

# Exhibitor Services Manual Table of Contents

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

<b>The Garage Information and Forms</b>	<b>4</b>
Welcome Letter	5
Show Information	6
Important Deadlines	7
Exhibitor Services and Contacts	8
Move In and Move Out Procedures	9
Directional Map Kentia Hall	15
Rules and Regulations	16
Insurance Requirements	20
Permit/License Requirements	23
Wristband Request	25
<b>Additional Show Forms</b>	<b>26</b>
United Maintenance - Booth Cleaning	26
Levy Restaurants Catering Menu	27
<b>LA Convention Center - Facility Guidelines</b>	<b>50</b>
Fire Safety	50
Floor Protection	57
Production Rigging	58
Temporary Structures	62
Meeting Rooms	64
Moving Vehicles	65
Laser/Foggers	66
Industrial Liquid & Chemical MSDS	67
Exhibitor Parking	68
CC Authorization Form	69
<b>GES Information and Order Forms</b>	<b>70</b>
<b>Show Information</b>	<b>71</b>
Show Information	71
General Information	73
Tips for New Exhibitors	74
<b>Required Forms</b>	<b>76</b>
Payment and Credit Card Charge Authorization	76
Domestic Third Party Billing Request	77
International 3rd Party Billing Request	78
<b>Booth Furnishings</b>	<b>79</b>
Carpet Brochure	79
Carpet Order Form	80
Exhibitor's Own Floor Covering Order Form	81
Standard Furniture Brochure	83

022900357

061518



# Exhibitor Services Manual Table of Contents

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

## The Garage

Los Angeles Convention Center

November 30 - December 9, 2018

<b>Furniture &amp; Accessories Order Form</b>	<b>85</b>
<b>Specialty Furniture Brochure</b>	<b>88</b>
<b>Specialty Furniture Order Form</b>	<b>98</b>
<b>Convenience Package Order Form</b>	<b>105</b>
<b>Digital File Preparation</b>	<b>107</b>
<b>Graphics &amp; Signage Order Form</b>	<b>109</b>
<b>Standard Graphics Brochure</b>	<b>110</b>
<b>Shipping, Drayage and Material Handling</b>	<b>111</b>
<b>Material Handling/Drayage Information</b>	<b>111</b>
<b>GES Transportation Plus</b>	<b>114</b>
<b>Material Handling/Drayage Order Form</b>	<b>115</b>
<b>Transportation Plus Order Form</b>	<b>117</b>
<b>Special Handling Brochure</b>	<b>119</b>
<b>Advance Shipping Labels</b>	<b>120</b>
<b>Target Maps</b>	<b>121</b>
<b>Target Schedule Request</b>	<b>122</b>
<b>Request for Variance to Assigned Target Time</b>	<b>123</b>
<b>Pre-Printed Bill of Lading (BOL) / Outbound Labels Request</b>	<b>124</b>
<b>Warehouse Storage Service Order Form</b>	<b>125</b>
<b>Freight Service Questionnaire</b>	<b>126</b>
<b>Show Site Storage Order Form</b>	<b>127</b>
<b>Labor and Equipment</b>	<b>129</b>
<b>Installation and Dismantling Order Form</b>	<b>129</b>
<b>Forklift Order Form</b>	<b>131</b>
<b>Crane Labor Order Form</b>	<b>135</b>
<b>Hanging Sign / Truss Labor Information</b>	<b>137</b>
<b>Hanging Sign Labor Order Form</b>	<b>139</b>
<b>Booth Layout - Hanging Signs</b>	<b>144</b>
<b>Hanging Sign Shipping Labels</b>	<b>145</b>
<b>Electric Chain Hoist &amp; Truss Order Form</b>	<b>146</b>
<b>Rigging Plan Submittal</b>	<b>147</b>
<b>Shrouding Request Form</b>	<b>148</b>
<b>Column Cover Order Form</b>	<b>150</b>
<b>Audio Visual Services</b>	<b>151</b>
<b>Audio Visual Order Form</b>	<b>151</b>
<b>Utilities</b>	<b>154</b>
<b>Electrical Checklist</b>	<b>154</b>
<b>Electrical Safety Regulations</b>	<b>155</b>
<b>Electrical Frequently Asked Questions</b>	<b>155</b>
<b>Electrical Outlets Order Form</b>	<b>158</b>
<b>24-Hour Electrical Outlets Order Form</b>	<b>160</b>

022900357

061518



# Exhibitor Services Manual Table of Contents

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

## The Garage

Los Angeles Convention Center

November 30 - December 9, 2018

Lighting Order Form	163
Lighting Focus Order Form	164
Lights Out Request Form	166
Booth Layout - Electrical and Overhead Lighting	168
Electrical Floorwork Labor Order Form	169
Electrical Booth Work Labor Order Form	172
Booth Layout - Electrical	176
Plumbing Services Information	177
Plumbing Services Order Form	178
Plumbing Labor Order Form	180
Booth Layout - Plumbing	182
<b>Exhibitor Appointed Contractors (EACs) and Third Parties</b>	<b>183</b>
Notice of Intent to Use EAC and Policies and Procedures	183
Agreement and Rules and Regulations between GES and EAC	184
Certificate of Liability Insurance Sample	186
<b>Regulations and Guidelines</b>	<b>187</b>
Show Site Work Rules	187
Stop. Think. Safety.	188
Fire Regulation Information	189
Operation of All Mechanical Lifts	190
GES Payment Policy	191
GES Terms and Conditions of Contract	192
<b>Index</b>	<b>195</b>

022900357

061518



# The Garage Information and Forms





**AutoMobility LA™**  
**Los Angeles Auto Show™**

Dear Garage Exhibitor,

To our returning Exhibitors- Welcome Back! If you are new to our show- we look forward to working with you during AutoMobility LA and the LA Auto Show.

We will kick off AutoMobility LA on Tuesday 11/27 with vehicle debuts inside the Convention Center on Wednesday & Thursday November 28 & 29<sup>th</sup>.

The LA Auto Show will open on Friday November 30 for ten exciting, energetic and crowd filled days welcoming hundreds of thousands of Californians to the LA Convention Center.

I'd like to introduce you to Mallory Weeden our Sales Coordinator who will be managing the Garage. We ask that you please inform Mallory of any new products, exciting launches, celebrity appearances, special or exotic vehicles or any social media campaigns we can assist you with.

If there is anything at all we can assist you with, please do not hesitate to contact Mallory at [Mallory@laautoshow.com](mailto:Mallory@laautoshow.com) or 310.444.1850

Thank you for your partnership - we appreciate it.

