

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

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# ***Show Organizer Information and Forms***



AMERICAN  
SPEECH-LANGUAGE-  
HEARING  
ASSOCIATION

April 2013

Dear *Schools 2013 Conference* Exhibitor:

On behalf of the American Speech-Language-Hearing Association, thank you for participating in our Annual Schools Conference, July 12-14, in Long Beach, CA. We are delighted you are joining us!

We are pleased to welcome GES (Global Experience Specialists) as our official decorator for the 2013 Schools Conference. GES's mission is to create the world's most meaningful and memorable experiences for marketers, exhibition organizers and event attendees. Headquartered in Las Vegas, GES has 61 locations worldwide to seamlessly service clients in North America, South America, Europe, Asia, and the Middle East.

We strongly encourage you to read through the manual carefully and completely, paying strict attention to the deadlines. Should you have any questions, please don't hesitate to contact GES's National Service Center at 800-475-2098 or 702-515-5970, and [www.ges.com/chat](http://www.ges.com/chat) or Renee Tross at ASHA, [rtross@asha.org](mailto:rtross@asha.org) (301-296-5764).

Again, we appreciate your participation in our Schools Conference and your ongoing support of ASHA programs. We look forward to seeing you in July!

Sincerely,

*Renee*

Renee Tross, CEM  
Associate Director, Exhibit Sales & Operations

*Tammy*

Tammy Berger, CEM  
Director, Exhibit Sales & Operations

# ***GES Information and Order Forms***

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

## ASHA Schools Conference

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### Official Service Provider

Global Experience Specialists, Inc. (GES)	Phone (in USA):	800.475.2098	International Calls:	702.515.5970
7000 Lindell Road	FAX (in USA):	866.329.1437	International Faxes:	702.263.1520
Las Vegas, NV 89118-4702	Contact us Online:	www.ges.com/chat		

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

### Show Information

Booth Size: 10' x 10'  
 Backwall Drape: 8' Backwall - Blue  
 Sidewall Drape: 3' Siderail - Blue  
 Carpet: Blue Jay  
 1 - 6' Skirted Table - Blue  
 2 - Contemporary Padded Chairs  
 1 - Wastebasket  
 1 - One line ID sign provided automatically

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

#### Discount Deadline Date

Thursday, June 20 GES orders must be received with payment by this date.

#### Installation

Friday, July 12 8:00 AM - 11:00 AM

#### Show Hours

Friday, July 12 11:30 AM - 5:30 PM  
 Saturday, July 13 11:00 AM - 4:30 PM

#### Dismantle

Saturday, July 13 4:30 PM - 7:30 PM

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

#### Empty Container Return

Saturday, July 13 5:30 PM Start time for Empty Container Return.

#### Carrier Check-in Post-Show

Saturday, July 13 4:30 PM Carriers post-show must be checked-in by this time.

#### Facility Clear

Saturday, July 13 7:30 PM All exhibitor materials must be removed.

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

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

#### Advance Shipments to Warehouse:

c/o GES  
 ASHA Schools Conference  
 (Your Company Name & Booth Number)  
 5560 Katella Ave  
 Cypress, CA 90630  
 USA

#### Shipments should arrive on or between:

June 7 - July 8, 2013  
 Hours for receiving are Monday - Friday, 8:00 AM - 2:00 PM  
**The GES Advance Warehouse will be CLOSED July 4th & 5th in observance of Independence Day.**

#### Direct Shipments to Exhibit Site:

c/o GES  
 ASHA Schools Conference  
 (Your Company Name & Booth Number)  
 Long Beach Convention Center  
 300 E Ocean Blvd  
 Long Beach, CA 90802  
 USA

#### Shipments should arrive on:

July 12, 2013, 8:00 AM - 11:00 AM

### Need Assistance?

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



Order Directly Online:  
<https://e.ges.com/022004963/esm>

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## ASHA Schools Conference

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

### What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

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

### GES Show Services

#### Booth Furniture and Accessories

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

#### Booth Carpet

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

#### Custom Exhibits

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

#### Rental Exhibits

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

#### Installation and Dismantle Services

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

#### Graphics

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

#### Shipping

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

#### Lighting and Rigging

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

### Work Zone

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

### How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/022004963/esm>

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

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

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

### GES National Servicer<sup>®</sup>

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

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

7000 Lindell Road

Las Vegas, NV 89118

Phone: 800.475.2098 / Fax: 866.329.1437

International Phone: 702.515.5970 / Fax: 702.263.1520

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

### GES Servicer<sup>®</sup>

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

### Exhibitor Services

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

### Need Assistance?

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



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

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

### Ordering Trade Show Services

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

### Inbound - Move In

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

### Showsite

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

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

### Work Zone

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

### Outbound - Move Out

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

### Need Assistance?

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

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

### Safety Guidelines:

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

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

**During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.**



# STOP. THINK. SAFETY.

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### Union Information

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

#### Decorators Union - Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

#### Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

### Electrical Union

Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

### 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.

### Need Assistance?

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



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**GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.**

**I. Definitions**

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

**II. Scope**

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

**III. Customer Obligations**

a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.  
 b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

**IV. Mutual Obligation Indemnification**

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

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

**V. DISCLAIMER AND LIMITATION OF LIABILITY**

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

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

a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.

c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

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

e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.

g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.

h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.

j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

**VII. Measure of Damage**

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

b. **Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

**VIII. Miscellaneous**

a. **Insurance. GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.

b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.

c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.

Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show.

Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.

In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

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

**IX. Jurisdiction, Choice of Forum**

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

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

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

**Need Assistance?**

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



## ASHA Schools Conference

Long Beach Convention Center  
July 12 - 13, 2013

### FIRE DEPARTMENT REQUIREMENTS FOR THE CITY OF LONG BEACH

1. **Combustibles**  
Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. **Compressed Gas Cylinders**
  - A. Cylinder of non-flammable gases may be used within the building providing the cylinder is secured in an upright manner.
  - B. The use of flammable gases (Acetylene, Hydrogen, Propane, Butane, and LPG) are strictly prohibited inside the building.
3. **Cooking and Warming Devices**
  - A. Cooking shall be accomplished with the use of U.L. approved electrical appliances.
  - B. The use of natural gas is acceptable only in that section of the exhibit hall outfitted for its use, and with U.L. approved appliances.
  - C. Sterno may be used for warming. Proper precautions shall be provided for the safety of both the vendor and the viewing public.
4. **Electrical**
  - A. All electrical wiring shall be installed and maintained in a manner acceptable to the City Electrical inspector.
  - B. Electrical wiring crossing an area accessible to the public shall be secured to eliminate tripping hazards.
5. **Flame Retardant Treatment**
  - A. All decorations, drapes, signs, banners, sails, acoustical materials, hay, straw, moss, split bamboo, and all dried vegetation (palm fronds, corn stalks, etc.) shall be flame retarded to the satisfaction of the Long Beach Fire Department and the State Fire Marshal.
  - B. A State Fire Marshal's Certificate of Flame Retardancy is required, or the ability to pass the Inspector's field flame test.
  - C. Caution: most plastic materials cannot be made flame retardant and their use is prohibited.
6. **Flammable and Combustible Liquids**
  - A. No flammable liquids are allowed in the building.
  - B. When displaying a flammable or combustible product, the display container shall be empty.
7. **Vehicles for Display**

All motor vehicles, trucks, autos, motorcycles, boats, R.V.'s, and aircraft for display shall:

  - A. Disconnect battery and tape terminals
  - B. Have locking fuel fills caps or tape them closed.
  - C. Maintain ¼ full fuel tank.
  - D. Be inspected hourly for possible fuel leaks.
8. **Two Story booths shall be reviewed on a case by case basis.** Contact Fire Prevention for further information.

If you have any questions regarding the Fire Department Requirements, Please call or write the Long Beach Fire Department, 925 Harbor Plaza, Suite 100, Long Beach, CA 90802, (562) 570-2560.

**ASHA Schools Conference**  
Long Beach Convention Center  
July 12 - 13, 2013

# **ATTENTION:**

## *PETROLEUM SURCHARGE INFORMATION*

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

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

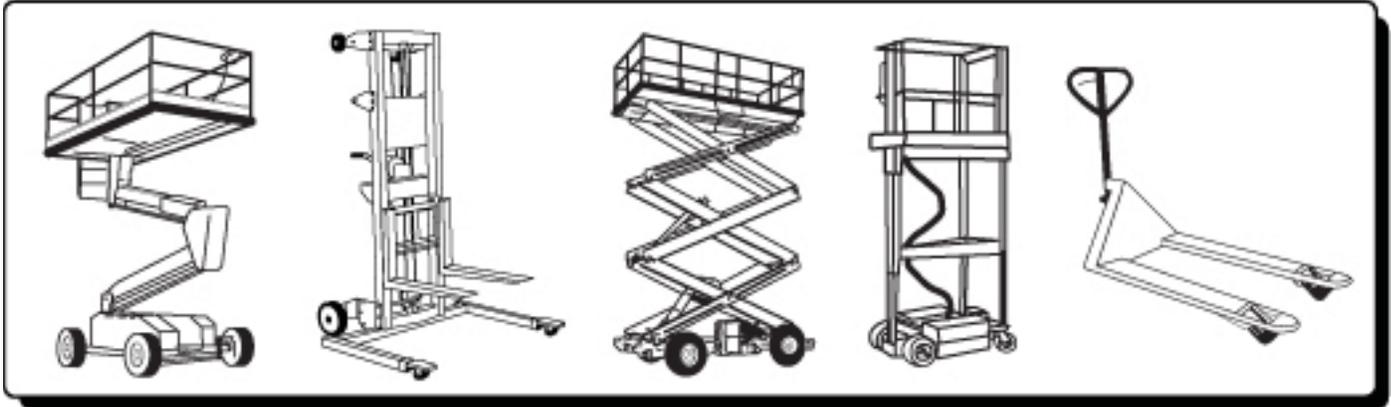
The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

## ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

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

### **ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.**

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

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

Thank you for your complete cooperation.

**TO BE COMPLETED BY EXHIBITOR**

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

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an Exhibitor's booth if this Notice of Intent to Use EAC (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of Exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____	
Contact Name: _____	Cell Phone: _____
Street Address: _____	Email: _____
City: _____	State: _____ Zip: _____
Office Phone: (area code _____) _____	Fax: (area code _____) _____
Description of Proposed service for Exhibitor: _____	

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

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

**PLEASE SIGN** **X**

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

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

\_\_\_\_\_  
 DATE

**GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.**

**Need Assistance?**

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



Order Directly Online:  
<https://e.ges.com/022004963/esm>

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 5560 Katella Avenue, Cypress, CA 90630

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

## ASHA Schools Conference

Long Beach Convention Center  
July 12 - 13, 2013

**Form Deadline Date:**  
June 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

The undersigned Exhibitor Appointed Contractor ("EAC") has been designated by an Exhibitor to perform certain services for the Exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

### Rules and Regulations

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions.
2. 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.
3. 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.
4. **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.**
5. **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.**
6. **If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the Exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Kit/Services Manual.**
7. EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
8. 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)
9. 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.
10. 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.
11. EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), American Speech-Language-Hearing Association (Show Management), ASHA Schools Conference (Show) and Long Beach Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
12. EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
13. 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.
14. EAC/ Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
15. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
16. 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.
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.

