you navigate and explain what is in the Exhibitor Services Kit (ESK), help you with move-in and move-out procedures, and give you the framework for putting together a successful show.

How to Navigate the Exhibitor Services Kit

The Exhibitor Services Kit, also known as Exhibitor Services Manual, ESK or ESM, is your guide to ordering items for your booth, shipping your materials to the show, and viewing rules and regulations. Here is a section by section summary of how to navigate the ESK.

ESK Homepage

The ESK homepage includes information on booth inclusions, quick links to important and frequently used items, important dates and deadlines as well as the links to order forms for all our official vendors.

Show Information

The show information tab is the starting point for all basic show specific information. Be sure to read through the Welcome Letter and Critical Dates Checklist in this section as a starting point to planning.

- The Critical Dates Checklist is a one stop shop for all the discount deadlines in a handy organized page.
- Need to register for badges or secure a [hotel room](#)? Links are in this tab too!

Regulations and Guidelines

The regulations and guideline tab include all show polices, venue regulations, and safety information. It is critical to read this section in its entirety prior to planning your Exhibit to ensure a successful experience.

- Show Regulations and Guidelines include general rules and regulations of the entire exhibition. You can find regulations on animals, age restrictions, rules about booth activities and events, sound level rules, photography/videography rules, and much more.
- The Booth Regulations and Guidelines will tell you what you can and cannot do when building and designing your booth structure and layout. If you want to

know how high your booth structure can go, how tall your sign can be, whether or not you are allowed to have a hanging sign, etc.

- Fire Rules and Regulations are different for each facility. It is important to know regulations concerning usage of items such as open flames, hazardous materials, and compresses gasses as well as flame retardant requirements for your booth materials. You will need to follow both show fire regulations and facility regulations. You will find them under the Regulations and Guidelines tab under the Convention Center Rules and Regulations and the Fire Regulations.
- Union Rules also must be observed concerning moving your booth materials in yourself, when you are required to hire labor for installation and dismantling your booth, and when electrical or forklift labor are required.

Booth Furnishings and Accessories

- Floor covering is mandatory. You may provide your own carpet or custom flooring or rent carpet from GES through the Exhibitor Services Kit. You can order carpet, tables and chairs, as well as other accessories (such as wastebaskets and shelving) under the Booth Furnishings and Accessories tab.
- Booth packages can save you time and money by combining items for a reduced rate.
- Graphics and signage can be ordered as well as shell schemes and hard wall booths.

Shipping, Drayage, Material Handling and Access Storage

Use this section to place orders for material handling, print shipping labels and view general information about material handling.

- Be sure to fill out the Freight Service Questionnaire if you are planning to ship any freight to the event. This form lets GES know what materials to expect and will allow them to better assist you with your shipping needs.
- Pre-print your address labels using the “print address labels” tab to ensure all of your freight is shipped to the correct booth space.
- Get a shipping quote. Shipping through GES can save you time and money.
- Create a pre-printed outbound bill of lading to speed up the move-out process by selecting the “Pre-Printed Bill of Lading (BoL) and outbound labels request form. Be sure to also review the “Sample Outbound Bill of Lading” for tips on how to fill out the form.

Labor, Equipment, Hanging Sign, and Rigging

Using this tab, you can place orders for hanging signs and arial rigging, order union labor and equipment, submit your layout for sign placement and access a link to your Booth Approval Form.

- All hanging signs must be approved by show management. GES will not hang any signs that have not been approved. Be sure to fill out the booth approval form located in your exhibitor console prior to placing your orders.
- Be sure to review booth rules and regulations before ordering a hanging signs, as not all exhibit space types are allowed to have them.
- When preparing for the event you may discover the need to hire union labor for the installation and dismantling of your booth. Pricing and options for hiring labor can be found here.
- You only need **electrical labor** if you need the power drop NOT at the back of your inline or peninsula booth, if you have an island, or if you need the power distributed under the carpet of your booth. Please note that any cords and supplies used during Labor will be added to your bill based on usage.
- Plumbing, Air, Water, and Gas can also be ordered under the Utilities tab. if you have equipment that needs these items, you will need to place an order. For safety and liability, the specified contractor must handle these services.

Utilities

- Do you have something to plug in, such as a computer, lead retrieval unit, cell phone, lights for your display, a machine, or a showcase? All of these items would require an electrical order. Even if an outlet is placed behind your booth onsite, you must place an order to plug into it. To figure out how much power to order, you can add up the total “Amps” on the tags of each item, or if you give the designated electrical provider a call, they can help you with figuring out how much power will be needed for the standard items you plan on plugging in.
- You only need **electrical labor** if you need the power drop NOT at the back of your inline or peninsula booth, if you have an island, or if you need the power distributed under the carpet of your booth. Please note that any cords and supplies used during Labor will be added to your bill based on usage.
- Vacuuming, carpet cleaning, floor waxing, and porter service (trash removal and wiping down of counters throughout the day) – If you are sampling something in your booth, we highly recommend porter service! Keep in mind

that waste baskets will NOT be emptied throughout the day without ordering porter service.

Audio Visual

Use this tab to order Audio Visual equipment and services from the official show vendor.

Additional Official Vendor Order Forms

This section includes all other vendors outside of the general contractor.

- A lead retrieval unit/badge scanner allows you to capture leads generated at the show electronically as opposed to gathering business cards by hand and risk misplacing them.
- Use this tab to order Audio Visual equipment and services from the official show vendor.
- Floral arrangements – Need a tree or a fern to spice up your display, check this vendor out! Be sure all arrangements abide by booth height regulations.
- Liability Insurance is required for all exhibitors. You may use your own carrier or our recommended vendor.

Exhibitor Appointed Contractors (EACs) and Third Parties

If you are hiring another company outside of the ones that we have included in the Exhibitor Services Kit that requires access to a booth during installation and dismantling, you will need to complete the information within this section.

- There are 2 steps to this process: The exhibiting company needs to fill out the Intent to Hire an EAC. Then the company you have hired (the EAC) will need to submit a valid certificate of insurance and the Rules and Regulations Agreement to the general contractor.

How to Save Money

The process of planning for any tradeshow can be expensive. With so many rules, regulations, deadlines and vendors it can be difficult to keep the costs down. We understand that this can be one of the most frustrating parts of planning, and have compiled a list of tips to help you save money.

Save on Shipping:

- **Packages:** Consolidate your packages. Don't ship multiple small boxes to an event. They could get separated during transit and arrive on separate days causing additional charges and material handling fees. Remember there is a minimum material handling fee for each shipment that is received.
- **Electronic Literature:** Attendees often throw away literature rather than take it home. Both shipping and printing these materials can be very expensive. Instead, order the Lead Retrieval device through your Exhibitor Services Kit, scan the attendee badge and email them the information they have requested. Another great option is to load the information on a USB drive that can be given to attendees. It is a great marketing tool, and is less likely to be thrown out.
- **Shipping Documentation:** Often materials are lost or damaged during shipping. Be sure to document all of the materials you ship and their condition at the time they leave your possession. Diligence in this area can save you money if there are any issues during shipping. Be sure to bring tracking information with you on-site.
- **Tradeshow Shipments:** Be sure to use a carrier that is experienced in delivering to tradeshow as it can be tricky. The best way to ensure that shipments will arrive on-time and to the correct venue is to ship with a carrier who knows the ins and outs of tradeshow shipping. Communicate your move-in dates to your carrier as well as marshalling yard information if applicable.
- **Know Your Carrier:** Have contact information for your carrier readily available including weekend contact information and do not leave the convention center until you have confirmation that the carrier has checked in at the marshalling yard during move-out.
- **Insurance:** Make sure the insurance on the shipment covers freight from the time it leaves your possession to the time it returns home.
- **Advanced Warehouse:** It is important to do a cost analysis when deciding whether to ship to the advanced warehouse or direct to show site. When making this decision be sure to take all factors into consideration. Important factors include: the cost of material handling, the cost of your freight carrier waiting in the marshaling yard, the cost of storage you are paying to hold your materials 30 days pre-event (storage is

included in the advanced warehouse rate) and the impact the loss of the shipment may have if lost or delayed in transit. Shipping to the advanced warehouse gives you peace of mind that your shipments will be in your booth when you arrive.

- **Special Handling Charges:** Special handling charges can be very expensive. Be sure to read the special handling brochure under the Shipping, Drayage, Material Handling and Access Storage tab of the Exhibitor Services Kit.
- **Cartload Service:** Cartload service is a type of material handling where you are able to bring your equipment to show site in your vehicle and have it offloaded and delivered to your booth. If you will be driving to the event, rather than shipping your materials and paying for material handling, pre-order the cartload service and bring your materials with you to the event. Be sure to read the Move-In Info page located in the move-in section of your Exhibitor Services Kit for specific Cartload Service information for the event.
- **Bill of Lading:** Be sure to fill out your Bill of Lading correctly and turn into the GES Servicenter. The bill of lading (BOL) tells GES that your shipment is ready to be picked up at your booth and delivered to your carrier. Do not leave the completed form in your booth. It must be turned in at the GES Servicenter for processing. Be sure to fill out all information correctly and pay special attention to the section regarding shipping in the event your carrier does not pick up the shipment. Select the “Use GES logistics” option for the least expensive option. Returning shipments to the Warehouse is extremely expensive. Make sure the contact phone number is legible on all copies of the bill of lading.

IN THE EVENT SHIPMENT HAS NOT BEEN PICKED UP BY THE SHOW DEADLINE, GES IS AUTHORIZED TO:
☐ 1) Use GES Logistics or carrier of GES choice to provide transportation and charge credit card, or invoice according to GES payment policy.
☐ 2) Return shipment to warehouse, assess all associated charges and charge credit card, or invoice according to GES payment policy.
(FAILURE TO SELECT ONE OF THE ABOVE OPTIONS WILL RESULT IN ROUTING AT GES DISCRETION. FREIGHT WILL MOVE AT CLASS-125, UNDER THE NMFC. ALL APPLICABLE TRANSPORTATION CHARGES WILL APPLY)

- **UPS and FedEx:** When shipping with UPS or FedEx never leave shipments on the show floor. 9 times out of 10 they will end up being shipped via the alternative method you selected on your BOL. This will cost you extra money. UPS and FedEx have unpredictable timelines that are not recommended for tradeshow planning. If using these options take the boxes to the local offices for processing. There is often an office in the convention center or nearby hotel.
- **Move-Out:** Move-out takes time. Depending on the size of the show it could be hours before crates for your booth are returned, and there is no way to tell how long it will take. Schedule your flights far enough out to ensure you have enough time to successfully move out. Scheduling flights too soon could result in missed flights or paying GES to pack and ship your booth materials for you.

Save on Show Orders:

- **GES Servicenter:** If you are unsure what to order or which forms to fill out, call the GES Servicenter. Submitting the incorrect forms can be costly and result in orders needing to be placed on site. Avoid this by asking questions. GES will be happy to guide you to the correct forms to save you time and money. Don't forget to ask your GES representative what booth packages are available. These packages are designed to save you money.
- **Booth Rules and Regulations:** It is extremely important to read the rules and regulations for each show that you attend. Booths that are out of regulation will be required to make adjustments to their booth space on site which can be very costly. These adjustments could include ordering furnishings, removing portions of your booth or omitting key marketing structures. Do not assume that because it worked last year, it will work this year. If you have any questions on the booth rules and regulations contact your Client Services Specialist. Their contact information can be found in the Exhibitor Services Kit Welcome Letter.
- **Discount Deadlines:** Most vendors have an early bird discount deadline. If you order early you will often save a substantial amount of money on your booth orders and equipment. Discount deadlines can be found in the Critical Dates Checklist under the Show Information tab of the Exhibitor Services Kit.
- **Overtime Labor Charges:** All labor before 8:00 am and after 4:30 pm Monday thru Friday, and all hours Saturday, Sunday and holidays will be overtime. Straight time rates are for hours worked between 8:00 am and 4:30 pm Monday thru Friday, excluding holidays.
- **Flooring:** Flooring is mandatory. You can often save money on flooring by renting through GES. The cost to purchase flooring, ship it, and have it installed is often more expensive than renting through GES. This of course greatly depends on the flooring you require. If you prefer to purchase carpet be mindful of the color. White carpet may only last one event while dark or patterned colors will last much longer. Lastly, remember that carpeting is not the only option when deciding on booth flooring. Carpet tiles are often an affordable solutions that are light weight and easy to transport.
- **Booth Cleaning:** Be sure to pre-order cleaning, vacuuming and porter service for your booth. These services are not included in the booth rental and will be more expensive if purchased on-site.

One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

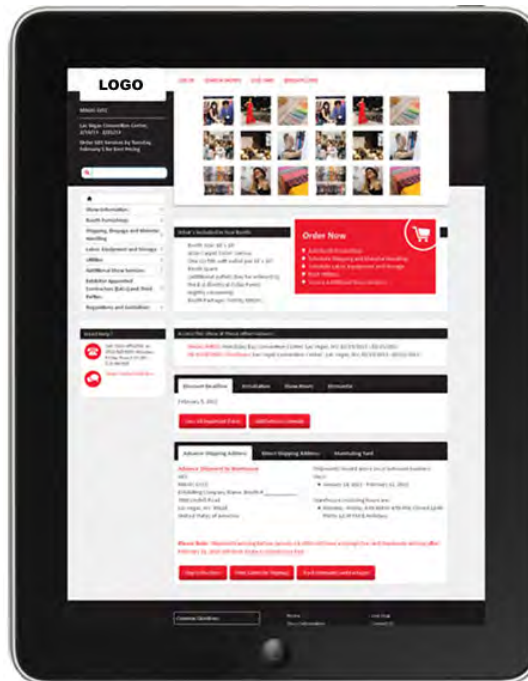
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/017600921/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



Show Information

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Questions?



- Chat with us: <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/017600921/contactus/esm>

Official Service Provider

GES
7000 Lindell Road
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520

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

Show Information

Booth Size: 10 x 10
Backwall Drape: Blue / White
Sidewall Drape: Blue
Facility Carpeted: No
Aisle Carpet Color: Blue Jay
Note: Exhibit Hall is NOT Carpeted. Floor Covering is Mandatory.

Discount Deadline Date

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

Exhibitor Move In

Tuesday, March 19	1:00 PM - 5:00 PM	All Island Booths Only
Wednesday, March 20	8:00 AM - 5:00 PM	All Booths
Thursday, March 21	8:00 AM - 10:00 AM	All booths must be set by 10:00 AM
	10:00 AM - 11:00 AM	Hall closed for cleaning (Exhibitors are allowed back in the hall at 11:00am - Hall opens at 12:00pm to attendees)

Show Hours

Thursday, March 21	12:00 PM - 6:00 PM
Friday, March 22	12:45 PM - 4:30 PM

Exhibitor Move Out

Friday, March 22 4:30 PM - 11:59 PM

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

Empty Container Return

Friday, March 22 5:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday, March 22 6:30 PM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, March 22 11:59 PM All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>



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

Advance Shipments to Warehouse:

c/o GES
Data Center World Global 2019
(Your Company Name & Booth Number)
1740 South 40th Avenue
Phoenix, AZ 85009
USA

Shipments should arrive on or between:

February 13 - March 14, 2019
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM,
closed for lunch from 11:00 AM – 12:00 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Direct Shipments to Show Site:

c/o GES
Data Center World Global 2019
(Your Company Name & Booth Number)
Phoenix Convention Center
100 North Third Street
Phoenix, AZ 85004-2277
USA

Shipments should arrive on:

March 19, 2019, 8:00 AM - 5:00 PM
March 20, 2019, 8:00 AM - 5:00 PM

Marshaling Yard Site Address:

Data Center World Global 2019
(Your Company Name & Booth Number)
1102 E Tonto St
Phoenix, AZ 85004
USA

G-1 011819 012219 017600921

Chat with us <http://www.ges.com/chat>



General Information

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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/017600921/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/017600921/contactus/esm>

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

Exhibitor Services

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

Chat with us <http://www.ges.com/chat>



Tips for New Exhibitors

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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of February 26, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/017600921/esm>

Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/017600921/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/017600921/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract.
- Clearly indicate when paying by check. All check payments should be returned to:

GES
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

Beneficiary: GES
c/o Bank of America Account #: 7188101819
901 Main Street, Wire ABA Routing #: 026009593
TX1-492-07-14 ACH ABA Routing #: 071000039
Dallas, TX 75202-3714 USA SWIFT Address: BOFAUS3N
Telephone # (702) 263-2795 or CHIPS Address: 0959
(702) 914-5112

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road
Concord, CA 94520 USA

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

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

Chat with us <http://www.ges.com/chat>



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

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

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

Don't Forget to Take Out the Trash

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

Keeping Up Appearances

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

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

It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/017600921/carpet/esm>

What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/017600921/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/017600921/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

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

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$
\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <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.

Form Deadline Date:
February 26, 2019

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

<div>Please Sign</div>	<div>X</div>	<div>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.</div>
	<div>Exhibiting Company Authorized Signature</div>	
	<div>Exhibiting Company Authorized Name - Please Print</div>	<div>Date</div>

☐ Booth Cleaning ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor ☐ Forklift Labor ☐ Material Handling
☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (*Please Specify*)

Phone	Fax	Contact's Email Address
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<div>Please Sign</div>	<div>X</div> <div>Third Party Cardholder's Signature</div>	<div>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.</div>
	<div>Third Party Cardholder's Name - Please Print</div> <div>Date</div>	

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520



Carpet

Standard

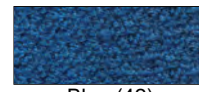
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

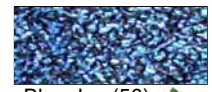
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



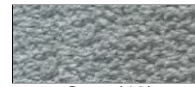
Black (41)



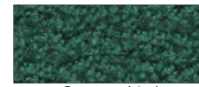
Blue (42)



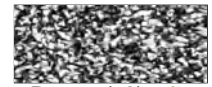
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

Plush

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

Includes:

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



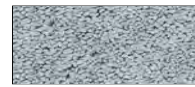
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



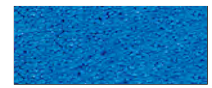
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



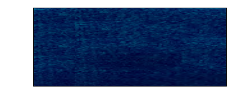
Cabernet (82)



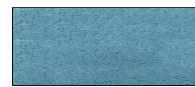
Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

Carpet Order Form

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

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Phoenix Convention Center
March 21 - 22, 2019

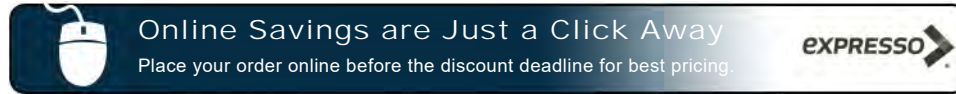
Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



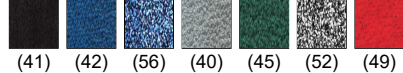
Easy Ordering Tips:

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

Carpet

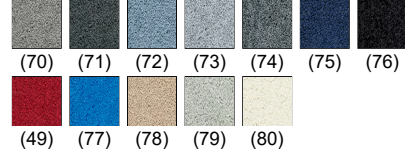
Standard Color Options

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



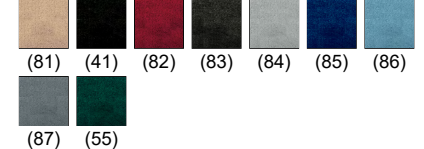
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		294.50	323.50	409.50		8.6	\$
5002	Pre-Cut Standard Carpet 10'x20'		590.00	647.75	820.25		8.6	\$
5003	Pre-Cut Standard Carpet 10'x30'		881.00	967.25	1,224.50		8.6	\$

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

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		5.20	5.65	7.20		8.6	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		6.95	7.60	9.65		8.6	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.05	8.80	11.20		8.6	\$
Item Code	Description		On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.50	1.65	2.09		8.6	\$
Item Code	Description		On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.83	0.91	1.16		8.6	\$

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

Chat with us <http://www.ges.com/chat>



Carpet Package Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

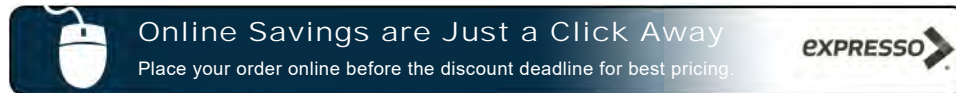
Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



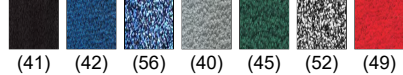
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages

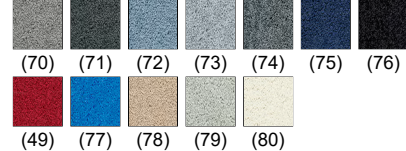
Standard Color Options

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



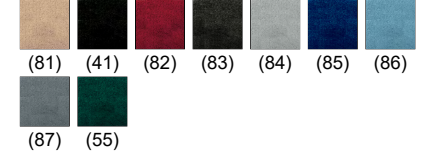
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 2/26/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		6.64	7.18	9.19		8.6	\$
400022	Plush Carpet Package, Per Sq.Ft.		8.22	8.94	11.39		8.6	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		9.21	10.02	12.79		8.6	\$

Electrical or Utilities Under Carpet?

☐ Yes

☐ No



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

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

017600921
012219
C-2 010919



Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



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



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

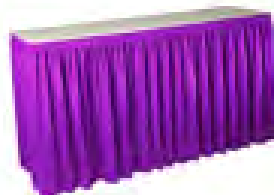
Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Gold (46)



Gray (40)



Green (45)



Red (49)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion
Chain, Plastic, Per Foot



300123 - Aisle Stanchion,
without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White,
4'x8'



300202 - Pegboard, White,
2'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300211 - Tackboard



300212 - Tackboard, 2'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket

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

Furniture and Accessories

Accessories



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

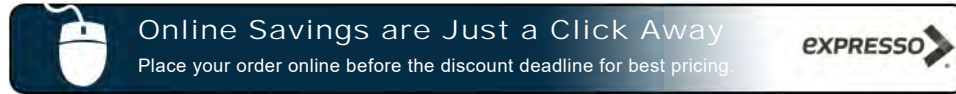
Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



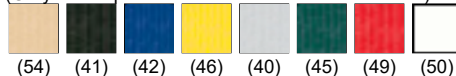
Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/017600921/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	71.75	78.75	99.75		8.6	\$
300052	Padded Chair	89.75	98.50	124.75		8.6	\$
300053	Padded Stool	148.75	163.25	206.75		8.6	\$

Tables

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	155.25	170.00	215.50		8.6	\$
300058	Table, Starbase, 40" Diameter x 30" High	143.50	157.50	199.50		8.6	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		119.50	131.00	166.00		8.6	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		148.75	163.25	206.75		8.6	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		179.25	197.00	249.00		8.6	\$
3007	Table, Skirt 4th Side		62.25	68.25	86.25		8.6	\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	83.50	91.50	116.00		8.6	\$
300600	Table 6', Unskirted, 24" x 30" High	103.75	114.00	144.00		8.6	\$
300800	Table 8', Unskirted, 24" x 30" High	124.75	136.75	173.25		8.6	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		119.50	131.00	166.00		8.6	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		143.50	157.50	199.50		8.6	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		172.25	189.00	239.50		8.6	\$
3017	Counter, Skirt 4th Side		74.00	81.50	103.00		8.6	\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	99.75	109.50	138.50		8.6	\$
301600	Counter 6', Unskirted, 24" x 42" High	119.50	131.00	166.00		8.6	\$
301800	Counter 8', Unskirted, 24" x 42" High	143.50	157.50	199.50		8.6	\$

Risers

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	75.25	82.75	104.75		8.6	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	53.75	59.00	74.75		8.6	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	90.50	99.25	125.75		8.6	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	64.50	71.00	89.75		8.6	\$


Custom Booth Drape

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		6.00	6.55	8.30		8.6	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		19.65	21.60	27.25		8.6	\$

Display Furniture

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	465.50	510.75	646.75		8.6	\$
300074	Display Case 4', Full View	428.00	470.00	594.75		8.6	\$
300075	Display Case 4', Half View	428.00	470.00	594.75		8.6	\$
300076	Display Case 4', Quarter View	428.00	470.00	594.75		8.6	\$
300082	Display Case 6', Full View	492.00	540.25	683.75		8.6	\$
300083	Display Case 6', Half View	492.00	540.25	683.75		8.6	\$
300084	Display Case 6', Quarter View	492.00	540.25	683.75		8.6	\$
300088	Display Case 7', Vertical	795.00	873.00	1,105.50		8.6	\$

Accessories

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.95	7.60	9.60		8.6	\$
300127	Aisle Stanchion, Tensa	89.75	98.50	124.75		8.6	\$
300123	Aisle Stanchion, without Chain	65.00	71.75	90.50		8.6	\$
300103	Aluminum Easel	53.75	59.00	74.75		8.6	\$
300111	Bag Stand	114.00	125.00	158.25		8.6	\$
300102	Coat Rack	119.50	131.00	166.00		8.6	\$
300104	Garment Rack	141.00	155.00	196.00		8.6	\$
300106	Literature Rack	209.00	229.50	290.25		8.6	\$
300201	Pegboard, White, 4'x8'	228.75	251.00	317.75		8.6	\$
<div>  Select alignment: Horizontal _____ Vertical _____ </div>							
300202	Pegboard, White, 2'x8'	179.25	197.00	249.00		8.6	\$
300040	Pipe, 8' Upright with Base	59.00	64.75	82.25		8.6	\$
300041	Pipe, Adjustable Upright with Base, 9' - 12'	71.50	78.50	99.25		8.6	\$
300107	Refrigerator	475.75	522.00	661.00		8.6	\$
300015	Rod, 6' to 10' Telescopic	29.25	32.00	40.50		8.6	\$
300131	Security Cage, Large, without Lock	662.00	726.75	920.00		8.6	\$

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Furniture and Accessories Order Form

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Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

300120	Sign Holder, Bell Base	110.00	120.75	152.75		8.6	\$
300108	Sign Holder, Chrome, 22"x28"	107.75	118.25	149.75		8.6	\$
300211	Tackboard	237.75	261.00	330.50		8.6	\$
 Select alignment: Horizontal _____ Vertical _____							
300212	Tackboard, 2'x8'	190.00	208.75	264.25		8.6	\$
300112	Ticket Tumbler, Small, Table Top	90.50	99.25	125.75		8.6	\$
300113	Wastebasket	24.00	26.25	33.25		8.6	\$
300118	Waterfall Stand	116.75	128.25	162.50		8.6	\$

Electrical Outlets Not Included

Need power for that display case or refrigerator in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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Furniture Package Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Online Savings are Just a Click Away

Place your order online before the discount deadline for best pricing.



Tips

Easy Ordering Tips:

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

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		284.63	312.30	395.55		8.6	\$
Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.								

