

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



**The Los Angeles Auto Show**  
 Los Angeles Convention Center  
 Press Days: Nov. 17-19, 2015  
 Open to Public: Nov. 20-29, 2015

<input type="checkbox"/> Completed credit card authorization form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date. (Form G-2)
<input type="checkbox"/> Completed Electrical Outlet Order Form and/or Outdoor Outlet Order Form	Must include complete CC auth, labor order and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Electrical Lighting Order Form	1000 watt overhead lights require floor plan for focus points.
<input type="checkbox"/> Completed labor order form (floor work, booth work, equipment rental and electrical hanging sign)	Floor work labor must include complete floor plan. Applicable rates on outlets and labor will be applied if floorplan is not received by the Discount Deadline Date.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation.
<input type="checkbox"/> Helpful Tip	When faxing orders, print fax transmittal for your records and bring to showsite. When mailing orders, bring photo copies of all orders including payments to showsite.
<input type="checkbox"/> Booth Layout	All Electrical Booth Layout forms (CAD files or PDF) must be submitted to <a href="mailto:TSELosAngeles@ges.com">TSELosAngeles@ges.com</a>