### Need Assistance?

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



Order Directly Online:  
<https://e.ges.com/022004963/esm>

022004963

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 5560 Katella Avenue, Cypress, CA 90630

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

## ASHA Schools Conference

Long Beach Convention Center  
July 12 - 13, 2013

**Form Deadline Date:**  
June 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
<b>Rules and Regulations (continued)</b>		

18. EAC/Exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the Exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
19. EAC/Exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
20. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
21. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
22. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
23. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the Exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
24. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
25. This agreement is to be interpreted under the laws of the State of Nevada.
26. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

### Authorized Signature of EAC:

PLEASE SIGN
X
  
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT
DATE

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

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

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

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

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

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

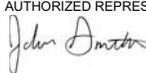
**Official Use Only**

**Accepted by GES Authorized Representative:**

PLEASE SIGN
X
  
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT
DATE



<b>ACORD</b> <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>			DATE (MM/DD/YY) 01/01/13	
PRODUCER <b>ABC Insurance Agency</b> Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.		
INSURED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349    Fax: (212) 555-9819				INSUREERS AFFORDING COVERAGE		
				INSURER A: <b>Hartford Insurance Company of Illinois</b>		
				INSURER B: <b>Aetna Casualty &amp; Surety Company</b>		
				INSURER C: <b>Travelers Insurance Company</b>		
				INSURER D: <b>Royal Insurance Company</b>		
				INSURER E:		
COVERAGES						
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">7.</span> POLICY EFFECTIVE DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">8.</span> POLICY EXPIRATION DATE (MM/DD/YY)	<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">9.</span> LIMITS	
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
					FIRE DAMAGE (Any one fire)	\$ 50,000
					MED EXP (Any one person)	\$ 5,000
					PERSONAL & ADV INJURY	\$1,000,000
					GENERAL AGGRREGATE	\$2,000,000
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ONLY-EA ACCIDENT	\$
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
						\$
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
<b>D</b>	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">5.</span> Global Experience Specialists, Inc. (GES) (Official Service Provider), American Speech-Language-Hearing Association (Show Management), Long Beach Convention Center (Facility), and ASHA Schools Conference (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: July 12 - 13, 2013 at city of Long Beach.						
CERTIFICATE HOLDER		<input checked="" type="checkbox"/> ADDITIONAL INSURED; INSURER LETTER: <input checked="" type="checkbox"/>		CANCELLATION		
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> Global Experience Specialists, Inc. (GES) Exhibitor Services 5560 Katella Avenue Cypress, CA 90630				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS		
				AUTHORIZED REPRESENTATIVE  <span style="border: 1px solid black; border-radius: 50%; padding: 2px; float: right;">10.</span>		

1. PRODUCER: Insurance Agent / Broker who issues certificate.
2. NAME OF INSURED: Must be the legal name of contracting party.
3. TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSURED: Global Experience Specialists, Inc. (GES) (Official Service Provider), American Speech-Language-Hearing Association (Show Management), ASHA Schools Conference (Show) and Long Beach Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

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

## ASHA Schools Conference

Long Beach Convention Center  
July 12 - 13, 2013

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

### Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 35 days prior to your show.
- Delivery of Shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

### How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at: GESLogistic\_international@ges.com.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.
- For a rate quote please call GES Logistics at 1.888.454.4437.

### Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. For a rate quote please call GES Logistics at 1.888.454.4437.

### Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your Goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to: [www.ges.com/everything/logistics/tracking/](http://www.ges.com/everything/logistics/tracking/).

### Estimating Material Handling Charges

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

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
  - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
  - b. Freight shipments sent to the show after it has opened.
  - c. Freight shipments that are received at showsite that do not meet their published date & time.
- **Shipment Surcharges** – A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

### Machinery Labor and Equipment

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

### Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the **GES 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 & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

### Work Zone

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

## Need Assistance?

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





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

The banner features a teal background on the left with white text. On the right, there are two vertical panels: the top one shows a road with a truck icon, and the bottom one shows a sky with an airplane icon. A dashed white line connects the truck and the airplane, symbolizing a shipping route.

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

**GES Transportation Plus provides:**

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

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

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

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

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

**Price List**

**Important Information**

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 115.75 cwt	<b>\$ 104.18 cwt</b>	ST/OT \$ 150.48 cwt	<b>\$ 135.43 cwt</b>
OT/OT \$ 142.50 cwt	<b>\$ 128.25 cwt</b>	OT/OT \$ 185.25 cwt	<b>\$ 166.73 cwt</b>

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 102.75 cwt	<b>\$ 92.48 cwt</b>	ST/OT \$ 133.58 cwt	<b>\$ 120.22 cwt</b>
OT/OT \$ 126.50 cwt	<b>\$ 113.85 cwt</b>	OT/OT \$ 164.45 cwt	<b>\$ 148.01 cwt</b>

Uncrated Materials	
Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 154.13 cwt	<b>\$ 138.72 cwt</b>
OT/OT \$ 189.75 cwt	<b>\$ 170.78 cwt</b>

**Advance Shipments to Warehouse:** GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 35 days (any materials stored beyond 35 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

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

**Small Packages:** Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges.

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

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

**Advance Dates:**  
**Fri, Jun 7, 2013:** Advance shipments may begin arriving at warehouse.  
**Mon, Jul 8, 2013:** Last day for shipments to arrive at warehouse.  
**The GES Advance Warehouse will be CLOSED July 4th & 5th in observance of Independence Day.**

**Direct Dates:**  
**Fri, Jul 12, 2013:** Direct shipments may begin arriving at exhibit site after 8:00 AM.  
**Fri, Jul 12, 2013:** Last day for shipments to arrive at exhibit site by 11:00 AM.

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

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

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

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

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

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

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 20.70 fee will be charged per shipment.

**Please Indicate Below**

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

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

**Shipment Will Be Sent To:**

Exhibit Site     Warehouse

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

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

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

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

**Place Order Here**

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

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 47.50	1	\$
Small Package, Each Additional Carton	\$ 23.75		\$

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

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

**Authorized Signature - Please Sign: X**

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

**Need Assistance?**

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

# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

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

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5

<b>A</b>	<b>RUSH!</b>
<b>EXHIBITION FREIGHT</b>	

FROM:

**ADVANCE SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

BOOTH NUMBER

**C/O GES**

**5560 Katella Ave  
Cypress, CA 90630  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Friday, June 7, 2013 - Monday, July 8, 2013**

The GES Advance Warehouse will be CLOSED July 4th & 5th in observance of Independence Day.  
**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 - 2:00 PM; Closed 12:15 PM - 12:45 PM & Holidays.

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



<b>A</b>	<b>RUSH!</b>
<b>EXHIBITION FREIGHT</b>	

FROM:

**ADVANCE SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

BOOTH NUMBER

**C/O GES**

**5560 Katella Ave  
Cypress, CA 90630  
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Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



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

R-6

<b>D</b>	<b>RUSH!</b>
	<b>EXHIBITION FREIGHT</b>

FROM:

**DIRECT SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

BOOTH NUMBER

**C/O GES**

Long Beach Convention Center  
300 E Ocean Blvd  
Long Beach, CA 90802  
USA

**SHIPMENT SHOULD ARRIVE ONLY ON:**

*Friday, July 12, 2013 8:00 AM - 11:00 AM*

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 20.70 fee will be charged per shipment.

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



<b>D</b>	<b>RUSH!</b>
	<b>EXHIBITION FREIGHT</b>

FROM:

**DIRECT SHIPMENT**

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

BOOTH NUMBER

**C/O GES**

Long Beach Convention Center  
300 E Ocean Blvd  
Long Beach, CA 90802  
USA

**SHIPMENT SHOULD ARRIVE ONLY ON:**

*Friday, July 12, 2013 8:00 AM - 11:00 AM*

**CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 20.70 fee will be charged per shipment.

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



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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

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

If this form is not received by GES by June 20, 2013, this pre-printing service will not be provided.

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

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
300 E Ocean Blvd		Long Beach	CA	90802	USA
PHONE:	FAX:			BOOTH NUMBER:	

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

**SHIPPING DESTINATION 1:**

Number of Labels Needed:

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

**SHIPPING DESTINATION 2:**

Number of Labels Needed:

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

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

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

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

**Need Assistance?**

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



Order Directly Online:  
<https://e.ges.com/022004963/esm>

022004963

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 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## “Full Service” Advantages After The Show Keep Your Exhibit Materials in the Long Beach Area — Avoid Double Loading and Unnecessary Shipping Costs

Global Experience Specialists, Inc. (GES) now has available storage space in the Long Beach area with facilities and services to:

- A. Receive and hold your equipment and/or exhibition materials.
- B. Provide delivery services for outbound shipping and/or local delivery.
- C. Facilitate interstate shipping.
- D. Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available, at a cost, through our Creative Services Department to refurbish materials between shows.

**Storage Rates Are As Follows:**

Return to Warehouse	(1000 lb. minimum)	\$16.50 cwt.
Monthly Storage	minimum charge of \$77.50 per month or	\$7.75 cwt.

**GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.**

**All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.**

**Yes!** We are interested in storing our exhibition materials in the Long Beach area after this show.  
 Please contact our representative: \_\_\_\_\_  
 Telephone: \_\_\_\_\_



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 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

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

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

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

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

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

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

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

110912

Get GES Global Transportation Plus and

# Save 10%

On Material Handling



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

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

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

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

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



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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Important Information & Rates**

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

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.** GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Forklift with Operator	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 175.50	\$ 219.00	\$ 263.00
5,000#, OT Code: 705200	\$ 246.00	\$ 308.00	\$ 369.00
Worker per Hour	Discount	Regular	Show Site
Storage, ST Code: 705044	\$ 108.50	\$ 136.00	\$ 163.00
Storage, OT Code: 705044	\$ 190.00	\$ 238.00	\$ 285.00

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

**Place Order Here**

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

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

Labor Payment Enclosed

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200513	Access Storage, Per Pallet/Piece	\$83.00		\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

**Please Indicate**

**Please describe your product:**

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

**Authorized Signature - Please Sign: X**

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

**Need Assistance?**

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

Order Directly Online:  
<https://e.ges.com/022004963/esm>

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

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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## Special Freight Services — Small Passenger Vehicles Only!

### Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$150.00 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.
- To receive this service, go to either the facility's main entrance or dock and ask about or watch for the Cartload Service area. Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicenter.

### VEHICLES THAT QUALIFY:



Sedan



Van\*



Sports Utility Vehicle



Pickup\*\*

\*Passenger vans only.

\*\*Single cab and/or short bed trucks only.

### VEHICLES THAT DO NOT QUALIFY:



Flatbed



Semi



Stakebed



Rentals



Trailers



Bobtail

### Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$150.00	1	\$
200506	Booth to Dock	\$150.00	1	\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

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

Authorized Signature - Please Sign: **X**

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

### Need Assistance?

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Order Directly Online:  
<https://e.ges.com/022004963/esm>

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 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

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

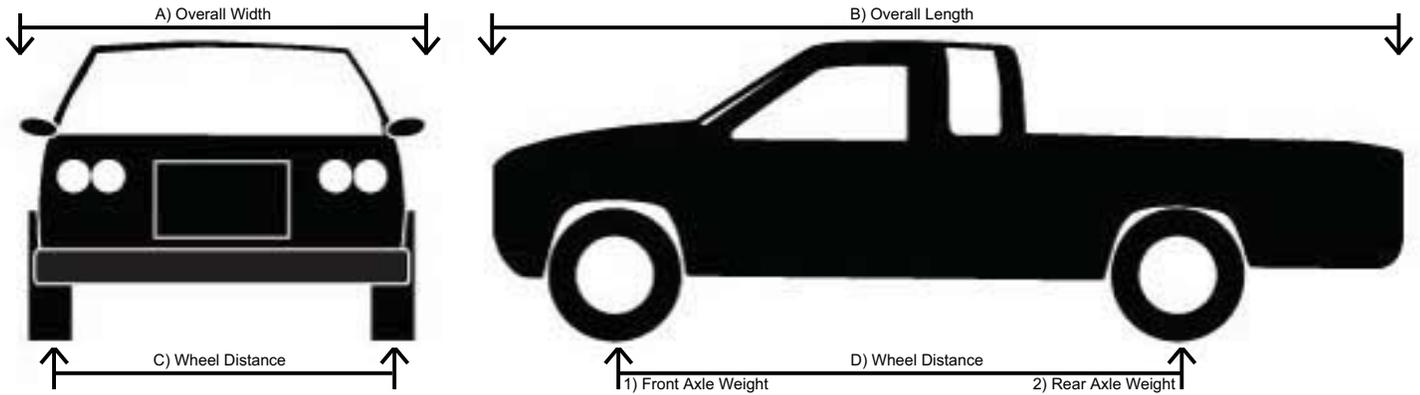
Vehicle placement on the trade show floor will be a round-trip fee of \$200.00 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

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. Exhibitor's must stay clear during movement of the vehicle.