Sincerely,

*Denise Ronayne*

Denise Ronayne  
Vice President, Sales & Operations



# SHOW INFORMATION

*(Final Show Hours Subject to Change.)*

## **Show Management Offices:**

### **Los Angeles Office**

801 S. Grand Ave. Suite 375  
Los Angeles, CA 90017  
Tel: (310)444-1850  
Fax: (310)444-5971

### **On-Site Show Office**

1201 S. Figueroa St. Room 508  
Los Angeles, CA 90015  
Tel: (213)743-6250  
Fax: (213)743-6252

## **Show Location:**

AutoMobility LA & Los Angeles Auto Show  
Los Angeles Convention Center  
1201 S. Figueroa St.  
Los Angeles, CA 90015

## **AutoMobility LA On-Site Registration:**

Sunday, Nov. 25<sup>th</sup> through

Thursday Nov. 29<sup>th</sup>

6 AM to 7 PM\*

\*Times to be confirmed (30) thirty days prior to event.

## **Show Dates & Show Hours:**

### ***AUTOMOBILITY LA***

Monday, Nov. 26<sup>th</sup>

5:00pm-7:00pm

Technology Pavilion Exhibits & Networking Reception

7:00pm-8:30pm

Kick Off Party

Tuesday, Nov. 27<sup>th</sup>

7:00am-5:00pm

AutoMobility LA Exhibits & Conferences at  
Technology Pavilion

Wednesday, Nov. 28<sup>th</sup>

7:00am-5:00pm

AutoMobility LA & Vehicle Debuts

Thursday, Nov. 29<sup>th</sup>

7:00am-5:00pm

AutoMobility LA & Vehicle Debuts

### ***LA AUTO SHOW***

Friday, Nov. 30<sup>th</sup>

9:00am-10:00pm

Show Hours

Saturday, Dec. 1<sup>st</sup>

8:00am-9:00am

Early Bird Ticket Access – All Halls

8:00am-10:00am

Guided Tours

9:00am-10:00pm

Show Hours

Sunday, Dec. 2<sup>nd</sup>

8:00am-9:00am

Early Bird Ticket Access – All Halls

8:00am-10:00am

Guided Tours

9:00am-10:00pm

Show Hours

Monday, Dec. 3<sup>rd</sup>

10:00am-9:00pm

Show Hours

Tuesday, Dec. 4<sup>th</sup>

10:00am-9:00pm

Show Hours

Wednesday, Dec. 5<sup>th</sup>

10:00am-9:00pm

Show Hours

Thursday, Dec. 6<sup>th</sup>

10:00am-9:00pm

Show Hours

Friday, Dec. 7<sup>th</sup>

9:00am-10:00pm

Show Hours

Saturday, Dec. 8<sup>th</sup>

8:00am-9:00am

Early Bird Ticket Access – All Halls

8:00am-10:00am

Guided Tours

9:00am-10:00pm

Show Hours

Sunday, Dec. 9<sup>th</sup>

8:00am-9:00am

Early Bird Ticket Access – All Halls

8:00am-10:00am

Guided Tours

9:00am-7:00pm

Show Hours



# IMPORTANT DEADLINES

<b>Due Date:</b> Jul. 09	<b>Contact:</b> Mallory Weddon	<b>Item:</b> Meeting Room Requests	<b>Return to:</b> Mallory Weddon LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:mallory@laautoshow.com">mallory@laautoshow.com</a>
Sep. 04	Lane Bensko	Submit Floor Plans	Lane Bensko LA Auto Show <a href="tel:(310)463-4136">Tel:(310)463-4136</a> <a href="mailto:lane@laautoshow.com">lane@laautoshow.com</a>
Sep. 04	Linda Ginoza	Wristband/OEM Card Requests	Linda Ginoza LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:linda@laautoshow.com">linda@laautoshow.com</a>
Sep. 04	Linda Ginoza	Certificate of Insurance	Linda Ginoza LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:linda@laautoshow.com">linda@laautoshow.com</a>
Sep. 04	Janet Fukuhara	Early Move-in Form	Janet Fukuhara LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:janet@laautoshow.com">janet@laautoshow.com</a>
Sep. 30	Robbie Bridges	Smart City: Internet/Network Service order form	Robbie Bridges Smart City <a href="tel:(213)765-4647">Tel:(213)765-4647</a> <a href="mailto:rbridges@smartcity.com">rbridges@smartcity.com</a>
Oct. 01	Janet Fukuhara	Security Order Form	Janet Fukuhara LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:janet@laautoshow.com">janet@laautoshow.com</a>
Oct. 01	Janet Fukuhara	Notice of Intent to use Exhibitor Appointed Contractor	Janet Fukuhara LA Auto Show <a href="tel:(310)444-1850">Tel:(310)444-1850</a> <a href="mailto:janet@laautoshow.com">janet@laautoshow.com</a>
Oct. 30	Rick Roberts	Advance Freight to Decorator Material Handling Order form	Rick Roberts GES <a href="tel:(562)356-3714">Tel:(562)356-3714</a> <a href="mailto:rrboerts@ges.com">rrboerts@ges.com</a>
Oct. 30	Mark Witthoeft	Electrical: Service Order, Labor Request, Plumbing Services & Payments	Mark Witthoeft GES <a href="tel:(562)370-1605">Tel:(562)370-1605</a> <a href="mailto:mwitthoeft@ges.com">mwitthoeft@ges.com</a>
Oct. 30	Kelly Green	Overhead Lighting & Rigging Plans, Hanging Sign, Labor Order & Payments	Kelly Green GES <a href="tel:(562)370-1564">Tel:(562)370-1564</a> <a href="mailto:kgreen@ges.com">kgreen@ges.com</a> Tammy Van Hooser <a href="tel:(562)356-3797">Tel:(562)356-3797</a> <a href="mailto:tvanhooser@ges.com">tvanhooser@ges.com</a>
Nov. 01	LACC	Exhibitor Parking Form	AEG Parking Service <a href="tel:(213)765-4444">Tel:(213)765-4444</a> <a href="mailto:eventservices@lacclink.com">eventservices@lacclink.com</a>
Nov. 09	LACC	Submit floor plans to LACC	LA Convention Center <a href="mailto:eventservices@lacclink.com">eventservices@lacclink.com</a>
Nov. 23	Trina Tovar	Porter & Cleaning Services-United Maintenance	Trina Tovar United Maintenance <a href="tel:(800)248-8558">Tel:(800)248-8558</a> <a href="mailto:Ttovar@unitedhq.com">Ttovar@unitedhq.com</a>