Skirt Color Options

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



Furniture Package 2

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	473.85	519.98	658.58		8.6	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

Chat with us <http://www.ges.com/chat>




Specialty Furniture

Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



 305312 - Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H



305180 - Fairfax Sofa, White Vinyl/ Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



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



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



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



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H



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



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



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



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



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

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Specialty Furniture



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



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



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



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



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



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



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



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



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



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



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



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



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

Seating - Chairs



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



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



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



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



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



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



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



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



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



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



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



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



305178 - Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H

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Specialty Furniture



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



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



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



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



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



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

Seating - Ottomans



305316 - Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



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



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



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



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



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



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

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Specialty Furniture



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



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



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



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



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



305248 - Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H



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



305239 - Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H



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



305238 - Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H



305237 - Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H



305249 - Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H



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



305111 - Sally Ottoman/Stool, White 12"L 12"D 17"H

Seating - Office and Utility Seating



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



305325 - Chair, Executive, Black, 25"L 24"D 48"H



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



305068 - Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H



305069 - Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H



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



305313 - Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H



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



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

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Specialty Furniture

Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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



305207 - Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305075 - Lucent Barstool, 22"L x 22.5"D x 45.5"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



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



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

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Specialty Furniture

Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



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



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



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



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



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



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H



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



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Bar



305315 - 30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou



305083 - Bar Table w/ Hydraulic Base, 30"RND 45"H



305082 - Bar Table w/ Standard Black Base, 30"RND 42"H



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



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



305162 - Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H



305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H



305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H



305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H



305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H



305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

Tables - Cocktail



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



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



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



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



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



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



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



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

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Specialty Furniture



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



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



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

Tables - End Tables



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



305432 - Alondra End
Table, Wood, Chrome,
20"L 20"D 21"H



305254 - Edge Table,
LED Lighted w/AC
Plug, 20"L 20"D 20"H



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



305258 - Luna
Pedestal, LED Lighted
w/AC Plug, 16"L 16"D
20"H



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



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



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



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



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



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



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



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



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

Conference Tables



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



305231 - 10' Table, Conf., Granite
120"L 46"D 29"H



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



305230 - 6' Table, Conf., Granite,
72"L 36"D 29"H

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Specialty Furniture



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



305026 - 8' Table, Conf., Granite,
96"L 44"D 29"H



305001 - Atomic Table, 36"RND
30"H



305002 - Atomic Table, 42"RND
30"H



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



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



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



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



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



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



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



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



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

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

Specialty Furniture

Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H



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



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

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Specialty Furniture

Product Display



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



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 36"H



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



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L
18"D 72"H

Office and Utility Furniture



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



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



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



305129 - Tech 3 Drawer File
Cabinet on Castors, Black, 16"L
20"D 28"H



305128 - Tech Desk, Powered
w/ 3 Drawer File Cabinet, Black
Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered,
Black Metal, 60"L 30"D 30"H

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Specialty Furniture

Lamps



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



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

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Specialty Furniture Order Form

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Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/017600921/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	830.75	912.50	1,155.00		8.6	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,251.25	2,471.50	3,129.00		8.6	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	793.25	871.00	1,102.50		8.6	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	309.75	340.00	430.50		8.6	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	702.50	771.25	976.25		8.6	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	753.00	827.00	1,046.75		8.6	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	935.50	1,027.25	1,300.50		8.6	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	736.50	808.75	1,023.75		8.6	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,888.50	2,073.50	2,625.00		8.6	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,302.00	1,429.25	1,809.75		8.6	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,496.75	1,643.50	2,080.50		8.6	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,496.75	1,643.50	2,080.50		8.6	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,847.50	2,028.25	2,568.00		8.6	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	888.75	975.75	1,235.25		8.6	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	997.75	1,095.75	1,387.00		8.6	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	834.25	915.75	1,159.50		8.6	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	857.50	941.50	1,192.00		8.6	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	736.50	808.75	1,023.75		8.6	\$

Seating - Club Chairs

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305225	Baja Chair, 36"L 30.5"D 28"H	680.00	746.50	945.00		8.6	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	697.00	765.25	968.75		8.6	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,013.25	1,112.75	1,408.50		8.6	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,083.50	1,189.75	1,506.25		8.6	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	708.50	778.00	985.00		8.6	\$



Specialty Furniture Order Form

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Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	596.50	654.75	829.00		8.6	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	488.75	536.50	679.25		8.6	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	592.50	650.50	823.50		8.6	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	581.75	638.75	808.50		8.6	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	974.50	1,070.00	1,354.50		8.6	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	974.50	1,070.00	1,354.50		8.6	\$

Seating - Chairs

Item Code	Description	On or Before 2/26/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305152	Chair, Altura, Guest, 25"L 20"D 34"H	385.00	423.00	535.25		8.6	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	152.75	167.75	212.25		8.6	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	152.75	167.75	212.25		8.6	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	194.25	213.25	269.75		8.6	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	158.25	173.75	220.00		8.6	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	111.25	122.25	155.00		8.6	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	192.75	211.50	267.75		8.6	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	676.75	743.00	940.50		8.6	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	697.00	765.25	968.75		8.6	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	259.50	285.00	361.00		8.6	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	467.00	512.75	649.25		8.6	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	187.25	205.50	260.25		8.6	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	585.50	642.75	813.75		8.6	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	234.25	257.00	325.50		8.6	\$
305442	Laguna Chair, 18"L 19"D 34"H	318.25	349.25	442.00		8.6	\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	172.75	189.50	240.00		8.6	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	244.75	268.75	340.25		8.6	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	244.75	268.75	340.25		8.6	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	581.75	638.75	808.50		8.6	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	116.25	127.75	161.75		8.6	\$
305441	Zenith Chair, 19"L 22"D 32"H	313.50	344.00	435.50		8.6	\$

Seating - Ottomans

Item Code	Description	On or Before 2/26/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	525.00	576.50	729.75		8.6	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	525.00	576.50	729.75		8.6	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	528.75	580.50	734.75		8.6	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	528.75	580.50	734.75		8.6	\$

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Specialty Furniture Order Form

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Seating - Ottomans

305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	416.25	457.00	578.50	8.6	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	416.25	457.00	578.50	8.6	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	377.75	414.75	525.00	8.6	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	226.50	248.75	315.00	8.6	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	321.25	352.75	446.50	8.6	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	152.00	167.00	211.25	8.6	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	158.50	174.25	220.50	8.6	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	158.50	174.25	220.50	8.6	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	158.50	174.25	220.50	8.6	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	158.50	174.25	220.50	8.6	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	158.50	174.25	220.50	8.6	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	158.25	173.75	220.00	8.6	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	158.50	174.25	220.50	8.6	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 2/26/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305126	Chair, Altura Task, 25"L 26"D 21"H	188.00	206.25	261.25		8.6	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	491.25	539.25	682.50		8.6	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	452.00	496.50	628.50		8.6	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	370.25	406.25	514.50		8.6	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	370.25	406.25	514.50		8.6	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	361.00	396.00	501.75		8.6	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	366.50	402.25	509.25		8.6	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	705.50	774.75	980.75		8.6	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	528.75	580.50	734.75		8.6	\$

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Discount Deadline Date:
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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Barstools

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
Seating - Barstools							
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	379.50	416.75	527.75		8.6	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	379.50	416.75	527.75		8.6	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	379.50	416.75	527.75		8.6	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	379.50	416.75	527.75		8.6	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	206.50	226.75	287.25		8.6	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	206.50	226.75	287.25		8.6	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	184.75	203.00	256.75		8.6	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	184.75	203.00	256.75		8.6	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	184.75	203.00	256.75		8.6	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	184.75	203.00	256.75		8.6	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	378.00	415.00	525.50		8.6	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	378.00	415.00	525.50		8.6	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	230.75	253.25	320.75		8.6	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	504.50	554.00	701.25		8.6	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	460.25	505.00	639.50		8.6	\$
305259	Christopher Barstool, 19"L 15"D 41"H	385.00	423.00	535.25		8.6	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	302.25	331.75	420.00		8.6	\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	358.25	393.25	498.00		8.6	\$
305006	Syntax Barstool, Chrome/Black , 23"L 19"D 43.25"H	376.25	413.00	523.00		8.6	\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	245.50	269.50	341.25		8.6	\$
305440	Zenith Barstool, 19"L 20"D 44"H	408.50	448.50	567.75		8.6	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	453.25	497.75	630.00		8.6	\$

Tables - Cafe

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	328.75	360.75	456.75		8.6	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"H	495.50	544.25	689.00		8.6	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	328.75	360.75	456.75		8.6	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	372.00	408.25	516.75		8.6	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,434.50	1,575.00	1,994.00		8.6	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	578.50	635.00	804.00		8.6	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	377.75	414.75	525.00		8.6	\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	287.75	315.75	399.75		8.6	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	385.00	423.00	535.25		8.6	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	337.50	370.75	469.00		8.6	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	385.00	423.00	535.25		8.6	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	458.25	503.25	637.00		8.6	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	287.75	315.75	399.75		8.6	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	337.50	370.75	469.00		8.6	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	385.00	423.00	535.25		8.6	\$

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Tables - Cafe

305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	458.25	503.25	637.00		8.6	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	287.75	315.75	399.75		8.6	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	367.25	403.25	510.25		8.6	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	467.00	512.75	649.25		8.6	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	337.50	370.75	469.00		8.6	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	458.25	503.25	637.00		8.6	\$

Tables - Bar

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	377.75	414.75	525.00		8.6	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	377.75	414.75	525.00		8.6	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	328.75	360.75	456.75		8.6	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	493.50	541.75	686.00		8.6	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	576.25	632.75	801.00		8.6	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	377.75	414.75	525.00		8.6	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	392.25	430.50	545.00		8.6	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	302.00	331.25	419.50		8.6	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	369.50	405.75	513.75		8.6	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	392.25	430.50	545.00		8.6	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	463.00	508.50	643.75		8.6	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	298.50	327.75	415.00		8.6	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	369.50	405.75	513.75		8.6	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	392.25	430.50	545.00		8.6	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	463.00	508.50	643.75		8.6	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	302.00	331.25	419.50		8.6	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	389.00	427.00	540.75		8.6	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	481.75	529.00	669.75		8.6	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	369.50	405.75	513.75		8.6	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	458.25	503.25	637.00		8.6	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,057.50	1,161.00	1,470.00		8.6	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,057.50	1,161.00	1,470.00		8.6	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,057.50	1,161.00	1,470.00		8.6	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,057.50	1,161.00	1,470.00		8.6	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,057.50	1,161.00	1,470.00		8.6	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,416.50	1,555.00	1,968.75		8.6	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,416.50	1,555.00	1,968.75		8.6	\$

Tables - Cocktail

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	518.50	569.00	720.50		8.6	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	415.50	456.25	577.50		8.6	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	392.25	430.50	545.00		8.6	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	434.50	477.00	603.75		8.6	\$

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Specialty Furniture Order Form

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

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Cocktail

305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	587.00	644.50	815.75		8.6	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	587.00	644.50	815.75		8.6	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	314.25	345.00	436.75		8.6	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	311.75	342.25	433.50		8.6	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	363.25	399.00	505.00		8.6	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	421.00	462.25	585.00		8.6	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	421.00	462.25	585.00		8.6	\$

Tables - End Tables

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	495.00	543.50	688.00		8.6	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	340.00	373.25	472.50		8.6	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	332.25	365.00	462.00		8.6	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	347.50	381.75	483.25		8.6	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	302.25	331.75	420.00		8.6	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	465.50	510.75	646.75		8.6	\$
305273	Table, Aura, White Metal, 15" Round 22"H	226.75	249.00	315.25		8.6	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	215.75	237.00	300.00		8.6	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	287.00	315.00	398.75		8.6	\$
305211	Table, End, Oliver, 22" Round 22"H	275.00	302.25	382.50		8.6	\$
305046	Table, End, Silverado, 24" Round 22"H	341.50	374.75	474.50		8.6	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	309.50	340.00	430.25		8.6	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	309.50	340.00	430.25		8.6	\$
305275	Table, Timber, Wood, 16" Round 17"H	265.25	291.00	368.50		8.6	\$

Tables - Conference

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,067.75	1,172.50	1,484.50		8.6	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	830.75	912.50	1,155.00		8.6	\$
305400	5' Madison Table, 60"L 48"D 29"H	719.50	789.75	1,000.25		8.6	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	619.50	680.25	861.00		8.6	\$
305401	8' Madison Table, 96"L 60"D 29"H	873.00	958.75	1,213.50		8.6	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	793.25	871.00	1,102.50		8.6	\$
305001	Atomic Table, 36"RND 30"H	408.00	447.75	567.00		8.6	\$
305002	Atomic Table, 42"RND 30"H	408.00	447.75	567.00		8.6	\$
305410	Madison Conference Table, 42"RND 29"H	654.00	718.00	909.00		8.6	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	124.00	136.00	172.25		8.6	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	350.00	384.25	486.50		8.6	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	562.75	618.00	782.25		8.6	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	367.75	404.00	511.25		8.6	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	562.75	618.00	782.25		8.6	\$
305027	Table, Conf., Graphite, 42" Round 29"H	463.00	508.50	643.75		8.6	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	558.25	613.00	776.00		8.6	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - Conference

305281	Table, Conf., White Laminate, 42" Round 29"H	460.75	505.75	640.50		8.6	\$
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Tables - Martini Bar

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,676.25	1,840.50	2,330.00		8.6	\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	1,532.25	1,682.50	2,130.00		8.6	\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	1,676.25	1,840.50	2,330.00		8.6	\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	1,532.25	1,682.50	2,130.00		8.6	\$
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	4,038.00	4,433.75	5,613.00		8.6	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,504.75	1,652.00	2,091.25		8.6	\$

Product Display

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	535.50	588.00	744.50		8.6	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	755.50	829.50	1,050.00		8.6	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	904.25	992.75	1,256.75		8.6	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	755.50	829.50	1,050.00		8.6	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	904.25	992.75	1,256.75		8.6	\$
305045	Posh Shelving, 36"L 18"D 72"H	498.50	547.25	693.00		8.6	\$

Office and Utility Furniture

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	560.50	615.25	779.00		8.6	\$
305416	Madison Credenza, 60"L 20"D 29"H	904.25	992.75	1,256.75		8.6	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	818.50	898.50	1,137.75		8.6	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	698.75	767.25	971.25		8.6	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	661.00	725.75	918.75		8.6	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	204.00	224.00	283.50		8.6	\$

Lamps

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	375.00	411.75	521.25		8.6	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	276.75	303.75	384.50		8.6	\$

Electrical Outlets Not Included



Reminder

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

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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



Convenience Package Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

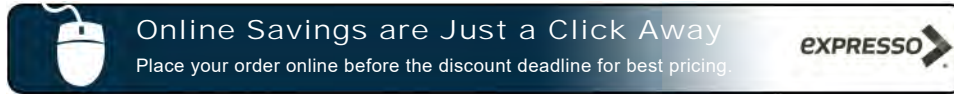
Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/017600921/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

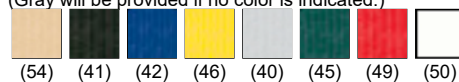
Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	347.00	380.75	482.25		8.6	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	944.75	1,036.75	1,312.75		8.6	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	815.00	894.75	1,132.75		8.6	\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	476.75	522.75	662.25		8.6	\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		352.25	386.50	489.50		8.6	\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		465.00	510.25	646.25		8.6	\$
	Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.							

Skirt Color Options

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



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Form Continues on Next Page



Convenience Package Order Form

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

Company Name _____ Email _____ Phone Number _____

Specialty Furniture Package

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404504	Bar Package	2,260.75	2,482.00	3,142.25		8.6	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.						
404506	Premium Stool Package	805.25	884.00	1,119.50		8.6	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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Standard Exhibit Systems

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

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

10x20 Exhibits



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

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

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10'

Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10'

Inline Includes:

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

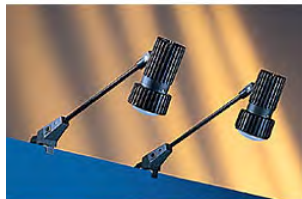
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibit Systems

Accessories



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



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



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



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



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



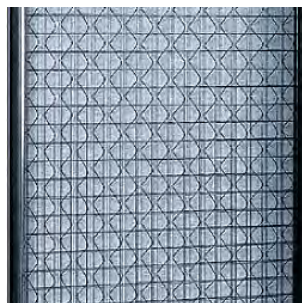
600222 - Exhibit, Light Box, Medium 37"x56"



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



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



600291 - Exhibit, Panel, Wirewall, 1M



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

Trim and Panel Choices

Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

Trim Color



Black (41)

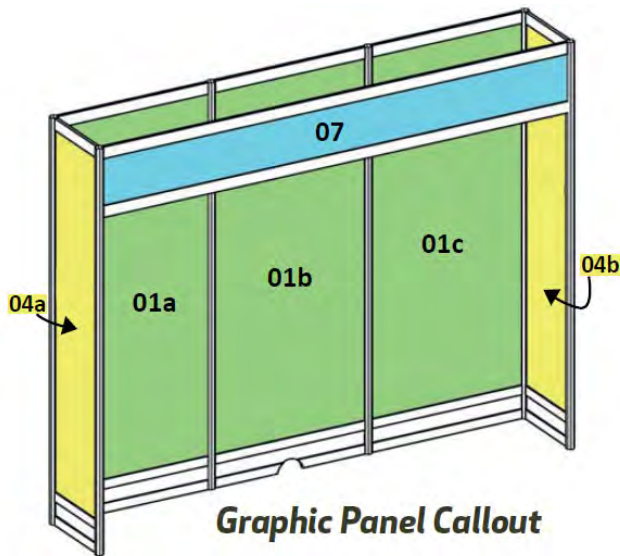


Silver (79)

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

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$543.50 /Regular Price - \$755.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$274.25 /Regular Price - \$381.50
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$233.00 /Regular Price - \$324.00
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 26, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/017600921/exhibit2/esm>

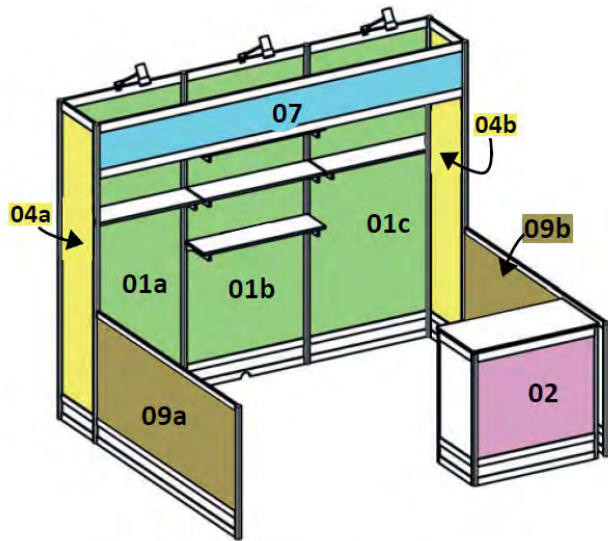


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$543.50 /Regular Price - \$755.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$274.25 /Regular Price - \$381.50
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$233.00 /Regular Price - \$324.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$192.75 /Regular Price - \$267.75
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$386.75 /Regular Price - \$537.25
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 26, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/017600921/exhibit3/esm>

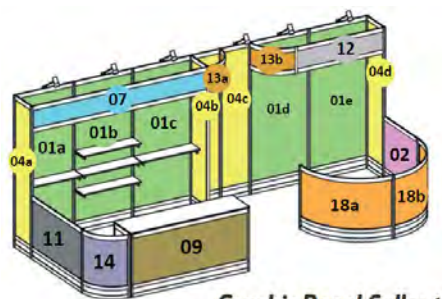


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

12 608312 57 7/8" wide x 12" tall
Discount Price - \$119.50 /Regular Price - \$166.00
Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall
Discount Price - \$59.50 /Regular Price - \$82.75
Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$304.75 /Regular Price - \$423.75
Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$386.75 /Regular Price - \$537.25
Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$148.00 /Regular Price - \$205.75
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by February 26, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note pricing listed is for graphic panels only. GEM units are rented separately.

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

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

Link: <https://e.ges.com/017600921/exhibit4/esm>

01 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$543.50 /Regular Price - \$755.25
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$274.25 /Regular Price - \$381.50
Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$114.75 /Regular Price - \$159.25
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$192.75 /Regular Price - \$267.75
Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$233.00 /Regular Price - \$324.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

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

Exhibit Systems Order Form

Page 1 of 2

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

Data Center World Global 2019
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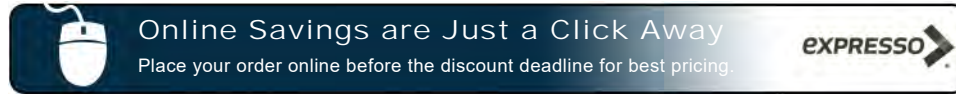
Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

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

13 oz. Carpet Color Options

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

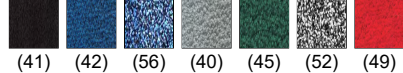


Exhibit Panel Color Options

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

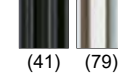


C Color Codes are Coated Panels

F Color Codes are Fabric

Trim Color Options

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



Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,769.75	1,943.00	2,460.00		8.6	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	2,985.75	3,278.00	4,150.25		8.6	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	9,697.75	10,647.50	13,480.00		8.6	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 2/26/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	761.50	836.25	1,058.75		8.6	\$
600110	Exhibit, Armlight Black	30.00	32.75	41.50		8.6	\$
600103	Exhibit, Counter, 1M Curved	584.50	641.75	812.75		8.6	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	386.75	424.50	537.25		8.6	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	779.75	856.00	1,083.50		8.6	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	966.75	1,061.25	1,343.75		8.6	\$
600222	Exhibit, Light Box, Medium 37"x56"	765.75	840.50	1,064.25		8.6	\$
600223	Exhibit, Light Box, Small 37"x28"	470.25	516.00	653.25		8.6	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	298.50	327.75	415.00		8.6	\$
600291	Exhibit, Panel, Wirewall, 1M	119.50	131.00	166.00		8.6	\$
600243	Exhibit, Shelf, 1M x 10" Deep	11.90	13.15	16.60		8.6	\$
600262	Tackboard, Gem, 4' X 8'	761.50	836.25	1,058.75		8.6	\$

Chat with us <http://www.ges.com/chat>



Exhibit Systems Order Form

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

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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Chat with us <http://www.ges.com/chat>



Data Center World Global 2019

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We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred* AI/EPS (vector)



GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/017600921/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number
(e.g. ABC Company_SHOW_Booth 1234.zip)

Chat with us <http://www.ges.com/chat>



Data Center World Global 2019
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Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

Editable Text



Outlined Text - preferred*

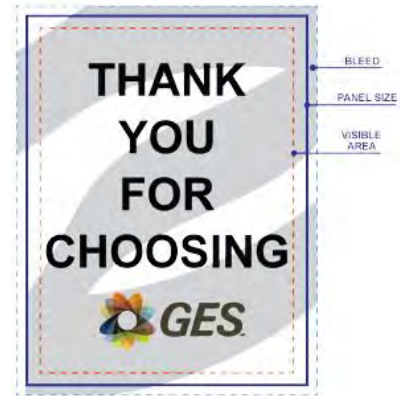


Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



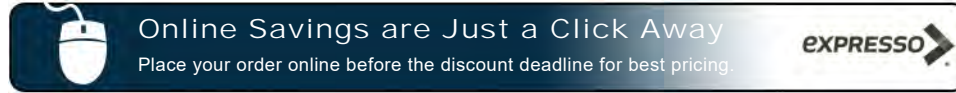
Graphics and Signage Order Form

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

Data Center World Global 2019
Phoenix Convention Center
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Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/017600921/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 2/26/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	328.25	360.50	456.25		8.6	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	255.00	279.75	354.50		8.6	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	267.50	293.50	371.75		8.6	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	484.75	532.25	674.00		8.6	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	298.50	327.75	415.00		8.6	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	633.75	696.00	881.00		8.6	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	448.25	492.25	623.25		8.6	\$
601099	Printed Cardboard Base for Freestanding Boards	29.50	32.00	40.75		8.6	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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Chat with us <http://www.ges.com/chat>



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.
Includes silver grommets.*

Material Handling/Drayage Information

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

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Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a Bill of Lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/017600921/logistics_Quote

Chat with us <http://www.ges.com/chat>



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate Bills of Lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

Storing Empty Containers

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

Outgoing Shipments

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

Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone






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

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Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:

-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/017600921/logistics_quote

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

Material Handling/Drayage Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

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

Rate Crated Special Handling
\$124.00 cwt \$161.20 cwt

Advance Shipments to Warehouse Dates:

Wed, Feb 13, 2019: Advance shipments may begin arriving at warehouse.

Thurs, Mar 14, 2019: Last day for shipments to arrive at warehouse.

Rate Carpet Handling
\$198.50 cwt

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

Rate Crated Special Handling Uncrated
\$124.00 cwt \$161.20 cwt \$198.40 cwt

Direct Shipments to Show site Dates:

Tue, Mar 19, 2019: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Wed, Mar 20, 2019: Last day for shipments to arrive at exhibit site by 5:00 PM.

Rate Carpet Handling
\$198.50 cwt

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$55.50. Each additional package will be charged \$28.25.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$55.50 = Total

of additional packages (each) x \$28.25 = Total

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Measure of Damage:

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

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and holidays.

CWT

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

017600921

BOOTH NUMBER

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

Shipment Should Arrive on or Between:
Wednesday, Feb 13, 2019 - Thursday, March 14, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

017600921

BOOTH NUMBER

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

Shipment Should Arrive on or Between:
Wednesday, Feb 13, 2019 - Thursday, March 14, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

017600921

BOOTH NUMBER

C/O GES
Phoenix Convention Center
100 North Third Street
Phoenix, AZ 85004-2277 USA

Shipment Should Arrive on or Between:

Tuesday, March 19, 2019 after 8:00 AM - Wednesday, March 20, 2019
by 5:00 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

017600921

BOOTH NUMBER

C/O GES
Phoenix Convention Center
100 North Third Street
Phoenix, AZ 85004-2277 USA

Shipment Should Arrive on or Between:

Tuesday, March 19, 2019 after 8:00 AM - Wednesday, March 20, 2019
by 5:00 PM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by February 26, 2019.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/017600921/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address).

Company/Consignee	Carrier	Attention		
100 North Third Street	Phoenix	AZ	85004-2277	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent.

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Freight Service Questionnaire

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Attention

Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/017600921/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



Marshaling Yard and Direct Deliveries Information

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Tips For New Exhibitors



What is a marshaling yard? The marshaling yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

1102 E Tonto St
Phoenix, AZ 85004
USA

Marshaling Yard Process

It is important that you advise your carrier of this marshaling yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Phoenix Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Phoenix Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/017600921/contactus/esm>

012219 017600921

R-9 011819

Chat with us <http://www.ges.com/chat>



Show Site Storage Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Access Storage

Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	367.00		\$
200513	Access Storage, 1/2 Trailer	660.00		\$
200513	Access Storage, Full Trailer	1,174.50		\$

Skid Access Storage

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

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	66.25		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	99.75	124.75	149.75			\$
705044	Storage, OT	139.50	174.25	209.25			\$
705044	Storage, DT	214.25	267.75	321.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/017600921/labor/esm>

Chat with us <http://www.ges.com/chat>

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
February 26, 2019

Company Name Email Phone Number Booth Number

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Cartload Service Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

Company Name

Email

Phone Number

Booth Number

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



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates.
- Cartload service is billed each way. Only one (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total, one (1) round trip allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.
- To receive this service, go to the 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 Servicenter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	74.50	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	74.50	1	\$
200506	Cartload Service, Over Time, Dock to Booth	74.50	1	\$
200506	Cartload Service, Over Time, Booth to Dock	74.50	1	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

017600921
012219

R-14 122017

Vehicle Placement Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

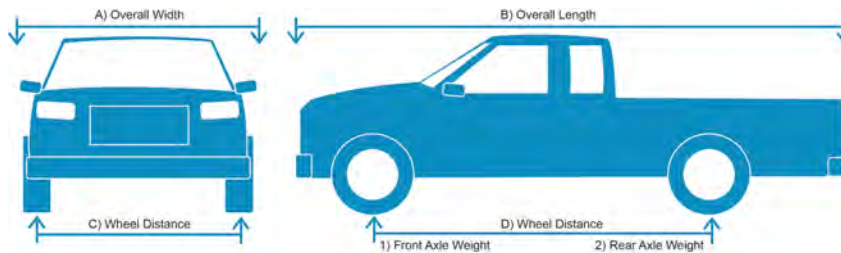
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	166.25		\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



Installation and Dismantling Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 7:00 AM to 8:00 AM and 4:30 PM to 11:59 PM. All day Saturday & Sunday.
- Double Time (DT): All other times Monday through Friday. All day Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	103.75	129.75	155.75			\$
705000	Install & Dismantle, ST Move Out	103.75	129.75	155.75			\$
705000	Install & Dismantle, OT Move In	125.00	156.00	187.25			\$
705000	Install & Dismantle, OT Move Out	125.00	156.00	187.25			\$
705000	Install & Dismantle, DT Move In	200.50	251.00	301.25			\$
705000	Install & Dismantle, DT Move Out	200.50	251.00	301.25			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/017600921/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/017600921/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

L-1 010919 012219 017600921

Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up ☐ Two Story ☐ Custom
☐ Other: _____

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

012219 017600921

L-1 010919

Forklift Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Double Time (DT): All other times Monday through Friday. All day Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	227.00	283.75	340.50			\$
705200	5,000#, ST Move Out	227.00	283.75	340.50			\$
705200	5,000#, OT Move In	295.00	368.75	542.75			\$
705200	5,000#, OT Move Out	295.00	368.75	542.75			\$
705200	5,000#, DT Move In	384.25	481.00	576.50			\$
705200	5,000#, DT Move Out	384.25	481.00	576.50			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	99.75	124.75	149.75			\$
705030	Freight, ST Move Out	99.75	124.75	149.75			\$
705030	Freight, OT Move In	139.50	174.25	209.25			\$
705030	Freight, OT Move Out	139.50	174.25	209.25			\$
705030	Freight, DT Move In	214.25	267.75	321.25			\$
705030	Freight, DT Move Out	214.25	267.75	321.25			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/017600921/labor/esm>

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling.
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Recrating
☐ Reskidding

Additional labor will be assigned if necessary.