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

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.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



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	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

\* For dual Axle vehicles measure distance from the front wheel to between the back wheels

<b>A.</b>	Total All Items Ordered:	\$
<b>B.</b>	Petroleum Surcharge Assessment: 3% <span style="float: right;">A x 3% = B</span>	\$
<b>C.</b>	Item # 200507 Payment Enclosed <span style="float: right;">A + B = C</span>	\$
<b>I agree in placing this order that I have accepted GES Payment Policy and GES Terms &amp; Conditions of Contract.</b>		
<b>Authorized Signature - Please Sign: X</b>		
AUTHORIZED NAME - PLEASE PRINT		DATE

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

**Ultra Plush (50 oz.)**   
 50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

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

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

**Padding (1/2 in.)**   
 Double-netted rebound pad is 100% recyclable, made with 98% pre & post consumer content.

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

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

## Ultra Plush

Includes:

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



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

### Ultra Plush Color Codes

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

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

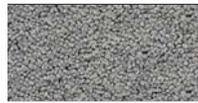
Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

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

## Plush

Includes:

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



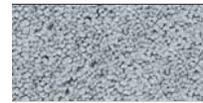
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



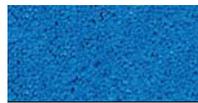
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Standard

Includes:

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



Black (41)



Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

### Plush Color Codes

- |                   |                    |               |             |
|-------------------|--------------------|---------------|-------------|
| - Cement (70)     | - Charcoal (71)    | - Cobalt (72) | - Dove (73) |
| - Lava Rock (74)  | - Navy (75)        | - Onyx (76)   | - Red (49)  |
| - Royal Blue (77) | - Silky Beige (78) | - Silver (79) | - Snow (80) |

### Standard Color Codes

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

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

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Standard Pre-Cut Carpet</b>			
<i>Custom-cut carpet is required for all booths larger than 300 square feet, or for booths configured as island or peninsula.</i>			
5001	13 oz. Standard Carpet 10'x10'	\$ 161.00	\$ 242.00
5002	13 oz. Standard Carpet 10'x20'	\$ 318.00	\$ 477.00
5003	13 oz. Standard Carpet 10'x30'	\$ 489.00	\$ 734.00
<b>Visqueen Plastic Covering for Protection</b>			
500410	Carpet Plastic Covering, Per Sq.Ft.	\$ 0.86	\$ 1.29
<b>Padding</b>			
<i>GES Offers the finest padding used in the industry, a 1/2" double-netted rebond pad. We guarantee your satisfaction.</i>			
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	\$ 1.71	\$ 2.57

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Custom-Cut Carpet</b>			
<i>Guaranteed to be high quality carpet, and includes visqueen plastic covering. All custom orders must be received 14 days prior to move-in to guarantee delivery and color selection.</i>			
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	\$ 3.08	\$ 4.62
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 4.28	\$ 6.40
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	\$ 5.20	\$ 7.80
<i>26oz. Plush and 50 oz. Ultra Plush Carpets are 100% recyclable and offered as a business standard for our premium grades.</i>			
<i>Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.</i>			
<i>Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.</i>			

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

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

**Please Indicate Choice**

- 13 oz. Carpet Colors** (Item #'s 5001, 5002, 5003, 5000 ONLY).  
 Gray will be provided if no color is indicated below:
- Black (41)    Blue (42)    Blue Jay (56)  
 Burgundy (43)    Emerald Green (44)    Gray (40)  
 Pepper (52)    Red (49)
- 26 oz. Plush Custom-Cut Carpet Colors** (Item #'s 5006 ONLY).  
 Dove will be provided if no color is indicated below:
- 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)
- 50 oz. Ultra Plush Custom-Cut Carpet Colors** (Item #'s 5007 ONLY).  
 Iceberg will be provided if no color is indicated below:
- Bisque (81)    Cabernet (82)    Graphite (83)  
 Iceberg (84)    Midnight (85)    Seascape (86)  
 Sterling (87)    Teal (55)    Black

**Do you require electrical or utilities under the carpet?**  
 Yes    No

Calculate Total Square Footage:

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

**Place Order Here**

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

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

<b>A.</b>	Total All Items Ordered	\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%	A x 3 % = B \$
<b>C.</b>	Subtotal	A + B = C \$
<b>D.</b>	Sales Tax: 9% (for Carpet Plastic ONLY)	C x 9% = D \$
<b>E.</b>	Payment Enclosed	C + D = E \$

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

**Authorized Signature - Please Sign:**  X

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

**Need Assistance?**

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<https://e.ges.com/022004963/esm>



## Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

## Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



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



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

## Skirted Tables



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



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



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



3007 - Table, Skirt 4th Side

## Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gray (40)



Purple (48)



Red (49)



White (50)

## 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'



300107 - Refrigerator



300131 - Security Cage, Large, without Lock



300132 - Security Cage, Small, without Lock



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300118 - Waterfall Stand

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List							
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Chairs</b>				<b>Display Furniture</b>			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 105.00	\$ 158.00	300079	Display Case 5', Half View	\$ 519.00	\$ 779.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 93.75	\$ 141.00	300080	Display Case 5', Quarter View	\$ 519.00	\$ 779.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 73.00	\$ 110.00	300082	Display Case 6', Full View	\$ 533.00	\$ 800.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 117.00	\$ 176.00	300083	Display Case 6', Half View	\$ 533.00	\$ 800.00
<b>Tables</b>				<b>Accessories</b>			
300057	Table, Rectangle, 24"x36"x30" High	\$ 95.50	\$ 143.00	300084	Display Case 6', Quarter View	\$ 533.00	\$ 800.00
300056	Table, Square, 24"x24"x30" High	\$ 87.75	\$ 132.00	300088	Display Case 7', Vertical	\$ 697.00	\$ 1,050.00
300059	Table, Starbase, 30" Diameter x 40" High	\$ 214.00	\$ 321.00	300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.43	\$ 6.65
300058	Table, Starbase, 40" Diameter x 30" High	\$ 214.00	\$ 321.00	300123	Aisle Stanchion, without Chain	\$ 43.25	\$ 65.00
<b>Skirted Tables</b>				300103	Aluminum Easel	\$ 57.75	\$ 86.75
<i>Skirting for Tables - White Vinyl Top and Pleated Skirt</i>				300111	Bag Stand	\$ 80.25	\$ 120.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 125.00	\$ 188.00	300102	Coat Rack	\$ 80.25	\$ 120.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 141.00	\$ 212.00	300104	Garment Rack	\$ 80.25	\$ 120.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 154.00	\$ 231.00	300106	Literature Rack	\$ 128.00	\$ 192.00
3007	Table, Skirt 4th Side	\$ 50.25	\$ 75.50	300201	Pegboard, White, 4'x8'	\$ 141.00	\$ 212.00
<b>Skirted Counters</b>				300107	Refrigerator	\$ 319.00	\$ 479.00
<i>Skirting for Counters - White Vinyl Top and Pleated Skirt</i>				300228	Rope Velvet, per foot	\$ 4.24	\$ 6.35
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 141.00	\$ 212.00	300131	Security Cage, Large, without Lock	\$ 444.00	\$ 666.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 161.00	\$ 242.00	300132	Security Cage, Small, without Lock	\$ 296.00	\$ 444.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 184.00	\$ 276.00	300120	Sign Holder, Bell Base	\$ 73.00	\$ 110.00
3017	Counter, Skirt 4th Side	\$ 57.75	\$ 86.75	300108	Sign Holder, Chrome, 22"x28"	\$ 73.00	\$ 110.00
<b>Risers</b>				300211	Tackboard, 4'x8'	\$ 147.00	\$ 221.00
300193	Riser 4', Double Tier, 48"x8"x16" High	\$ 50.25	\$ 75.50	300112	Ticket Tumbler, Small, Table Top	\$ 125.00	\$ 188.00
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 36.00	\$ 54.00	300113	Wastebasket	\$ 18.05	\$ 27.00
300194	Riser 6', Double Tier, 72"x8"x16" High	\$ 65.00	\$ 97.50	300118	Waterfall Stand	\$ 80.25	\$ 120.00
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 50.25	\$ 75.50	<i>Prices include delivery, installation, rental, and removal.</i>			
<b>Custom Booth Drape</b>							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 14.95	\$ 22.45				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 18.05	\$ 27.00				
<b>Display Furniture</b>							
300073	Display Case 4', Corner View	\$ 519.00	\$ 779.00				
300074	Display Case 4', Full View	\$ 504.00	\$ 756.00				
300075	Display Case 4', Half View	\$ 504.00	\$ 756.00				
300076	Display Case 4', Quarter View	\$ 504.00	\$ 756.00				
300078	Display Case 5', Full View	\$ 519.00	\$ 779.00				

**Please Indicate Choice** **Place Order Here**

**Drape / Skirt Color** (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)  
 Gray will be provided if no color is indicated below:

Beige (54)     Black (41)     Blue (42)  
 Burgundy (43)     Forest Green (45)     Gray (40)  
 Purple (48)     Red (49)     White (50)

**4th Side Table Skirt** (3007 ONLY)  
 6' Table     8' Table

**4th Side Counter Skirt** (3017 ONLY)  
 6' Counter     8' Counter

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

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

Please include Booth Layout form (H-3) for placement of items.  
**Orders received after the discount deadline date are subject to availability and/or substitutions.**

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

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

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_ Booth Number \_\_\_\_\_

**GES Furniture Packages offer significant savings!**

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	<b>\$ 274.55</b>	\$ 413.10	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.	<b>\$ 586.85</b>	\$ 882.00

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

*Prices include delivery, installation, rental, and removal.*

**Please Indicate Choice** **Place Order Here**

- Table Skirt Color** (Item # 400011 ONLY).  
 Gray will be provided if no color is indicated below:
- Beige (54)     Black (41)     Blue (42)
  - Burgundy (43)     Forest Green (45)     Gray (40)
  - Purple (48)     Red (49)     White (50)

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

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

**Authorized Signature - Please Sign:** X

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

## Seating - Sofas and Loveseats



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



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



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



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



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



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



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



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



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



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



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



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



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

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

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



305035 - Corner, Charcoal Leather, 34"L 34"D 33"H

## Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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.