# EXHIBITOR SERVICES & CONTACTS

## **Audiovisual & Computer Equipment**

GES: Barry Ortega  
Tel: (972) 538-2933  
Cell: (214) 883-6532  
[bortega@onservices.com](mailto:bortega@onservices.com)

## **Car Detailing**

Cosmetic Car Care, Inc.  
Charlene Harris  
Tel: (949) 453-1200  
[charris@cosmeticcarcare.com](mailto:charris@cosmeticcarcare.com)  
NDI Group  
Tammy Cramer  
Tel: (865) 218-9342  
Cell: (865) 675-9755  
[tcramer@ndigroup.com](mailto:tcramer@ndigroup.com)

## **Professional Detailers:**

Michael Price  
Tel: (949) 460-0314  
[mike.price@prodetailers.com](mailto:mike.price@prodetailers.com)

## **Cleaning – Porter Service**

United National Maintenance  
Trina Trovar  
Tel: (800) 248-8588  
[ttovar@unitedhq.com](mailto:ttovar@unitedhq.com)

## **Decoration, Labor & Drayage**

GES  
Rick Roberts  
Tel: (562) 356-3716  
[rroberts@ges.com](mailto:rroberts@ges.com)

## **Delivery/Carrier Services**

Clock Work  
(310) 568-9175

## **Electrical**

GES: Mark Witthoeft  
Tel: (562) 370-1605  
[mwitthoeft@ges.com](mailto:mwitthoeft@ges.com)

## **Florist**

Creative Plant Rentals  
Michael Sommer  
Tel: (714) 695-0174  
[michael@creativeplantrentals.com](mailto:michael@creativeplantrentals.com)

## **Sky Events & Production**

Tel: (818) 769-9494

## **Short Term Plant Rental:**

Jane Woodson  
Tel: (562) 494-7777  
[shorttermplantrental@gmail.com](mailto:shorttermplantrental@gmail.com)

## **Food & Beverage**

Levy Restaurants: Ashley Russo  
Tel: (213) 765-4480  
[arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

## **Internet & Telephone Services**

Smart City: Robbie Bridges  
Tel: (213) 765-4647  
[rbridges@smartcity.com](mailto:rbridges@smartcity.com)

## **LA Convention Center Services**

Business Center: Image Quest Plus  
Tel: (213) 765-4210

## **Event Services/AEG Parking**

Tel: (213) 765-4656  
[Eventservices@lacclink.com](mailto:Eventservices@lacclink.com)

## **Fire Marshal: Clinton Pruiet**

Tel: (213) 741-1151  
[Clinton.pruiet@lacity.org](mailto:Clinton.pruiet@lacity.org)

## **Meeting Rooms, Hospitality Suites & Special Event Space**

LA Auto Show: Mallory Weddon  
Tel: (310) 444-1850  
[mallory@laautoshow.com](mailto:mallory@laautoshow.com)

## **Official Merchandise**

Company Stuff: Steve Lindland  
Tel: (310) 444-1850  
[stevel@companystuff.com](mailto:stevel@companystuff.com)

## **Photography**

Convention Photo by Joe Orlando  
Jeff Orlando  
Tel: (626) 639-3015  
[mail@joeorlandophoto.com](mailto:mail@joeorlandophoto.com)

## **Brittany Dixon Photography**

Brittany Dixon  
Tel: (626) 354-1884

## **Rigging**

GES: Kelly Green  
Tel: (562) 356-3764  
kgreen@ges.com  
Tammy Van Hooser  
Tel: (562) 356-3797  
[tvanhooser@ges.com](mailto:tvanhooser@ges.com)

## **Security/LAPD Officers**

LA Auto Show  
Tel: (310) 444-1850  
[boothsecurity@laautoshow.com](mailto:boothsecurity@laautoshow.com)

## **Structure Permits**

Hooper Engineering Associates  
Wes Brown  
Tel: (310) 373-5573 x222  
[wbrown@hooperengineering.com](mailto:wbrown@hooperengineering.com)

## **Henry P. Chow Associates**

Henry Chow  
Tel: (562) 424-0049

## **Transportation**

MSP Towncar Co.  
Tel: (310) 722-7787  
[ionna@itslimo.com](mailto:ionna@itslimo.com)

## **Supershuttle Los Angeles, Inc.**

Adriana Galvan  
Tel: (310) 222-5500 x10502  
[agalvan@supershuttle.net](mailto:agalvan@supershuttle.net)



# MOVE-IN SCHEDULE & PROCEDURES

## **REGULAR MOVE-IN:**

The Garage/Kentia Hall

Monday, Nov. 26<sup>th</sup> - Tuesday, Nov. 27<sup>th</sup>

Move-In:

Monday November 26th

Kentia Hall Only

8:00am-4:00pm

Tuesday November 27th

8:00am-4:00pm

Kentia Hall Only

Wednesday November 28th

Must be show ready by 9:00am

The Garage must be show ready by 9:00am on Wednesday 11/28/18 as the doors will open for AutoMobility LA vehicle debuts.

## **Move in Information:**

The use of working wristbands will be strictly enforced at all access points into the venue. All minors and children below the age of 18 will be denied access to the venue during all Move-in and Move-Out hours. NO Exceptions. Show site and surrounding areas are active work zones. All exhibitors, employees, and representatives are present at their own risk.

A tentative move in schedule will be created by Mallory Weeden and communicated to exhibitors.

## **Exhibitor Parking:**

We advise that all exhibitor and staff to pre-order a daily parking pass by submitting a form and payment to the LA Convention Center and AEG Parking Services by or before 10/1/18 as passes are on a first come first serve limited basis. See link below.

## **Marshaling Yard:**

A \$47.75 per shipment fee will be added to your invoice for use of the Marshaling Yard. For more information please contact Rick Roberts at [rroberts@ges.com](mailto:rroberts@ges.com)



**Ground Support Lighting & Truss:**

The following outlines the move-in/move-out procedures and areas of jurisdiction for the installation of supplemental lighting systems.

1. TRUSS ASSEMBLY & DISMANTLE
2. PLANS & LOAD CALCULATIONS
3. LABOR SCHEDULE
4. INSTALLATION SCHEDULE

**Electrical Installations:**

The Electrical department at GES, will be installing the majority of the electrical power prior to carpet and/or floor installation. Electrical Service order forms for power and lighting must be received with payment on or before Monday October 29th, 2018 to qualify for the 20% discounted rate. Orders received after the cut-off date will be charged the standard rates. Postmark is not honored. For further information regarding the ordering process, please contact Mark Without at [mwitthoeft@ges.com](mailto:mwitthoeft@ges.com)

**Drayage:**

The time available for move-in/move-out remains limited for the Garage/Kentia Hall. Exhibitors will not be assessed any charges provided they adhere to the targeted move-in/move-out schedule. Please contact Rick Roberts at [rroberts@ges.com](mailto:rroberts@ges.com) for more information. Drayage is the delivery of freight from the dock to your booth and does not include any shipping cost or labor of exhibit set up.