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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

012219 017600921

T-1 120518

Hanging Sign / Truss Labor Information

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Please complete and return the Hanging Sign / Truss Labor Order Form by February 26, 2019.

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

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs., unless it requires a chain motor.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

Truss Information:

GES is responsible for assembly, installation, and removal of all trusses that do not require a chain motor.

If you wish your representative to be present during the assembly, installation, and removal of your truss, please check the appropriate box on the Hanging Sign / Truss Labor Order Form (H-2).

- All trusses must be designed to comply with Show Organizer rules and regulations and facility limitations.
- All trusses must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.

H-1 073018
012219 017600921



Hanging Sign / Truss Labor Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- GES is responsible for assembly, installation, and removal of all hanging sign/trusses that do not require a chain motor.
- A crew will be assigned consisting of a lift with two riggers for aerial work.
- If your sign requires a chain motor, please contact AV Concepts at 602.252.2425
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	638.00	797.25	957.25			\$
705300	High Lift, ST Move Out	638.00	797.25	957.25			\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	117.50	147.25	176.75			\$
705020	Sign Assembly, OT Move In Only	182.25	227.50	273.00			\$
705020	Sign Assembly, DT Move In Only	216.25	271.00	324.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/017600921/labor/esm>



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

H-2 073018 012219 017600921

Form Continues on Next Page



Hanging Sign / Truss Labor Order Form

Page 2 of 4

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

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet
Must be compliant with Show Rules and Regulations.

Electrical

(Not provided by GES. These services must be ordered through the electrical service provider)

Is your sign electrical?

- ☐ Yes ☐ No

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____

Weight at each pick point _____

Have you submitted your structurally engineered rigging points? _____

Dates Submitted _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

(Not provided by GES. These services must be ordered through the facility)

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss _____

If no, GES will supervise without exhibitor present.

- A 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign orientation must be given by providing surrounding booth numbers.



Hanging Sign / Truss Labor Order Form

Page 3 of 4

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

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Truss Options

Type of Truss

☐ Plated (end plates) ☐ Spigot

Size of Truss

☐ 12" ☐ 20.5"

Dimensions Truss Design

Width _____ Length _____
Total Truss/Lighting Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet
Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

Truss Attachments

- ☐ Audio Visual Equipment*
- ☐ Signage/Banners
- ☐ Static Lighting
- ☐ Dimmable/Programmable Lighting*

*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

Pick Points

Number of structural pick points _____

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

Location of Truss

☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? _____

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

H-2 073018 012219 017600921

Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:
February 26, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, 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.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

012219 017600921

H-2 073018



Booth Layout - Hanging Signs

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Chat with us <http://www.ges.com/chat>



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



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

0170600921

Booth Number

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

Shipment Should Arrive on or Between:
Wednesday, Feb 13, 2019 - Thursday, March 14, 2019

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



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Data Center World Global 2019

Name of Exhibition

0170600921

Booth Number

C/O GES
1740 South 40th Avenue
Phoenix, AZ 85009 USA

Shipment Should Arrive on or Between:
Wednesday, Feb 13, 2019 - Thursday, March 14, 2019

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Sign Hanging and Rigging Indemnification Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 26, 2019

Company Name	Email	Phone Number	Booth Number
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At your request, GES, as the exclusive provider of sign hanging and rigging services at the Data Center World Global 2019 ("Show"), March 21 - 22, 2019 ("Dates"), will hang your company's or organization's materials (banners, signs, lights, or rigging supplies). However, because your company or organization has elected to use non-GES materials and because of the inherent hazards associated with these services, GES needs your company or organization to indemnify GES and release them from any liability resulting from these services. By signing, your company or organization is guaranteeing the stress points are properly engineered for hanging the sign(s). However, GES may refuse to hang a sign, if, in our opinion it appears unsafe. In exchange for the services described above,

_____ ("Company/Organization") hereby agrees to hold harmless, defend and indemnify GES, its officers, directors, employees, agents and subcontractors from and against any and all claims, liability, losses, costs and expenses, including reasonable attorneys' fees, resulting directly or indirectly from the performance by GES of such hanging and rigging services.

Except as expressly stated herein, the contract between the parties for the above-referenced Show remains in full force and effect.

GES

Company/Organization

Signature

Signature

Print Name

Print Name

Date

Date

**IF YOUR SIGN REQUIRES A CHAIN MOTOR,
PLEASE CONTACT AV CONCEPTS AT 602-252-2425**

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

017600921
012219

H-8 012119



Cleaning and Porter Service Order Form

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Discount Deadline Date:
February 26, 2019

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.34	0.46		1	\$
500600	Duration of Show (per sq. ft. per day)	0.34	0.46		2	\$
500602	Per Day (per sq. ft. per day)	0.84	1.17			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.61	0.84		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	0.46	0.64			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	84.00	116.75			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	112.25	156.25			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	136.50	189.75			\$

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

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.



Notice of Intent to Use EAC and Policies and Procedures

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 17, 2019

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>
*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

Please
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

Review and Return Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

Form Deadline Date:
February 17, 2019

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



Attention:

- **This form must be completed by the EAC.**

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to 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 uploaded certificates of insurance through CertFocus, 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. All owned, hired and non-owned boxes marked.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Informa (Show Management), Data Center World Global 2019 (Show) and Phoenix Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and 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 GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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

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Form Deadline Date:
February 17, 2019

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

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Show Site Work Rules

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

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Union Information

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

Jurisdiction Information

GES has a friendly, skilled, quality conscious and productive labor force in Phoenix. GES Phoenix is in partnership with the International Alliance of Theatrical and Stage Employees (IATSE). Members of this union claim jurisdiction over all set up and dismantling of exhibits, furniture installation, pipe and drape, hanging of signs and laying of floor coverings. In addition to utilizing the service of the Official Contractor, exhibitors may use full-time company personnel to assist in certain aspects of display erection. The services of outside display houses can be utilized as long as they comply with notification, safety and insurance provisions.

Arizona is a "right to work" state. However, union labor is required for certain aspects of your exhibit handling; the following is a description of the work rules and an outline of jurisdiction.

Material Handling

The unloading and delivery of all display related materials, machinery and equipment from the convention site docks to the exhibitor's booths and loading out from the exhibitor's booths to trucks at the docks must be performed by the Official Service Contractor. Exhibitors may "hand carry" items into the convention site, provided they do not use material handling equipment to assist them (e.g. dollies, luggage carts, hand trucks). All booth and aisle cleaning is the jurisdiction of the Official Service Contractor.

Facility

Facility may provide some or all of the following services: electrical, plumbing, compressed air, sign hanging, cleaning of certain areas and phones. Their work rules and union jurisdictional issues would apply for these services. Should you have any questions concerning the service jurisdiction of any of the facilities please call GES at 800.475.2098.

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.

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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.

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Safety is very important for everyone working in the Exhibit Hall.

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

Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

Fire Regulations

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

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Dear Exhibitors: The Phoenix Fire Department wants to help you set up your exhibit in a safe manner. To avoid any last minute changes in your setup, we ask that you read the information below about the City's fire code as it pertains to your exhibit. Should questions arise after reviewing this material, or if your exhibit includes items that require special approval, please call Dave West, Fire Prevention Specialist, 602.495.5774 in advance of exhibit move-in.

General Requirements:

- A. The trade show/exhibit shall be set up as indicated on the approved plan(s).
- B. ALL DECORATIONS, including but not limited to, drapes, signs, banners, acoustical materials, cotton, hay, paper, straw moss split bamboo, wood chips, and foamcore shall be rendered flame retardant. Oilcloth, tar paper, nylon, plastic cloth and certain other plastic materials cannot be made flame retardant and their use is prohibited. Vertical carpet is not allowed unless it is flame retardant. Proof of a satisfactory flame retardant treatment may include a field flame test or documentation.
- C. Exit signs shall be visible from any location in the room. If not, temporary exit signs shall be posted.
- D. Exit and aisles shall be clear of all obstructions. This includes charts, easels, trailer tongues, etc.
- E. Aisles shall be a minimum ten (10) feet wide in the exhibit halls* and eight (8) feet wide in meeting rooms*. **This may be increased based upon the show type and setup.*
- F. A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, and fire alarm pull stations. **If fire extinguishers are obstructed by booths or drapes then the event is responsible to provide accessible 2A-10BC fire extinguisher(s)*
- G. Combustible materials such as pamphlets or paper products shall be limited to a one (1) day supply and shall be maintained in an orderly fashion inside the booth. Any storage of combustible materials such as packing materials behind the booth is prohibited.
- H. Combustible materials (i.e., crates and boxes) shall be stored outside the building in an approved area or in an approved storeroom.
- I. Non-flammable compressed gas cylinders shall be properly secured to prevent tipping over.
- J. Single station smoke detectors shall be provided in all enclosed exhibits exceeding 120 square feet with roofs (i.e., recreational vehicles, mobile homes, tents, trailers, etc.). Enclosed exhibits exceeding 300 square feet shall comply with additional requirements.
- K. Booths which require 50' or more travel distance to reach an exit access aisle shall be provided with a minimum of two (2) exits remote from each other.

SPECIAL REQUIREMENTS:

A. LIQUID AND GAS FUELED VEHICLES AND EQUIPMENT:

1. All fuel tank fill caps shall be sealed in an approved manner to prevent the escape of vapors
2. Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) gallons (18.9L), whichever is less.
3. Vehicles or equipment shall not be fueled or defueled within the building.
4. The "hot lead" battery cable shall be removed from the battery used to start the vehicle while the vehicle is in the building. The disconnected battery cable shall be taped.
5. Batteries used to power auxiliary equipment may be permitted to

B. COOKING AND WARMING DEVICES: All cooking and warming shall be approved by the Fire Marshal. All cooking devices shall be listed by recognized testing laboratories (i.e., UL/FM).

1. Cooking and warming devices shall be isolated from the public by either placing the devices minimum four (4) feet back from the front of the booth, or providing a rated Plexiglas shield between the public and the device(s).
2. Individual cooking or warming devices shall not exceed 288 square inches of surface area.
3. The table surface holding the cooking or warming device shall be of non-combustible material.
4. A minimum of two (2) feet shall be provided between devices.
5. Combustible materials shall be maintained a minimum of two (2) feet from cooking and warming devices.
6. A 20-B:C rated fire extinguisher shall be provided, or an approved automatic extinguishing system shall be provided, within each booth utilizing cooking or warming devices.
7. Butane burners are allowed providing that (1) the cylinder and appliance is listed (i.e. UL/FM), (2) the appliance shall not have more than (2) two non-refillable cylinders, each having a maximum capacity of 1.08 lbs (0.490 KG), (3) the full/empty cylinders shall be removed from the building after every day, and no extra cylinders shall be stored within the building.

C. ELECTRICAL:

1. Non-grounded two (2) wire extension cords are not permitted.
2. Extension cords shall not be run under carpet/rugs unless designed to, or is approved by the in-house electricians.
3. There shall be a three (3) foot clearance between lights and combustibles.
4. All electrical cords, devices, and equipment shall be free from defects.
5. All electrical cords in the path of travel shall be taped down to prevent tripping.

D. HAZARDOUS MATERIALS ARE PROHIBITED. These include but are not limited to:

1. Flammable compressed gases such as acetylene, hydrogen, and propane.
2. Flammable liquids such as gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids unless allowed in section A. LIQUID AND GAS FUELED VEHICLES.
3. Hazardous materials such as pool chemicals, pesticides, corrosives, herbicides, poisons, etc.
4. Explosive materials unless approved by the Fire Marshal.
5. Cryogenic (i.e. liquid nitrogen, liquid oxygen, etc.) unless approved by the Fire Marshal.

E. OPEN FLAME DEVICES ARE PROHIBITED. Exceptions include:

1. Cooking or warming devices in compliance with B. COOKING AND WARMING DEVICES.
2. Items reviewed and approved by the Fire Marshal (i.e. candles).
3. Sterno may be used for warming trays.

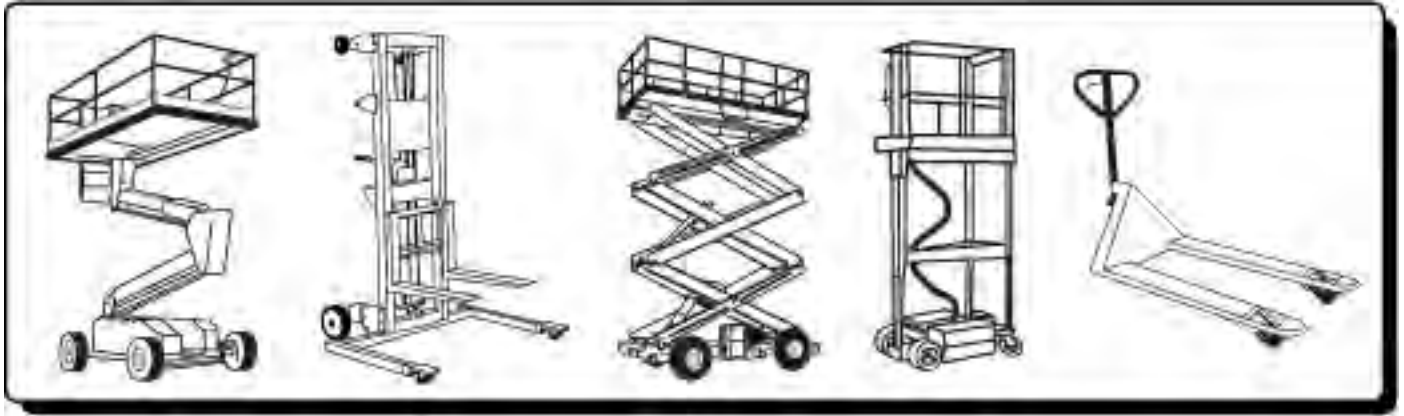
F. SPECIAL PERMITS:

1. Tents over 400 square feet and canopies over 1200 square feet.
2. Outdoor/indoor pyrotechnic events. Only a pyrotechnic operator with a valid City of Phoenix Certificate of Fitness Card is authorized to conduct a permitted display or show.

Operation of All Mechanical Lifts

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

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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GES Terms and Conditions of Contract

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **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, unsupervised 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; **Unsupervised 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 unsupervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.
- b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in advance for future Services. GES retains its right to hold Customers' 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 1.5% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's 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 attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

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

VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's 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's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

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 the credit card authorization information that you enter on the website 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 deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

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.

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 date.

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 toward 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.

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.

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 even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon 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 the credit card 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 its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

Additional Service Order Forms



Exhibit C



PHOENIX CONVENTION CENTER Facility Guide

Edition: July 2017



Welcome!

On behalf of our entire team, welcome to the Phoenix Convention Center and Venues. As one of the premier convention and events destinations in North America, our talented team stands ready to provide you with the highest level of service and professionalism. We are thrilled to have you as our guest, and look forward to creating a memorable experience for you and your attendees.

The award-winning Phoenix Convention Center is a LEED-silver certified green building that offers nearly 900,000 square feet of rentable meeting and exhibition space on a campus that spans more than two (2) million square feet. The Phoenix Convention Center is designed with a stacked floor plan that makes it convenient for guests to move about the campus with ease. As a department of the City of Phoenix, the Phoenix Convention Center and Venues includes the Phoenix Convention Center, Symphony Hall, Orpheum Theatre, and five parking garages.

To assist with your event planning process, we have created this facility guide to help you to take full advantage of the excellent services and amenities we proudly provide to our valued clients. This document is a helpful resource regarding the specific policies and procedures at our facilities and will be an invaluable tool as we work in tandem to create a successful event.

Again, we thank you for selecting our facility for your event and hope that you and your guests enjoy your visit to Phoenix. Please do not hesitate to let us know if there is anything we can do to enhance your experience while in our facility or during your visit. We thank you for the opportunity to deliver our distinctive brand of superior hospitality and look forward to welcoming you back again soon.

Sincerely,

A handwritten signature in black ink, appearing to read "John Chan".

John Chan, Director
Phoenix Convention Center & Venues

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AUTHORITY AND EVENT MANAGEMENT: The Phoenix Convention Center Director has full authority to act on behalf of the City of Phoenix in the management, administration, and control of our facilities. For the purposes of planning and presenting your event at the Phoenix Convention Center, authority to act on behalf of the Director has been delegated to the Event Manager assigned to your event. To provide exceptional seamless service, all questions and requests for building services and equipment should be directed to your assigned Event Manager who will be your primary contact and responsible for contacting the appropriate building section to service your event needs.

If you have questions at any time, we encourage you to call our Phoenix Convention Center Events Team at 1-800-282-4842 or 602-262-6225.

DEFINITIONS:

- A. **City:** The City of Phoenix, Arizona, owner and operator of the Phoenix Convention Center, theatrical venues and parking facilities.
- B. **Phoenix Convention Center and Venues:** The City department responsible for the daily management, administration, and operation of the Phoenix Convention Center, Symphony Hall, Orpheum Theatre, and the associated Phoenix parking facilities.
- C. **Ammunition:** Any object or part of any object which is expelled from a weapon by any force, including gun powder cartridges of all types, shot shells, pellets, BB's, arrows, bolts and any other item which is launched by a weapon.
- D. **Concessions:** Food and beverage sales at fixed and portable outlets in the Phoenix Convention Center and theatrical venues.
- E. **Client (or Licensee):** Any person, firm, association, organization, partnership, company, civic or corporate entity that enters into a use agreement with the City for use of space in the Phoenix Convention Center, theatrical venues or parking facilities.
- F. **Convention:** An event where attendance is generally limited by invitation or registration and the number of room nights is sufficient to qualify the event as a convention under the prevailing Booking Guidelines.
- G. **Convention Center:** The Phoenix Convention Center West, North and South Buildings and their grounds up to the property lines.
- H. **Director:** The person authorized by city ordinance to act on behalf of the city of Phoenix in the administration of the Convention Center.
- I. **Event:** The Licensee's show containing a primary purpose and content for which the City facilities are contracted.
- J. **Event Day:** Part or all of a calendar day identified in a use agreement when the Convention Center or theatrical venues are occupied by the client, client's exhibitors, contractors, delegates, paid attendees or invited guests.
- K. **Event Manager:** The Phoenix Convention Center Department personnel assigned as your primary contact to assist you in planning and coordinating your event details.
- L. **Exposition Service Contractor, also referred to as "Decorator":** The Licensee's service provider of exhibition booth and registration related hardware [i.e., pipe and drape, carpet, exhibition tables and chairs, banners, registration counters, etc.].
- M. **Fire Marshal:** The City of Phoenix Fire Department Fire Prevention Specialist assigned to the Phoenix Convention Center.
- N. **Gross Sales:** All money for the Licensee's event derived from the use of City facilities from total ticket sales whether collected or not collected and/or value, less applicable taxes.

- O. **Licensee (or Client):** Any person, firm, association, organization, partnership, company, or corporation entity that enters into a Use Agreement with the City to use specified space in the Phoenix Convention Center, Theatrical Venues, and/or Parking Facilities.
- P. **Licensors:** The Phoenix Convention Center Department, including Phoenix Convention Center, Theatrical Venues and/or Parking Facilities, City of Phoenix, Arizona.
- Q. **Non-Convention:** Any event that does not meet the definition of a convention event.
- R. **Move In/Out Days:** The calendar day, or portion thereof, when the City facility is occupied by the Licensee but **is not** open to the public, audience, or members of a group and is used primarily for Licensee's event set-up and tear-down activities.
- S. **Operational Policies and Procedures (Facility Guide):** The Phoenix Convention Center operational policies and procedures approved, promulgated and adopted by the Director.
- T. **Parking Facilities:** The parking facilities under the management and operation of the Phoenix Convention Center used to support the operation of the Convention Center, Theatrical Venues, and downtown activities.
- U. **Service Contractors:** All other service providers such as audio/visual, event security, stagehands, event utilities, shuttle companies, computer rental outlets, business equipment companies, copy services, etc. When used singularly, this term may be interpreted to include your Exposition Service Contractor.
- V. **Theatrical Venues:** The Orpheum Theatre and Symphony Hall [also referred to as Theaters].
- W. **Use Agreement:** A written contract between the City of Phoenix and a client for the use of space in the Convention Center or theatrical venues.
- X. **Greater Phoenix Visitors Bureau (DBA Visit Phoenix):** The Destination Management Organization (DMO) contracted annually by the City to provide marketing, solicitation and scheduling of regional, national, and international conventions and tradeshow, corporate meetings, and tourism business for the Phoenix Convention Center and hotel properties located within the City of Phoenix.
- Y. **Weapons:** "Weapons" are defined as any firearm as defined by Arizona state law, any BB or pellet gun or any device which expels a projectile by force of chemical reaction, spring, or gas pressure; Bows and arrows, including compound and cross bows and bolts; any knife, sword, throwing star or edged weapon made of any ridged material including steel, plastic, fiberglass and other ridged materials; Impact weapons including bats and clubs; Chemical weapons including "mace", O.C. spray or other chemical "self-defense" weapons; Tasers®, Stun guns or other electric shock weapons; Martial arts weapons including nunchucks (nunchakus); or any other item which staff deems unacceptable.

EVENT PLANNING: This Facility Guide is intended to provide the client with information about building policies and requirements. In the event that guidance is not provided by this Guide, the Phoenix Convention Center reserves the right to determine policies as required by the circumstances.

EVENT PLAN TIMELINES: Below is a checklist designed to assist in the planning process. Submit the following items to your Event Manager unless otherwise noted:

Twelve (12) Months Out From Event:

- Submit an electronic .pdf file of your exhibit floor and exhibit hall lobby plans. [If an electronic version is not available, submit three (3) preliminary printed scaled copies] These are needed for Fire Marshal approval. Please complete prior to selling any booth spaces. Please allow up to five (5) working days for processing.
- Review the PCC Facility Guide for policies and guidelines.

Nine (9) Months Out From Event:

- Review services and general in-house service provider policies [catering, audio/visual, electrical, security, and telecommunications].
- Provide contact information for outside service suppliers, including:
 - ✓ Meeting Planning Consultants
 - ✓ Exposition Service Contractor
 - ✓ Production Company and/or Audio/Visual Company
 - ✓ Transportation Company
 - ✓ First Aid
 - ✓ Registration Company

Six (6) Months Out From Event:

- Submit your credit application for approval.

Three (3) Months Out From Event:

- Submit any changes to floor plans for Fire Marshal approval. This should be done prior to selling any booth space. Please allow up to five (5) working days for processing.
- Submit preliminary meeting room schedule and set-up requirements for review [updated resume/function book].
- Submit preliminary security schedule for review. See *PCC Event Security Guidelines* as a reference.
- Submit any preliminary branding/sponsorship plans and renderings for approval. See PCC Decor Standards for additional details.
- Submit your transportation plan [buses, shuttles, parking, and off duty police needs].
- Finalize outside service contractor arrangements:
 - ✓ Meeting Planning Consultants
 - ✓ Exposition Service Contractor
 - ✓ Production Company and/or Audio/Visual Company
 - ✓ Transportation
 - ✓ First Aid
 - ✓ Registration Company

One (1) Month Out From Event:

- Submit an electronic .pdf file of exhibit floor plans and exhibit hall lobby plans. If an electronic version is not available, submit three (3) scaled printed copies of your revised floor plans [exhibit hall and lobby] to your Event Manager for final approval by the Fire Marshal. Please allow up to five (5) working days for processing. If you are utilizing another company to provide any other floor plans such as those for meeting rooms and/or general session, then these floor plans should be submitted at this time as well.
- Submit any final branding/sponsorship plans and renderings.
- Submit certificate of insurance, including an endorsement for auto insurance if loading docks are to be used for your event. Missing this deadline could result in event cancellation.
- Submit emergency evacuation plan to the Security Manager (This submission is a work product of your Event Security company.).
- Submit final resume/function book.
- Schedule a pre-convention meeting with Event Manager.

Fifteen (15) Days Out from Event Move-in:

- Submit final changes/additions/deletions to the final resume/function book. Please allow up to two (2) working days for processing.

Payment Terms:

- Pay your rental balance and estimated expenses by the due date as noted on the Exhibit A of your contract.

***** Any items received after the due dates are subject to additional fees based on time required to produce the event: i.e., unapproved floor plans, last minute changes, etc.**

***** Please Note:** All prices, inventory and terms are subject to change, but will be guaranteed one (1) year prior to your event.

EXCLUSIVE SERVICE PROVIDERS: To provide consistent, professional delivery of services, the Phoenix Convention Center has negotiated reasonable market value rates and contracted certain service providers on an **exclusive** basis. All contracted clients requiring any of the services listed below will be required to use the exclusive service provider. **Services may not be marked up and/or re-sold.** Please contact your Event Manager for further information regarding these services.

Automated Teller Machine (ATM) Services: The Phoenix Convention Center utilizes an exclusive ATM service provider. There are six permanent ATMs located throughout the Convention Center campus. Additional temporary ATM terminals are available upon request at no cost.

Food and Beverage / Catering Services: All Phoenix Convention Center events are serviced by an exclusive, in-house food and beverage provider.

Parking: All Phoenix Convention Center Parking Facilities and valet parking requirements are managed by an exclusive in-house parking management provider.

Rigging Services: All rigging services are managed and serviced by an exclusive in-house rigging provider.

Telecommunication Services: All requests for voice, data, telephone, fax, broadband and wireless internet services, Dark Fiber Optic, and DryCat5E connectivity are serviced by an exclusive in-house event communications provider.

Ticketing: All ticketed events are serviced by an exclusive in-house ticketing services provider.

Event Security / Non-Convention Event: *The Phoenix Convention Center uses an exclusive provider of event security services required for all non-convention events and all theater events.*

Ushers / Ticket Takers: Ushers and Ticket Taker services are provided exclusively by an in-house event security company for the Phoenix Convention Center and Theaters.

Utility Services: Utility services are provided exclusively by an in-house utility services provider.

Rate Policy: The Phoenix Convention Center has negotiated reasonable market value rates with our services providers for the services they provide.

PREFERRED SERVICE PROVIDERS: Please contact your Event Manager for further information regarding these services and preferred service providers:

Audio / Visual Services: Phoenix Convention Center has an in-house preferred provider for audio/visual services and equipment. If you choose to use an outside A/V provider, some restrictions and additional charges may apply, such as a house-audio patch feed.

Security / Convention Events: Should your event qualify and you wish to use an outside event security provider, written notification to your Event Manager must be received sixty (60) days prior to your event, and you must include a contact name and number for your provider. The Convention Center's Security Manager will send the security provider information vital to their event day operations including a request for information which must be returned thirty (30) days prior to move in date. All security positions must be staffed by guards licensed by the Arizona Department of Public Safety as security guards. All outside security firms must coordinate with the Convention Center's Security Manager and our House Security provider.

Rate Policy: The Phoenix Convention Center has negotiated reasonable market value rates with our service providers for the services they provide.

FACILITY USAGE GUIDELINES

ACCESSIBILITY / ASSISTIVE TECHNOLOGY: The Phoenix Convention Center is committed to ensuring that our venues are as convenient, accessible, and enjoyable as possible. All PCC facilities have been designed, built and inspected to ensure compliance with applicable laws related

to accessibility. Clients are reminded that exhibits and activities must also comply with the Americans with Disabilities Act (as amended). Clients are solely responsible for ensuring that their events meet the standards for accessibility established in law. For more information, or an alternate format of this publication, please contact us at 1-800-282-4842 or 7-1-1.

The following special features and guidelines will help make your visit an enjoyable and pleasant experience for both you and your guests:

Assistive Listening Devices: Hearing enhancement equipment is available for meetings and events. The convention center's preferred audio/visual provider is equipped to provide this service upon request.