## Seating - Ottomans



305088 - Ottoman, Bench, Black, 24\"/>



305089 - Ottoman, Bench, White, 24\"/>



305085 - Ottoman, Cube, Black, 17\"/>



305093 - Ottoman, Cube, White Leather, 17\"/>



305086 - Ottoman, Half Round, Black, 72\"/>



305087 - Ottoman, Half Round, White, 72\"/>



305094 - Ottoman, Oval, Black, 52\"/>



305095 - Ottoman, Oval, White, 52\"/>



305240 - Ottoman, Puzzle Bench, White, 48\"/>



305092 - Ottoman, South Beach, Wedge, Platinum, 25\"/>



305090 - Ottoman, Square, Black, 40\"/>



305091 - Ottoman, Square, White, 40\"/>



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18\"/>



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18\"/>



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18\"/>



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18\"/>



305244 - Ottoman, Vibe Cube, Pink, Vinyl, 18\"/>



305245 - Ottoman, Vibe Cube, Red, Vinyl, 18\"/>



305247 - Ottoman, Vibe Cube, Yellow, Vinyl, 18\"/>

## Seating - Office and Utility Seating



305150 - Chair, Altura, High Back, 25\"/>



305151 - Chair, Altura, Med. Back, 25\"/>



305114 - Chair, Flex with Wheels, 24\"/>



305147 - Chair, Luxor, High Back, 27\"/>



305148 - Chair, Luxor, Med. Back, 27\"/>



305076 - Chair, Otto, Highback Black, 23\"/>



305126 - Chair, Task, 25\"/>



305112 - Chair, Tilt with Arms, Black, 26\"/>



305043 - Stool, Drafting, 25\"/>

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.

## Seating - Barstools



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



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



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



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



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



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



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



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



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



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



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

## Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

## Tables - Cafe



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



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



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



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



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



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



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



305158 - Table, Cafe, Grey/Chrome, 36" Round 29"H



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



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



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



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



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



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



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



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

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## Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Tables - Cocktail



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



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



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



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



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



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



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



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

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## Tables - End Tables



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



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



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



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



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



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



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



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

## Conference Tables



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



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



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



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



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



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



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



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



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

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



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



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



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



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



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



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

*Tables - Martini Bar*



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



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

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## Product Display



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



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



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



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



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



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



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

## Office and Utility Furniture



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



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



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



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



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



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



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



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



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



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



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

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Lamps

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



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



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



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

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Seating - Sofas and Loveseats</b>				<b>Seating - Ottomans</b>			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 579.00	\$ 869.00	305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 308.00	\$ 462.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 424.00	\$ 636.00	305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 308.00	\$ 462.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 695.00	\$ 1,040.00	305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 106.00	\$ 159.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,380.00	\$ 2,070.00	305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 106.00	\$ 159.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,270.00	\$ 1,910.00	305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 106.00	\$ 159.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 594.00	\$ 891.00	305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 106.00	\$ 159.00
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 657.00	\$ 986.00	305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 106.00	\$ 159.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 474.00	\$ 711.00	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 106.00	\$ 159.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 698.00	\$ 1,050.00	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 106.00	\$ 159.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 593.00	\$ 890.00	<b>Seating - Office and Utility Seating</b>			
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 626.00	\$ 939.00	305150	Chair, Altura, High Back, 25"D 43"H Adj.	\$ 323.00	\$ 485.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 738.00	\$ 1,110.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 310.00	\$ 465.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 752.00	\$ 1,130.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 145.00	\$ 218.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 576.00	\$ 864.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 368.00	\$ 552.00
<b>Seating - Club Chairs</b>				305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 331.00	\$ 497.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 469.00	\$ 704.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 403.00	\$ 605.00
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 445.00	\$ 668.00	305126	Chair, Task, 25"L 26"D 21"H	\$ 124.00	\$ 186.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 704.00	\$ 1,060.00	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 229.00	\$ 344.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 767.00	\$ 1,150.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 171.00	\$ 257.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 334.00	\$ 501.00	<b>Seating - Barstools</b>			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 324.00	\$ 486.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 143.00	\$ 215.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 485.00	\$ 728.00	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 143.00	\$ 215.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 412.00	\$ 618.00	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 181.00	\$ 272.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 403.00	\$ 605.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 189.00	\$ 284.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 456.00	\$ 684.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 231.00	\$ 347.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 412.00	\$ 618.00	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 205.00	\$ 308.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 469.00	\$ 704.00	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 205.00	\$ 308.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 319.00	\$ 479.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 205.00	\$ 308.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 478.00	\$ 717.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 260.00	\$ 390.00
<b>Seating - Chairs</b>				305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 260.00	\$ 390.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 267.00	\$ 401.00	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 337.00	\$ 506.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 106.00	\$ 159.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 308.00	\$ 462.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 106.00	\$ 159.00	<b>Tables - Cafe</b>			
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 132.00	\$ 198.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 202.00	\$ 303.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 132.00	\$ 198.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 268.00	\$ 402.00
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	\$ 167.00	\$ 251.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 202.00	\$ 303.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 129.00	\$ 194.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 233.00	\$ 350.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 129.00	\$ 194.00	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 268.00	\$ 402.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 129.00	\$ 194.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 318.00	\$ 477.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 192.00	\$ 288.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 233.00	\$ 350.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 279.00	\$ 419.00	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 318.00	\$ 477.00
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 176.00	\$ 264.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 202.00	\$ 303.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 295.00	\$ 443.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 233.00	\$ 350.00
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 214.00	\$ 321.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 268.00	\$ 402.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 179.00	\$ 269.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 318.00	\$ 477.00
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 193.00	\$ 290.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 202.00	\$ 303.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 184.00	\$ 276.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 268.00	\$ 402.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 184.00	\$ 276.00	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 258.00	\$ 387.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 184.00	\$ 276.00	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 327.00	\$ 491.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 184.00	\$ 276.00	<b>Tables - Bar</b>			
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 274.00	\$ 411.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 209.00	\$ 314.00
<b>Seating - Ottomans</b>				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 274.00	\$ 411.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 370.00	\$ 555.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 209.00	\$ 314.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 370.00	\$ 555.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 256.00	\$ 384.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 96.50	\$ 145.00	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 274.00	\$ 411.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 94.00	\$ 141.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 321.00	\$ 482.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 368.00	\$ 552.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 256.00	\$ 384.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 368.00	\$ 552.00	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 321.00	\$ 482.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 285.00	\$ 428.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 209.00	\$ 314.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 285.00	\$ 428.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 256.00	\$ 384.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 296.00	\$ 444.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 274.00	\$ 411.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 221.00	\$ 332.00	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 321.00	\$ 482.00

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<https://e.ges.com/022004963/esm>

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Tables - Bar</b>				<b>Tables - Conference</b>			
305130	Table, Bar, Red/Black, 30" Round 42"H	\$ 209.00	\$ 314.00	305177	Table, Conf., Manhattan, 42" Round 29"H	\$ 292.00	\$ 438.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	\$ 274.00	\$ 411.00	305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 2	\$ 491.00	\$ 737.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	\$ 274.00	\$ 411.00	<b>Tables - Martini Bar</b>			
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	\$ 336.00	\$ 504.00	305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	\$ 2,800.00	\$ 4,200.00
<b>Tables - Cocktail</b>				305003	Table, Bar, Martini, 50"L 50"D 47"H	\$ 1,050.00	\$ 1,580.00
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	\$ 209.00	\$ 314.00	<b>Product Display</b>			
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	\$ 215.00	\$ 323.00	305002	Bookcase, Graphite, 36"L 13"D 71"H	\$ 301.00	\$ 452.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	\$ 287.00	\$ 431.00	305001	Bookcase, Mahogany, 36"L 13"D 71"H	\$ 301.00	\$ 452.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	\$ 212.00	\$ 318.00	305053	Etagere, Black, 30"L 16"D 70"H	\$ 286.00	\$ 429.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	\$ 254.00	\$ 381.00	305052	Etagere, Pewter, 30"L 16"D 70"H	\$ 286.00	\$ 429.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	\$ 331.00	\$ 497.00	305215	Pedestal, Black Plastic, 24"L 24"D 36"H	\$ 339.00	\$ 509.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	\$ 295.00	\$ 443.00	305216	Pedestal, Black Plastic, 24"L 24"D 42"H	\$ 400.00	\$ 600.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	\$ 295.00	\$ 443.00	305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	\$ 422.00	\$ 633.00
<b>Tables - End Tables</b>				<b>Office and Utility Furniture</b>			
305047	Table, End, Geo, Black, 26"L 26"D 20"H	\$ 183.00	\$ 275.00	305040	Credenza, Graphite, 72"L 24"D 29"H	\$ 419.00	\$ 629.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	\$ 190.00	\$ 285.00	305039	Credenza, Mahogany, 72"L 24"D 29"H	\$ 460.00	\$ 690.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	\$ 273.00	\$ 410.00	305057	Desk, Executive, Graphite, 60"L 30"D 29"H	\$ 411.00	\$ 617.00
305211	Table, End, Oliver, 22" Round 22"H	\$ 185.00	\$ 278.00	305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	\$ 428.00	\$ 642.00
305046	Table, End, Silverado, 24" Round 22"H	\$ 238.00	\$ 357.00	305138	Desk, Writing, Graphite, 48"L 24"D 30"H	\$ 276.00	\$ 414.00
305045	Table, End, Soho, 26"L 26"D 27"H	\$ 287.00	\$ 431.00	305059	File, Lateral, Graphite, 36"L 20"D 29"H	\$ 337.00	\$ 506.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	\$ 214.00	\$ 321.00	305058	File, Lateral, Mahogany, 36"L 20"D 29"H	\$ 365.00	\$ 548.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	\$ 214.00	\$ 321.00	305106	Kiosk, Black/Maple, 24"L 21"D 42"H	\$ 427.00	\$ 641.00
<b>Tables - Conference</b>				305104	Podium, Lecturn, Cherry, 24"L 19"D 50"H	\$ 267.00	\$ 401.00
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	\$ 224.00	\$ 336.00	305038	Table, Computer, Graphite, 36"L 30"D 42"H	\$ 281.00	\$ 422.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	\$ 380.00	\$ 570.00	305036	Table, Training, Grey, 48"L 24"D 30"H	\$ 274.00	\$ 411.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	\$ 236.00	\$ 354.00	<b>Lamps</b>			
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	\$ 380.00	\$ 570.00	305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	\$ 251.00	\$ 377.00
305027	Table, Conf., Graphite, 42" Round 29"H	\$ 312.00	\$ 468.00	305203	Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	\$ 338.00	\$ 507.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	\$ 418.00	\$ 627.00	305205	Lamp, Table, Mason, Silver, 16" Round 26"H	\$ 186.00	\$ 279.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	\$ 522.00	\$ 783.00	305202	Lamp, Table, Trovato, White, 7"L 7"D 26"H	\$ 266.00	\$ 399.00
305170	Table, Conf., Gray, 42" Round 29"H	\$ 315.00	\$ 473.00				
305171	Table, Conf., Gray, 72"L 36"D 29"H	\$ 418.00	\$ 627.00				
305172	Table, Conf., Gray, 96"L 36"D 29"H	\$ 522.00	\$ 783.00				
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	\$ 595.00	\$ 893.00				
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"	\$ 328.00	\$ 492.00				
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	\$ 394.00	\$ 591.00				
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	\$ 484.00	\$ 726.00				

**Place Order Here**

ITEM#	DESCRIPTION	PRICE	X	QTY	=	TOTAL	X	3% PSP	=	GRAND TOTAL
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$
										\$

Prices include delivery, installation, rental, and removal.

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

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

**Payment Enclosed**

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

**Authorized Signature - Please Sign: X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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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.