**Advance Freight Shipments:**

Please refer to GES section: Material Handling/Drayage Order form for pricing.

**Literature Shipments:**

Please do not ship literature or plastic bags directly to the LA Convention Center during move-in days. All literature and plastic bags must be shipped to GES's warehouse between October 16-November 14th, 2018 to the address below:

Los Angeles Auto Show C/O GES

Make/Exhibitor Company) (Kentia Hall & Space #)

5560 Katella Avenue, Cypress CA 90630

A special rate of \$31.75 per hundredweight has been set for under 50 lbs. cartons delivered to warehouse only. Delivery will be coordinated directly with our installation company.

Goods received after the opening day must be delivered by arranging with GES, the official drayage contractor, and Show Management.



**Literature Storage:**

Since there is no storage inside the Convention Center, literature, plastic bags, etc. will be stored in trailers outside the Convention Center. Exhibitors have two options.

1. Store all materials that you need for the entire show at your exhibit space (you will need to confirm that the storage location and the method is acceptable to the Fire Marshal and Show Management).
2. Store Materials in trailers outside and make advance delivery orders with GES. Deliveries can be made each day prior to the show's opening. During show hour the trailers will be locked and no deliveries will be allowed. Exhibitor personnel will not be permitted inside the trailers due to safety and liability concerns.

**Freight Unloading Schedule:**

A target move-in schedule will be created based upon input from exhibitors and overall show logistics. All freight will be placed inside each exhibitor's space. Neither aisles nor neighboring exhibits may be used as staging areas for crates, equipment, or display and/or load out vehicles.

Parking within the Kentia loading dock, on LA Convention Center Drive, or surrounding areas will not be permitted and will be subject to fines/tow.

**Kentia Hall/The Garage Vehicle Move In:**

Vehicle move-in will begin on Monday November 26th, 2018 and continue through Tuesday, November 27th, 2018. Show Management must grant exhibitor permission in order to bring in its vehicles on-site. Please note that permission will not be given until vehicles have a safe path to the exhibit and can be placed in their final positions, inside the exhibitor's space. (this generally means after removal of empty display crates). Vehicles can temporarily be parked in the GES Marshaling yard, until exhibitors space permits for placement of vehicle. A vehicle move-in pass is necessary for all vehicles and can be obtained from the floor manager on site. All vehicles must be in their displays by 5:00pm Tuesday November 27th, 2018.

**Exhibit Completion:**

Exhibits in all halls must be complete and show ready by 8:00am on Wednesday 11/28/18. Vehicle press conferences begin at 8:00am on Wednesday 11/28/18 in the main halls, (South, West, Petree) Please note the use of opening and closing the Kentia/Garage freight door will not be permitted once the show is opened to AutoMobility LA and LA Auto Show Attendees. If the use of the Kentia freight door is required, written and verbal pre-approval is required from Show Management.

**Vehicles on Sale:**

Several exhibitors have requested to display vehicles for sale in their exhibits. To accommodate this request, and still maintain the Garage as a hall that showcases customized, vehicle models, we have adopted the following



policy: Each exhibitor that has an exotic, classical, and/or customized ride for sale may display one (1) vehicle, along with any related literature, in their exhibit.

**Working Wristbands:**

The Los Angeles Auto Show will use wristbands for security and access purposes (during move in, show time, move out). Wristbands colors will be changed for move in, press days, consumer days & move out. The appropriate color wristband must be worn and easily visible in order to gain entry in the Los Angeles Convention Center. A working wristband request form can be found within this manual. Wristbands can be mailed out ahead of time or picked up on site in the show office located in room 508/509 above West Hall. Please note a Fed X Account Number will be requested to mail out wristbands ahead of time. If picking up at the show site you can report to the Kentia Loading dock to obtain a wristband to allow access into the building to pick up entire packet from show office.

It will be the responsibility of the exhibitors to distribute the appropriate color wristband to working personnel. If an individual arrives late for work and without the appropriate wristband, please have them call their contact and have them meet them outside to bring them the appropriate color wristband. We will also have an LA Auto Show/Information & Concierge Kiosk that you may leave wristbands clearly marked in an envelope for staff to pick up. This counter will be open adjacent to the box office at the South and West entrances and staffed daily during consumer days from 7am to 7pm.

**Carpet & Flooring Coverings:**

Show Management provides standard grey show carpet for each booth and exhibiting space. Exhibitors who wish to utilize a color carpet can do so by ordering through GES. Installation of carpet must be complete prior to the unloading of any exhibit properties. Exhibitors should arrange to have their carpeting covered with plastic in order to protect it during the installation process.

No floor coverings may be sealed to the floor in such a manner as to injure or deface the floor or be so installed as to be a hazard to public safety or as to endanger the public. Each exhibitor is responsible for the final condition of the floor in its exhibit area. Floor coverings other than carpet may be used only with the prior written approval by Show Management.

United Maintenance is the official cleaning contractor for the 2018 LA Auto Show and must exclusively handle daily vacuuming/cleaning. (refer to cleaning manual in this kit).



**Forklifts:**

Forklifts needed for installation work will be provided on a first come-first serve basis and per current availability at the time of the request. Though, contacting Rick Roberts (rroberts@ges.com) with GES, in advance will help assure they have the proper amount of manpower on-site, for forklifts and labor work.

**Overtime Installation Workers:**

Due to security scheduling, exhibitors requiring additional hours beyond 4:30pm must notify Show Management by 2:00pm each day. In addition, exhibitors may be required to share labor cost related to GES supervisors time to cover after hour(s) work.

**Move-Out Procedures:**

All minors and children below the age of 18 will be denied access to the venue during all move-in and move-out hours, no exceptions. Show site and surrounding areas are active work zones. All exhibitors, employees, and representatives are present at their own risk.

**Marshaling Yard:**

For more information regarding use of Marshaling Yard, contact Rick Roberts at [rroberts@ges.com](mailto:rroberts@ges.com)

**Vehicle Move-Out:**

Vehicle move out will begin at approximately 7:30pm on Sunday December 9th, 2018 once show management has assessed it is safe to begin the move out process. No exhibitor may attach plates, reconnect batteries or otherwise prepare vehicles for move-out until the halls have been completely cleared of all public attendees. All minors and children below the age of 18 will be denied access to the venue during this time. All exhibitors, employees, and representatives are present at their own risk.