Courtesy Phones: Courtesy telephones are available for local phone calls at each information desk located throughout the campus. These phones can also be used to access the Telecommunications Relay Service (TRS) by dialing 711.

Drinking Fountains: Fully accessible fountains are installed in all areas of the Phoenix Convention Center.

Elevators: Elevators are located on all levels of the Phoenix Convention Center, as well as in all Parking Facilities servicing the facility. Braille designations can also be found in all elevators for the visually impaired.

Entrances: The width of all entrances, restrooms, and elevators adhere to building code requirements. Tactile material is located on all doors leading to possibly unsafe areas for people with visual impairments.

Event Location / Access: Entrances may change for each event and we are happy to provide maps and advise you and your patrons regarding the best entrance for easy access to your event. Please contact your Event Manager.

Mobility / Disability Ramps: Wheelchair ramps are available from street-level to the Phoenix Convention Center at all public entrances.

Reserved Parking: A plate or decal with a disability symbol is required and must be displayed and visible to park in reserved disabled parking spaces. Vans or high profile vehicles should park in spaces specifically designated for those vehicles. The Phoenix Convention Center features fully accessible routes from both parking and transportation areas. Detailed directions and maps are available from your Event Manager.

Restrooms: Our restrooms are fully accessible with lower lavatories, raised bowls, and handrails in all restrooms.

Service Animals: Service animals are permitted in all public areas and at all times.
[Per ADA guidelines]

Telecommunications Relay Service (7-1-1): The Phoenix Convention Center subscribes to the 7-1-1 relay service for the hearing impaired. <http://www.azrelay.org>

ADVERTISING: The distribution of advertisements in the form of fliers, discount coupons and other written formats by you and/or your exhibitors and/or attendees is permitted in your contracted event meeting space only. The distribution of fliers or other materials on parked vehicles, and the distribution of stickers and other adhesive materials is strictly prohibited in all locations.

The Phoenix Convention Center reserves the exclusive right to display and present commercial advertising content in the form of, but not limited to, static panels, video, graphics, electronic messaging and product/services displays in all non-exhibition areas [e.g., pre-function, lobbies, restrooms and other public areas] of the facilities and retains all revenue generated by this advertising.

ANIMALS: Animals will be permitted entry into the Phoenix Convention Center and Venues only when the animal is either:

- A service animal as defined by [ARSS11-1024](#) and the Americans with Disabilities Act (ADA), as amended.
- Part of a show or event, as allowed by law or contractually.

Service animals will be permitted access to all public areas of the buildings, subject to the following requirements:

- Service animals must be harnessed, leashed or tethered, unless:
 - These devices interfere with the service animal's work.
 - The individual's disability prevents using these devices.
- If a service animal misbehaves and, as a result, someone feels threatened or is put in danger, the service animal user must either gain control of the animal or leave the premises.

Pets, comfort animals or companion animals are not permitted.

For animals participating in contracted events such as dog and cat shows, all displays, pens and enclosures containing live animals require a protective subflooring at all times such as plastic or visqueen. An absorbent material [i.e. fire retardant wood shavings] must be placed within the enclosure on a frequent enough basis to minimize odors and ensure applicable health standards are maintained at all times.

Animals must be supervised at all times. Exhibitor and/or show management must provide proper, timely disposal of absorbents and waste. Additionally, in accordance with Arizona Health Department regulations, live animals including birds are prohibited in any area where food is stored, processed, offered for sale, served or consumed; with the exception of service animals or patrol dogs accompanying police or security officers. The inclusion of any live animals in venues other than those previously stated must have prior approval from your Event Manager.

Information about Service Animals and the ADA can be found here:

https://www.ada.gov/service_animals_2010.htm

ART PROGRAM: The Phoenix Convention Center is a proud participant in the City's comprehensive Public Art Program. There are numerous pieces of art located throughout the Convention Center. The Convention Center's collection of public art may not be removed, covered, or tampered with in any way.

BADGES / IDENTIFICATION: The Phoenix Convention Center's in-house security has the authority to control general access and travel throughout our venues. Phoenix Convention Center staff members are recognizable by their official Convention Center badges. Licensees are responsible for providing attendees and employees, including all service contractors and other temporary staff, with proper identification to allow them necessary access into and throughout the Convention Center as required.

The Phoenix Convention Center and Venues participates in the Exhibition Services Contractors Association "Worker Identification System" (WIS). Every employee of your exhibition services contractor must possess and display at all times their WIS badge.

BASIC RENTAL INCLUSIVES: Included in your basic rental are the following services and equipment:

Staffing:

- An Event Manager will be assigned to work with you during the planning process, move-in, event, and move-out.

Meeting Rooms:

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions [[see Appendix E for temperature information](#)].
- One (1) lectern per contracted meeting room.
- One (1) meeting room set-up for each contracted meeting room during contracted period. Room re-sets will incur additional charges.
- One (1) 8'x12' riser, one skirted table for head table and one (1) registration table for each contracted meeting room (if applicable).
- Room set-up and equipment required for food service functions (if applicable).
- Two (2) 20-amp electrical circuits located in each contracted meeting room for audio/video or other equipment. All electrical needs beyond the basic rental inclusions will require the services of our exclusive, in-house electrical contractor at an additional charge [*Please see Utility Services section of the Facility Guide*]. If multiple rooms are used as one (1) continuous space, this space will be considered one (1) meeting room and will receive the basic two (2) 20-amp electrical circuits. Note: 20-amp services are generally not sufficient for exhibits or entertainment equipment.
- One (1) daily cleaning of each contracted meeting room.

- Up to five (5) daily parking passes for show management and staff (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].

Ballrooms:

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions [[see Appendix E for temperature information](#)].
- One (1) lectern per contracted ballroom.
- One (1) room set-up for each contracted ballroom during contracted period. Room re-sets will incur additional charges.
- One (1) riser (up to 28'x40'), two (2) skirted tables for head table, and one (1) registration table per contracted ballroom (not applicable to South Ballroom that has a built in stage).
- Room set-up and equipment required for food service functions (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].
 - Up to five (5) daily parking passes for show management and staff (if applicable).

Exhibition Halls:

- Based on seasonal climate conditions, reasonable level of interior climate-controlled conditions in the exhibit halls, including move-in / move-out days [[if applicable; see Appendix E for temperature information](#)].
- One (1) show management office (subject to availability) with rental of exhibit hall(s), with one (1) local access telephone, one (1) table and two (2) chairs.
- One (1) paging microphone per exhibition area.
- Two (2) registration tables per each contracted exhibit hall.
- Room set-up and equipment required for food service functions (if applicable).
- Work lights at 50% in exhibit hall(s) during move-in and move-out.
- Reasonable level of trash dumpster service. There is a charge for additional bins required above basic level of service.
- Up to five (5) daily parking passes for show management and staff (if applicable).
- Complimentary wireless internet in designated public areas [West Building Atrium, North Building Metro Marche, and South Building Lobbies].

CLEAN IN / CLEAN OUT: At the time of move-in, the Phoenix Convention Center will provide clean exhibition hall floors, meeting rooms, ballrooms, pre-function areas, loading docks and support areas. Licensees are required to return all contracted facility space to the same condition. In addition, you will be required and responsible for post-event cleaning that is necessary after the Use Agreement period expires. Your Exposition Service Contractor is responsible for cleaning and maintaining the booths and carpeted areas furnished by their company. This includes all hall space, as well as exhibition and dock space, meeting rooms, and ballrooms. The PCC will set and service all PCC trash receptacles. However, exposition service contractors and all other vendors are responsible for servicing and compacting their own trash. Additional charges will be assessed for removing tape residue on floors and for bulk trash [pallets, crates, carpet scraps, etc.] left after the Use Agreement period expires. Contact your Event Manager for prevailing rates. Event Services staff are available 24/7 for a required post show inspection and cleaning release to confirm that the space is in a clean condition and that no additional charges will be invoiced. Have your cleaning contractor contact the Operations Center when they are ready to be released.

CONCIERGE SERVICES: *Visit Phoenix* concierge staff are available during conventions, public shows, and special events to provide helpful tourist and visitor information to the delegates attending your event. Should you require concierge services for your event, please request them from your Sales Representative at *Visit Phoenix*.

CONSUMER / PUBLIC SHOW DATE PROTECTION:

A protection clause may be granted to recurring consumer/public. If granted by the PCC, the protection clause will offer a protection period of 45 days prior to the first event day, and 45 days after the last event day, and will be detailed in the Use Agreement.

DRONES:

Unmanned Aircraft Systems (UAS) or Remote Controller Model Aircraft (RCMC) shall comply with Federal Aviation Administration (FAA) published authorities and guidelines dated June 25, 2014.

- The static display of drones at the PCC is allowed.
- Exterior Flight Operations – flying drones outside of the PCC requires permission from the Federal Aviation Administration. Information about drone operations can be found on the FAA website at: <https://www.faa.gov/news/fact_sheets/news_story.cfm?newsId=20516>
- Persons operating drones shall comply with all city, county, state and federal regulations including federal aviation administration regulations that govern the operation of model or unmanned aircraft when performing flight operations on city property. Failure to obtain all federal aviation administration required approvals, authorizations and/or waivers prior to flight operations will result in the removal of the operator from city property. Flight demonstration of drones inside the PCC may be allowed under the following conditions:
 - Client / exhibitor agrees to abide by and adhere to all laws and regulations of the FAA, State of Arizona and all pertinent City of Phoenix Ordinances.
 - In space, which is not open to the public, and where the only persons present are directly related to the operation of the drone and the flight's purpose e.g. video production personnel. This includes at least one event security guard whose purpose is to verify that no facility damage occurred as the result of the flight.
 - In space occupied by attendees or delegates an "Interior Flight Zone" may be established. The Interior Flight Zone is that portion of the room separated from occupants by netting on all four sides and overhead, which is reserved for flight operations.
 - A safety zone shall extend five feet from the edge of the netting. No person shall be allowed in the safety zone during the demonstration flight, including the operator.
 - Free flight of drones in occupied space is strictly prohibited.

ELEVATORS: Transportation of all show equipment or material should be made using the freight or service elevators. Light loads are permitted on passenger elevators only to those areas not serviced by freight elevators. Failure to adhere to these regulations may result in the disabling of the passenger elevators ([See Appendix F](#)).

EMERGENCY EVACUATION:

Should an evacuation become necessary, please instruct your staff and attendees to immediately leave the building using the nearest exit, move away from the building using caution when crossing streets, and remain outside until directions are received from security personnel.

Your Event Security provider is required to develop emergency plans specific to your event. Your emergency plan should include a designated point of contact for emergencies. PCC security staff will contact this person to relay information about emergency situations.

PCC has developed an "Emergency Procedures Manual" which is shared with every client. You are encouraged to thoroughly read this document and direct any questions to your Event Manager or our security staff.

EMERGENCY MEDICAL SERVICES (EMS): At the Phoenix Convention Center, the safety and well-being of guests are of the utmost importance. Therefore, we ask Clients to prepare for potential medical emergencies. Depending on the size and type of event, medical personnel may be required to be on-site during event hours. There are two (2) levels of emergency medical services:

Basic Life Support (BLS): Fundamental emergency treatment consisting of cardiopulmonary resuscitation, stabilization of injuries and wounds, and basic first aid. In Arizona, Emergency Medical Technicians (EMTs) are trained and certified to provide BLS.

Advanced Life Support (ALS): A higher level of emergency medical care that may include intravenous therapy, intubation, and/or drug administration. ALS can be provided by a paramedic or registered nurse. [EMTs are not certified to provide ALS in Arizona.]

Since the likelihood of medical emergencies increases with larger groups of people, emergency medical services personnel requirements vary based on anticipated daily attendance, as follows:

- 4,000 to 7,999 daily attendees: one (1) BLS provider.
- 8,000 to 9,999 daily attendees: one (1) BLS and one (1) ALS provider.
- 10,000 or greater daily attendees: two (2) ALS providers.

When emergency medical services personnel are required for an event, it is the responsibility of the Client to contract for such services.

For certain events, such as concerts and sports competitions, additional emergency medical services requirements may apply. If you have any questions regarding the specific requirements for your event, please contact your Event Manager.

The Phoenix Convention Center supplies first aid rooms in Hall 1, Hall 5, Hall C and Hall G for use by your EMS provider. Each room contains a cot, wheelchair, phone, desk and chairs. Some have adjoining private restrooms. BLS/ALS providers must supply their own equipment and supplies, including ice, and must remove any medical waste generated by their activities from the property.

ENTRANCE AND EXIT: All persons, articles, exhibits, fixtures, displays, and other equipment shall be brought into and out of all Phoenix Convention Center buildings at designated entrances and exits only. Vehicle traffic and parking in areas on the premises not designated for that purpose shall be allowed only upon the prior written approval of your Event Manager

LOBBY FURNITURE: All furniture and equipment located in the lobbies and other public areas of the Phoenix Convention Center are placed for use by our guests and are not intended for individual event use. Accordingly, these items are not available for rent. Requests to move this furniture to accommodate your event activities will be evaluated on an event-by-event basis. Charges will be assessed based on the type and amount. Contact your Event Manager for prevailing rates.

EQUIPMENT: Tables, chairs, lecterns, risers and stages and other meeting room and exhibition hall equipment are available for your use on a limited basis. All equipment is reserved on a “first come – first served” basis. Therefore, it is important that you submit your equipment requirements to your Event Manager on the timelines previously noted. Late orders, on-site orders and orders which exceed the capacity of inventory will not be honored.

EQUIPMENT AND FACILITY CARE: If you, a member of your crew, staff, any exhibitor, contractor, subcontractor, representative, agent, etc., or Exposition Service Contractor damage Phoenix Convention Center equipment or facilities through accident, abuse, negligence, or failure to follow the building’s operating procedures or policies, the contracted client will be charged the full, current replacement and/or repair costs.

EQUIPMENT SPACE CLEARANCE: A three (3) foot clearance must be maintained between all event-related equipment and all permanent facility structures [i.e. walls, columns, pillars, fire hose columns, doors, etc.]. Any repairs required due to damage caused by non-adherence to this policy will be billed to you at prevailing labor and material rates.

ESCALATORS: Transportation of any show equipment or material is not permitted on escalators at any time. Failure to adhere to this regulation may result in damage to the escalators. The cost of repair will be charged to the client or event

EXPOSITION AND STAGE WORKERS: The Phoenix Convention Center and Venues is a participating facility of the Exhibition Services & Contractors Association (ESCA) national Worker Identification System (WIS). All exposition and stage workers provided by your exposition service contractor or production company must be registered with the WIS program and display upon their person, the WIS identification badge. Workers must enter the facilities through the designated employee entrances in the West or North buildings, through the loading dock gates in the South building or through theater stage doors. For traveling theater productions, a limited number of temporary badges are available for daily use.

FACILITY CARE: A majority of the following items pertain directly to your Exposition Service Contractor. However, as Licensee, it is ultimately your responsibility to ensure adherence to all facility rules and regulations. Should you have any questions regarding the following policies, please contact your Event Manager.

- **Adhesive Branding or Event Decals (Stickers):** No adhesive-backed decals are permitted for use inside or outside the venues or for distribution. All cleaning and repair costs incurred will be billed.
- **Balloons:** Air-filled balloons may be used for decoration purposes; however, helium balloons will not be allowed in any Phoenix Convention Center facilities. A fee will be assessed for each balloon retrieved by staff.
- **Clings:** Clings and wraps are approved on a case-by-case basis. **Clings on carpet or terrazzo flooring is not permitted.** Contact your Event Manager for more information. PCC

will access a fee to the client if all clings are not removed after the event ends. Any damages resulting from cling removal will be billed to the client.

- **Confetti / Glitter / Rice:** The use or throwing of confetti, glitter, or rice is prohibited without the prior approval of your Event Manager. You will be charged a special clean-up fee when used.
- **Drainage:** Drains for the disposal of water are available. Your Event Manager has details. The disposal of liquids other than water using a drain is not permitted.
- **Drilling:** No holes may be drilled, cored, or punched in Phoenix Convention Center facilities.
- **Floor Markers / Chalk:** Only non-permanent and water-soluble markers or chalks easily removed by a wet mop method of cleaning are permitted when marking floors for layout or other purposes. No markers or chalks are to be utilized on carpeted areas at any time. Failure to use the approved markers or chalk will result in additional charges for all materials and services expended by Phoenix Convention Center staff to restore the facility. Marks must be removed prior to move out. Note that exhibition hall floors are scored in a 10'x10' grid.
- **Floor Outlets:** Vehicles, forklifts, pallet jacks, and/or man-lifts shall not be driven over electrical outlets in the floor when extension cords or other cabling is plugged into these outlets.
- **Floor Protection:** Complete protection of ALL carpeted and terrazzo floor throughout the Phoenix Convention Center is required prior to the moving or setting of any equipment. Visqueen (minimum 6 mm), drip pans and scrap buckets **must** be provided for operating machinery to prevent lubricants, paint, etc., from staining the floor and/or causing a safety hazard. **Use of forklifts on the meeting room levels is prohibited.** Appropriate protective covering, visqueen (minimum 6 mm), plywood, or masonite will be required when using rock, dirt, gravel, bark or other materials for display purposes. You will be responsible for any costs associated with any special clean up, damages or proper environmental disposal. [Construction type materials will require the rental of open top dumpsters.]

3rd Street Usage:

The use of 3rd Street for events must be contracted through your Sales Manager and includes the following provisions; the event space is limited to 3rd Street between Monroe and Washington Street; a pedestrian easement 10 feet wide must be maintained from Monroe to Washington Streets at all times to allow access for the general public. In addition, the Client is responsible for providing all electrical power, tables, chairs, stages and other types of event equipment. The Client must obtain a road closure and barricade plan from a certified firm and is responsible for the fees for implementing the plan. Barricades must include concrete or water filled barricades capable of preventing penetration by an automobile or truck. The Client must use PCC exclusive Service Providers where applicable. 3rd Street must be cleaned and fully restored per the expiration times indicated on the street closure permit. Events on 3rd Street must be in conjunction with and /or associated with other events that are being held at PCC facilities. A scaled diagram of all activities and equipment must be submitted to and approved by the Fire Marshall 30 days in advance of the event. Note: The use of 3rd Street for banquets and food functions is not recommended due to logistical concerns.

North Ballroom and Pre-function Area Audio Visual Requirements: The North Ballroom and Pre-Function areas are equipped with built-in sound systems. The use of outside equipment operated through our sound systems requires approval and coordination for patching equipment. A "patch fee" and other fees related to audio lines for broadcast and recording, routing audio between meeting spaces, floors and buildings will be charged at prevailing rates. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited and will be inspected by the Fire Marshal. Mouse holes and overhead cable trays are available to assist with running cable paths over door entries to provide unrestricted access to attendees and service providers.

An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V provider for your event needs. If you contract with another A/V company, coordination will need to be made for any services provided by our in-house A/V provider for equipment provided as stated in your Use Agreement.

Painting / Refinishing: No painting or refinishing of signs, displays or other objects will be permitted inside the venues. This activity may take place in approved loading dock areas if the surface is covered. Contact your Event Manager.

Soil / Garden Displays: Displays containing soil, humus, or similar materials must use a protective coating of fire retardant plastic, visqueen (minimum 6 mm), plywood, or masonite to protect the floor and all facility equipment. Curbing must be used to retain loose materials and to prevent leaks and water seepage. [Soil/Garden display materials will require the rental of open top dumpsters.]

South Ballroom Stage: The South Ballroom Stage is fully equipped to handle most any production needs. Use of the stage requires coordination with our exclusive AV provider. Clients have the option of using equipment which is permanently installed at additional cost or providing their own equipment. Use of the stage requires a full restore at the end of use. Speak to your Event Manager and PCC's AV provider for full details.

Tape: The only tapes authorized are low adhesive non-damaging cloth gaffers tape and painters tape. Tape may be used on all concrete, carpet and stage floors, equipment and other building surfaces. When this tape is applied to the floor surface first, other tape may be used on top of that surface. Clients are ultimately responsible for the removal of all tape and tape residue used by any of your service contractors in support of your event. If tape residue remains on the floors after your move-out is complete, it will be removed by Phoenix Convention Center staff and billed to you at prevailing labor rates.

Terrazzo Floors: Complete protection of ALL terrazzo floors throughout the Phoenix Convention Center is required prior to the moving or setting of any equipment. Terrazzo floors shall be protected by carpet, visqueen (minimum 6 mm), plywood, or masonite non-skid padding. Metal wheel dollies, pallet jacks, equipment, or freight that could damage the surface is not permitted on the terrazzo surfaces. Please contact your Event Manager for locations.

Vehicle / Freight Load-In: Advance approval must be obtained from your Event Manager to move any vehicle through the Convention Center lobby or glass front doors. Carpeted and terrazzo areas require complete coverage with heavy duty visqueen (minimum 6 mm), plywood or masonite at all times when work is being performed, including delivery, movement, unloading, installation or dismantling of materials. Additional labor charges will apply when the size of the item requires the removal of the door(s). Vehicles needing to access Convention Center pedestrian areas must be scheduled in advance and escorted by a security representative.

Freight load-in is permitted from exhibition halls to lobby areas only through specified pedestrian doors that have been designated as "freight" doors. Failure to confine such loading through these doors could result in labor and material charges. Semi-Trailer Trucks and other excessively heavy machinery are prohibited on carpeted areas. Contact your Event Manager for more information.

West Ballroom and Prefunction Audio Visual Requirements: The West Ballroom and Pre-Function areas are equipped with built-in sound systems. The use of outside equipment operated through our sound systems requires approval and coordination for patching equipment. A "patch fee" and other fees related to audio lines for broadcast and recording, routing audio between meeting spaces, floors and buildings will be charged at prevailing rates. Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or obstruct ingress and egress is prohibited and will be inspected by the Fire Marshal. Mouse holes and overhead cable trays are available to assist with running cable paths over door entries to provide unrestricted access to attendees and service providers.

An estimate based upon actual equipment and labor requirements will be provided by our in-house A/V provider for your event needs. If you contract with another A/V company, coordination will need to be made for any services provided by our in-house A/V provider for equipment provided as stated in your Use Agreement.

200 West Level Meeting Rooms: Located on the second level of the Phoenix Convention Center's West Building, this meeting destination, including rooms 201-213, offers audio visual amenities to supplement your meeting requirements. The audio-visual features of the floor are managed by the Phoenix Convention Center; however, the use of outside AV equipment is permitted in room 208, and rooms 211-213. With the exception of room 207 (Lecture Hall), the use of all permanently installed audio-visual equipment is not included in your room rental. Audio-visual labor rates and additional audio-visual equipment rental charges may apply based on the needs of your event.

Lecture Hall: Room 207, located on the 200 level of the West building, can accommodate up to 192 people and may serve as a general session meeting location. Lecture Hall room rental includes the use of all existing built in AV equipment: rear screen projection, integrated audio system, lighting package and lectern with microphone. Additional operator labor fees apply for built in AV equipment.

FACILITY INSPECTION: A facility inspection will be scheduled for any space used as exhibit hall and conducted prior to your move-in and after your move-out. The inspection will be conducted by Phoenix Convention Center security. It is to your advantage to be present or ensure that your decorator is present during these inspections. Please contact your Event Manager for more information.

FIRE AND LIFE SAFETY REGULATIONS: The Phoenix Fire Department and the Phoenix Convention Center have developed a Fire and Life Safety Regulations guide in accordance with the City of Phoenix Fire Prevention Code. We strongly recommend you review these regulations and distribute them to your exhibitors to limit any problems or issues. Any reproduction of these regulations may not be altered without prior approval from the Phoenix Convention Center and Phoenix Fire Department.

Floor plans: Please provide an electronic .pdf file of your exhibit hall floor plan at least thirty (30) days prior to your move in. If an electronic version is not available, please submit three (3) printed scaled copies to secure Fire Marshal approval. Submittal of floor plans prior to the sale of exhibit booths is strongly recommended. Any requests for Phoenix Convention Center floor plans not shown on our website or marketing layouts, or any uniquely specialized/detailed floor plans, must be submitted in writing to your Event Manager. Due to security concerns, some information may not be available; therefore, please include detailed information as to how the floor plans will be utilized and by whom. One (1) general set of floor plans for each meeting room, exhibit hall or lobby area will be provided at no charge to the Licensee. These are available in printed or electronic format.

All floor plans submitted to your Event Manager require the following information:

- ✓ Plans drawn to 1/16-foot or 1/32-foot scale, with the scale specified, and including all fire hose cabinets, fire extinguishers, automatic external defibrillators, drinking fountains, office entrances, concession stands, electrical grid, etc. indicated.
- ✓ Name of trade show and/or exhibition.
- ✓ The listed locations of the trade show and/or exhibition.
- ✓ Dates of the trade show and/or exhibition, including move-in/move-out.
- ✓ Location of all exits, aisle spaces, storage, booth spaces, and bulk exhibit.
- ✓ Exhibition manager or exposition service contractor, address, and telephone number.
- ✓ Width of aisles, reflecting minimum 10-foot aisles throughout the show floor.
- ✓ Drapery height indicated.
- ✓ Location of exhibits on the utility grid.
- ✓ Lobby(ies) and intended use.
- ✓ Location of booths and registration areas.
- ✓ Service desk locations, including contractors.
- ✓ Notation if aisles and/or booths are to be carpeted.
- ✓ Booth numbers.
- ✓ Dedicated food and beverage refers to areas near concessions reserved for food services.

Food and Beverage function floor plans must be reviewed and approved by our Food and Beverage provider. Indicate areas for food service and staging.

After an initial review by your Event Manager to ensure compliance with the Phoenix Convention Center's Facility Guide and operational policies, plans will be reviewed by the Fire Marshal who will stamp all copies "approved," "approved as noted," or "not approved." The Fire Marshal will indicate any required modifications, initial and date all copies of the plans. It may be required that plans marked "approved as noted" or "not approved" be resubmitted.

When a floor plan has been approved by the Phoenix Convention Center and the Fire Marshal, a copy will be returned for your records. If an approved floor plan is modified, a revised plan must be re-submitted for Phoenix Convention Center for Division of Fire Prevention approval.

Inspection and Permit: All trade shows and/or exhibitions shall be inspected and approved by the Fire Marshal prior to being occupied by the public/attendees. All aisle ways and doorways must be clear and free of obstructions prior to the opening of the event. An inspection may be conducted during the course of the move-in and move-out. Inspections should be scheduled with the Fire Marshal during the pre-convention meeting.

Spot inspections may also be conducted during the course of the event. Shows are not permitted to open to the public without the approval of the Fire Marshal your Event Manager. You will be responsible for the correction of any fire code violations within a time period as determined by the Fire Marshal or authorized representative.

Life Safety Plan Review and Inspection Fee: A fee shall be assessed to review plans and conduct inspections for trade shows, exhibitions, and special events. Fees are determined by the City of Phoenix Fire Prevention Code and are differentiated by event type and space occupied. Licensee must remit fees for approval of plans prior to move-in.

Obstructions: No portions of the fire alarm, fire extinguishers, AED boxes, fire hose cabinets, sidewalks, entries, passageways, corridors, doors, aisles, elevators, vestibules, ventilators, light fixtures or access ways to onsite public utilities shall be obstructed, or caused to be obstructed, or caused to be used for any purpose other than ingress or egress. You will be charged [and held responsible] for any repairs for any damage resulting from misuse of the premise, less normal wear and tear. All storage shall be maintained 18 inches or more below sprinkler head deflectors.

FIREARMS / WEAPONS: It is the policy of the Phoenix Convention Center that firearms and weapons are prohibited in all venues, except by on-duty law enforcement officers with jurisdiction. Possession of firearms at the Phoenix Convention Center is unlawful under Arizona Revised Statutes 4-244, 4-229 and 13-3102. Firearms and weapons used for display or educational purposes may be allowed by statute. In these instances, the Phoenix Convention Center requires 30 days advanced notice to your Event Manager and written approval by the Director or designee in advance of such display.

FLAME EFFECTS AND PYROTECHNICS: All flame effects require a Phoenix Fire Department permit. Additionally, use of pyrotechnics and certain flame effects require a Phoenix Fire Department licensed pyro-technician and permit. Issuance of this permit requires a minimum of two (2) weeks.