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List							
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 3,543.05	\$ 5,316.00	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 1,570.00	\$ 2,360.00
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	\$ 6,762.05	\$ 10,149.00	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 1,681.00	\$ 2,530.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.</i>	\$ 442.05	\$ 664.00	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"X29".</i>	\$ 676.00	\$ 1,015.00
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.</i>	\$ 981.00	\$ 1,473.00	404110	Newport Collection <i>Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.</i>	\$ 1,711.00	\$ 2,567.00
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.</i>	\$ 957.00	\$ 1,437.00	404107	Premium Chair Package <i>Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".</i>	\$ 582.00	\$ 873.00
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 466.05	\$ 700.00	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 708.00	\$ 1,063.00
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.</i>	\$ 369.05	\$ 555.00	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".</i>	\$ 560.00	\$ 841.00
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.</i>	\$ 413.05	\$ 621.00	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 1,638.00	\$ 2,462.00

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

**Please Indicate Choice** **Place Order Here**

- 13 oz. Standard Carpet Colors** (404200, 404201 ONLY).  
 Gray will be provided if no color is indicated below:
- Black (41)     Blue (42)     Blue Jay (56)  
 Burgundy (43)     Emerald Green (44)     Gray (40)  
 Pepper (52)     Red (49)
- Table Skirt Color** (404002, 404012 ONLY).  
 Gray will be provided if no color is indicated below:
- Beige (54)     Black (41)     Blue (42)  
 Burgundy (43)     Forest Green (45)     Gray (40)  
 Purple (48)     Red (49)     White (50)
- Panel Type and Color** (404200, 404201 ONLY).  
 Gray Fabric Panel will be provided if no color is indicated below:
- Coated: Black (C41)     Coated: Maple  
 Coated: Oxford White (C50)     Coated: Prism Blue (C42)  
 Coated: Silver Gray (C79)     Fabric: Black (F41)  
 Fabric: Blue (F42)     Fabric: Gray (F40)  
 Pegboard: White (P50)
- Trim Metal Color** (404200, 404201 ONLY).  
 Silver will be provided if no color is indicated below:
- Black (41)     Silver (79)

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

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

**Authorized Signature - Please Sign:** X

AUTHORIZED NAME - PLEASE PRINT	DATE
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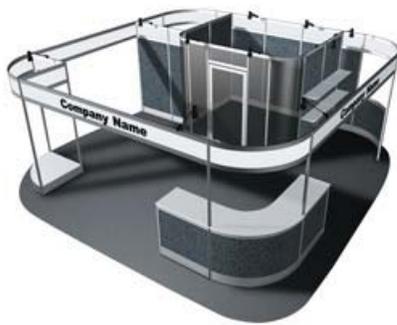
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With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

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

## 20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

## 10x20 Exhibits



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

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

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



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

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

## 6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

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

## 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"



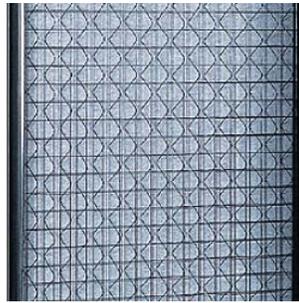
600222 - Exhibit, Light Box, Medium 37\"x56"



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

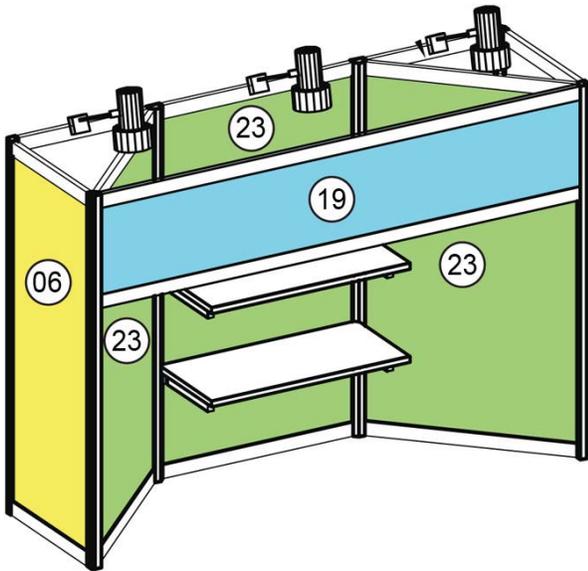
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|--|---|--|
|  Coated: Black (C41)      |  Coated: Maple             |  Coated: Oxford White (C50) |
|  Coated: Prism Blue (C42) |  Coated: Silver Gray (C79) |  Fabric: Black (F41)        |
|  Fabric: Blue (F42)       |  Fabric: Gray (F40)        | Pegboard: White (P50)  |

### 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.

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



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

Discount Price - \$144.00 / Regular Price - \$216.00

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$59.50 / Regular Price - \$89.25

Produced on 3/16" Thick White Foamcore

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

Discount Price - \$95.25 / Regular Price - \$143.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

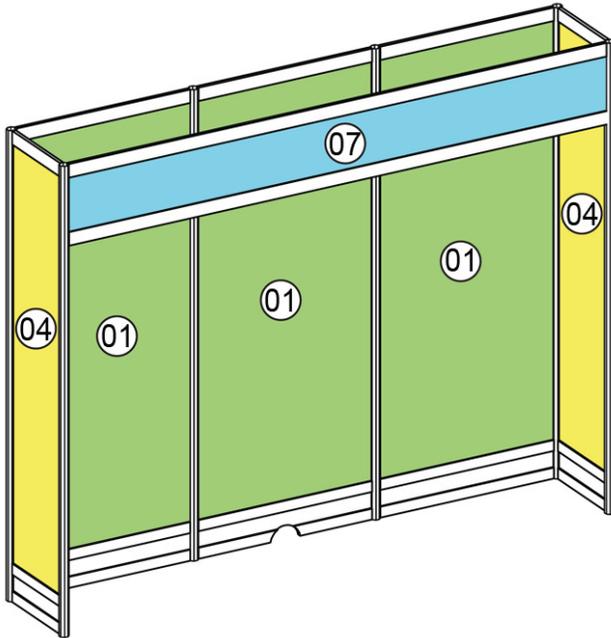
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:  
Patti Ott  
630.295.6141



## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 72 3/8" tall  
*Discount Price - \$395.00 /Regular Price - \$593.00*  
**Produced on 3/16" Thick White Foamcore**
- 04** 608304 18 7/16" wide x 72 3/8" tall  
*Discount Price - \$197.00 /Regular Price - \$296.00*  
**Produced on 3/16" Thick White Foamcore**
- 07** 608307 117" wide x 12" tall  
*Discount Price - \$169.00 /Regular Price - \$254.00*  
**Produced on 3/16" Thick White Foamcore**

All Prices listed above are Per Panel.

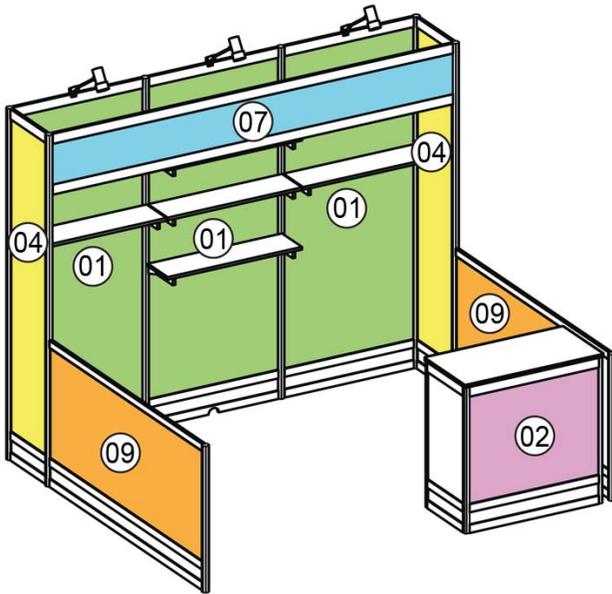
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:  
 Patti Ott  
 630.295.6141



Exhibit #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 72 3/8" tall  
Discount Price - \$395.00 /Regular Price - \$593.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall  
Discount Price - \$197.00 /Regular Price - \$296.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$169.00 /Regular Price - \$254.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$139.00 /Regular Price - \$209.00  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$281.00 /Regular Price - \$422.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

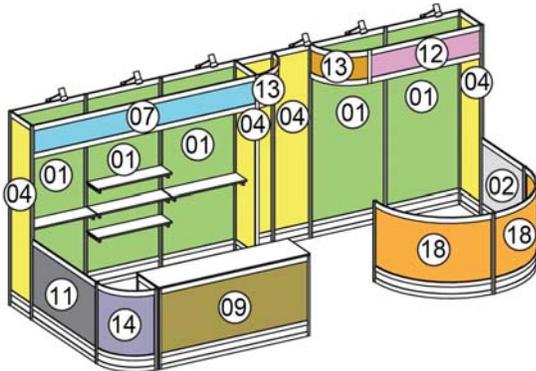
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

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

For additional questions, please contact:  
Patti Ott  
630.295.6141



## Exhibit #4, 10 x 20 (600004)



- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$86.75 /Regular Price - \$130.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$43.25 /Regular Price - \$65.00  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$221.00 /Regular Price - \$332.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$281.00 /Regular Price - \$422.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$108.00 /Regular Price - \$162.00  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 72 3/8" tall  
Discount Price - \$395.00 /Regular Price - \$593.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall  
Discount Price - \$197.00 /Regular Price - \$296.00  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$83.25 /Regular Price - \$125.00  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$139.00 /Regular Price - \$209.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$169.00 /Regular Price - \$254.00  
Produced on 3/16" Thick White Foamcore



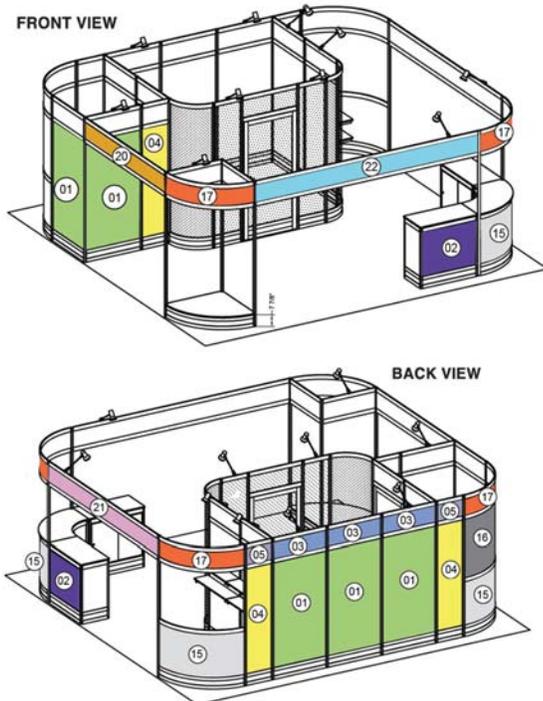
All Prices listed above are Per Panel.