**Exhibit Dismantle & Load Out:**

Dismantle and move-out will be according to your location in the Garage floor plan. Consequently, it is essential for exhibitors to utilize the limited time for move out time efficiently. The following rules and procedures will apply:

1. In general, this target move-out schedule will require that some exhibitors have full trailer loads of crated property available for load-out at three (3) to four (4) hour intervals starting the morning of Monday, December 11th, 2018.
2. Empty crates will need to be labeled by exhibitors as "priority" or "secondary"  
Priority crates will be segregated and returned first.



**Exhibitor Trash:**

All parts of any display property utilized for the show needs to be removed from the exhibitor's space. It shall be the responsibility of the exhibitor(s) or appointed contractor to contract United Maintenance to properly dispose of any discarded parts of the exhibit material not considered normal trash. This includes any construction waste used in assembling the display, discarded properties, sub-floor material, carpet pads, crates, pallets or bulk waste such as literature bags. These items would not be considered normal trash in the course of assembling and dismantling and exhibit.

Please note that exhibiting firms and/or their exhibit houses are not permitted to dispose of any bulk trash in the open-top trash bin or compactors at the LA Convention Center. Only LA Convention, Levy Restaurant and United Maintenance employees are authorized to place trash within these containers.



## DIRECTIONAL MAP TO THE GARAGE/ KENTIA HALL AT THE LA CONVENTION CENTER

From 110 North/10 West- Exit at Pico Blvd. off ramp onto LA Live Way.

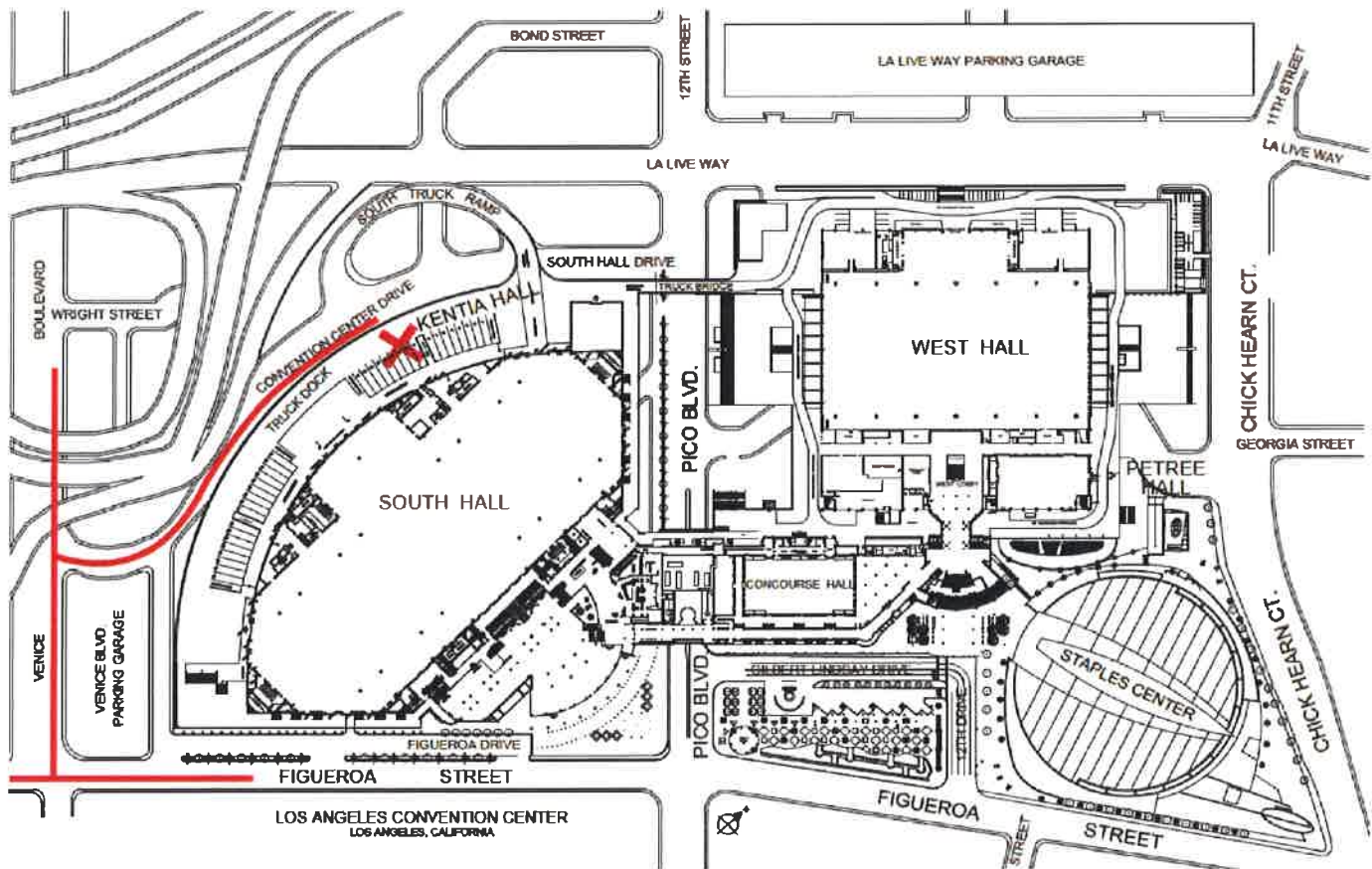
Kentia Hall: Turn right at Pico Blvd (2<sup>nd</sup> signal) and right at South Hall Dr. (First street on right).  
Keep straight. Make a left at Convention Center Drive (2<sup>nd</sup> stop sign). Kentia Hall Freight Loading dock is located to your left. Please be aware of Entrance and Exit only driveways.

From 110 South- Exit on Olympic Blvd. off ramp. Turn left on to Blain (one way), stay on second lane from your left. Turn left on 11<sup>th</sup> Street (stay right). Go under the Freeway. Turn right onto LA Live Way

Kentia Hall: Turn Left on Pico Blvd. (Stay in 2<sup>nd</sup> lane from left to turn left). Immediately turn right on South Hall Dr. Keep straight. Make a left at Convention Center Drive (2<sup>nd</sup> stop sign). Kentia Hall Freight Loading dock is located to your left. Please be aware of Entrance and Exit only driveways

From 10 East- Exit on Grand Ave. Turn left onto Olive st.

Kentia Hall: Turn left on Venice Blvd. Turn right onto Convention Center Dr. (Georgia St.