FOG MACHINES: All special effects using fog, smoke, or haze machines require prior approval. Due to advanced fire alarm systems, use of these machines may be prohibited in some areas of the Convention Center. The use of liquefied carbon dioxide (CO₂) requires additional provisions and security. Please provide a cut sheet and/or MSDS at least 30 days prior to your event to your Event Manager.

FOOD AND BEVERAGE / CATERING: Catering services are provided exclusively by our in-house food and beverage provider. Our knowledgeable and experienced food and beverage staff takes great pride in handling every detail, providing the utmost in quality and diversity while consistently exceeding expectations. Our unique menus and presentations are as varied as the clients we serve.

Alcoholic Beverages: The Phoenix Convention Center operates under the same policies as restaurants in regard to food and beverage consumption. The consumption of alcoholic beverages on site is not allowed by law unless purchased from our food and beverage provider. This includes move-in and move-out times. Arizona law requires appropriate levels of security to monitor alcohol in all venues, which will incur additional fees. In some cases, a designated area for serving and consuming alcohol may be required.

Café and Restaurant Services: Our exclusive food and beverage provider provides all café and restaurant services described on your catering order form. Our food and beverage provider reserves the right to open and close cafés and restaurants based upon event demand in consultation with you and your Event Manager.

Designated Food Areas: Designated food and beverage service areas have been established in each exhibition hall. A minimum space of 20 feet directly in front of each concession stand has been allocated for staging lines not including seating in halls. Use of these areas, or any site line obstruction of existing signage, must be pre-approved in writing, prior to any booth sales, by your

Event Manager, our food and beverage provider and the Fire Marshal. Substitute space in halls without permanent concession stands and/or alternative signs are your responsibility and must be mutually agreed upon by all parties prior to booth sale.

Food and Beverage Sampling: Sampling of food and beverages at your event is allowed with prior written authorization from our exclusive food and beverage provider and within the general guidelines below. Please contact your Catering Sales Manager for requirements and forms.

- ✓ Food and beverage industry shows or events containing significant food and beverage elements may conduct sampling.
- ✓ Items dispensed are limited to products manufactured, processed, or distributed by exhibiting firm in the trade show. Items may be sampled only and cannot be sold.
- ✓ Beverages are limited to a maximum four (4) ounce container and three (3) fluid ounces of product.
- ✓ Food items are limited to 1"x1" bite-size portions.
- ✓ Food and/or beverage items used as traffic promoters [i.e. popcorn, coffee, bar service] must be purchased from the Phoenix Convention Center's in-house food and beverage provider.
- ✓ The vendor distributing sample items must have a valid Maricopa County Temporary Food Service Establishment permit issued by the Maricopa County Environmental Services Department. A copy of the permit must be submitted to Phoenix Convention Center in-house food and beverage division no less than seven (7) days prior to the event.
- ✓ Alcoholic beverage sampling will be strictly monitored in accordance with Arizona Liquor Commission regulations.

Food and Beverage Set-ups and Floor Plans: The Phoenix Convention Center reserves the right to approve, and make changes to, all floor plans and layouts of all event areas where food and beverage services are to be provided. Changes deemed necessary may be made at the food and beverage provider's sole discretion. Our food and beverage provider reserves the right to specify the locations and configuration of all décor, tables, buffet and service stations, aisles, and staging and breakdown areas. All Phoenix Convention Center floor plans must indicate the food and beverage concession stand required setbacks.

Food / Alcohol Service: Food must be ordered whenever alcohol is being served. Food may be ordered from our food and beverage provider for the meeting room(s), or in the form of a concession/cash sales area inside or near the event. If the minimum is not met for the concession/cash sales area, you will be responsible for a standard set-up fee.

Statement of Intent: Food and beverage services at PCC are exclusive to our service provider. No outside food is permitted.

Other Restrictions: In accordance with the contract between the Phoenix Convention Center and our exclusive food and beverage provider, the following activities are not permitted:

- ✓ Deliveries such as pizza and other fast food.
- ✓ Food and beverages served from show manager's office, other than those provided by our caterer.
- ✓ Alcoholic beverages unless served by our caterer.
- ✓ Ice chest/coolers containing food or beverage products.
- ✓ Relative to Exhibitors and/or Show Promoters, outside individual beverages [whether single bottles or in cases], including private-labeled water bottles for distribution to attendees. Such service is available through PCC's in-house food and beverage provider.

Exceptions:

- ✓ Food used for show demonstration, covered under Food and Beverage Sampling Guidelines.
- ✓ Individuals with special food needs due to medical reasons.
- ✓ Individual bottled water or other non-alcoholic drinks for personal consumption.

IN-CONJUNCTION WITH EVENTS (ICW): If you assign some of your contracted space to an ICW for a meeting or event, please note that the PCC will not bill separately. Any equipment or charges will appear on the client's invoice. ICWs may contract for space separately to receive separate invoices.

INSURANCE REQUIREMENTS: General insurance requirements for most Licensees and their contractors call for proof of a General Liability Insurance Certificate of no less than \$2 million and the listing of the City of Phoenix as an additional insured. In addition, \$1 million in auto insurance is required when motor vehicles are operated on PCC property, including on loading docks. Please refer to your Use Agreement for specific insurance requirements for your event.

INTERNET: The Phoenix Convention Center provides free Wi-Fi for attendees in the Metro Marche, West Atrium, and the South Building lobbies for the Ballroom and Halls F and G. Additional internet services may be purchased through our exclusive event communications provider.

KEYS AND CORE CHANGES: Requests for hard keys/access cards and key core changes at the Phoenix Convention Center should be made through your Event Manager at least 14 days prior to your event. All hard keys/access cards must be returned on the last day of your Use Agreement. See Equipment Rental Rates for current charges for key core changes and hard keys/access cards not returned. Rooms that have had key cores changed are under your complete control and liability.

Phoenix Convention Center staff will access these rooms only in the case of emergencies [i.e. fire alarms]. You are responsible for daily locking and unlocking of these rooms for event activity. It is also your responsibility to make arrangements with your Catering Sales Manager for delivery and removal of food and beverage services. Additionally, you should establish a daily cleaning schedule with your Event Manager of those rooms not furnished by your Exposition Service Contractor.

LABOR SERVICES: Arizona is considered a “Right-To-Work” state. The use of union labor is not required by the Phoenix Convention Center; however, many local service contractors use union labor. Due to local regulation, the Phoenix Convention Center is responsible for final determination of the number of security guards, police, medical personnel, ushers, and ticket office personnel required for events to ensure minimum staffing levels are maintained for proper control and safety. You are welcome to provide competent personnel to handle and operate your own equipment, respective of the PCC's rules and regulations

LICENSES AND PERMITS: Licensees will be responsible for acquiring and paying the costs of any licenses and permits required by authorities having jurisdiction over the Phoenix Convention Center. For further information, please contact your Event Manager.

LIGHTING / ENERGY CONSERVATION: Your Phoenix Convention Center Use Agreement includes general house lighting in exhibition areas, public areas and meeting rooms during move-in, show and move-out.

- **Exhibition Halls** – During move-in and move-out, sufficient lighting will be provided at no charge in the exhibition halls. Show lights [100 percent lighting level] will be provided during show hours, beginning one (1) hour prior to show hours. Additional exhibition hall lighting must be scheduled through your Event Manager.
- **Meeting Rooms** – Each meeting room has independent lighting controls, either on wall units or through the use of remote control units. Lighting levels in our meeting rooms can be dimmed in 25 percent increments.

LOADING DOCKS / RAMPS: The loading dock areas are designed for the sole purpose of facilitating vehicles associated with the loading and unloading of event-related equipment. For that and other safety-related reasons, general parking for attendees or your staff is strictly prohibited.

Dock space assignments will be provided by your Event Manager. The Phoenix Convention Center reserves the right for access to at least one (1) dock space per building to support in-house and service provider deliveries. Storage of crates and empty trailers in or on the dock is permitted in certain situations [excluding combustibles], but will be closely monitored. Your Event Manager can provide additional information.

Your exposition service contractor may need to stage various delivery vehicles while awaiting Phoenix Convention Center dock space during move-in or move-out. Marshalling facilities are available for this use. The use of streets adjacent to the Phoenix Convention Center is prohibited without permits. Please refer to the *Marshalling Yard* section of this guide or contact your Event

Manager. A Dock Master to facilitate vehicle movement is required during move-in and move-out days.

LOST OR MISPLACED ARTICLES: The Phoenix Convention Center assumes no responsibility for any losses suffered by you, your exhibitors, or general attendees due to theft or loss of equipment and articles or other personal property. PCC provides an official lost and found location in our Operations Center, located in the Phoenix Convention Center West Building. Should you, your exhibitors, or any of your attendees misplace any items, contact the Operations Center at 602-262-7271.

MARSHALLING YARD: A marshalling yard with office space is available for parking of oversized vehicles, tractors, and trailers during contracted event move-in and move-out dates. The Tonto Marshalling Yard is located at 1102 E. Tonto Street, approximately 1.5 miles south of the Phoenix Convention Center. When utilizing the Tonto Marshalling Yard an event security guard must be present, at all times; coordinate with our event security provider to schedule a guard. A limited number of spaces are available for short term marshalling at the East Garage, located at 601 E. Washington Street. Please contact your Event Manager for availability and rates.

MEDIA / PUBLIC RELATIONS SERVICES: The Phoenix Convention Center's public relations staff is available for consultation on event publicity, media contacts, media handling, media logistics, and advertising. Due to on-site logistical requirements, you must make arrangements at least one (1) month prior to your event if you anticipate having any media coverage or attendance at your event. The PCC public relations staff will be available to assist with the facilitation of onsite media and logistics as well as media van and satellite truck parking, live remotes and photo shoots. Publicity services do not include writing or distributing press materials or placement of advertising.

Calendar / Event Listings: General client event information and web links may be listed on the Phoenix Convention Center website: www.phoenixconventioncenter.com. Clients wishing to have additional information surrounding their event such as ticket prices, event description, event times, etc., must complete an event calendar listing form and submit it as soon as possible. Because the website features a quarterly event listing, clients are encouraged to submit this information no later than 90 days in advance of their event. This information is also shared and accessed by several other calendar listings and tourism, entertainment, and business sites. Therefore, clients are highly encouraged to submit an event form.

MEDICAL / HAZARDOUS WASTE: Any hazardous waste disposal and cleanup must be approved prior to move-in. The Fire Marshal can assist you with these arrangements. Any hazardous or medical waste materials left at the facility after move-out will be disposed of by the Phoenix Convention Center and will be billed to you. Sharps need to be disposed of in red containers and clearly labeled as such. All other waste must be in red plastic trash bags and properly labeled. DO NOT leave needles and sharps boxes unattended.

MERCHANDISE / EVENT SALES: Merchandise sales, including but not limited to programs, CD's, DVD's, apparel, photographs, and other merchandise is allowed with prior approval from your Event Manager and is subject to a 15% commission fee on all novelty gross sales, net application taxes. It is your responsibility to pay this commission to the Phoenix Convention Center. The Phoenix Convention Center will collect sales information from the merchant, copies of information collected is available upon request.

MULTILEVEL BOOTH: Multilevel booths are considered "Structures" and require a building permit and inspection prior to their use. The Phoenix Fire Department approves the installation and intended functionality for multilevel exhibit(s) that are meant to accommodate pedestrian occupancy. Multilevel exhibits must bear construction documents that have been stamped by a licensed structural engineer or architect. Final installation of a multilevel exhibit cannot deviate from the stamped construction documents. If deemed necessary by the Phoenix Fire Department, final approval for multilevel exhibits will reside with the Planning and Development Department (P&DD) at the prevailing inspection rate.

MUSIC LICENSING: The Phoenix Convention Center does not furnish any licensing agreements with American Society of Composers (ASCAP), Broadcast Music, Inc. (BMI), or Society of European Stage Authors and Composers (SESAC). Therefore, it is important that you or your exhibitors obtain your own licensing agreements prior to the use of copyrighted music during your

event. Without the possession of the appropriate licenses, we will be unable to provide the audio systems for playback of ASCAP, BMI, or SESAC material. The Phoenix Convention Center has music programs that are furnished under contract with a commercial music provider. Those music-licensing fees are paid directly by the content provider.

NOISE / VOLUME LEVELS: The Phoenix Convention Center retains the right to regulate the volume of any audio signals that interfere with any other Licensee's use of contracted space within the Convention Center boundaries or that is determined to be offensive or otherwise violates the terms and regulations of the Use Agreement.

OBJECTIONABLE ACTIVITIES OR PERSONS: Any use of the facilities that is contrary to public policy, or not in the best interests of the City of Phoenix, or is in violation of any laws of the United States, the State of Arizona, Maricopa County, or the City of Phoenix, shall be a violation of the Use Agreement and shall be grounds for immediate revocation of the Use Agreement. Any person, whose conduct is objectionable, disorderly, or disruptive to facility use or in violation of any law, shall be refused entrance or immediately ejected from the premises.

PARKING AND FACILITIES: The Phoenix Convention Center operates and manages approximately 7,500 parking spaces in the downtown area. There are an additional 26,500 public spaces in the surrounding vicinity. Parking is available to everyone visiting the downtown area, not exclusively for use by the Phoenix Convention Center, and is subject to availability.

Bicycle Parking: Racks for bicycles are located in the West Garage on parking Levels G-1 and G-2, the North Garage on Level P-2, East Garage Street Level, Heritage Garage Street Level by the office, and various locations around the Phoenix Convention Center.

Bus Parking: All bus parking shall be scheduled in advance and will be accommodated based upon availability. The Marshalling Yard may be used to marshal larger trucks and buses. Show management will be responsible for the cost of the marshalling guard and any required off-duty police. Contact your Event Manager for details.

Garage Locations: Phoenix, Zip code 85004

West Garage	185 N. 2 nd Street
North Garage	475 E. Monroe Street
East Garage	601 E. Washington Street
Heritage Garage	123 N. 5 th Street
Regency Garage	40 N. 2 nd Street

General Guest Parking: Event parking on a charge basis is available in underground and adjacent parking garages. Authorization to park in reserved disabled parking spaces, located in all facilities, requires an appropriate disabled plate or decal. Vans, Busses, or high profile vehicles should park at the East Garage. The Phoenix Convention Center features fully accessible routes from all parking and transportation areas.

Some of the Garages are automated at certain times based on the event load and have Express Pay stations. Please follow the posted instructions for ingress and egress at these Garages.

The most up-to-date information regarding traffic, alternate driving routes, and guest parking near our venues is available from downtown Ambassadors sponsored by Downtown Phoenix Inc. Please call 602-495-1500 or visit: <http://www.downtownphoenix.com/ambassadors>

Motorcycle Parking: There is a designated area for motorcycles in the East Garage Street level. Prevailing public rates apply. Motorcycle parking is not available in the West, North, Heritage, and Regency Garages.

Overnight Parking: Overnight parking is not permitted in Phoenix Convention Center parking facilities.

Oversize / Vehicles / Trailers: Parking for large vehicles/trailers is available on a first-come, first served basis in the East Garage marshaling yard. Height restriction is 16' 6". As space is limited, any vehicle taking more than one (1) space will be required to pay for each additional space. In order to accommodate the trailers of as many clients/vendors/exhibitors as possible, all accompanying vans, trucks and cars will need to drop trailers and then park on upper levels [2nd floor or higher] of the East Garage at the pre-approved or market rate.

Parking Passes: Client / vendor / exhibitor passes are available primarily at the East Garage. Other garage use may be arranged with Parking Services.

Clients / vendors / exhibitors may pre-purchase parking passes at a discounted rate. Pre-paid parking passes are non-refundable / non-transferable. To receive the discount, passes must be arranged with your Event Manager, then ordered and purchased fourteen (14) days in advance of the event. All parking passes must be designed, created, and provided by Phoenix Convention Center Parking Services. Parking Rates are subject to change.

Unoccupied Motor Homes: Unoccupied motor homes may be parked in the East Garage marshaling yard. Overnight occupancy or recreational activities are not permitted due to zoning restrictions. The East Garage does not provide utilities for motor homes and other recreational vehicles. All parking requires advance scheduling, and will be accommodated based upon availability.

PAYMENTS: The Phoenix Convention Center accepts U.S. Currency – Cash, Checks, Automated Clearing House (ACH) transfers, wire transfers, Visa, MasterCard, Discover, and American Express for all payments. Payment for rent, services and/or equipment is due in full prior to move-in. Any applicable refunds will be granted in the manner in which payment was received. Cash payments will be refunded by check.

PRODUCTION SERVICES: The Phoenix Convention Center Production Services maintains the in-house audio systems and infrastructure as well as the production lighting system and manual rigging system in the South Ballroom. Production Services also manages the contract for the in-house AV provider and monitors their performance in operating PCC production systems.

PROPANE STORAGE, USE, and HANDLING: Propane (LPG) powered equipment and cylinder storage and use in the Phoenix Convention Center is governed by the following conditions.

Storage of Cylinders either empty or full not attached to equipment:

- Cylinders shall not be stored inside the building at any time with the exception of the lower loading docks.
- Storage quantity is limited to nine (9) 33.5 lb. standard equipment cylinders in the lower West dock and nine (9) 33.5 lb. standard equipment cylinders in the lower North dock. This excludes those cylinders attached to equipment. This applies to cylinders full or empty. If different size cylinders are used the total aggregate amount of LPG, per dock, shall not exceed 300 lb. LPG capacity.
- Cylinders shall be protected from vehicle impact by LPG cages or behind vehicle impact bollards.
- Cylinders shall not be stored in trailers.
- Cylinders shall be removed from the building and lower docks before refilling.
- Cylinders are only allowed to be stored in the lower loading docks when the lower exhibit halls have exhibit type setups. When lower halls have dense occupant load type functions [i.e. general sessions, food functions, dance / concert / or reception] LPG cylinders shall be stored at street level or on the upper North docks.

Equipment with attached Cylinder(s):

- The number of cylinders attached to a piece of equipment shall not exceed two (2) cylinders.
- At no time shall a single cylinder exceed 45 lb. (20 kg) LP Gas capacity.
- When the equipment is not in use, the cylinder's shut-off valve(s) shall be closed.
- Equipment shall not be stored inside in spaces with public accessibility or above street level. Equipment may be stored in these places provided the cylinders(s) are removed.
- Cylinders used on equipment shall have fully operational pressure relief valves. The valves shall be replaced by a new or unused valve within twelve (12) years of the date of manufacture of the cylinder and every ten (10) years thereafter. The Phoenix Fire Department and the Phoenix Convention Center have the right to inspect the cylinders and deny their use in the facility.

PUBLIC TELEPHONES: Complimentary telephones for public use are located at all of our Information Desks. Local outgoing calls are free. All long distance calls require use of a pre-paid phone card or credit card.

RECYCLING: The Phoenix Convention Center supports recycling and has implemented a program to collect recyclable material. This is a co-mingled [no sorting] program that allows for recycling of paper, cardboard, plastic bottles, aluminum and glass in the same bins. Recycle bins are located throughout the facility. If your event should require additional bins, please contact your Event Manager. All General Service Contractors and Service Providers are asked to comply in good faith with the Convention Center's Recycling Program, which is designed to achieve operating goals established by the City of Phoenix.

RIGGING / HANG POINTS: Banners and signs requiring a lifting motor, chain fall, pulley, or any other mechanical device will be hung by the in-house exclusive rigging provider. Please contact our in-house AV provider for current rates. Ask your Event Manager for details.

- Signs may not obstruct sprinkler heads and must have a clearance of no less than 18 inches.
- Signs that may injure, mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
- Signs may be posted on billboards, easels or other means of display.
- All signs must meet fire codes and Fire Marshal guidelines.
- The hanging of pictures, banners or any other items on walls, mirrors, railings or draperies, requires approval of the Phoenix Convention Center.
- A written request and drawing for heavy production and theatrical rigging shall be submitted to the Phoenix Convention Center exclusive rigging provider no less than three (3) months prior to the lease period. The drawing shall include location of pick-up points, load imposed on each point and total load of each individual structure to be hung. Drawings for heavy or theatrical rigging submitted less than thirty (30) days before move-in may incur additional charges.
- If analysis of the proposed rigging requires the services of a registered engineer, such expense shall be the sole responsibility of the Licensee.
- During the period of occupancy, the Licensee of the facility is ultimately responsible for any damage, injury, etc., that occurs due to the hanging or attachment of items to the facility itself or to facility owned equipment by any exhibitor, contractor, subcontractor, representative, agent, etc.
- At no time, will any item be attached to the ceiling grid, ceiling tile or to a false ceiling of the Phoenix Convention Center facility except by equipment specifically designed for this particular application and only with the prior approval.
- To assure no damage occurs to painted surfaces, all beam structures or other painted structures are to be covered with a protective material before wire, cable, etc., may be attached or placed around or over them.
- At no time, will electrical lighting conduits, utility pipes, or sprinkler systems be used as supports or as a source for attachment.
- Whatever is used to hang signage must be removed with the sign. No wires, ropes, etc., shall be left behind. All items must be completely removed before the end of the lease period. Removal of any items left will be billed back at current market rates to the Licensee.
- All rigging and/or hanging requests must be submitted in writing to the Phoenix Convention Center exclusive rigging provider. The in-house AV contractor provides exclusive rigging services. Any special rigging requirements that exceed the load point capacities or constraints identified on the load maps shall require the special review and approval of the structural engineer of record at the Licensee's expense.

ROOM CAPACITY / OCCUPANCY: Room capacity is set by the Fire Marshal and must be adhered to during your event. Persons will not be permitted inside any facility in excess of the established capacity. Capacity is determined based upon floor plans and usage as determined by the Fire Marshal.

ROOM SETS AND CHANGES: Requests for any services, accommodations, equipment, or materials must be submitted in writing by you or your representative no less than thirty (30) days prior to your event. If this information is not received within the required timeframe, and/or substantial changes are requested after labor has been scheduled, you will be invoiced for the labor to set and/or change these areas.

SAFETY: Staff, clients, contract labor and all others working in or entering the Phoenix Convention Center shall at all times adhere to all applicable federal, state and local laws, regulations and standards related to safe working conditions and practices. Work being performed shall be done so in accordance with all applicable Federal Occupational Safety and Health Administration (OSHA), Arizona Department of Safety and Health (ADOSH), American National Standards Institute (ANSI), National Fire Protection Association (NFPA), Entertainment Services and Technology Association (ESTA) standards, guidelines, local fire regulations, and any applicable consensus standards, industry recommended practices, and Phoenix Convention Center safety policies and requirements.

Equipment shall only be operated in accordance with manufacturer's written recommendations. Incidents observed and/or reported where unsafe equipment is being used or unsafe practices are being employed will immediately cease until all safety concerns have been sufficiently addressed to the satisfaction of your Event Manager.

Fall Protection: Suitable personal protection equipment shall be used whenever a fall hazard exists.

Lifts: Aerial lifts, personnel lifts, and fork trucks and lifts are to be operated only in accordance with the manufacturer's recommendations by authorized, trained, and qualified personnel.

Other Vehicles: Only non-motorized bicycles and tricycles and electric carts are permitted to be operated on Phoenix Convention Center property under the following guidelines:

- ✓ Equipment must be operated in a safe and prudent manner and comply with all safety regulations at all times.
- ✓ All carpeted areas in Phoenix Convention Center are off limits.
- ✓ Bicycles must be walked through pedestrian doors.
- ✓ Bicycles are limited to one (1) person per seat.
- ✓ Bicycles are permitted on exhibition hall levels only.
- ✓ Operator must wear all manufacturers' recommended safety equipment, including helmets.
- ✓ Traffic during events in the building may be restricted to certain areas and times.
- ✓ Areas of high pedestrian traffic must be avoided at all times.
- ✓ All doorways are to be kept unimpeded.

SAMPLES / GIVEAWAYS: Exhibitors may give away free items to event attendees, with the exception of firearms and/or other weapons. Samples must be distributed from those specific exhibitor booth locations only. The Phoenix Convention Center reserves the right to regulate the size and type of samples. Food and beverage samples have specific limitations [refer to *Food and Beverage* section].

SECURITY: Licensee is responsible, at their sole expense, for employing security and safety personnel as required and approved by Phoenix Convention Center's Security Manager. Licensee must also comply with all applicable Phoenix Fire Department regulations concerning occupancy, exhibits and procedures as outlined in the City of Phoenix Fire Code [special attention should be accorded to Chapter 17, Places of Assembly]. Licensee's event security company is responsible for developing an emergency plan for Licensee's event, safely coordinating the movement of all vehicles, including the move-in/move-out process, controlling access, investigating and reporting incidents such as injuries or losses, and coordinating with house security to ensure the general safety and security of Licensee's show. Event security must be onsite from the beginning to the end of Licensee's contract times. Licensee's final security plan must be submitted no later than thirty (30) days prior to Licensee's first contracted date to the Phoenix Convention Center's Security Manager who has full authority and discretion to approve or amend Licensee's security schedule. Should you require any further clarification or assistance in planning your event security needs, please contact our Security Manager.

In all cases, event security must have sufficient personnel to execute the emergency plan developed for your show. Each loading dock and front-of-house entrance must be guarded during move-in, show hours, and move-out. Supervisors and roamers are required to ensure complete coverage and to ensure event security guards are given times for breaks and meals.

Facility Security: The Phoenix Convention Center maintains on-site building security 24 hours a day, 7 days a week, to handle all non-event security issues and emergencies.

Off Duty Police: All off-duty police officers must be scheduled through the Phoenix Convention Center's Off-Duty Coordinator. Should you require the assistance of off-duty police officers for any other reasons, [armed security, VIP escorts, gun checks for events with firearm displays, etc.] please contact your Event Manager for details.

Proms / School Events: Two (2) off-duty Phoenix police officers are required for all high school proms. A school resource officer (SRO) may be substituted for one (1) of the officers if the SRO is a Phoenix officer. School Resource Officers from other jurisdictions shall be in uniform and may not be substituted for the two Phoenix Officers.

Schedules: Your event security company must provide the Phoenix Convention Center and in-house security company a schedule of all positions/start times and copies of all approved updates. At least one (1) staff member from the event security company must check in with the in-house security company at the beginning of each shift.

Vehicle Escorts: Event security is responsible for escorting all vehicles entering into general public areas.

SHIPPING AND RECEIVING: Deliveries, such as large freight and equipment, should be made in care of your Exposition Service Contractor commencing on the first contracted date indicated on your Use Agreement [refer to *Storage Restrictions* for further details]. Individuals, exhibitors, hotels, and other non-contracted agencies are permitted to make hand and/or cart deliveries of small packages and items through front-of-house entrances for use as part of a meeting or trade show. The Phoenix Convention Center Warehouse does not except deliveries.

SHOW FLOOR RESTRICTION: Unattended minors under the age of 16 will not be allowed on the exhibition hall floors during move-in and move-out. Exceptions may be made for youth-oriented shows with the appropriate insurance waivers in place and appropriate adult supervision.

SHOW OFFICES: Show offices for management are available at no charge to clients for use as an office or storage area throughout their show. The offices are available for Halls 1, 4, 6, A, C, E, F, G, and the South Ballroom.

SHUTTLE BUSES: Shuttle bus operations will be managed by private transportation service providers that will be hired by the client. The service provider is required to coordinate with the Event Manager to prepare a plan that will include the following information:

- Locations to be served by the bus routes [i.e. hotels, airport, parking]
- Bus routing to be used
- The number of buses estimated by route
- Schedule of services
- Traffic details
- Drop-off and pick-up locations by designated route
- Bus marshalling location
- Staging times
- On-site bus staff and hours of coverage
- Shuttle bus providers contact information
- Bus identification
- "Temporary Use of Right-of-Way" approval as required
- Police traffic support as required

SIGNAGE / EXTERIOR AND INTERIOR: All signs, banners, posters, window clings, literature and decorative materials must be related to the specific event and space/s held on the premises and is subject to City of Phoenix sign codes. Banner Application form must be completed 30 days prior to installation.

Exterior Signage: Exterior banners are permitted for display in pre-designated areas on the North, West, and South Buildings. Please submit a completed Banner Application at least thirty (30) days prior to move in for approval and must adhere to the installation rules and regulations. See your Event Manager for program details [[See Appendix G](#)].