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

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

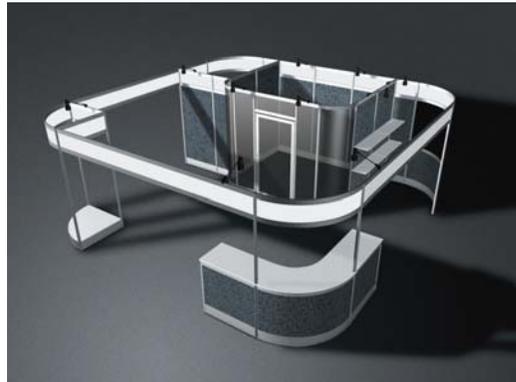
For additional questions, please contact:  
Patti Ott  
630.295.6141

## Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$130.00 /Regular Price - \$195.00  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$140.00 /Regular Price - \$210.00  
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$161.00 /Regular Price - \$242.00  
Produced on 1/8" Thick White Foamcell
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$139.00 /Regular Price - \$209.00  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$55.25 /Regular Price - \$83.00  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$43.25 /Regular Price - \$65.00  
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 72 3/8" tall  
Discount Price - \$395.00 /Regular Price - \$593.00  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 72 3/8" tall  
Discount Price - \$197.00 /Regular Price - \$296.00  
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$264.00 /Regular Price - \$396.00  
Produced on 1/8" Thick White Foamcell
- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$221.00 /Regular Price - \$332.00  
Produced on 1/8" Thick White Foamcell
- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$224.00 /Regular Price - \$336.00  
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

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

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For additional questions, please contact:  
Patti Ott  
630.295.6141

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<p><b>20x20 Exhibits</b></p>				<p><b>Accessories</b></p>			
600005	Exhibit System GEM #5, 20'x20' Island	\$ 9,680.00	\$ 14,520.00	600223	Exhibit, Light Box, Small 37"x28"	\$ 317.00	\$ 476.00
<p><b>10x20 Exhibits</b></p>				661931	Exhibit, Panel, Slatwall, 1M x 8'	\$ 447.00	\$ 671.00
600004	Exhibit System GEM #4, 10'x20' Inline	\$ 6,510.00	\$ 9,770.00	600291	Exhibit, Panel, Wirewall, 1M	\$ 437.00	\$ 656.00
<p><b>10x10 Exhibits</b></p>				600243	Exhibit, Shelf, 1M x 10" Deep	\$ 59.50	\$ 89.25
600002	Exhibit System GEM #2, 10'x10' Inline	\$ 1,560.00	\$ 2,340.00	<p><b>Cancellation Policy:</b> Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.</p>			
600003	Exhibit System GEM #3, 10'x10' Inline	\$ 2,960.00	\$ 4,440.00				
<p><b>6ft Table Display</b></p>							
600001	Exhibit System GEM #1, 6' Tabletop Display	\$ 1,480.00	\$ 2,220.00				
<p><b>Accessories</b></p>							
600410	Exhibit, Ad Board, 1M x 8'	\$ 511.00	\$ 767.00				
600110	Exhibit, Armlight Black	\$ 75.50	\$ 113.00				
600111	Exhibit, Armlight White	\$ 75.50	\$ 113.00				
600103	Exhibit, Counter, 1M Curved	\$ 707.00	\$ 1,060.00				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	\$ 357.00	\$ 536.00				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	\$ 489.00	\$ 734.00				
600221	Exhibit, Light Box, Large 37"x85"	\$ 650.00	\$ 975.00				
600222	Exhibit, Light Box, Medium 37"x56"	\$ 512.00	\$ 768.00				

**Please Indicate Choices**

**Place Order Here**

**13 oz. Standard Carpet Colors** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

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

**Table Skirt Color** (600001 ONLY).

Gray will be provided if no color is indicated below:

- Beige (54)       Black (41)       Blue (42)
- Burgundy (43)       Forest Green (45)       Gray (40)
- Purple (48)       Red (49)       White (50)
- Black

**Panel Type and Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

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

- Coated: Black (C41)       Coated: Maple
- Coated: Oxford White (C50)       Coated: Prism Blue (C42)
- Coated: Silver Gray (C79)       Fabric: Black (F41)
- Fabric: Blue (F42)       Fabric: Gray (F40)
- Pegboard: White (P50)

**Trim Metal Color** (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- Black (41)       Silver (79)

**Electrical or Utilities Under Carpet?**

- Yes       No

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

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

For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>  
 For Custom Exhibits, please send a request to email [gesed@ges.com](mailto:gesed@ges.com)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
<b>C.</b>	Payment Enclosed		A + B = C	\$

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

**Authorized Signature - Please Sign:** **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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**CUSTOM ID SIGN**

Colored signs are available at additional cost, please go to [http://www.ges.com/ecommm/info/exhibit\\_graphics.pdf](http://www.ges.com/ecommm/info/exhibit_graphics.pdf) for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.

**STANDARD ID SIGN COPY**

Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.

**Need Assistance?**

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



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 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 125.00	\$ 188.00
600506	Sign, 11"x14"	\$ 85.75	\$ 129.00
600507	Sign, 14"x22"	\$ 113.00	\$ 170.00
600508	Sign, 14"x44"	\$ 125.00	\$ 188.00
600509	Sign, 20"x60"	\$ 181.00	\$ 272.00
600510	Sign, 22"x28"	\$ 138.00	\$ 207.00
600512	Sign, 28"x44"	\$ 181.00	\$ 272.00
600514	Sign, 40"x60"	\$ 292.00	\$ 438.00
600515	Sign, 48"x96"	\$ 428.00	\$ 642.00
600501	Sign, 7"x11"	\$ 77.00	\$ 116.00
600502	Sign, 7"x44"	\$ 102.00	\$ 153.00
600547	Easel Back	\$ 7.50	\$ 11.25

**We offer complete graphics services from Design to Print!**

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	\$ 184.00	\$ 276.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 238.00	\$ 357.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 216.00	\$ 324.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 352.00	\$ 528.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 324.00	\$ 486.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 460.00	\$ 690.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 194.00	\$ 291.00

**Please Indicate Choice**

**Place Order Here**

**Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)**

- Black     White     Gray  
 Printed Base -Additional Cost Discount: \$21.15 Regular: \$31.75 (Item # 601099)  
 Please add to total and include graphics in digital file submission.

**I have NOT sent my print ready file(s) to GES**

- Please let us know when you expect to submit your artwork:
- I need assistance submitting my file(s), please contact me  
 I will be submitting my file by (date) \_\_\_\_\_  
 I need GES to set my copy  
 Copy placement only - indicate copy in the area below

**I have already sent my print ready file(s) to GES**

- Check the submission type used below:
- I put them on the GES FTP site  
 I sent them to the gesgraphics@ges.com mailbox  
 I sent a disc via USPS, FedEx, UPS or other  
 I sent them directly to a GES employee (insert name below)

**Digital File Submission:**

You can upload your file(s) after sending in your order using the information below.

<ftp://csftp.ges.com/West>  
 USER NAME: geswstftp  
 PASSWORD: o8clx6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES\_COOKING SHOW.zip)



If you do not have a print file to submit, please write in the text and description for your sign order here:

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

<b>A.</b>	Total All items Ordered			\$
<b>B.</b>	Petroleum Surcharge Assessment: 3%		A x 3 % = B	\$
<b>C.</b>	Subtotal		A + B = C	\$
<b>D.</b>	Sales Tax: 9%		C x 9 % = D	\$
<b>E.</b>	Payment Enclosed		C + D = E	\$

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

**Authorized Signature - Please Sign:** **X**

AUTHORIZED NAME - PLEASE PRINT	DATE
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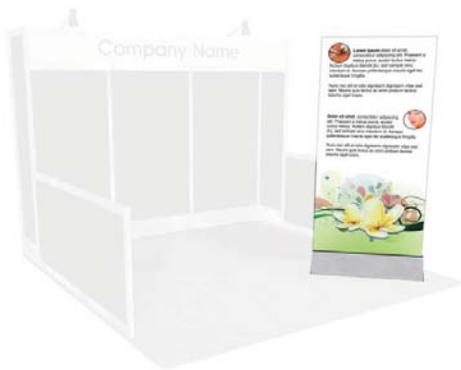
**Need Assistance?**

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



Order Directly Online:  
<https://e.ges.com/022004963/esm>

## 38" Ad Board



- 600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
  - 600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
- Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



- 600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
  - 600528 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
- Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



- 600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided
- 600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



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

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

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 June 20, 2013

Go to below link to view images and information:  
<http://ges.com/ecomm/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.  
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (1/2) 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 (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 108.50	\$ 136.00	\$ 163.00
Install & Dismantle, OT Code: 705000	\$ 190.00	\$ 238.00	\$ 285.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**

**GES Supervised (OK to Proceed)**

*Please complete "Key Information" form (L-2)*

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

*A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.*

**Exhibitor Supervised (Do Not Proceed)**

Exhibitor will supervise.

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

**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.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						A.	Total Labor Ordered	\$
Authorized Signature - Please Sign:						B.	30% (\$50.00 min) GES Supervision	\$
<b>X</b>	AUTHORIZED NAME - PLEASE PRINT				DATE	C.	Payment Enclosed	\$

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

**Need Assistance?**

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 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**To Be Completed By Exhibitor When Order is Placed**

**Inbound Freight Information**

Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Number of Crates \_\_\_\_\_ Shipped By \_\_\_\_\_ Date \_\_\_\_\_  
 Number of Fiber Cases \_\_\_\_\_ Color \_\_\_\_\_ Pro Number \_\_\_\_\_  
 Target Date \_\_\_\_\_ Loose Display \_\_\_\_\_ Crated Display \_\_\_\_\_  
 Shipped To: (Check One)  Warehouse  Showsite

**Setup Information for GES Installation**

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

**Did You Order ---**

Electrical Outlets  Yes  No      Electrical Labor/Boothwork  Yes  No      Electrical Under Carpet  Yes  No  
 Electrical Drawings  Attached  Sent to the Official Electrical Contractor  With the Exhibit  
 Booth Cleaning  Yes  No      Other Items \_\_\_\_\_  
 Furniture  Yes  No  
 A/V Equipment  Yes  No  
 Telephone/Internet  Yes  No

**Tear-down Information for GES Dismantle**

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

**Outbound Freight Information**

Outbound Freight Charges \_\_\_\_\_ Consigned To \_\_\_\_\_  
 PrePaid  Collect (for non-GES Logistics Shipments only)      Address \_\_\_\_\_  
 Bill To \_\_\_\_\_      City/State/Zip \_\_\_\_\_  
 \_\_\_\_\_      Second Consignee \_\_\_\_\_  
 \_\_\_\_\_      Address \_\_\_\_\_  
 GES Storage \_\_\_\_\_      City/State/Zip \_\_\_\_\_  
 Method  GES Logistics  Common Carrier  AirFreight  Vanline  Other \_\_\_\_\_  
 Carrier (if known) \_\_\_\_\_  
 Contact \_\_\_\_\_ Phone \_\_\_\_\_  
 Exhibitor-completed GES' Outbound Material Handling Form attached:  Yes  No  
 Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached:  Yes  No

**Emergency Contact Information / Showsite Contact**

Name \_\_\_\_\_ Title \_\_\_\_\_  
 Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
 Other Means of Contacting This Person \_\_\_\_\_  
 Contact's Hotel \_\_\_\_\_ Arrival \_\_\_\_\_ Departure \_\_\_\_\_  
 Purchasing Authorization  Yes  No

\*This Form must be returned to GES for your orders to be processed.

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

**Authorized Signature - Please Sign:** **X**

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

**Need Assistance?**

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

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

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.**

- In-booth forklift and Labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day. 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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Forklift w/Operator Per Hour		Discount	Regular	Show Site
5,000#, ST	Code: 705200	\$ 175.50	\$ 219.00	\$ 263.00
5,000#, OT	Code: 705200	\$ 246.00	\$ 308.00	\$ 369.00
Worker per Hour		Discount	Regular	Show Site
Freight, ST	Code: 705030	\$ 108.50	\$ 136.00	\$ 163.00
Freight, OT	Code: 705030	\$ 190.00	\$ 238.00	\$ 285.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**

**Exhibitor Supervised (Do Not Proceed)**

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

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

- Uncrating       Unskidding       Positioning  
 Leveling       Dismantling       Recrating  
 Reskidding

**Place Order Here**

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

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

Payment Enclosed

Authorized Signature - Please Sign:

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

**X** AUTHORIZED NAME - PLEASE PRINT \_\_\_\_\_ DATE \_\_\_\_\_

**Need Assistance?**

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

Order Directly Online:  
<https://e.ges.com/022004963/esm>

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Hanging Signs**

GES is responsible for assembly, installation, and removal of all hanging signs.

**Remember:**

1. All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All signs, with the exception of banners, must have structural Rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
3. If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
4. Include Exhibitor contact information with the order.
5. **Include engineer-stamped assembly and hanging instructions with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.**

**Truss & Hoists**

GES is responsible for assembly, installation, and removal of all truss.

