

## Next Pavilion Exhibitors

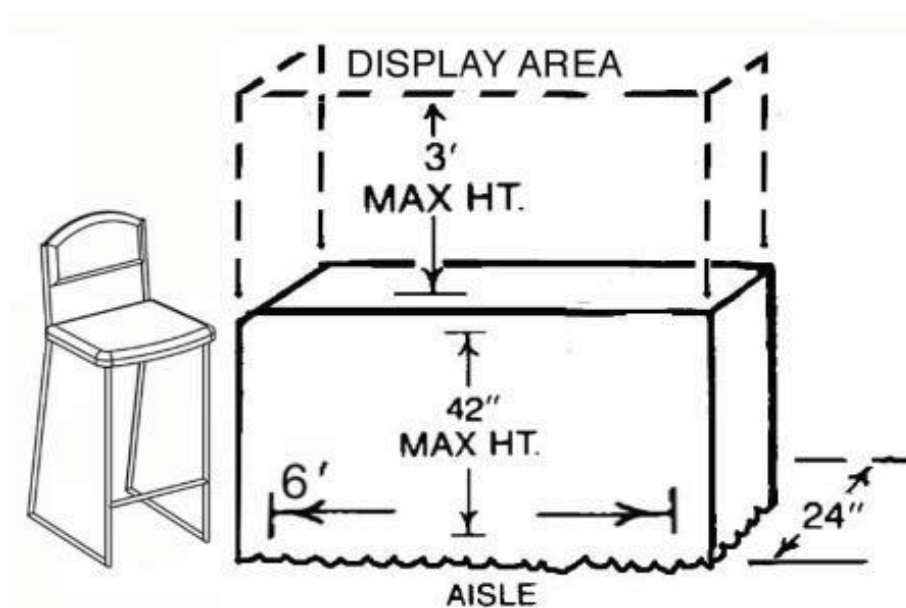
### Display Guidelines

**Display space does not extend beyond the table surface.** One stool is placed to the side of the table.

**TABLETOP HEIGHT:** Exhibit fixtures, signage, products, etc... must be placed on top of the tabletop. Signs or banners reaching a maximum of 6'L x 42"H may be hung from the drape on the front of the table, or from the drape behind your display area. Maximum height permitted on top of the table is 3'0". Exhibitors will be asked to remove any exhibits not in compliance with these guidelines.

**Note:** Your tabletop is your only exhibit space.

**INTENT:** Each exhibitor is entitled to a reasonable sightline from the aisle, regardless of the size of the exhibit.



### Display Space Includes:

- One (1) draped table 6'L x 2'W x 42"H. Table drape is beige
- Standard ID sign, 11"L x 17"H
- One (1) stool
- One (1) wastebasket
- Carpeting (Ballroom is carpeted) no other flooring is allowed
- 8' high black back wall drape

### **Mission**

*To create the world's most meaningful and memorable experiences for marketers, show organizers and event attendees.*



### **Setup note**

- All exhibits must be set no later than 10pm on March 7<sup>th</sup>. Exhibitors will be allowed in and out access to the ballroom until 9pm. From 9-10 pm there will be no in and out access.
- **Last in First out** tabletops (exhibit numbers higher than 6900) will be able to start setting your exhibit at 5pm on Thursday March 7<sup>th</sup>. You will have access to the ballroom Friday March 8<sup>th</sup> starting at 6am.
- All trash and boxes must be removed no later than 8:30am Friday for all exhibits.

### **Permitted**

- To hang a sign or banner from the back pipe and drape in your exhibit space. The maximum size of this sign or banner is limited to 6'W x 42"H. We recommend making grommets in your banner and hanging it from the back pipe and drape using "S" hooks. These "S" hooks are available free of charge at the GES Service Desk
- To hang a sign from the front and side of your tabletop. The maximum size of this sign is permitted to 6'W x 42"H. for the front, and 2'W x 42"H on the side
- To display items on the surface of the tabletop. The maximum height of these items is three feet
- To use items which require electrical. These items (such as items for cooking or electronics) must be on your tabletop only and not in any other part of your exhibit space. You can order electricity from GES (<https://ordering.ges.com/022004726/electrical>)

### **Not permitted**

- Anything on the floor of your exhibit space outside of what you can store under your tabletop
- Pop-up displays in your exhibit space
- Ordering additional furniture, such as additional chairs or a different sized table
- Bringing in your own carpet
- Removing or replacing the table
- If you have purchased two or more tabletops, you are not allowed to push them together
- Hanging signs

### **Move-in dates:**

Ballrooms A, B, C – Thursday, March 7, 2013, 8:00 am – 5:00 pm

Ballrooms D, E – Thursday, March 7, 2013, 5:00 pm – 8:00 pm

Ballrooms A – E – Friday, March 8, 2013, 6:00 am – 8:30 am

### **Move-out dates:**

Sunday, March 10, 2013, 4:00 pm – 10:00 pm

Monday, March 11, 2013, 8:00 am - Noon

### **Mission**

*To create the world's most meaningful and memorable experiences for marketers, show organizers and event attendees.*

*ges.com*



### **Shipping your materials:**

You may ship to the advance warehouse or direct to show site. If you opt to bring your material direct to show site in your privately owned or rented vehicle, be aware that materials may not be brought in through the front door. The cartload service area is located just inside the back entrance of the convention center. Look for the signage directing you to the cart-load service area.

While the advance warehouse rates are slightly higher, there are some distinct advantages to shipping to the advance warehouse.

Free storage for up to 30 days prior to the event.

Ease of verifying receipt at warehouse far before the show moves in.

Your freight is in your booth when you arrive for set up.

Please ensure that all packages include your company name and booth number.

GES Logistics offers shipping service. If you ship your freight to and from the show with GES Logistics, you will receive a 10% discount off of your material handling charges. You may contact GES Logistics at 702.515.5970 or [www.logisticsquote.ges.com](http://www.logisticsquote.ges.com)

**\*\*There will be no deliveries of any type after 8:30 on Friday morning, with the exception of material from access storage.**

### **Questionnaire:**

To assist us in better serving you, please return the attached form by February 28, providing us with details about your plans for your booth and what you will be shipping to the show.

---

#### **Mission**

*To create the world's most meaningful and memorable experiences for marketers, show organizers and event attendees.*

*ges.com*



## Next Pavilion Exhibitor Questionnaire

**Due: February 28, 2013**

Return to: Adrian Ortega - Global Experience Specialists (GES) - 7000 Lindell Rd, Las Vegas, NV 89228-4702 –

Fax: 866-329-1437 – 702-263-1520 int'l exhibitors

Email: [aortega@ges.com](mailto:aortega@ges.com)

Contact Us: Online: [ges.com/chat](http://ges.com/chat) Phone: 888-475-2098 702-515-5970 international exhibitors

**Company Name:** \_\_\_\_\_ **Booth Number:** \_\_\_\_\_

What do you plan to display in your booth?

How many packages will you be shipping?

Will you be shipping to the advance warehouse or direct to show site?

How will you be shipping your material?

Will you will need dry/refrigerated/frozen accessible storage during the course of the event?

If so, the following link will take you to [ges.com](http://ges.com) online ordering, Expresso.

<https://ordering.ges.com/Show/Info/022004726>

Will you need power in your space?

If so, the following link will take you to [ges.com](http://ges.com) online ordering Expresso.

<https://ordering.ges.com/Show/Info/022004726>

---

### **Mission**

*To create the world's most meaningful and memorable experiences  
for marketers, show organizers and event attendees.*

*[ges.com](http://ges.com)*