Interior Branding and Way Finding Signage:

- ✓ Handwritten signs are not permitted
- ✓ Signs must be of professional quality

- ✓ All signage must be approved

Interior Signage: Signs may be hung in designated areas, within the following guidelines:

- ✓ Signs may not obstruct any sprinkler heads clearance. No less than 18 inches below sprinklers is required.
- ✓ Signs that may injure or mar or deface any permanent building structures may not be attached by any means including nails, hooks, adhesive fasteners, staples, tacks, or screws.
- ✓ Signs may be posted on billboards, easels or other means of display.
- ✓ All signs must meet fire codes and Fire Marshal guidelines.
- ✓ The hanging of pictures, banners, clings or any other items on walls, mirrors, railings or draperies, requires approval of the Phoenix Convention Center.
- ✓ Signs must never obstruct infrared smoke detection beams.
- ✓ Signs may not be taped or placed over interior monitors.
- ✓ Signs, Banners or Graphics cannot cover or obstruct advertising graphics.
- ✓ No carpet or terrazzo floor clings

Lighted Marquees: Events meeting the criteria and held in specific areas of the Phoenix Convention Center are publicized on selected electronic light marquees. Contact your Event Manager for format information, submission deadlines, and other requirements.

SMOKING/VAPING RESTRICTIONS: In accordance with the [Smoke Free Arizona Act, ARS§ 36-601.01](#), there is a no smoking policy throughout all of the Phoenix Convention Center facilities, including patios, interior docks, garages, stairwells, and restrooms. Designated smoking areas are clearly marked and are located at least twenty (20) feet from all facility entrances, windows, and air intake locations. If you would like additional information about Smoke Free Arizona, you can call 1-877-429-6676, or visit www.smokefreearizona.org.

Electronic Cigarettes (Vaping): The use of electronic cigarettes in all forms is prohibited inside all venues and within 20 feet of all entrances. The use of electronic cigarettes is allowed wherever smoking is permitted.

SOLICITATIONS: No collections or donations, whether for charity or otherwise, shall be made, attempted, or announced on any Phoenix Convention Center premises without the prior written approval of Phoenix Convention Center management; unless the collection or donation is a freewill offering in conjunction with a religious service.

STORAGE RESTRICTIONS: The Phoenix Convention Center does not have sufficient storage space and is unable to accept any goods shipped to our venues for show management or any exhibiting companies. All bulk crate storage should be handled off-site by your Exposition Service Contractor. Any equipment remaining past the Use Agreement period may be deemed abandoned and will be disposed of by Phoenix Convention Center management as deemed advisable and at the cost of the client. The Phoenix Convention Center assumes no liability for items remaining past the Use Agreement period. Exposition service contractors may not leave any equipment on the premises for event support later without prior approval. All leased equipment [forklifts, golf carts, sign frames, etc.] provided by a third party contractor must be picked up within the Licensee's Use Agreement time frame. If not adhered to, additional charges shall apply.

STREET / FULL & PARTIAL LANE CLOSURES & METER BAGGING: Contact your Event Manager if your event requires closures for bus shuttles, pedestrian assistance or other activities that may impact traffic flow or safety. All requests for "Temporary Use of Right-of-Way" are subject to additional charges and will require an off-duty Police Officer(s).

TAX CODE ENFORCEMENT: The City of Phoenix Tax Code, Chapter 14, provides for the imposition of the "Transaction Privilege (Sales) Tax". The Transaction Privilege Tax is applicable to all persons, corporations and partnerships, who:

- Sell merchandise, products, or other tangible personal property.
- Solicit sales of tangible personal property for later delivery.
- Charge for participation in games of skill or other amusement activity, such as rides or slides.
- Charge for admission.
- Receive income or receipts from entering into agreements to lease/rent commercial real property or tangible personal property.

The City of Phoenix requires that any organization leasing, licensing, or renting non-residential real property within the City must first, be licensed and, secondly, must pay tax on any income received from such leasing, licensing or renting of space. Any income your event receives from leasing, licensing, or renting space to exhibitors or other parties will be subject to the prevailing tax rate.

To obtain your license and tax return forms, contact the PLT License staff at 602-262-6785, option 4, then 1. They will assist you in completing the license application and ensure that you understand the process.

For complete information on the application requirements for a City of Phoenix Privilege License Tax, you may visit the City of Phoenix Finance Department, Tax Division's website at <http://phoenix.gov/PLT/licsvcs.html>

TEMPERATURE CONTROL / ENERGY CONSERVATION: Efficient and cost effective energy management is a priority. When freight doors are open to the outside temperatures, fans are maintained to provide air movement when needed. Cooling or heating resumes once the freight doors are closed. Generally speaking, one hour is required to return the space to normal temperatures. Requests for services beyond minimal levels on move in/out days may be subject to additional charges. Generally, ventilation, heating or air conditioning is maintained from one (1) hour prior to event until close of event. Please contact your Event Manager for specific details [[See Appendix D](#)].

Statement of Intent: All Phoenix Convention Center ticketed events are serviced and provided by an exclusive, in-house ticketing office.

TICKET OFFICE SERVICES: The Phoenix Convention Center reserves the right to operate the ticket office for all events. All tickets are provided through our exclusive ticket provider. All tickets sold at the Phoenix Convention Center shall at all times, be under the charge and control of the PCC Director or designee. The Director shall, at the satisfactory termination of your event, make all necessary payments to you for money received from the sale of tickets, less expenses incurred. Exceptions will be at the Director's discretion. Every effort will be made to complete final event settlements within six (6) business days following event move out. All payments to you will be made in the form of check or wire transfer.

Admission Tax: City/State taxes of gross ticket sales will apply to events, commercial productions and out of state non-profit organizations. The applicable taxes will be included in the price of each ticket. These taxes will be deducted from the gross ticket sale and paid to City/State tax departments on behalf of the Licensee.

Advertising: Advertising copy must be provided to the Convention Center Ticket Office thirty (30) days in advance of the event. Included in all advertising must be the admission fee. Additionally, you must provide and include the phone number to the Convention Center ticket office (602-272-7272) and to our exclusive ticket provider. An information packet will be provided to you by the Ticket Office that will include important information that will help you with advertising copy questions and a list of information needed to set up your event in the ticketing system.

Complimentary Tickets: Licensee may request comp tickets under the following guidelines:

- ✓ Licensee must distribute comps tickets for legitimate reasons only [promotion, media, press, or guests of the artists] and agrees that comp tickets may not be sold under any circumstance.
- ✓ Licensee may not distribute tickets at other box office locations and/or contract with any discount ticket agency.
- ✓ The Phoenix Convention Center reserves the right to control the number of comp tickets distributed by licensee, not to exceed 10% of the total ticket manifest.
- ✓ Comp tickets will have a face value of \$0 and will not be subject to a facility fee. Any amount of comp tickets exceeding the 10% cap is subject to Phoenix Convention Center approval and will be subject to the facility fee.

Consignment Tickets: Licensee may request tickets on consignment under the following guidelines:

- ✓ Tickets will be printed and sold at full price.
- ✓ Tickets must be sold in person within the Licensee's group or organization.

- ✓ Advertising of consignment tickets on the internet, radio, television, print ads and flyers, is strictly prohibited.
- ✓ Unsold consignment tickets must be returned to the ticket office two (2) business days prior to the event. Any tickets not returned before this deadline will be considered sold.

Credit Card Policy: The Phoenix Convention Center Ticket Office accepts Visa, MasterCard, Discover, and American Express for all events.

Facility Fee: The Phoenix Convention Center charges a facility fee for each ticket/seat sold. Such fees will be added to the advertised ticket price. Client [promoter, presenter, etc.] may choose to pay the facility fee on the patron's behalf.

Refunding: The Phoenix Convention Center Ticket Office must be advised of any provisions for refunding money to patrons. The Ticket Office management reserves the right of determination for any refunding requests.

Services: The Phoenix Convention Center will perform all of the following services: event set-up on computerized ticketing system, mail-order sales, advance and day-of-event walk-up sales, maintenance of all necessary events and accounting records, inform you on progress of sales, make all deposits, and prepare final statement of event with complete information for your audit or examination.

All tickets must be sold via the Convention Center Ticket Office or our exclusive ticket provider and ticket outlet partners. A list of current outlets and locations will be provided to you by the Ticket Office Manager. **Tickets may not be sold via any other method, vendor, or venue.**

Ticket Office: The Phoenix Convention Center Main Ticket Office is located at 100 North Third Street. Ticket windows are located on Third Street between Monroe Street and Washington Street and inside the Phoenix Convention Center West Building. Ticket office windows at the Orpheum Theatre and Symphony Hall will open 1.5 hours prior to show time. Additional ticket windows are available in the North and South Convention Center buildings during event hours.

Ticket Sales Set-up: The Phoenix Convention Center ticket office requires five (5) business days from the receipt of all Licensees' ticketing information to program the event on the exclusive ticket provider's electronic ticketing system.

Ticketing Services Charges: Ticketing services charges are six (6) percent of gross sales or a minimum flat rate of \$1,500 per performance/per event day, whichever is greater.

The ticketing fees include system set-up, sales via computerized ticketing system, outlet sales, internet sales, phone sales and advance and day-of event sales at the Convention Center Ticket Office, credit card, and phone percentages.

Ticket Processing Fee: Ticketing Services charges a fee to print tickets for events classified as a meeting, graduation or any event in which gratis tickets are used as a crowd control mechanism. Tickets will be printed one time only. No reprints will be allowed. The number of tickets will be limited to the venue's designated capacity.

USHERS AND TICKET TAKERS: The Phoenix Convention Center maintains an exclusive ushering company for all public and ticketed events. Your Event Manager will work with you to determine the correct number of ushers and ticket takers required to safely conduct your event and meet applicable codes. Ushers are the expense of the client.

UTILITY SERVICES: Electricity for temporary hookups for exhibits and displays are provided on a 30'x30' utility grid system: 120 volt, A.C. single phase, 60 cycle; 208 volt, A.C. three phase, 60 cycle; 208 volt, A.C. single phase, 60 cycle; and 480 volt, A.C. three phase, 60 cycles. Compressed air is provided at 125 to 150 psi and water supply and drainage is provided at 80 psi on a 60'x60' utility grid system. Two (2) 20-amp circuits are provided in all meeting rooms. Additional services in the meeting rooms, exhibit halls, ballrooms, and pre-function areas are available at an additional charge.

DIRECT SALE OF WEAPONS / AMMUNITION: Exhibitors offering weapons for sale may not complete any sale on site. Weapons displayed for sale must be secured to the display in a fashion preventing their removal. All sales must be consummated off PCC property, including PCC operated parking structures. Exhibitors who violate this provision may be immediately closed at the discretion of the PCC and their materials immediately removed from the show floor.

Show Managers are encouraged to discuss any potential vendor activity regarding the sale of weapons with their Event Manager to avoid disruption of their event.

INDIRECT SALES OF WEAPONS / AMMUNITION: Indirect sales of weapons and ammunition (such as a wholesale show, where orders are taken but sales are not completed on site) are permitted, provided that display weapons are secured to their table or display board, and with prior approval of the PCC.

APPENDIX A

FLOOR LOAD CAPACITIES:

North Building

Upper exhibition halls	300 lbs. /sq. ft.
Lower exhibition halls	350 lbs. /sq. ft.
North Ballroom	150 lbs. /sq. ft.
Meeting rooms/ lobbies	100 lbs. /sq. ft.
Patios	100 lbs. /sq. ft.

South Building:

All exhibition halls	600 lbs. /sq. ft.
South Ballroom	600 lbs. /sq. ft.
Ballroom stage floor	150 lbs. /sq. ft.
Meeting rooms/lobbies	100 lbs. /sq. ft.
Exterior Decks	250 lbs. /sq. ft.

West Building:

Lower exhibition halls	350 lbs. /sq. ft.
West Ballroom	250 lbs. /sq. ft.
Meeting rooms	125 lbs. /sq. ft.
Pre-function areas	100 lbs. /sq. ft.

Please Note: Heavy loads, such as cranes, must have advance approval to ensure the integrity of the utility tunnel grid system under the exhibition hall floors. The Phoenix Convention Center weight load formula is determined as *length times width equals area* ($L \times W = A$), and area divided into weight equals per square foot load ($W / A = \text{per sq. ft. load}$). Please contact your Event Manager for more information.

APPENDIX B

PHOENIX FIRE DEPARTMENT AND PHOENIX CONVENTION CENTER

Dear Show Managers and Exhibitors:

The Phoenix Fire Department and the Phoenix Convention Center have created this Fire and Life Safety Regulations handout to assist you in the planning, setup, and operation of your event and/or exhibition. This handout is designed to cover some of the most common fire and life safety issues that you may encounter with your event and/or exhibition. This handout is not a complete list of all relevant code requirements; therefore, if you have any questions, please contact the In-House Fire Marshal with the Phoenix Fire Department at (602) 206-3621.

GENERAL REQUIREMENTS

- The trade show/exhibition shall be set up per the Fire Department approved plan(s).
- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oilcloth, tarpaper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardant may include a field flame test based on NFPA 701*. This will require the material to have a 1-inch x 4-inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
- Plywood less than ¼-inch in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
- Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm speaker/strobe be blocked or covered.
- A minimum three (3) foot clearance shall be provided around all fire extinguishers, fire hose cabinets, standpipe connections, automatic external defibrillators. These devices shall also be clearly accessible and visible from the aisles. NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.
- Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.
- Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options.
- All ordinary combustible freight storage in the lower truck docks shall be limited to 12 inches in height. Storage shall be confined to the event assigned doc slips. Combustible storage is not allowed under trailers.
- Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet [i.e. recreational vehicles, mobile homes, tents, semi-trailers, etc.]. Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
- Booths that require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.
- Any structure designed with a second level intended to be occupied require a construction permit and must pass inspection prior to their use. These booths shall be reviewed and approved by the Phoenix Fire Department and, if applicable, the Building Safety Department prior to setup in the facility.
- Two (2) story booths with only one (1) means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
- Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.
- Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide.
NOTE: This width may be increased based upon the show type and setup.

- Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.
- Guards/rails required back and sides of stages/risers over 30" high.

LIQUID, GAS AND ELECTRIC FUELED VEHICLES AND EQUIPMENT FOR DISPLAY:

- All fuel tank fill caps shall be self-locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one (1) quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.
- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.
- CNG, LNG, LPG (propane), and hydrogen fuel tanks shall have their emergency shut off valve(s) in the closed position.
- Electric Vehicles shall be rendered inoperable by removing the fuse. Do not disconnect the battery.
- RV's, campers, tractor-trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move, or relocate a vehicle before or during a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

COOKING AND WARMING DEVICES:

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Open flame cooking devices shall be isolated from the public by placing the devices a minimum of 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).
- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or solids must be made of a non-combustible material.
- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- An approved 20BC rated dry chemical fire extinguisher shall be provided within thirty (30) feet of deep fat fryers using animal-based oil.
- A wet chemical type "K" fire extinguisher shall be located within thirty (30) feet of any cooking device that uses vegetable-based oil.
- Butane burners are allowed provided that the following are met:
 - a. The cylinder and appliance shall be listed.
 - b. Appliances shall not have more than two (2) 10-ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb. (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the devices cooking well.

ELECTRICAL:

- Non-grounded two (2) wire 110v extension cords are **NOT** permitted. Most of these cords are only listed for residential use.
- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.

- All electrical cords, devices, and equipment shall be free from defects and operated per their manufacturer's instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways, or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a no. 2 pencil size, they may be taped down. The tape shall cover the cord in a parallel direction.
- Cable ramps may only be utilized with pre-approval by the on-site Fire Marshal 72-hours prior to load-in

HAZARDOUS MATERIALS:

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED on show floors**:

- LPG cylinders in excess of 2.5 lbs. (1 kg) water capacity.
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics [i.e. liquid nitrogen, liquid oxygen], unless approved by the Fire Marshal.

OPEN FLAME DEVICES

Open flame devices are **PROHIBITED** with the exception of the following:

- Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
- Sterno may be used for warming trays with an operational, visible, and accessible 2A-10BC fire extinguisher within thirty (30) feet.
- Candles that have been pre-approved by the Fire Marshal and Phoenix Convention Center.

FIRE WATCH:

A fire watch, in accordance with the 2012 Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke, or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants.

APPENDIX C - PHOENIX CONVENTION CENTER CONTACT SHEET:

Phoenix Convention Center and Venues – www.phoenixconventioncenter.com

100 North 3rd Street
Phoenix, Arizona 85004
602-262-6225 or 1-800-282-4842

Event Operations

Miguel Munguia, CMP
Event Operations Manager
602-256-4227
Cell: 602-768-5659
miguel.munguia@phoenix.gov

Sales

Sarah Field, CMP
Interim Director of Sales
602-534-8376
Cell: 602-885-0025
sarah.field@phoenix.gov

Audio / Visual

AV Concepts – Preferred In-House Provider
Contact: Gordon Davis
602-252-2425 [Main] / 480-557-6040 [Direct]
gdavis@avconcepts.com

Concierge / Convention Services

Downtown Phoenix Visitor Center
125 North 2nd Street, Suite 120 (2nd St. / Adams)
Phoenix, AZ 85004
602-254-6500
visitors@visitphoenix.com

Electrical / Plumbing / Air

Commonwealth
Exclusive In-House Provider
Contact: Dan Shannon
602-253-5881
expo@commonwealthelectric.com

Event Security

Contemporary Security Corp. (CSC)
Preferred In-House Provider
Contact: Steven Hawkins
602-340-0046
Cell: 480-263-0294
shawkins@csc-usa.com

Fire

David West
Fire Marshal
602-495-5774
Cell: 602-206-3621
david.r.west@phoenix.gov

Ticketing

Geoff Rudolph
Ticket Services Manager
602-495-7172
Cell: 602-350-0251
geoff.rudolph@phoenix.gov

Telecommunications

Smart City – Exclusive In-House Provider
Contact: Todd Zuccato
602-252-2928
tzuccato@smartcity.com

Catering / Food and Beverage

Aventura – Exclusive In-House Provider
Contact: Sandy Brown
602-534-8607
brown-sandy@aramark.com

Media / Public Relations

Cynthia Weaver
Director of Communications
602-534-7633
Cell: 602-568-8126
cynthia.weaver@phoenix.gov

Parking

Ace Parking – Exclusive In-House Provider
Contact: Mike De Jesus
602-256-9760
Cell: 602-307-5096
mike_dejesus@aceparking.com

Production

Matt Bouchard
Production Services Manager
602-495-7214
Cell: 602-350-5332
matt.bouchard@phoenix.gov

Security

Travis Wauneka
Security Manager
602-262-6760
Cell: 602-283-6507
travis.wauneka@phoenix.gov

House Security – Operations Center

IPSA – Exclusive In-House Provider
Contact: Doug Mills
602-262-7271
dmills@ipsasecurityservices.com

APPENDIX D

EQUIPMENT RENTAL RATES:

Discounted rate applies to orders received fifteen (15) days prior to the first day of show move-in. Standard pricing applies on all orders received fourteen (14) days and less prior to move-in and throughout the duration of the event. In certain situations, equipment availability and inventory may be limited. Rates are subject to change, client will pay prevailing rate at time of order.

<u>EQUIPMENT</u>	<u>DISCOUNTED</u>	<u>STANDARD</u>
BIKE BARRICADE:	\$5	\$10
CHAIRS:	No charge	\$2
DANCE FLOOR (w/ trim): * Per 3' x 3' section	\$5 per section	\$10 per section
DROP BOXES:	\$5	\$10
DUMPSTERS:		
Open top 40 yd. – initial delivery	\$250	\$500
Open top 40 yd. – recycling – initial delivery	\$100	\$200
Open top 40 yd. – additional pulls	\$200	\$200
EXHIBITION HALL / MEETING ROOM CLEAN UP: \$.07 cents/sq. ft. Excessive trash removal		
KEYS / ACCESS CARDS:		
Key Core Changes	\$50/room	\$50/room
Lost Key / Access Cards	\$50/key/card	\$50/key/card
LANE / STREET CLOSURE:	\$100/day	\$200/day
LECTERNS: 1 per meeting room set included at no charge		
Standing	No charge	\$15
Table Top	No charge	\$15
ADA	No charge	\$15
Presidential	No charge	\$50
OVERNIGHT MEETING ROOM CHANGE:	\$140 each	\$180 each
PREFUNCTION FURNITURE	\$45.00 per hour	\$90.00 per hour
STAGES:		
Meeting Room:		
Standard size 8'x12' (height = 16" or 24")	No charge	\$1.00/sq. ft.
Performance:		
Standard Stage Size 28'x40' (height = 40"-54")	No charge	\$1.00/sq. ft.
Additional meeting room staging	\$1.00/sq. ft.	\$1.00/sq. ft.
Performance stage:		
Standard Stage Size 28'x40'x40" to 54"	No charge	\$1.00/sq. ft.
Additional performance staging	\$1.00/sq. ft.	\$1.00/sq. ft.
STANCHIONS:	\$5	\$10
TABLES:		
Head & Additional Tables – clothed/draped:		
6' x 30"	\$15	\$30
8' x 30"	\$15	\$30
Bare Tables:		
6' x 18"	No charge	\$15
8' x 18"	No charge	\$15
72" Rounds	No charge	\$15
Cocktail Tables	No charge	\$15
TABLE CLOTHS:	\$10	\$15
TRASH COMPACTING/CLEANING	\$45.00 an hour	
TELESCOPIC RISER SEATING per deployment	\$1,200	
WHEELCHAIR LIFTS: PCC has two (2) in stock Client assumes the costs for any outside rentals.	No charge	
WHEELCHAIR RAMPS: Limited to 16" to 48" high	No charge	

APPENDIX E

TEMPERATURE SETPOINTS:

Exhibit Halls, Ballrooms and Meeting Rooms	Summer - Set points	Winter - Set points
Move in/out – Non Event Day	78 Degrees	65 Degrees
During Event Hours	75 Degrees	69 Degrees

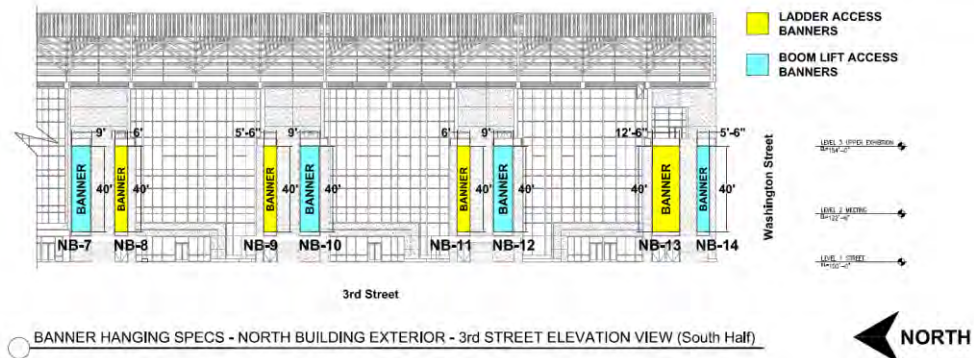
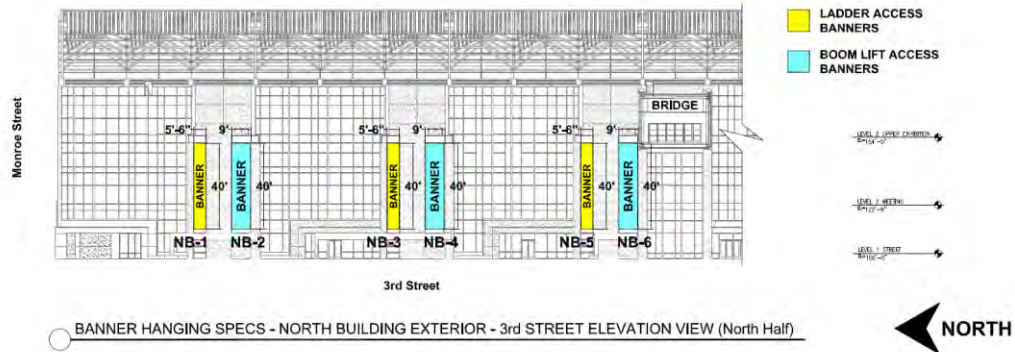
APPENDIX F

FREIGHT AND SERVICE ELEVATOR SPECIFICATIONS:

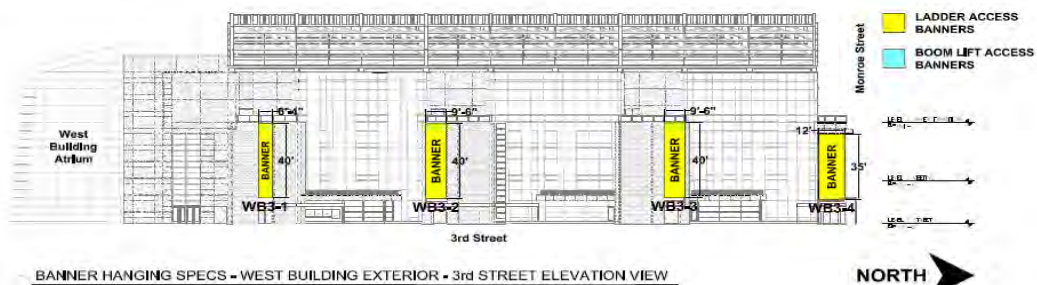
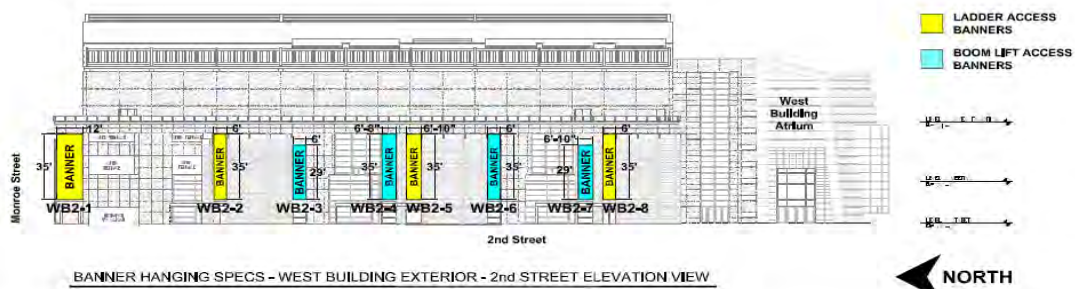
Elevator	Width		Length		Height		Weight
	Interior Cab Dimension	Entrance Restriction	Interior Cab Dimension	Entrance Restriction	Interior Cab Dimension	Entrance Restriction	
West Building							
Freight Elevator # 1	9'-8"	---	19'-2"	---	9'-11"	8'-11"	10,000 lbs.
Freight Elevator # 2	9'-8"	---	19'-2"	---	9'-11"	8'-11"	20,000 lbs.
Service Elevator # 3	5'-4"	4'-5"	9'-4"	---	10'	8'	6,000 lbs.
Service Elevator # 4	5'-4"	4'-5"	9'-4"	---	10'	8'	6,000 lbs.
North Building							
Service Elevator # 12	5'-10"	4'-6"	10'-6"	---	10'	8'	6,000 lbs.
Service Elevator # 13	5'-10"	4'-6"	10'-6:	---	10'	8'	6,000 lbs.

APPENDIX G

EXTERIOR BANNER DESIGNATED LOCATIONS: NORTH BUILDING ELEVATION



EXTERIOR BANNER DESIGNATED LOCATIONS: WEST BUILDING ELEVATION





Submit Form To:



Commonwealth Electric Company 100 North 3rd Street, Phoenix, AZ 85004

PH 602.253.5881

Fax 602.253.5530 Email:

ccooper@commonwealthelectric.com

Please note that electrical orders can only be placed online or via this form, phone orders not accepted.