**Remember:**

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the  
 Hanging Sign / Assembly Labor Order Form (H-2) June 20, 2013.**

**To receive the Discount Price, you must complete and return the Hanging Sign / Assembly Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by June 20, 2013. The hanging sign must also arrive at the GES warehouse by July 8, 2013 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.**

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

**Shipping Instructions**

**Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by July 8, 2013 to receive the Discount Price.** Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

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

**To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.**

**Need Assistance?**

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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS**

- A crew will be assigned consisting of a lift with two riggers for aerial work.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

**LABOR RATES ARE AS FOLLOWS:**

High Lift w/Crew		Discount	Regular	Show Site
High Lift, ST	Code: 705300	\$ 482.50	\$ 603.00	\$ 724.00
High Lift, OT	Code: 705300	\$ 627.00	\$ 784.00	\$ 941.00
Worker per Hour		Discount	Regular	Show Site
Rigging, Hanging Sign, ST	Code: 705020	\$ 114.50	\$ 143.00	\$ 172.00
Rigging, Hanging Sign, OT	Code: 705020	\$ 200.00	\$ 250.00	\$ 300.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

Supplied rigging hardware is chargeable and will be added to invoice

**Please Indicate Service**

**GES Supervised (OK to Proceed)**  
 A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

**Exhibitor Supervised (Do Not Proceed)**  
 Exhibitor will supervise.

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

**Type of Sign** (Select one sign type per order)  
 Banner       Structural Signage       Systems

**Shape of Sign** (Select one sign type per order)  
 Square       Rectangle       Triangle  
 Circle       Other \_\_\_\_\_

**Dimensions & Weight of Sign**  
 Width \_\_\_\_\_ Length \_\_\_\_\_ Height \_\_\_\_\_ Weight \_\_\_\_\_ lbs  
 # \_\_\_\_\_ Structural Pick Points: # of Pounds \_\_\_\_\_ at each point

**Number of Feet from Floor to Top of Sign** (Must be compliant with Show Rules & Regulations) \_\_\_\_\_ Feet  
**Is Your Sign Electrical?** if yes, order power requirements on the Electrical Services Order Form in this manual.  
 Yes       No

**Does Your Sign Require Assembly?** If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.  
 Yes       No

**Include engineer-stamped assembly and hanging instructions with the order.** GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

**LOCATION OF SIGN / DIMENSION OF TRUSS:** Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	= TOTAL	3% PSP	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						<b>A.</b>	Total Labor Ordered	\$
Authorized Signature - Please Sign:						<b>B.</b>	30% ( \$50.00 ) GES Supervision	\$
<b>X</b>	AUTHORIZED NAME - PLEASE PRINT				DATE	<b>C.</b>	Payment Enclosed	\$

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

**Need Assistance?**

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

Order Directly Online:  
<https://e.ges.com/022004963/esm>

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.  
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

Booth Number

**C/O GES**

**5560 Katella Ave  
Cypress, CA 90630  
USA**

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Friday, June 7, 2013 - Monday, July 8, 2013**

The GES Advance Warehouse will be CLOSED July 4th & 5th in observance of Independence Day.  
**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 - 2:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**ASHA Schools Conference**

NAME OF EXHIBITION

0220004963

Booth Number

**C/O GES**

**5560 Katella Ave  
Cypress, CA 90630  
USA**

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



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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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**Price List**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>Vacuuming</b>			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	<b>\$ 0.51</b>	\$ 0.77
500600	Duration of Show (per sq. ft. per day)	<b>\$ 0.37</b>	\$ 0.55
500602	Per Day (per sq. ft. per day)	<b>\$ 0.49</b>	\$ 0.74
<b>Shampooing</b>			
501004	Cleaning, Carpet Shampoo Before Show Open	<b>\$ 0.82</b>	\$ 1.23
<b>Mopping and Waxing</b>			
501002	Cleaning, Damp Mop & Wax	<b>\$ 0.51</b>	\$ 0.77
<b>Porter service</b>			
<i>GES will empty wastebaskets &amp; wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	<b>\$ 73.00</b>	\$ 110.00
501010	Porter Service, 501-1500 sq.ft., Per Day	<b>\$ 102.00</b>	\$ 153.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	<b>\$ 132.00</b>	\$ 198.00
501010	Porter Service, 3001 sq.ft. & Up, Per Day	<b>Call for Quote</b>	

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

**Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.**

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged **50%** of original price. Similarly, orders cancelled after move-in will be charged **100%**.

**LABOR RATES ARE AS FOLLOWS:**

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 55.75	\$ 67.75	\$ 81.50
Porter Service, OT Code: 705010	\$ 98.00	\$ 119.00	\$ 143.00

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day. Labor thereafter is charged in half (1/2) hour increments.

**Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site.

**Please Indicate Service**

**Calculate Total Square Footage**  
 Width \_\_\_\_\_ x Length \_\_\_\_\_ = \_\_\_\_\_ Square Feet

**Would you like us to call you and give you a quote for hourly porter service?**  
 Yes       No

**Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Place Order Here**

ITEM#	DESCRIPTION	TOTAL SQ FT	PRICE/SQ FT	X NO. OF DAYS	TOTAL PRICE
500600	Vacuuming Duration			2	\$
500602	Vacuuming Per Day				\$

ITEM#	DESCRIPTION	TOTAL SQ FT	PRICE/SQ FT	TOTAL PRICE
500601	Vacuuming Before Show Only			\$
501004	Shampooing Before Show Only			\$
501002	Mop/Wax Before Show Only			\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL PRICE
Porter Service Labor				\$
<b>A.</b> Total All Items Ordered				\$
<b>B.</b> Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
<b>C.</b> Payment Enclosed			A + B = C	\$

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

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

**Authorized Signature - Please Sign:** **X**

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

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

## ASHA Schools Conference

Long Beach Convention Center  
July 12 - 13, 2013

### ELECTRICAL ORDER CHECKLIST:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s). You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan.
- Electrical work performed by non-GES personnel is strictly forbidden. Inspection fee(s) may apply.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
  - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- Avoid code violations. Check the electrical code requirements on this information sheet.
- Labor is available to install and remove coaxial, fiber optic and twisted-pair cables for booth to booth, booth to satellite dish, and within the booth.
- Place your order before the discount rate deadline date and save on your electrical order.
- Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

### ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

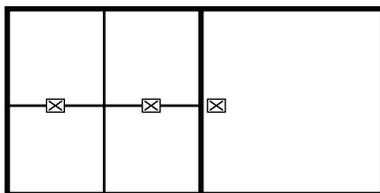
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

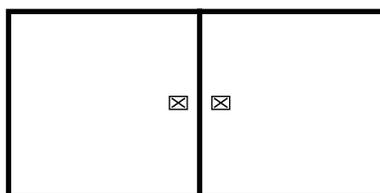
If you have any questions, please call us at 800.475.2098

### Where will my outlet be located?

There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:

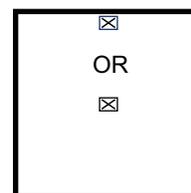


In-Line Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

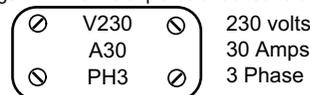
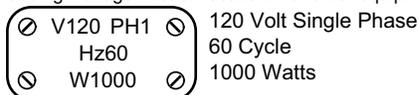
### In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:

Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

**Island or Pavilion Booths:** You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

### How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



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**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

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

By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

**Price List** **Important Information**

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
<b>120v Motor and Equipment Outlets</b>			
700001	5 Amp/500 Watts, 1/4 HP 120V	<b>\$ 114.00</b>	\$ 171.00
700002	10 Amp/1000 Watts, 1/4 HP 120V	<b>\$ 195.00</b>	\$ 293.00
700003	15 Amp/1500 Watts, 1/4 HP 120V	<b>\$ 252.00</b>	\$ 378.00
700004	20 Amp/2000 Watts, 1/4 HP 120V	<b>\$ 310.00</b>	\$ 465.00
<b>1P 208v Motor and Equipment Outlets</b>			
700012	10 Amp, 1/2 HP 208V / 1Phase	<b>\$344.00</b>	\$516.00
700014	20 Amp, 1 HP 208V / 1Phase	<b>\$482.00</b>	\$723.00
700015	30 Amp, 2 HP 208V / 1Phase	<b>\$620.00</b>	\$930.00
700016	60 Amp, 5 HP 208V / 1Phase	<b>\$825.00</b>	\$1,240.00
700017	100 Amp, 10 HP 208V / 1Phase	<b>\$1,070.00</b>	\$1,610.00
700018	200 Amp, 25 HP 208V / 1Phase	<b>\$1,720.00</b>	\$2,580.00
<b>3P 208v Motor and Equipment Outlets</b>			
700022	10 Amp, 1 HP 208V / 3Phase	<b>\$461.00</b>	\$692.00
700024	20 Amp, 3 HP 208V / 3Phase	<b>\$646.00</b>	\$969.00
700025	30 Amp, 5 HP 208V / 3Phase	<b>\$830.00</b>	\$1,250.00
700026	60 Amp, 10 HP 208V / 3Phase	<b>\$1,100.00</b>	\$1,650.00
700027	100 Amp, 20 HP 208V / 3Phase	<b>\$1,430.00</b>	\$2,150.00
700028	200 Amp, 50 HP 208V / 3Phase	<b>\$2,300.00</b>	\$3,450.00
<b>3P 480v Motor and Equipment Outlets</b>			
700044	20 Amp, 7.5 HP 480V / 3Phase	<b>\$774.00</b>	\$1,160.00
700045	30 Amp, 10 HP 480V / 3Phase	<b>\$995.00</b>	\$1,490.00
700046	60 Amp, 20 HP 480V / 3Phase	<b>\$1,320.00</b>	\$1,980.00
700047	100 Amp, 50 HP 480V / 3Phase	<b>\$1,710.00</b>	\$2,570.00
700048	200 Amp, 100 HP 480V / 3Phase	<b>\$2,760.00</b>	\$4,140.00
<b>Transformers</b>			
<i>Used to boost 208V to 230V – Circle outlets requiring boost.</i>			
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	<b>\$ 4.33</b>	\$ 6.50
<b>Lights</b>			
<i>Price includes outlet and labor for light only.</i>			
700361	Floodlight, 1000 Watt Overhead**	<b>\$ 459.00</b>	\$689.00
700350	Floodlight, 120 Watt*	<b>\$ 114.00</b>	\$171.00
700352	Floodlight, 120 Watt Double*	<b>\$ 195.00</b>	\$293.00
700370	Floodlight, 250 Watt Krypton*	<b>\$ 459.00</b>	\$689.00

- Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate price.
- GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized.
- **GES JURISDICTION** (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, all motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- All outlets over 30 amps and/or with a voltage over 150 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

**Please Indicate Choices** **Place Order Here**

**\*Do you need dedicated and 24 hour power?**  
 Yes       No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

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

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

**Need Assistance?**

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

Order Directly Online:  
<https://e.ges.com/022004963/esm>

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

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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Discount Deadline Date:**  
 June 20, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

**PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.**  
**TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.**

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

**Important Information & Rates**

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

**LABOR RATES ARE AS FOLLOWS:**

Electrician w/Lift	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 383.00	\$ 465.00	\$ 558.00
High Lift, OT Code: 705300	\$ 497.00	\$ 604.00	\$ 725.00
Worker Per Hour	Discount	Regular	Show Site
Electrical, ST Code: 705060	\$ 114.50	\$ 143.00	\$ 172.00
Electrical, OT Code: 705060	\$ 229.00	\$ 286.00	\$ 344.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.  
**Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.  
**Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.  
**Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.  
**Show Site Rate:** Rate applies to orders placed at show site

**Please Indicate Service**

- GES Supervised (OK TO PROCEED)**
- Power Distribution A 30% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (DO NOT PROCEED)**
- Exhibitor will supervise.
- You must schedule date & time below as well as # of electricians and estimated hours.
  - GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