*\* Do not drive to the Marshalling Yard. The Garage Exhibitor's must check in at the Kentia Loading Dock.*

*\*\* Parking on Convention Center Drive and/or inside Kentia Hall's Freight Loading dock is not permitted, unless preapproved in writing by Show Management. Permission will be granted on special bases only and must be submitted in writing prior to Wednesday, November 1st, 2017.*

*\*\*\* There is to be no public access to the show via this entrance- at any time, no exceptions.*

*\*\*\*\* Kentia Hall Loading dock is considered a show site and an active work zone. All minors and children below the age of 18 will be denied access, no exceptions.*



# RULES & REGULATIONS FOR SOUTH & WEST HALLS

*\*For all other Halls, please contact your Sales Manager directly at 310-444-1850 for Rules & Regulations.*

Exhibitor agrees to abide by the Rules and Regulations stated within these Terms and Conditions below, and Rules and Regulations communicated to Exhibitor by Show Management in writing prior to or during the show. Exhibitor must submit floor plans to Licensor for review, in addition to isometric drawings and renderings whenever possible, no later than July 31<sup>st</sup>, 2018. Licensor will review floor plans as they relate to Licensor defined rules and regulations. Exhibitor must also submit floor plans to the Fire Marshall and the Los Angeles Convention Center for approval related to emergency egress, structure integrity, etc.

## 1. Height and arrangements of exhibits:

To ensure easy passage of spectators through displays, and to provide an air of spaciousness to the exhibit Halls, the following restrictions have been placed on the height and arrangements of the exhibits. Licensor may require additional clearances for any display property that the Licensor considers as excessive obstruction. It is the responsibility of each Exhibitor to obtain approval for any deviation or interpretation of these rules from Licensor prior to installation.

- a. The maximum height of passenger car and truck exhibits vary per hall location.
  - i. Inside West & South Halls: maximum height is 25 feet.
  - ii. Inside Petree Hall: maximum height is 15 feet.
  - iii. Inside Concourse Foyer & Concourse Hall: maximum height is 12 feet.
  - iv. Inside West & South Atriums/Lobbies: maximum height is 15 feet.
  - v. Inside The Garage/Kentia Hall: maximum height is 14 feet.
- b. No Display properties, signs or vehicles may be placed within 3 feet of any exhibit border.
- c. Display properties, placed within 3 to 10 feet of the main aisles may not exceed 10 feet in height. An exception to this rule may be corporate/brand ID signs. Please see Signs, Banners, and Pennants section 6 below.
- d. Display properties meeting or exceeding a height of 10 feet, but less than a height of 20 feet, must be placed at a distance from the aisle equal to their height, and at least 3 feet from a neighboring exhibit. For example, a 17-foot height property must be placed at least 17 feet from a main aisle.
- e. Display properties meeting or exceeding a height of 20 feet must be placed at least 20 feet from the main aisles and at least 3 feet from other aisles and neighboring exhibits.
- f. All exhibit structures must be at least 1 foot from any LA Convention Center building walls.
- g. All building fire hose closet doors and storage rooms' doors must be able to open 180 degrees. All building sprinkler valve shutoff room doors must be able to open to 90 degrees.
- h. Turntables and vehicle platforms with narrators must be placed at least 10 feet from any aisle or neighboring exhibits.
- i. Each side of an exhibitor's space must have at least one half (1/2) of its length as a clear passageway to a main aisle or neighboring exhibit. Additional regulations may be enforced for specific areas within each exhibit Hall in relation to the placement of exhibit properties and clear passageways along the borders of another exhibitor and/or main aisle. These rules will be communicated to exhibitors of those affected areas upon completion of the space allocation. In general, the purpose to these additional rules is to keep the placement of taller perimeter walls and exhibit spaces, thereby creating a more open and accessible show floor from the main aisles.
- j. Display property dimensions will be rounded up to the nearest foot for application of these rules.

## 2. Exhibit Structures:

All structures and related sub-assemblies must be designed, assembled and configured so that the entire exhibit project and all related components are "structurally sound" and "seismically stable". Furthermore, all said structures must be designed and built as per all applicable national, state, local building, and fire codes. Please refer to the Los Angeles Convention Center (LACC) section within this Exhibitor Manual for details regarding LACC and LA Fire Department exhibit structure and building permit information.

## 3. Lighting:



Truss used for the installation of overhead lighting may extend to the end of exhibit border. A variance of truss in the aisle can be pre-approved by GES. Lighting fixtures and logos cannot be

projected onto walls, aisles and/or any other space outside of the exhibit. Lighting and fixture must be positioned in a manner where the public cannot reach them. Lighting plans must be submitted to and approved by GES to ensure proper load distribution and safety.

4. Overhead Covering:

Exhibitor must comply with Fire Department regulations for overhead coverings, which have been updated to allow for additional overhead scrim. Please refer to the LA Convention Center section within this Manual for more details.

5. Barricades:

Exhibitors shall not prevent the flow of spectators by use of barricades or ropes. Entire exhibit areas can be roped off only with the prior approval of Show Management.

6. Signs, Banners, and Pennants:

Hanging of signs, banners and pennants on walls or columns is prohibited. No signs or banners hung from the ceiling will be permitted without prior written approval from Show Management.

- a. Any hanging branded/corporate signage that is 7 feet or less and hanging 20 feet or higher, must be placed at least 3 feet from the aisles and/or neighboring exhibits.
- b. Any hanging branded/corporate signage that is 7 feet or less and hanging below 20 feet, must be placed at least 10 feet from aisles and 3 feet from neighboring exhibits.
- c. Floor supported branded/corporate signage that exceeds a height of 10 feet and a maximum width of 3 feet must be no closer than 5 feet from an aisle and/or neighboring exhibit.

7. Columns:

Columns that are located within an exhibitor's area may be covered or decorated, provided that work conforms to building and fire department policies. Special attention must be paid to columns containing fire-fighting apparatus.

8. Walk-on Turntables:

The Fire Department requires that all walk-on turntables accessible to the public must visually contrast with the surrounding floor or platform to ensure that attendees notice that the turntables are moving. In addition, the gap between the turntables and surrounding floor must be narrow enough and free from jagged edges in order to prevent injury.