Event: Data Center World 2019					Dates: March 17th-22nd, 2019	
					Event # 479732	
For Discount Payment Price we must receive your order and payment prior to this DISCOUNT DEADLINE DATE OF: 2.26.2019						
Company Name:					Booth#:	
Standard Electrical Outlets **Rates are for duration of event**					If you require services not listed on this form please call for a quote. Lighting, Water and/or Air, please call for Order Form	
Qty	Description	Discount	Regular	Amount		
120V Motor & Equipment Outlets (3 Pronged)						
	500 Watts (5Amp)	\$106.09	\$137.92		24 Hour Services: Rates are DOUBLE the Outlet Rate Check if required	
	1000 Watts (10 Amp)	\$143.17	\$186.12			
	2000 Watts (20 Amp)	\$181.28	\$235.66			
1 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor					Overhead Power: Rates are Time and Material, please call for quote.	
	10 Amp 208V 1 Phase	\$244.11	\$317.34			
	20 Amp 208V 1 Phase	\$287.37	\$373.58			
	30 Amp 208V 1 Phase	\$358.44	\$465.97		208V and 480V Services: There is a MINIMUM labor charge of (1) hr. for installation/removal of all 208V service. There is a MINIMUM labor charge of (2) hrs. for installation/removal of all 480V service.	
	50 Amp 208V 1 Phase	\$489.25	\$636.03			
	60 Amp 208V 1 Phase	\$555.17	\$721.72			
	100 Amp 208V 1 Phase	\$894.40	\$1,162.72		ELECTRICAL LABOR: Outlets requested to be placed anywhere other than the back of the booth will require a layout and a MINIMUM of (1) hour labor. Please call for quotes on labor if your booth is an Island booth or needs overhead power. Okay to proceed (layout with scaled orientation attached. Order will be installed prior to exhibitor move in. Layout to follow	
3 Phase 208V A.C. 60 Cycle **Requires MINIMUM (1) hr Labor						
	10 Amp 208v 3 Phase	\$276.04	\$358.85			
	20 Amp 208V 3 Phase	\$385.22	\$500.79		FOR SUPERVISED LABOR ONLY Exhibitor supervision requested, requires a MINIMUM of (1) hour of labor.	
	30 Amp 208V 3 Phase	\$425.17	\$552.72			
	50 Amp 208V 3 Phase	\$614.73	\$798.63			
	60 Amp 208V 3 Phase	\$745.15	\$968.70		Date/Time Requested Onsite Contact Onsite Contact Cell #	
	100 Amp 208V 3 Phase	\$1,371.34	\$1,782.74			
Rental Items						
	Extension Cord 15'	\$29.20			State of Arizona or Federal Tax Exempt form must be submitted with order to receive exemption. **By signing the order form, I have read and agree to all of Commonwealth Electric Company's Conditions and Regulations **	
	Extension Cord 25'	\$31.36				
	5-way power strip	\$27.04				
	3-way adaptor	\$23.79			Total Order 8.6% Sales Tax Labor Amount Total Due	
In line booths with standard electrical placement (along back drapeline) will NOT incur labor charges						
Labor for Layout/Overhead/Qty and 208V Services						
ST (M-F 8am-4:30pm)		\$95.17			Date/Time Requested Onsite Contact Onsite Contact Cell #	
OT (M-F 4:30pm-12am & Sat 8am-12 am)		\$142.76				
DT (M-F 12Am-8am & all Sundays/Holidays)		\$190.34				
Company Name					Phone	
					Cell Phone	
Address					State	Zip
Email Address **Please Print Legibly**					Onsite Contact	
Signature					Print Name	
Paid by: CK AX MC VS			CC#		Exp Date	
Cardholder Signature					Print Name	



Commonwealth Electric Customer Information

Payment Policy

1. Payment is required in full when order is placed.
2. Payment must be in U.S. dollars, check or credit card including Visa, MasterCard, and American Express.
3. A \$35 fee will be assessed on all returned checks.
4. Tax: All amounts, except labor, are subject to a combined Arizona State and City tax. If you are tax exempt in the State of Arizona, please attach the Sales Tax Exemption Certificate (form 5000) to your order.
5. Credit will not be given for service/equipment once they have been installed regardless of usage.
6. Refunds must be requested in writing by customer within 7 days of close of the event.
7. Claims will not be considered unless file in writing prior to close of show.

Outlets and Equipment

1. All electrical outlets are provided at an additional charge and are not part of a booth package unless otherwise indicated on the CECM order form.
2. Each outlet ordered is **ONE SINGLE** plug-in.
3. Outlets are to be ordered separately by **EACH** exhibitor and may not be shared.
4. Facility utility outlets are not part of the booth space and may not be used by the exhibitor/vendor.
5. For in-line and peninsula booths, each outlet will be located at the back of the booth. For island booths outlets will be placed at the most convenient location for CECM unless otherwise noted by the exhibitor. Should outlets be required in any other location within the booth, a labor charge will be incurred.

Labor

1. Labor charges shall be incurred for the following: (Please refer to your order form or contact CECM for labor minimums per service.)
 - Request your outlet anywhere but the back of the booth. A layout form must be attached to these orders with booth orientation
 - All 110v services above 20 amps
 - Any 208v service or higher is ordered
 - Conversion of exhibitor power connection
 - All overhead service
 - 8 or more services within the same booth space
 - Requested exhibitor supervision for service installation

Conditions and Regulations

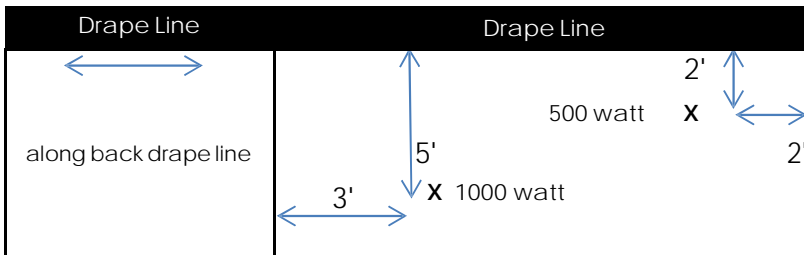
1. CECM will provide standard NEMA connections for all services 208v and higher. Please check with CECM Account Manager for specific type of connection per facility. It is the responsibility of each exhibitor to convert to each facility's connection.
2. Exhibitors/Vendors are responsible for supplying all convertors 220v-110v for international equipment. Should CECM supply there will be an additional charge. Contact CECM for specific charges.
3. Exhibitors are responsible for providing GFI outlets, should GFI be required. CECM can provide these services at an additional charge.
4. CECM will not be responsible for any cutting or altering of any floor covering in order to bring services to booth space in a specific location.
5. All materials and equipment furnished by CECM to provide service shall remain the property of CECM and be removed only by CECM at the close of the event. Any equipment removed by the exhibitor/vendor shall be charged replacement cost of the specific equipment.
6. All equipment, regardless of source of power, must comply with all Federal, State, and City safety codes.
7. All equipment must be properly labeled with complete information as to current, voltage, phase, cycle, horsepower, etc.
8. All exhibitor/vendor supplied cords must be of the 3 wire grounded type. Use of open clip sockets, latex or lamp cord wire is prohibited.
9. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, shall be grounded.
10. All motors over 3hp must have magnetic starters and disconnecting switch provided by the exhibitor/vendor.
11. Commonwealth Electric Company is not responsible for voltage fluctuations or power failure because of temporary conditions.



Event:
Booth Name & Number

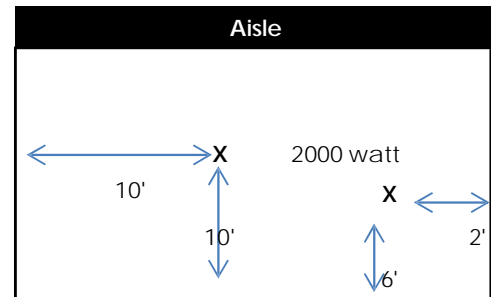
Examples filling out your floor plan-Not to Scale

Line Booth
Standard Placement



Line Booth
Custom Placement w/measurements

Island Booth
Custom Placement w/measurements



Exhibitor Floor Plan

Important Element of your floor plan to include:

- * Mark Service Location
- * Indicate adjacent booth numbers and/or aisles
- * Indicate your booth dimensions/measurements (ie 10 x 10 diagram below)

Adj Booth # _____

Adj Booth #

Adj Booth #

Adj Booth # _____

The Easy Way to Collect Leads and Boost ROI



CompuLEAD® App and Tablet

Develop high-quality sales leads and close more sales.

- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available



atEvent—Global Lead Retrieval Solution

A global lead retrieval solution you can use at all your events.

- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards



Products run on Apple and Android devices with current operating systems

Quick Comparison

	CompuLEAD	atEvent
Scan badges to collect	✓	✓
Qualify and survey leads	✓	✓
View/edit leads from the	✓	✓
Add notes to a lead	✓	✓
Real-time access to leads	✓	✓
Use on multiple devices	✓	-
Send marketing materials	✓	-
Transfer activations	✓	-
Wireless printer option	✓	-
Auto Transfer leads into	-	✓
Scan business cards	-	✓

"This is best lead retrieval app I have ever used! It's so simple to use. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year."

- T. Jacobson

International Exhibitors Have a limited data plan?

You can use the CompuLEAD App in 'Airplane Mode' and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)

Order Online: compusystems.com/order

Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565
Email: exhibitor-support@csireg.com





Introducing Showcase XD

An easy-to-use iPad catalog app designed to enhance your trade show booth product displays! Showcase XD is a better way to engage attendees at booth of any size and includes the following game-changing features:

Skip the Printer

Save money. No more printing and shipping brochures that land in the trash

Automated follow up:

Sends the attendee a summary of their experience and links to products they were interested in

Powerful Insight:

- Scan a badge or enter the attendee's email
- Tracks the attendee's interests
- Data can also be imported to CRM, ASM or email marketing platforms



Packed with Benefits:

- Easy to use and setup
- Pays for itself in printing and shipping costs
- Badge Scanning capability
- Personalization
- iPad and stand rentals available
- Core features work without WiFi
- Powerful insight and analytics
- Can be used for multiple shows

Order Online: compusystems.com/order

Questions?



CompuSystems

Aventura Catering Exhibitor Menu and Order Form



Aventura Catering Sales Manager:

Stephanie Raper

Contact Phone: 602-534-1216

Email: raper-stephanie@aramark.com

beverages

freshly brewed coffee

our coffee service includes disposable starbucks® cups with lids, half and half creamer, sugar, artificial sweeteners, stir sticks and disposable napkins. coffee is priced per gallon with a 1-gallon minimum required per variety.

starbucks® house blend coffee \$66.00++ per gallon

starbucks® decaffeinated coffee \$66.00++ per gallon

tazo® hot tea \$66.00++ per gallon

hot cocoa \$66.00++ per gallon

hot cider \$66.00++ per gallon

beverage service

assorted pepsi® soft drinks \$3.50++ each

individual bottled aquafina® water \$3.50++ each

individual sparkling water \$4.50++ each

individual assorted fruit juice \$4.50++ each

individual arizona® iced tea \$5.00++ each

iced tea, lemonade or fruit punch \$44.00++ per gallon

infused waters of strawberry-basil, cucumber or citrus \$30.00++ per gallon

rockstar®, amp® or monster® energy drinks \$7.00++ per each

water service

water cooler rental \$75.00+ per cooler per day

electrical needs: 500 watts (5 amp) 150 volt electric must be ordered by client through commonwealth electric

dimensions: 13"(w) x 13" (w) x 55" (h)

5 gallon water bottle \$28.00++ per bottle

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A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



a la carte

bakery breakfast bites

assorted bagels, cream cheese \$42.00++ per dozen

assorted danish pastries \$42.00++ per dozen

innovation bakery bread, muffins \$42.00++ per dozen

assorted donuts \$45.00++ per dozen

sweet

assorted cookies \$42.00++ per dozen

dessert bars assortment of lemon, apple, chocolate raspberry \$45.00++ per dozen

oreo® crusted fudge brownies \$45.00++ per dozen

rich white chocolate m&m® topped blondies \$45.00++ per dozen

chocolate dipped strawberries \$66.00++ per dozen

petite french dessert pastries \$72.00++ per dozen

assorted candy bars \$48.00++ per dozen

savory

tri colored tortilla chips and salsa (serves 25) \$125.00++

tri colored tortilla chips and guacamole (serves 25) \$150.00++

pita chips and spinach dip (serves 25) \$125.00++

homemade potato chips and onion dip (serves 25) \$125.00++

mixed nuts (serves 25) \$125.00++

mini pretzels (serves 25) \$100.00++

spicy snack mix (serves 25) \$100.00++

rejuvenating

granola bars \$4.00++ each

fresh fruit cup \$6.00++ each

whole fresh fruit 3.00++ each

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platters

silver dollar sandwich assortment (tray of 50) \$300.00++

assorted silver dollar sandwiches includes roast beef, ham & turkey with a variety of cheese

croissant sandwich assortment (tray of 50) \$350.00++

assorted pre-made sandwiches include roast beef & cheddar, ham & american cheese, turkey & swiss cheese

tossed mixed greens salad with ranch and balsamic vinaigrette (serves 50) \$300.00++

domestic and imported cheese with lavosh and crackers (serves 50) \$550.00++

fresh vegetable tray with ranch dressing and hummus (serves 50) \$450.00++

fresh sliced fruit tray (serves 50) \$450.00++

hors d'oeuvres

feed your staff or your booth guests with these delicious bites. hors d'oeuvre selections comes on a platter of 50 pieces.

pesto chicken, sweet pepper tapenade \$300.00++

medjool dates, bleu cheese, mint chutney \$300.00++

smoked chicken, boursin, red pepper, chives on a parmesan crostini \$300.00++

seared beef tenderloin, mascarpone, sweet polenta round, onion relish \$350.00++

chipotle roasted chicken, avocado crème, tomatillo chutney in a tortilla cup \$300.00++

baked plantain nacho, pico de gallo, spicy tomato chutney \$300.00++

bruschetta of avocado, basil, tomato, jalapeño, cracked pepper \$300.00++

prosciutto wrapped asparagus, candied lemon zest \$300.00++

spicy shrimp on coconut cornbread, candied pineapple \$350.00++

vanilla smoked scallop, habanero glaze on a cucumber, mango chutney \$350.00++

miso shrimp, sesame ginger rice cake, sweet chili sauce \$350.00++

vietnamese summer roll, spearmint, rice noodles \$300.00++

vegetable napoleon parmesan crisp \$300.00++

spicy apple, brie on a crostini, candied walnuts \$300.00++

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specialty booth stations

logo bottled water

your booth attendees will be your own personal marketers with your company's logo bottled water. provide us with your company logo and we'll custom order your bottled waters. a lead time of 30 days is required with a minimum of 20 cases ordered.

12 oz bottled waters \$96.00++ per case

16.9 oz bottled waters \$102.00++ per case

poppin' popcorn

select our table top popcorn machine or our antique popcorn cart for your booth. each station yields approximately (200) servings of theater style popcorn for up to 4 hours of service and includes popcorn bags and disposable napkins. select one seasoning flavor: theater butter, white cheddar, garlic parmesan, cheesy jalapeño or caramel. a dedicated booth attendant is required.

table top popcorn station \$300.00++

antique popcorn cart station \$350.00++

*booth attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

additional 200 servings of popcorn \$175.00++

custom logo popcorn bags \$200.00++ per 500 bags

6-week lead time required

smoothies bar with tiki cart

**\$450.00++ per hour
(3 hour minimum)**

specialty made-to-order smoothie bar is a show stopping treat. includes (100) smoothies with disposable cups, straws and napkins with your choice of (2) flavors: strawberry, mango, strawberry-banana, peach, berry berry or piña colada. a dedicated attendant is required.

additional smoothies available at \$5.00++ each

*booth attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

candy store

\$600.00++

ultimate candy buffet that can be coordinated with your company color or event theme. glass containers and serving utensils are utilized to display candy with serving bags included. choice of 7 candies to choose from including: gummy bears, mary janes, candy sticks, jelly beans, starburst®, rock candy, lollipops, red hots®, hershey's® kisses, red vines, m&ms® or let us know your favorite candy! serves 100 guests.

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A 21% administrative fee and current sales tax will be added to all food and beverage.

A minimum order of \$100.00 is required. If not met, client is subject to a \$35.00+ delivery fee.

Client is responsible for providing tables and electrical service for their booth.



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specialty booth stations continued

karen's kreamery ice cream sandwiches

\$600.00++

karen's kreamery brings you homemade ice cream sandwiched in between bakery fresh cookies that are a treat no one can resist. includes (100) 2.5" ice cream sandwiches for 2 hours of service with a dedicated attendant, disposable napkins and utensils with your choice of (2) ice cream flavors: vanilla, chocolate, strawberry, mint chip, butter pecan and choice of (2) cookie flavors: chocolate chip, sugar, snickerdoodle.

additional servings: \$150.00++ (serves 25)

electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric

fresh baked cookie station

\$350.00++

tempt show traffic to your booth with the warm and welcoming scent of freshly baked cookies. the fresh baked cookie station includes up to 4 hours of service, a table top otis spunkmeyer gourmet cookie oven, disposable napkins and approximately (160) 2 oz. cookies with your choice of (1) flavor: chocolate chip, oatmeal raisin or white chocolate macademia nut.

additional case of cookie dough (160 cookies) available at \$200.00++ per case

booth attendant optional: \$140.00+ (up to 4 hours) to bake and distribute cookies

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

cappuccino bar

**\$375.00++ per hour
(3 hour minimum)**

a barista presents your guests with specialty made-to-order coffee service of espresso shots, flavored cappuccinos, macchiato, mochas, lattes, hot chocolate and steamers. the cappuccino bar includes disposable cups with lids and napkins.

Additional hours: \$375.00 ++ per hour

electrical needs: 2000 watts (20 amp) 120 volt and 500 watts (5 amp) 110 volt must be ordered by client through commonwealth electric

italian soda bar

\$1,500.00++

welcome your guests to your booth by offering soda with an italian twist. the italian soda bar includes up to 4 hours of service and (250) 12 oz. servings with disposable cups and straws. select up to three flavors: strawberry, raspberry, peach, orange, lemon, lime.

Additional servings: \$125.00 ++ per hour (serves 25)

iced coffee javarator

\$1,500.00++

this iced coffee stand will give your booth attendees a cool chill from the desert sun. this iced coffee stand uses the technology of a coffee keg and includes your barista for up to 4 hours of service and (250) 12 oz. servings, regular and decaf coffee ground from south american beans, coffee condiments, disposable cups with lids and napkins.

electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric

specialty booth stations continued

dippin' dots stand

\$700.00++

the original beaded ice cream is a fun and tasty treat! this stand comes with ice cream cups, spoons and disposable napkins with your choice of two flavors for up to 4 hours of service and (100) servings: chocolate, strawberry, vanilla, rainbow, cookies 'n cream, mint chocolate, banana split, cotton candy, birthday cake. a dedicated attendant is required.

*booth attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hot and soft pretzels

\$125.00+

keep your soft jumbo pretzels warm with our tabletop pretzel warmer. the pretzel warmer holds up to 36 pretzels and displays them for an easy grab and go snack. order your pretzel quantity and our staff will deliver, setup and remove the warmer for you. a minimum order of 36 pretzels is required.

traditional pretzels \$4.00++ each

jalapeño stuffed pretzels \$6.00++ each

add individual servings of cheese dip \$1.00++ each

*optional booth attendant: \$140.00+ (4 hour minimum) provided by aventura to operate equipment
electrical needs: 2000 watts (20 amp) 120 volt must be ordered by client through commonwealth electric*

hydration station

\$200.00++

refreshing and delicious, this station will quench your thirst. the hydration station comes with 2 gallons of infused water, lemonade and iced tea presented with beverage dispensers, disposable cups and napkins. select from the following flavors:

2 gallons of infused water, choice of: strawberry-basil, cucumber or citrus

2 gallons of lemonade, choice of: classic, strawberry, lavender or mango

2 gallons of iced tea, choice of: regular, passion fruit or prickly pear

aqua fresca

\$250.00++

blended seasonal fruit with club soda. a sweet and simple refreshment that is sure to please. this beverage station includes 5-gallons with disposable cups and napkins. a dedicated attendant is required.

booth attendant required: \$140.00+ (up to 4 hours) provided by aventura to operate equipment

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bar service

aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the arizona department of liquor licenses and control. therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by aventura. one bartender per bar is required and will automatically be applied to your order for \$140.00+ for up to 4 hours of service. each additional hour is \$45.00+ per hour.

host bar

premium cocktails \$8.00++ each
house woodbridge wine by the glass \$8.00++ each
imported beer \$7.00++ each
domestic beer \$6.00++ each
bottled still water \$3.50++ each
bottled sparkling water \$4.50++ each
assorted pepsi® soft drinks \$3.50++ each
the hosted bar is based on consumption

host specialty items

imported beer keg \$550.00++ each
local microbrew beer keg \$550.00++ each
domestic beer keg \$350.00++ each
*electrical needs: 500 watts (5 amp) 120 volt must be ordered by client through commonwealth electric
bartender required at \$140.00+ for up to 4 hours of service*

bloody mary bar

\$1,000.00++

serves (100) bloody mary beverages made with house vodka, tomato juice, clamato juice, worcestershire sauce, fresh grated horseradish with selection of hot sauces, celery sticks, green beans, jumbo olives, lemons and limes. disposable serviceware included.

bartender required at \$140.00+ for up to 4 hours of service

mimosa bar

\$1,000.00++

serves (100) mimosas for up to 4 hours of service made with house champagne, orange juice, cranberry juice, grapefruit juice, raspberries, blueberries and strawberries. disposable serviceware included.

bartender required at \$140.00+ for up to 4 hours of service

margarita madness

\$1,800.00++

(225) frozen margaritas with our frozen margarita machine made with your choice of one of the following: classic, strawberry or prickly pear margaritas. disposable serviceware included.

bartender required at \$140.00+ for up to 4 hours of service

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general information, policies and procedures

FOOD & BEVERAGE REGULATIONS

All food and beverage items served within Phoenix Convention Center must be prepared and presented by Aventura...A Premier Catering Company. This includes requests for exhibitor amenities such as logo-bottled water, hard candies, etc. Local health code regulations prohibit guests from removing remaining food and beverage from the Convention Center. Aventura, as a licensee, is responsible for the administration of the sale and service of all alcoholic beverages in accordance with the Arizona Department of Liquor Licenses and Control. Therefore, in compliance with the state law, all beer, wine and liquor must be supplied and served by Aventura.

EVENT PLANNING

Exhibitor Food & Beverage Order Specifications

To insure the proper planning of your event, we kindly request that all exhibitor food and beverage specifications be received in writing by our office no later than fourteen (14) days prior to the date of your first service. Orders received within fourteen (14) days of the first scheduled service will incur a 10% late administrative charge.

Confirmation of Orders

Upon receipt of all written food and beverage specifications, your Aventura Sales Professional will review and provide the customer with written confirmation of services ordered. A separate event order will be issued to the customer for each individual service, along with a contract outlining specific agreements between the customer and the caterer, Aventura. The contract, signed event orders and payment in full must be received by Aventura no less than three (3) business days prior to the first event. The event orders, when completed, will form part of your contract. Menu prices are subject to change without notice.

Client Responsibility

The client is responsible for ordering electrical power from Commonwealth Electric and booth catering tables and/or bar fronts and bar back tables from show decorator if necessary.

PAYMENT POLICY

Deposits

Aventura policy requires full payment (100%) of total estimated charges in advance.

Acceptable Forms of Payment

Company check, American Express, Visa, MasterCard and Discover are considered acceptable forms of payment. If payment is received within less than three (3) business days prior to the event, certified funds or credit card payment will be required. If company check is utilized for payment, a credit card will be required to facilitate on site additions and changes to existing orders.

Cancellation

Full charges will apply to cancellations made within five (5) business days prior to delivery.

ADMINISTRATIVE CHARGE* AND SALES TAX

- All food and beverage items are subject to 21% administrative charge* and applicable Arizona sales tax. Administrative charge* is taxable in the State of Arizona.
- ++ indicates the addition of 21% administrative charge* and applicable sales tax
- + indicates the addition of applicable Arizona sales tax (currently 8.6%)
- Administrative charge* and sales tax are subject to change without notice

DELIVERY FEES

All catering orders or re-orders totaling less than \$100.00 (excluding administrative charge* and sales tax) will result in a \$35.00+ delivery fee.

BEVERAGE PURCHASE POLICY

All beverage items are sold à la carte and cannot be purchased on a consumption basis.

LABOR

Each booth attendant or bartender is \$140.00+ for up to 4 hours and are \$45.00+ per hour for each additional hour per attendant or bartender.

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Exhibitor Booth Catering Order Form

Please fax or email your completed order and credit card authorization form to (602) 534-8603 or Stephanie Raper at raper-stephanie@aramark.com. Confirmation will be emailed to you.

Show Name:						
Company:						
Order Contact:						
Street Address:						
City:				State:	Zip:	
Email:						
Phone:				Fax:		
Booth #:				# of Guests:		
On-Site Contact:						
On-Site Contact Cell:						
MENU ITEMS						
Service Date	Start Time	End Time	Quantity	Item Description	Unit Price	Total Price
					Subtotal	
					21% Administrative Fee (if applicable)	
					8.6% Sales Tax	
					Total	

a v e n t u r a

A PREMIER CATERING COMPANY

_____ 1) Check issued for advance payment. Credit Card is to be used for any additional orders & balance.

_____ 2) Credit Card is to be used for all charges.

PLEASE CHECK ONE			
VISA _____	MASTERCARD _____	AMEX _____	DISCOVER _____

CREDIT CARD #: _____

EXPIRATION DATE: _____ SECURITY CODE: _____

CARD HOLDER NAME: _____

ON-SITE CONTACT: _____

COMPANY NAME: _____

BILLING ADDRESS: _____

PHONE #: _____ CELL #: _____

EMAIL ADDRESS: _____

SIGNATURE OF CARDHOLDER: _____

(Signature MUST be same as name on credit card)

PLEASE MAKE A LEGIBLE PHOTO COPY OF CREDIT CARD (FRONT ONLY) FOR CREDIT CARD VERIFICATION

ANY CREDITS DUE WILL BE PLACED BACK ONTO PROVIDED CREDIT CARD

FOR OFFICE USE ONLY	
DATE: _____ (AUTHORIZATION VALID FOR 30 DAYS)	AUTHORIZATION #: _____
AMOUNT OF AUTHORIZATION: _____	AUTHORIZED PERSONNEL: _____



Good afternoon,

Smart City Arizona, the contracted technology provider for the Phoenix Convention Center, is excited to be your event technology partner for **Data Center World 2019**.

Smart City is pleased to provide the following services for Data Center World 2019:

- Wired and wireless internet data services.
- Network cabling and switch installation.
- Voice/phone services.
- Cable TV.
- Data network engineering to connect your exhibit space back to your home office.

Smart City is committed to the highest level of service:

- With more than 25 years of experience in the hospitality and convention industry, Smart City are experts in ensuring all of your on-site event technology needs are met.
- Smart City is the leading provider of technology services to over 3,000 conventions and meetings at more than 35 convention centers annually and is the nation's largest provider of event telecommunications and technology in the convention industry.
- We are at your service, to provide on-site support for the duration of your event to make certain that all of your event technology goals are achieved.
- A Smart City Advanced Exhibitor Sales Team Member will contact you shortly to review services and assist with any questions you may have about your upcoming event.

Place your order before the incentive pricing deadline of March 2, 2019

- Use our online ordering system
at: <https://orders.smartcitynetworks.com/center.aspx?center=029>

We look forward to working with you!