**Is there more than one (1) main drop location?**

- Yes  No

**Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.**

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

**Place Order Here**

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	= TOTAL	3% PSP	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$

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

**Authorized Signature - Please Sign:**

<b>X</b>	AUTHORIZED NAME - PLEASE PRINT	DATE
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<b>A.</b>	Total Labor Ordered	\$
<b>B.</b>	30% (\$50 min) GES Supervision	\$
<b>C.</b>	Payment Enclosed	\$

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

**Need Assistance?**

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

**Credit Card Authorization:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
**Check Payments:** Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER			SHOWSITE CONTACT NAME AND PHONE NUMBER	

**Payment Policy**  
**Payment for Services** — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.  
**Discount Prices** — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).  
**Method of Payment** — GES accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.  
**Third Party Billing** — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.  
**Tax Exempt** — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.  
**Adjustments and Cancellations** — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/ assess a fuel or energy surcharge on all services as necessary based upon market conditions.  
**Bank wire transfer payment information:**

**Beneficiary: Global Experience Specialists**  
 c/o Bank of America      **Account #:** 7188-1-01819  
 901 Main Street, TX1-492-07-14      **ABA Routing #:** 0260-0959-3  
 Dallas, TX 75202-3714 USA      **SWIFT Address:** BOFAUS3N  
 Telephone # 888-715-1000 ext 50118      **CHIPS Address:** 0959  
**If requested, following is the physical address for routing identifiers:**  
 Bank of America, Wire Transfer-Customer Services  
 2000 Clayton Road, Concord, CA 94520 USA  
**To properly credit your account,** send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated
- If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.
- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

**\*This form must be returned to GES for your orders to be processed.**

**Credit Card Charge Authorization**

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

**Account Number**  Corporate Card  Personal Card

\_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**PROVIDE EXPIRATION DATE** **EXPIRATION DATE**  MasterCard  VISA  American Express

\_\_\_\_/\_\_\_\_/\_\_\_\_

\*Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT \_\_\_\_\_

CARDHOLDER'S BILLING ADDRESS CITY \_\_\_\_\_

STATE ZIP COUNTRY \_\_\_\_\_

**Calculation of Orders** **TOTAL**

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Cleaning	\$
Electrical	\$
Plumbing	\$
Other GES Services (Specify)	\$
<b>FULL PAYMENT in U.S. funds drawn on a U.S. Bank</b> <small>Global Experience Specialists Federal ID #59-1008863                  GES is exempt from backup withholding tax.</small>	<b>\$</b>

**To simplify payment,** send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ \_\_\_\_\_

Enclosed is a check in the amount of: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_ Dated: \_\_\_\_\_

**Please note payment return addresses at top of form.**

**I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. \*Credit card charge authorization signature required below.**

**PLEASE SIGN** **X** \_\_\_\_\_  
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

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

**Need Assistance?**

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

Order Directly Online:  
<https://e.ges.com/022004963/esm>

022004963

033072



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

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

**ASHA Schools Conference**  
 Long Beach Convention Center  
 July 12 - 13, 2013

**Form Deadline Date:**  
 June 20, 2013

**MANDATORY FORM\***

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

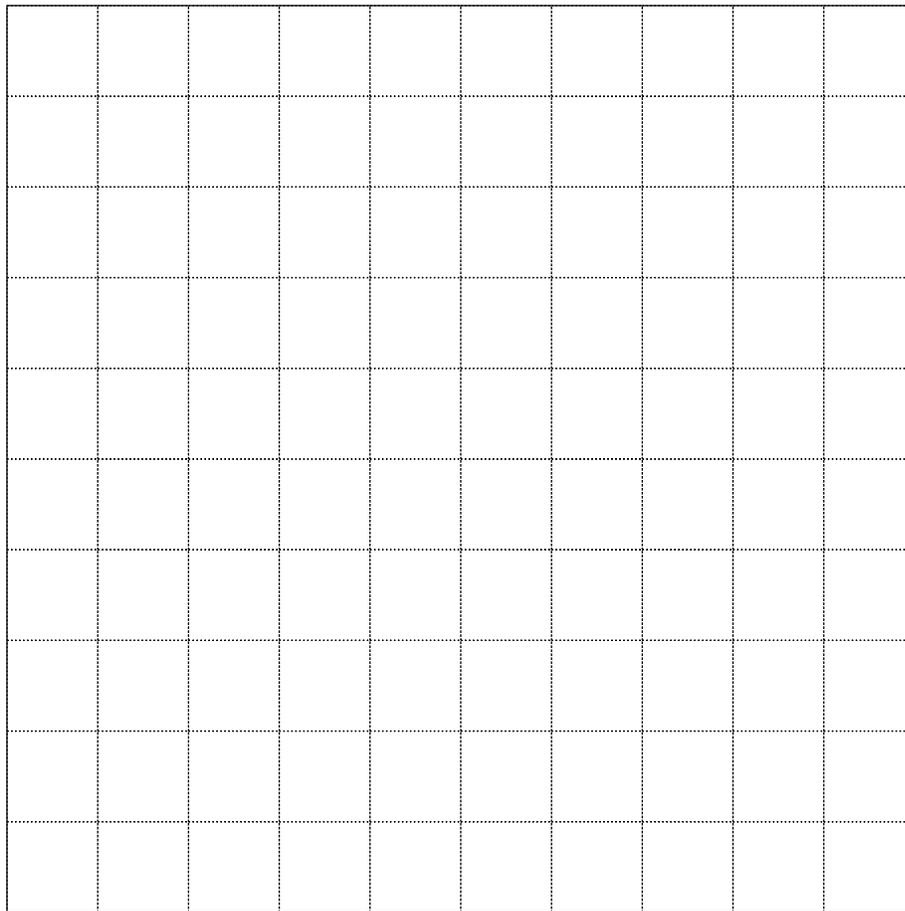
- Electrical Forms (For Non-Standard Distribution) - Form E-2
- Hanging Signs/Truss - Form H-2
- Show Cases - Form A-1
- Pegboard / Tackboard - Form A-1
- Special Colored Drape - Form A-1
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form D-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form C-1
- Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)



Indicate  
 Adjacent  
 Booth or  
 Aisle Number:  
 \_\_\_\_\_

Indicate  
 Adjacent  
 Booth or  
 Aisle Number:  
 \_\_\_\_\_

**FRONT OF BOOTH** (indicate adjacent booth or aisle number: \_\_\_\_\_)

**\*This form must be returned to GES for your orders to be processed.**



# ***Additional Service Order Forms***





## Terms and Conditions / Payment Options

<ol style="list-style-type: none"> <li>1. <b>Smart City is the exclusive provider and installer of all Voice, Data and Network</b> services (wired and wireless) including communications cabling. This includes <b>all cabling</b> to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunications related cabling.</li> <li>2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and <b>cannot be resold or distributed to other companies</b> or individuals.</li> <li>3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address.</li> <li>4. <b>Incentive Price</b> applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. <b>Base Price</b> applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) <b>orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price.</b></li> <li>5. <b>Internet / Network</b> – 10 / 100 Mbps, half / full-duplex, auto-sensing Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered.</li> <li>6. <b>Shared Internet Services Specific:</b> Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are <b>not allowed with any of our shared Internet / Network services.</b> This includes, but is not limited to, NetPremium, NetStandard, NetBasic, NetExpress &amp; NetStation. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote.</li> <li>7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth.</li> <li>8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges.</li> <li>9. <b>Wireless Specific:</b> (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. <b>Wireless Devices not authorized by Smart City are strictly prohibited.</b> Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.5 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense.</li> <li>10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service.</li> </ol>	<ol style="list-style-type: none"> <li>11. <b>Internet Performance Disclaimer:</b> Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility.</li> <li>12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City.</li> <li>13. <b>CANCELLATION</b> – There is a minimum \$150 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used.</li> <li>14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show.</li> <li>15. <b>Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate.</b></li> <li>16. <b>Equipment Management:</b> (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show.</li> <li>17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. <b>Federal Tax ID is 65-0524748.</b></li> <li>18. <b>NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S)</b></li> <li>19. <b>All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply.</b></li> <li>20. <b>Long Distance (International Calls) and Line Restrictions:</b> (a) Credit Card restriction will only allow "1-800" and Credit Card calling. Intl restriction will block all International calling but allow all other type calls. (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies.</li> <li>21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed.</li> <li>22. Prices are based upon current rates and are subject to change without notice.</li> </ol>
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<ol style="list-style-type: none"> <li>23. <b>A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred.</b></li> <li>24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa,). Make all checks payable to: <b>Smart City.</b></li> <li>25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request.</li> </ol>	<b>Mail or Fax Completed Orders with Payment and Floor Plan To</b> SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001
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## Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

<b>Print Authorized Name</b>	<b>Authorized Signature</b>	<b>Date</b>
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: <b>2013 - 044 -</b>	

ORDER ON LINE: <https://www.smartcitynetworks.com/order/center.aspx?center=044>

\*\*\* Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. \*\*\*

# Network Security Declaration

Center: Long Beach CC (044) - CA Company Name: \_\_\_\_\_  
Show: \_\_\_\_\_ Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2013 - 044 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Security Updates Last Performed - - Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_ Title \_\_\_\_\_



# Floor Plan – Communications Cable

Center: Long Beach CC (044) - CA

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

Show: \_\_\_\_\_

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

Customer / Ref #: 2013 - 044 -

**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) 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).

Adjacent Booth or Aisle# \_\_\_\_\_


Adjacent Booth or Aisle# \_\_\_\_\_

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**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.



# Smart City Wireless Services • Long Beach Convention Center

## Wi-Fi Quick Access Guide

Wireless services are now a self-service option you may purchase at any time.



- ❏ Open your browser (*Internet Explorer, Firefox, or other standard browser*).
- ❏ You should see a page resembling the graphic shown.\*
- ❏ If this is your initial purchase, enter your user name (email address) and password in the area shown on the left and click BUY NOW. Follow additional prompts to complete your purchase or log-in. Refer to service options and limitations shown to the right.
- ❏ If you have already created an account and are returning for an additional session click LOGIN.
- ❏ Please note User Name and Password are Case SensiTive.

\*If you do not see the above screenshot when you open your browser please refresh your browser. If you still do not see this page you may need to manually select the SSID (network name) by following your computer's procedure for viewing and selecting a wireless network. The Smart City SSIDs you will look for are "Exhibitor Internet" or "Instant Internet" or "Free Internet".

## Available Wireless Options

Depending on where you are in the facility, you will see one or both of the following SSIDs (network names). Although you may see both networks, they are not actually supported in all areas. These networks are supported only in the areas listed. Choose the option which best suits your location and requirements. All wireless services have private IP addresses.

- ❏ **Exhibitor Internet** - Available in *Exhibit Halls only*. **Not** available in common areas (hallway, meeting rooms or lobby areas). Price is \$79.99 / 24 hr ; \$159.99 / 3 day; \$239.99 / 5 day (up to 1.54Mbps up/1.54Mbps down).
- ❏ **Instant Internet** - Available in *Meeting Rooms, Promenade Lobby, Arena, Dressing rooms, Terrace & Center Theater Lobbies*. Not available in Exhibit Halls. Price is \$12.95 per 24 clock hours per computer (up to 256k up/512k down).
- ❏ **Free Internet** - Available in *Promenade Lobby, Arena Lobby, Terrace & Center Theater Lobbies*. Not available in Exhibit Halls or Meeting Rooms. (up to 128k up/256k down).



Questions? Please call Smart City at  
**888-446-6911**

**Also Available from Smart City:  
Wired Internet and Telephone Services**



**ASHA Schools Conference**

Long Beach Convention Center

July 12 - 13, 2013

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