9. Floor coverings:

Each exhibitor must arrange the use of carpeting and/or raised flooring. No floor coverings may be sealed to the floor in such a manner as to injure or deface the floor or be so installed as to be a hazard to public safety or as to endanger the public. Each exhibitor is responsible for the final condition of the floor in its exhibit area. Floor covering other than carpeting may be used only with prior written approval of Show Management. All subfloors must terminate with ramps leading onto aisles and neighboring exhibits unless the neighboring exhibit also includes a subfloor. In such an instance, the neighboring exhibitors have a joint responsibility to ensure a safe and visually acceptable junction of adjacent subfloors and corresponding ramps. This may include the use of contrasting color to delineate transitions in height. All subfloors must also include a separate ramp or ramps that comply with appropriate ADA standards (1:12 slope) to provide access to disabled attendees, if the standard ramps do not already comply. In addition, all ramps must terminate with a leading edge measuring no more than three fourths (3/4).

10. Moving Mechanisms:

No exhibitor may show any mechanism in operation if it is noisy or objectionable to Show Management. All moving mechanism must be adequately protected by the Exhibitor to prevent injury to any person.

11. Lubrication Systems:

Lubrication system and parts must be drained or treated so that lubrication will not drip onto the floor or otherwise damage the building.



12. Electrical Work:

All electrical and sign work in connection with exhibits must conform strictly to the rules and regulations of the National Electrical Code and the local Building Code. All such work is subject to supervision and direction of building management and shall be paid for by the individual exhibitor.

13. Exhibit Completion:

Exhibits must be completed according to the schedule published by Show Management. Goods received after opening day must be delivered by arranging with GES, the official drayage contractor and Show Management.

14. Staffing and Personnel:

At all times during show hours, Exhibitors shall, at its sole expense, provide personnel to supervise the exhibit space. Each morning, exhibits should be staffed and ready 30 minutes prior to show's opening and remain occupied until the close of the show each evening. Attendants, models, exhibit personnel, and other employees should wear appropriate apparel at all times.

15. Vehicle Presentation:

In order to maintain the integrity of the LA Auto Show and the highest public satisfaction, vehicles must be displayed in the same manner during the entire time of the show. On all of the public days and hours that the show is open, vehicles must be on display to the general public and may not be covered-up from public view. No vehicle may be removed from the show during either AutoMobility LA or public show days without the vehicle either being replaced with another identical vehicle or already duplicated within the exhibit. Vehicles may not be introduced or brought in after the Show has opened or public show days. Exceptions are subject to the sole discretion of the Show Management.

16. Price Information of Vehicles:

All vehicles except prototypes or similar vehicles must have price lists that show the manufacturer's suggested list price of the vehicle, including any optional equipment contained on the vehicle displayed. This price information may either be the "Monroney" sticker or one of the Exhibitor's.

17. Display Vehicles:

Batteries in exhibit vehicles must be and remain disconnected along with taping the cables and terminals to prevent accidental starting of vehicles. In lieu of disconnecting the battery, Exhibitors may utilize an alternative starter-prevent method with approval from Show Management. Fuel tanks must not contain more than a fourth (1/4) tank of fuel. Fuel tank caps must be securely taped or locking caps or fuel doors must be used. Alarm systems must be deactivated. Contact Show Management for specific fire department regulations pertaining to compressed gaseous (propane, natural gas, hydrogen, etc.) fuel tanks.

18. Working Wristband Passes:

Employee of Exhibitor entitled to passes must be approved with title and position by the exhibitor engaging the space and each such employee must obtain his or her pass from the Exhibitor.

19. Performance of Music Protected by Copyright or Licensing Agreements:

Music played or performed by an Exhibitor requires appropriate licenses from music licensing organizations (ASCAP, BMI, SESAC) and such licenses must be obtained and copies of the licenses must be delivered to Show Management no less than 30 days prior to the Auto Show. Exhibitors shall indemnify Show Management for all expenses, including without limitation penalties, fines, judgments, or awards and attorney fees incurred by Show Management as a result of this provision by an Exhibitor.

20. Sound Levels:

Show Management reserves the right to regulate and restrict exhibits to a reasonable noise level. No exhibitor shall produce peak or continuous sound levels exceeding 85dB, measured from any



adjacent aisle or exhibit. The sound level limitation may be raised or lowered at the discretion of the Show Management.

21. Presentation:

The Platform or display property from which a presentation is to be made should be placed, preferably towards the rear of the exhibit space. It must be positioned so that crowds are in the exhibit space and not in the aisles. Narration must be limited to a sound level that will not significantly interfere with neighboring exhibitors. Show management reserves the right to limit the number of employees in attendance and the amount of material that may occupy any space at any given time.

- a. Video presentation content must be devoted exclusively to the business of the Exhibitor. Exhibitors will not be permitted to present live musical shows within their exhibit areas. The restriction prohibits the use of live musicians and singers but does not prohibit the use of narrators or dancers to demonstrate product features.

22. Security:

Show Management assumes no responsibility for loss or damages to vehicles or property, but may provide guards for general security. Should an exhibitor have a security concern the exhibitor may order security personnel to patrol their area, either during show hours or on a 24-hour basis. All Security must be secured through LA Auto Show by contacting [BoothSecurity@laautoshow.com](mailto:BoothSecurity@laautoshow.com)

23. Food and Beverage:

Levy Restaurants has an exclusive license to sell and handle all food at the LA Convention Center. Exhibitors are not allowed to sell or offer complimentary food items unless pre-approved in writing by Show Management and arranged through Levy. Drinking fountains and water coolers other than those permanently installed in the building are not permitted. (Levy Restaurants menu can be found within this Manual).

24. Balloons:

Exhibitor distribution of helium balloons are not allowed. Balloons of compressed air are permitted.

25. Decals:

Decals and/or stickers may not be offered to attendees free of charge. Exhibitor may sell or include them with the purchase of any item(s).

26. Special Changes:

Show Management reserves the right to make any changes which it may deem desirable or necessary for the general interest of all exhibitors.

27. Damages – Care of Building and Equipment:

If Exhibitors, its agent(s), guest(s), invitee(s), or employee(s) impair or deface the walls, floors, exhibit space, or equipment of the LA Convention Center, then Exhibitor shall be solely liable to the LA Convention Center. All material in Exhibitor's exhibit space must be flameproof and electric wiring must conform to the National Electric Code safety Rules and all other applicable rules, regulations, fire laws, electrical codes and other laws of Los Angeles and any other government authority maintaining jurisdiction over the LA Convention Center which affect the installation, conduct and disassembly of that exhibit space. Neither combustible materials nor explosives are permitted. Exhibitor shall also comply with all request of officials of the LA Convention Center and ANSA Productions, Inc., pertaining to the installation, conduct and disassembly of its exhibit.

28. Violations:

Any violation of these Rules & Regulations by Exhibitor will cause a termination of such Exhibitor's rights to use its exhibit space. Show Management may reenter and take possession of the space occupied by the exhibitor's own risk and expense. Show Management shall not be subject to any liability therefore.