Angel Pereda

Advanced Exhibitor Sales-Customer Support

Smart City - Corporate

O: 702-943-6038

Customer Service Line: 888-446-6911

Email: APereda@smartcity.com





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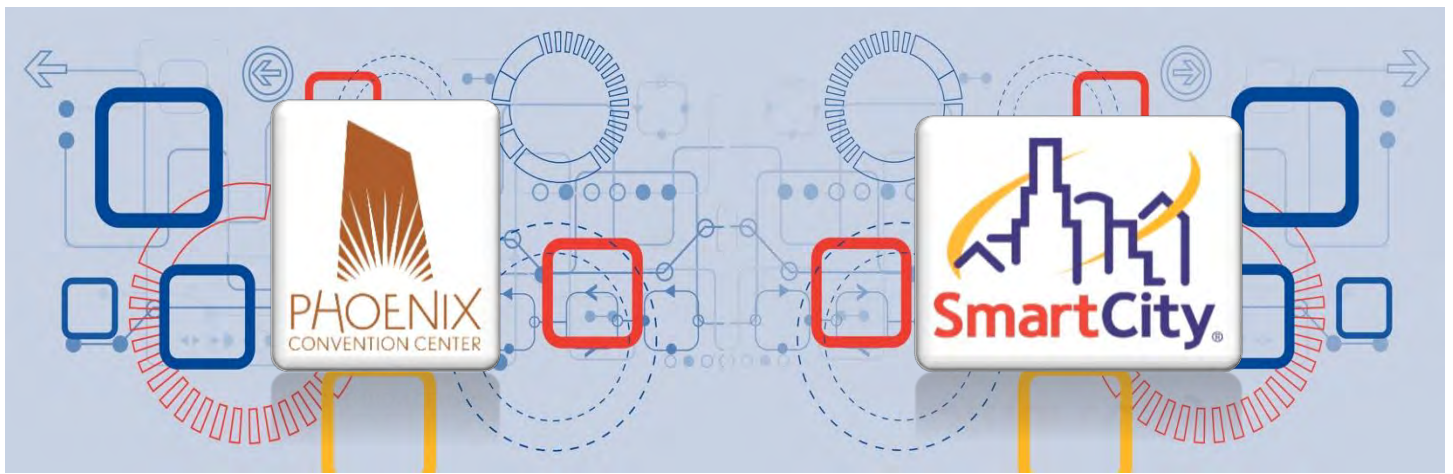
Smart City - Corporate

O: 702-943-6038

Customer Service Line: 888-446-6911

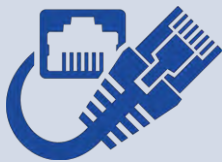
Email: APereda@smartcity.com





Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications and television service provider for the Phoenix Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



To review and order our services visit
<https://orders.smartcitynetworks.com>



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



Television Service

- HD Service

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: 14 Days Prior to 1st Day of Show Move-in
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.

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.

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:
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<p>Dedicated Wired Internet Routers Allowed</p> <p>Connection speeds of 3Mbps and up</p> <p>Required for:</p> <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) <p>Includes 5 Static Public IP Addresses</p>	<p>Broadband Wired Internet No Wired or Wireless Routers</p> <p>Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p>Recommended for:</p> <ul style="list-style-type: none"> • Internet Applications • Social Media • Multi Media Downloads <p>Includes 1 Private IP Address</p>
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Wireless services are NOT included on this form – please contact us for specific rates.

ORDER ONLINE: orders.smartcitynetworks.com/ordering.aspx

*****Incentive rate applies to orders received with payment 14 days prior to 1st day of show move-in*****

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
If you require 6 or more devices – Please call (888) 446-6911.					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
For extension of 3rd party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.					
				SUBTOTAL	
				ESTIMATED 10% TAX / FEES	
				GRAND TOTAL	
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					
Effective January 1, 2018 – December 31, 2018		Customer No: 2018 - 029 -			

Network Security Declaration

Center: **P h o e n i x C C - (0 2 9) - A Z**
Show: _____

Company Name: _____
Booth / Room #: _____
Customer / Ref #: **2018 - 029 -**

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
Connecting to Smart
City's Network: _____

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 _____

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



Show: _____

Booth / Room #: _____

Customer / Ref #: 2018 - 029 -

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 (Telephone, 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#									
Adjacent Booth or Aisle#											

Adjacent Booth or Aisle#

T = Location of Telephones, Fax lines or other telecommunications equipment “T”.

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.

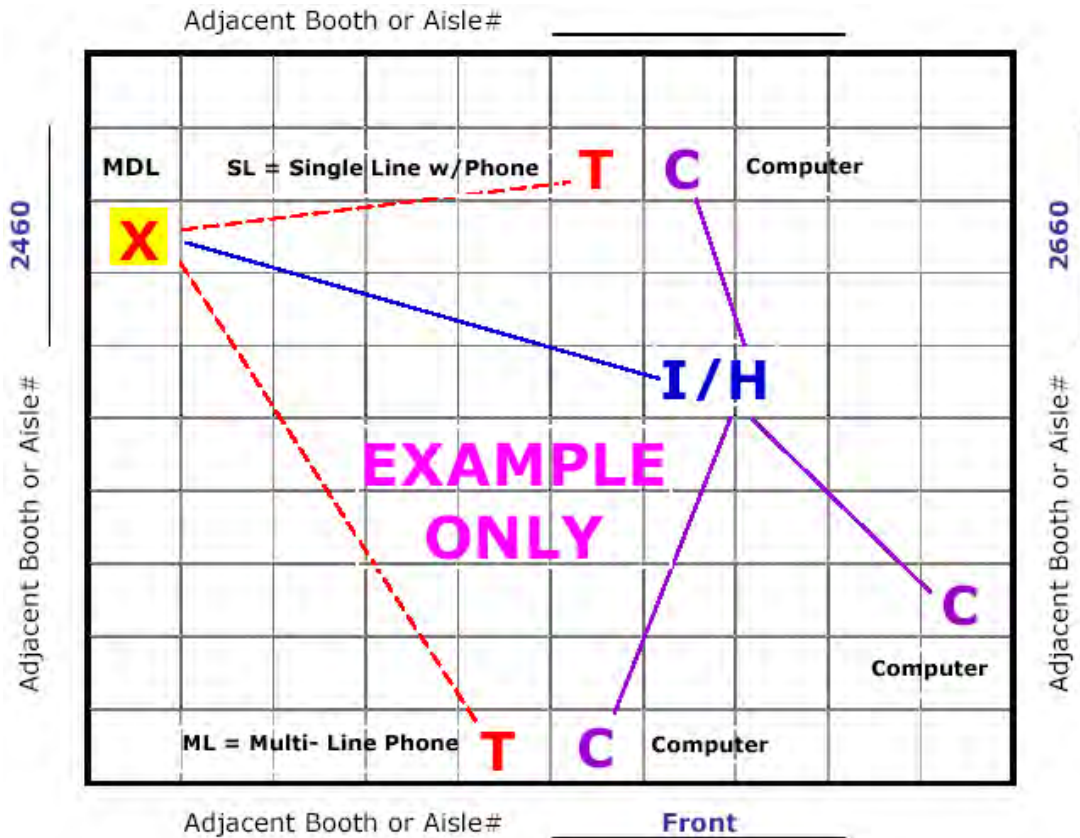
Size = Booth dimensions (example 10x10) . **Scale** = 1 Box is equal to ft.

Center: Phoenix CC - (029) - AZ
Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY
Booth / Room #: 1234
Customer / Ref #: 2018 - 029 - XXX - XXXX

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and 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 3, 5 and 6), coaxial and all other data and telecommunication cable 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 (Telephone, 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).



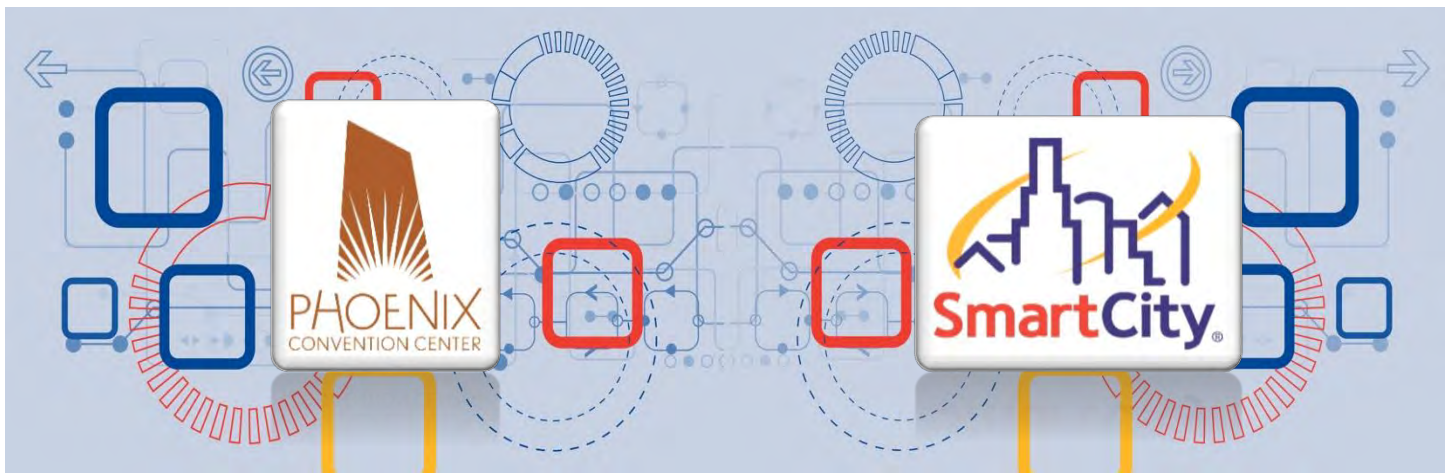
X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the 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.

T = Location of Telephones, Fax lines or other telecommunications equipment "T".

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.

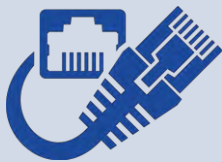
Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.



Order 14 days prior to the 1st day of the event move-in for incentive rate.

Smart City is the exclusive telecommunications and television service provider for the Phoenix Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



To review and order our services visit
<https://orders.smartcitynetworks.com>



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



Television Service

- HD Service

Questions? Contact us at (888) 446•6911 or csr@smartcity.com.



Fire and Life Safety Regulations for Exhibitors



Dear Exhibitor,

The Phoenix Convention Center and the Phoenix Fire Department have partnered to assist you in both a safe and successful experience in our facility. To facilitate this, the Phoenix Convention Center has an in-house Fire Marshal Program and will work with you from the planning phase to show opening. To help ensure a safe show for both you and the other exhibitors and attendees, a fire inspection of all exhibit booths will be conducted to ensure compliance with the fire and life safety requirements. We not only conduct a fire inspection prior to the event opening, but conduct walkthroughs during your move-in to help eliminate any last minute issues.

To assist in the planning and operation of your booth, we have created a “Life Safety and Regulations Handout”. This handout is designed to cover some of the most common fire and safety issues that you may encounter with your booth.

This handout is not a complete list of all relevant code requirements. Please keep this in mind that it was designed to answer the most common questions and circumstances. If you have questions, please feel free to contact me directly. I look forward to working with you to ensure your experience is both safe and successful.

Eric Williams, Fire Inspector, Phoenix Fire Department

Phoenix Convention Center

100 N. 3rd Street, Floor 2A – West Building

Phoenix, AZ 85004

Office 602.495.5774

FAX 602.744.2882

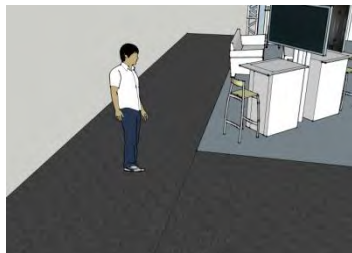
General Requirements:

- ALL EXHIBIT/DISPLAY CONSTRUCTION, DECORATION MATERIAL, AND DRAPE must be flame retardant. Oil cloth, tar paper, nylon, plastic cloth, and certain other plastic materials that cannot be rendered flame retardant, through spray or dip application, are prohibited. Vertical carpet is also prohibited unless it is flame retardant. Please have the material's fire resistive documentation available prior to the show opening. If documentation for the material is not available then proof of satisfactory flame retardancy may include a field flame test based on NFPA 701*. This will require the material to have a 1 X 4 inch sample cut. **Please note that the NFPA 701 test is a "destructive test" and the sample could be discolored or destroyed.*
- Plywood less than 1/4" in thickness must be flame retardant treated lumber. The product shall not be painted or similarly modified until the material has been inspected and the flame retardant marking/labeling verified.
- Exits and aisles must be clear of all obstructions. This includes chairs, tables, product, trailer tongues, displays, etc. At no time shall a fire alarm horn/strobe be blocked or covered.

Common Questions:

Q: Can I have chairs at the front of my booth?

A: You may have chairs at the front of the booth provided they are still inside the booth when occupied. This may require the table(s) they are located at to be farther inside the booth

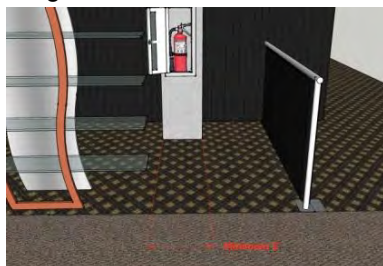


- A minimum three (3) foot clearance shall be provided around all fire extinguishers*, fire hose cabinets, standpipe connections, automatic external defibrillators, and fire alarm pull stations. These devices shall also be clearly accessible and visible from the aisles. NOTE: If fire extinguishers are obstructed, the client is responsible for providing a fully operational 2A-10BC fire extinguisher in a visible, accessible location.

Common Questions:

Q: Can I just move the blocked extinguishers out of the cabinet?

A: No. The building's fire extinguishers shall not be removed from the cabinets. You or the general service contractor / decorator will need to provide one.



- Combustible materials such as pamphlets and other paper products shall be limited to a one (1) day supply and maintained in an orderly fashion inside the booth. No storage is allowed behind the booths. Registration area will also be limited in storage amounts.

Common Questions:

Q: Where can I store these items?

A: You can make arrangements to have the general service contractor/decorator provide storage on the dock or other approved space.

- Combustible containers, such as wood crates and empty cardboard boxes shall be stored outside of the exhibit space or inside an approved storage area. General service contractors/decorators can provide storage options
- Operational single station smoke detectors shall be provided in all enclosed exhibits and vehicles exceeding 120 square feet (i.e. recreational vehicles, mobile homes, tents, simi trailers, etc.). Covered exhibits and booths exceeding 300 square feet shall obtain prior approval and comply with additional automatic sprinkler protection requirements.
- Booths which require more than 50 feet travel distance to an exit aisle shall be provided with a minimum to two (2) exits remote from each other.

Common Questions:

Q: When does this apply?

A: Some show floors will have a large bulk booth with drape around it like a book store or merchandise shop. If additional exits are required they will be noted on the approved plan.

- Any structure designed with a second level intended to be occupied shall submit plans stamped by a licensed structural engineer prior to move in. These booths shall be reviewed and approved by the Phoenix Fire Department and, if applicable, the Building Safety Department prior to setup in the facility.
- Two story booths with only one means of egress from the upper level shall have a posted maximum occupant load of ten (10) persons on the second level.
- Exit signs shall be visible from all locations. If exit signs are not visible, temporary exit signs shall be posted as approved by the Fire Marshal. If the space's lighting is at a low enough level in which the temporary exit sign(s) are not visible, then internal or external illuminated signs shall be used.
- Aisles in an exhibition or tradeshow shall be a minimum ten (10) feet wide. NOTE: This width may be increased based upon the show type and setup.
- Vehicles, freight, storage, or other items shall not be stored or left in the path of the roll-up or sliding doors. At no time shall doors be obstructed from self-closing.

Liquid and Gas Fueled Vehicles and Equipment for Display:

Common Questions:

Q: Who inspects the vehicle?

A: The in-house security company providing the event security will inspect the vehicles. Two inspections will be conducted. The fuel will be checked prior to entry to the exhibit hall and another will be conducted once the vehicle is set in the booth with the fuel cap and battery secured.

- All fuel tank fill caps shall be self locking or taped in an approved manner to prevent tampering.
- Fuel in the fuel tanks shall not exceed one quarter of the tank capacity or five (5) U.S. gallons (18.9L), whichever is less.

Common Questions:

Q: What about Simi trucks?

A: We understand that Simi trucks cannot operate with 5 gallons or less of fuel down or up the ramps to the exhibit halls. Therefore, if the Simi's tractor is on display it shall have the smallest amount of fuel in its tank to make it into the exhibit space.

- Vehicles or equipment shall not be fueled or defueled on City of Phoenix property.
- The battery's positive post must be disconnected. If approved by the Fire Marshal, batteries used to power auxiliary equipment may be permitted to be kept in service.

Common Questions:

Q: What if I would like to display the vehicle's sound or electronics?

A: The in-house electrical company can provide shore power to the vehicle. The exhibitor will need to provide an inverter.

- CNG, LNG, propane, natural gas and hydrogen fuel tanks shall be empty (zero pressure) or inert and the emergency shut off valve(s) shall be closed.
- RV's, campers, tractor trailers, and other vehicles with more than 120 square feet of ceiling shall have an operational smoke detector per divided section.
- It may be necessary to inspect, move or relocate a vehicle before a show. For this reason, it is recommended that a set of keys be available on site for all vehicles.
- Fuel storage shall be located outdoors in approved cabinets at a location approved by the Fire Marshal.

Cooking and Warming Devices:

All cooking and warming devices shall be approved by the Fire Marshal. All cooking and warming devices shall be listed by a recognized testing laboratory, i.e. UL or FM.

- Cooking and warming devices shall be isolated from the public by placing the devices a minimum 48 inches from the public accessible area or provide a non-combustible three (3) sided non-combustible barrier between the public and the device(s).

Common Questions:

Q: Does this mean an exhibitor cannot cook in the booth next to an aisle?

A: No. Exhibitors can cook in the booths provided the distance or barrier requirement above is met. This will require the cooking to be done at the rear of the booth or at the front with a barrier as stated above.

- Individual cooking or warming devices shall not exceed 288 square inches of cooking surface.
- The table surface holding the cooking or warming device using combustible oils or must be made of a non-combustible material.

Common Questions:

Q: Does this mean the table needs to be metal?

A: No. The table's surface needs to be none combustible. This could be a wooden table with a metal sheet or buffet pan beneath the cooking device.

- A minimum of two (2) feet shall be provided between devices.
- Combustible materials (including booth drape) shall be maintained a minimum two (2) feet from cooking and warming devices.
- An approved 20BC rated dry chemical fire extinguisher shall be provided within 30 feet of deep fat fryers using animal based oil.
- A wet chemical type "K" fire extinguisher shall be located within 30 feet of any cooking device that utilizes vegetable based oil.
- Butane burners are allowed provided that the following are met:
 - a. The cylinder(s) and appliances shall be listed.
 - b. Appliances shall not have more than two (2) 10 ounce (296 ml) non-refillable butane gas cylinders, each have a maximum capacity of 1.08 lb (.490 kg).
 - c. Cylinders shall be connected directly to the appliance and shall not be manifolded.
 - d. Cylinders shall not be in the building after show hours.
 - e. Additional replacement and empty cylinders shall be stored outside the building.
- A noncombustible lid shall be immediately available and shall be of a sufficient size to cover the devices cooking well.

Electrical:

Non-grounded two (2) wire 110v extension cords are **NOT** permitted. Most of these cords are only listed for residential use.

- Extension cords shall not run under carpet or rugs unless designed to do so, or if it is approved by the in-house electricians.
- There shall be a two (2) foot clearance between halogen or other high intensity lights and combustibles or per the manufacturer's instructions.
- Halogen and other high intensity lighting shall have the original factory guards in place over the lens/glass.
- All electrical cords, devices and equipment shall be free from defects and operated per their manufacturer's instructions.
- All electric cords in the path of travel shall be taped down to prevent tripping.
- All electric devices shall be listed by a nationally recognized laboratory, i.e., UL / FM.
- Placement of cables along floors, aisle ways, doorways or other areas that can create a trip hazard or prohibit accessibility is prohibited. If cords do not exceed a #2 pencil size they may be taped down. The tape shall cover the cord in a parallel direction.

Hazardous Material:

Material Safety Data Sheets (MSDS) are required to be onsite and accessible for all approved hazardous materials brought into the facility. **ALL** hazardous materials shall be approved by the Phoenix Fire Department and the Phoenix Convention Center prior to being brought into the facility.

The following hazardous materials are **PROHIBITED**:

- LPG cylinders in excess of 2.5 pounds (1 kg) water capacity
- Flammable compressed gases, such as acetylene.
- Flammable liquids, including but not limited to, gasoline, kerosene, cleaning solvents, thinners and other petroleum-based liquids except those allowed in section LIQUID AND GAS FUELED VEHICLES.
- Pool chemicals, pesticides, herbicides, poisons, and other such products.
- Explosive materials, unless approved by the Fire Marshal, such as pyrotechnic materials.
- Cryogenics (i.e. liquid nitrogen, liquid oxygen), unless approved by the Fire Marshal

Open flame Devices:

Open flame devices are **PROHIBITED** with the exception of the following:

- Cooking or warming devices in compliance with the COOKING AND WARMING DEVICES section.
- Sterno may be used for warming trays with an operational, visible and accessible 2A-10BC fire extinguisher within 30 feet.
- Candles that have been pre-approved by the Fire Marshal and Phoenix Convention Center.

Fire Watch:

A fire watch, in accordance with the Phoenix Fire Code, shall be in place during the following conditions:

- Any time fog, smoke or haze is used.
- Any time pyrotechnic effects are used.
- The fire alarm is in a modified mode.
- When the Phoenix Fire Department and/or the Phoenix Convention Center determine the hazards associated with an operation or event warrants.

2018 Convention Plant Rental Form

Phone: (602) 738-8126
Fax: (602) 595-0861
arizonaplants@yahoo.com



Mailing Address
Arizona Plant Company
15049 N. Central Ave.
Phoenix, Arizona 85022
www.arizonaplantcompany.com

Show Name / Location / Room#:			Qty	Floral Arrangements	Price	Total
Show Name:	Data Center World Global 2019			Traditional Shape Size Color	\$45.00	
Location	Phoenix Convention Center			Traditional Tropical Shape Size Color	\$65.00	
Room				Traditional Tropical Shape Size Color	\$75.00	
Dates & Times				Traditional Tropical Shape Size Color	\$95.00	
Show Setup	Tue 3-19-19 1pm			(Other Needs) Please call for a Quote.		
Show Starts			Qty	Potted Flowers	Price	Total
Show Ends	Fri 3-22-19 4:30pm			Mums: Yellow White Purple	\$20.00	
				Bromeliads Yellow Red Orange	\$25.00	
Booth#				Kalanchoes: Red Yellow White	\$25.00	
Company			Only certain colors are available at certain times. These colors are the most likely available at any time.			
Contact			Qty	Green Plants	Price	Total
Phone/Fax				Small Fern	\$15.00	
				Large Fern	\$30.00	
Payment Information				3 Foot Plant	\$39.00	
Print Cardholders Name				4 Foot Plant	\$49.00	
x.				5 Foot Plant	\$59.00	
Credit Card Number				6 Foot Plant	\$69.00	
x.				7 Foot Plant	\$79.00	
Exp Date	Security Code	Billing Zip Code				
Authorized Signature						
x.			Subtotal			
E-mail Address of Cardholder Used for your receipts only.			Tax 9.3%			
x.			Delivery			\$10.00
Memo:GES			Total			

EXHIBITOR INSURANCE APPLICATION, United States

APPLICATION INFORMATION

Applicant Phone:

Applicant Fax:

Name of Business:

Mailing address:

City

Province/State

Postal Zip Code

 Email address - **REQUIRED TO RECEIVE INVOICE AND CERTIFICATE OF INSURANCE:**

Describe in detail all products/services to be sold/offered by you at event:

EVENT INFORMATION

Name of Event Organizer (to be shown on certificate of insurance):

Event Name:

Address Of Event Organizer:

Event Location and Address:

City Province/State Postal/Zip Code

City Province/State Postal/Zip Code

EVENT DATES (Including Move In and Move Out):

FROM

dd mm yyyy

TO

dd mm yyyy

SCHEDULE OF COVERAGES

\$1,000,000, per occurrence with \$2,000,000 aggregate Limit General Liability, Products and Completed Operations, Personal and Advertising Injury, Fire Damage Limit - \$300,000 and \$500,000 unowned automobile liability. Medical Expense not included. Subject to \$1,000 BI, PD and Expenses Deductible.

\$10,000 Inland Marine limit – covers your property while in transit to and from the Event Location (three days before and three days after the Event), and while on the Event premises. Subject to \$1,000 deductible.

Coverage is subject to underwriting review. Ineligible Risks: Food & Beverages, Alcohol, Amusement Devices, Athletic performances and stunts, Body piercing and permanent tattooing on site, Chemicals, E-Commerce selling on site, Fertilizers, Firearms, Fireworks Sales & Displays, Pyrotechnics, Games, Installation, Services or Repairs of products on Site, Live Animals, Medical Testing, On-site Equipment Sales/Rentals, Oxygen/Aromatherapy Bars, Pesticides, Pharmaceuticals, Nutraceuticals, Vitamins, Health or Dietary Supplements, Skin Care Products/Cosmetics, Time Share Sales, Tobacco Products, Licensed or Unlicensed Motorized Vehicles, Watercraft exhibits in water. **Note: There is no Liability coverage for Vehicles in Motion. Property excluded:** EDP (Electronic Data Processing), audio & video equipment, watches, jewellery made of precious or semi precious stones and/or precious metals, money, bullion, securities, stamps, antiques, furs, and fine arts.

I hereby appoint Brokers Trust Insurance Group Inc. as my authorized representative for this program. I am applying for insurance based on the information provided above. I hereby declare that all of the above is true and correct. With respect to this application or any change in coverages, I authorize you to collect, use and disclose information as permitted by law for the purposes necessary to assess the risk, investigate and settle claims, and detect and prevent fraud, and analyzing business results.

Please Print Your Name:

Signature:

DD

MM

YYYY

 The above insurance program will only be offered if the application form is signed and completed in full, and the payment and the application form are received in our offices prior to the opening show date. Completion of this application does not automatically bind coverage. We reserve the right to review all risks following online binding for underwriting compliance. **Premium and fee are minimum, retained and fully earned.** No refunds. Coverage is void if payment is returned N.S.F. NSF fee of \$50 will apply. A full copy of this policy is available upon request or online at www.exhibitorinsurance.com. A copy of the certificate is available to your Show Organizer upon their request.

PAYMENT INFORMATION: In US Funds

▼ Please Select

\$1,000,000, per occurrence with \$2,000,000 aggregate, Liability Only

 Premium + Fee = **\$115**
\$1,000,000, per occurrence with \$2,000,000 aggregate Limit + \$10,000 Property Coverage

 Premium + Fee = **\$125**
TOTAL ▶
\$US

Payment Type:



Card#

Exp Date:

mm/yy

 (The payment due on the **Credit Card** statement will be in the name of www.ExhibitorInsurance.com)

Name of the Credit Card Holder:

 Fill in your **credit card billing address** if it is different from mailing address above, to process your payment:

Date: ____/____/____ Cardholder Signature

I agree to pay above total according to my card issuer agreement.

 Please submit the application by **EMAIL** to info@exhibitorinsurance.com or by **FAX** to 1-866-296-4199



Audio/Visual

EXHIBITOR ORDER FORM

Company Name

Name

Email

Address

City

State

Zip

Phone

**TO RESERVE YOUR A/V EQUIPMENT NEEDS,
COMPLETE THIS ORDER FORM AND EMAIL BY**

MARCH 11, 2019 TO:

info@animatic.com

**Questions: Call Scott at
516-668-2475**

Room

Booth

Delivery Date

Delivery Time

Pick Up Date

Pick Up Time

All pricing includes setup and strike labor.

DESCRIPTION	DAILY RATE	QTY	# OF DAYS	TOTAL
42" Plasma with 6' floor stand	\$ 695.00			
55" Plasma with 6' floor stand	\$ 795.00			
60" Plasma with 6' floor stand	\$ 935.00			
Laptop Computer	\$ 245.00			
Power Point Remote	\$ 55.00			
Powered Audio Speaker on stand	\$ 145.00			
6 CH Audio Mixer	\$ 135.00			
Wired Microphone	\$ 75.00			
Wireless (Lav) or (HH) Microphone	\$ 300.00			
Wireless Headset Microphone	\$ 395.00			
Floor Stand for HH microphone	\$ 35.00			
Computer Audio	\$ 45.00			
32"-42" Rolling Cart with Skirt	\$ 65.00			

___ AMEX ___ MC ___ Visa

Name on Card: _____

Expiration: ____/____ CID: _____

Signature: _____

Total	
ADD 24% Service Fee	
GRAND TOTAL DUE	

Rental does NOT include electrical services in your booth. Renter is responsible for the loss or damage of equipment in the booth.

Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

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Data Center World Global 2019
Phoenix Convention Center
March 21 - 22, 2019

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