Any matters not covered by these Rules and Regulations or any exceptions thereto are subject to the sole discretion of Show Management.



# INSURANCE REQUIREMENTS & POLICY INFORMATION

ALL Exhibitors and Exhibitor Appointed Contractors are required to carry commercial liability insurance. This insurance protects your company from claims that could arise if someone were to injure him or herself or someone else while in or around your exhibit.

## Requirements:

1. Exhibitor must obtain general liability insurance with limits not less than Two Million Dollars (\$2,000,000) on a per occurrence basis of bodily injury, death and property damage.
2. The certificate holder must be listed as:  
ANSA Productions, Inc.  
DBA: Los Angeles Auto Show  
801 S. Grand Ave., Suite 375  
Los Angeles, CA 90017
3. The Certificate of Insurance (COI) must include the additional insured listed below:  
ANSA Productions, Inc.  
DBA: AutoMobility LA  
DBS: Los Angeles Auto Show  
Greater Los Angeles New Car Dealers Association as Show Endorsers
4. Show dates are not required to be listed, but if needed, the following text may be used to include Move-In, Move-Out and show days: Friday, November 16, 2018 – Friday, December 14, 2018

Please submit Certificate of Liability Insurance no later than September 04, 2018 to:

ATTN: Janet Fukuhara  
Los Angeles Auto Show  
801 S. Grand Ave., Suite 375  
Los Angeles, CA 90017

Within this certificate, under your company name, please indicate the exhibitor as DBA so that we can cross reference to the correct exhibitor account. You must provide specific documentations indicating insurance coverage at or above these levels, or your company will not be allowed to set up an exhibit at our show.

## Policy Information:

Exhibitor shall, at its sole cost, obtain and enforce the following insurance protection in connection with the exhibit:

1. Public liability and property damage insurance including general liability, product liability, personal injury, contractual liability and automobile liability coverage's, in the amounts set forth in this paragraph, as will protect Show Management and Exhibitor from claims, demands and liabilities for injuries to or death of a person, and for injury to or loss of property arising directly or indirectly from Exhibitor's setup or dismantling, or exhibitor's display properties or from the use of any portion of the LA Convention Center by or on behalf of the exhibitor or its principals, constituents, suppliers, subcontractors manufacturers or employees or its patrons or invitees. Public liability and property damage insurance under this paragraph shall provide coverage on a per occurrence basis and shall have policy limits of no less than Two Million Dollars (\$2,000,000)\*\* per occurrence of bodily injury or death, and property damage. Each insurance policy shall be issued by an insurance carrier rated "A" or higher by A.M. Best Co.

**\*\*All Test Drive activations requires an insurance policy of no less than Ten Million Dollars (\$10,000,000).**

Each Policy shall also conform to the following requirements:

1. ANSA Productions, Inc. DBA Los Angeles Auto Show and Greater Los Angeles New Car Dealers Association shall be named as additional insureds under each and such policy with respect to all liability coverage's.
2. All Liability coverages under each such policy shall be primary as to Exhibit and as to the Additional insured's
3. Each such Insurer shall issue an endorsement adding the Additional Insured's with respect to all coverage's, with 30 days' notice of cancellation to be given by the insurer to each Additional Insured.



All-risk property insurance with a waiver of subrogation shall be obtained by Exhibitor's, covering the full value of all personal and business property in the custody of Exhibitor and its agents (including full replacement value, business interruption and the loss-of-use coverage's). All claims for property damage, business interruption, loss of use of property and all other similar losses for which all-risk property insurance is required to obtain by Exhibitor under this Exhibitor Manual and Exhibitor License Agreement are hereby waived to Licensor; to the Greater Los Angeles New Car Dealers Association; to the Indemnities referred to in section 13 of the Terms and Conditions found within your contract and to the City of Los Angeles.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/26/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Your Insurance Agent Agents Address		<b>CONTACT NAME:</b> Account Manager <b>PHONE (A/C, No, Ext):</b> Agency Phone <b>FAX (A/C, No):</b> Agent Fax <b>E-MAIL ADDRESS:</b> Email	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> Carrier Names	
		<b>INSURER B:</b> Carrier Names	
		<b>INSURER C:</b> Carrier Names	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**COVERAGES** **CERTIFICATE NUMBER:** Garage and Technology **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		POLICY NUMBER	01/01/18	01/01/19	MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						\$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS			POLICY NUMBER	01/01/18	01/01/19	BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X					PROPERTY DAMAGE (Per accident) \$
							Hired & Non-Owned Auto \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			Must extend over Liab,			EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			Auto and Employers Liab			AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X		POLICY NUMBER	01/01/18	01/01/19	\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y	N/A	POLICY NUMBER	01/01/18	01/01/19	E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Re: AMLA Show dates: November 26-29th

LA Auto Show dates: November 30 - December 9th

Ansa Productions, Inc. dba: Los Angeles Auto Show, Automobility LA; Greater and Los Angeles New Car Dealers Association are named as additional insured. Provisions for additional insured are outlined in the attached additional insured endorsement.

## CERTIFICATE HOLDER

## CANCELLATION

Ansa Productions, Inc. dba: Los Angeles Auto Show Connected Car, Inc. dba: Automobility 801 South Grand #375 Los Angeles, CA 90017	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE





**SPECIAL EVENT CERTIFICATE:**

All exhibitors must fill out Special Event Certificate 410-d, even if you are not selling any product. For your convenience we have included form 410-d within this manual (see next page) or you can obtain this form by visiting the following link:

<http://www.boe.ca.gov/pdf/boe410d.pdf>

**CA SELLER'S PERMIT:**

The California State Board of Equalization requires that all exhibitors selling merchandise at the Los Angeles Auto Show provide Show Management with valid California Seller's Permit Number.

If you plan on selling any items during the show and do not have a valid seller's permit, please complete and submit the California Sellers Permit Application. To obtain a valid CA Seller's Permit, submit applications to your local field office: <https://efile.boe.ca.gov/ereg/index.boe>

If you will not be selling product at the show, please use the above Special Events Certificate, form 410-d and mark the box reading "No Sales of Tangible Personal Property Are Being Made or Solicited at The Event." Be sure to sign the bottom of the form and send back to Mallory Weeden at [Mallory@laautoshow.com](mailto:Mallory@laautoshow.com).

If you have additional questions regarding CA Seller's Permit, contact the Culver City District at 310.342.1000.

**LA CITY BUSINESS LICENSE & TAX ID:**

The City of Los Angeles requires all exhibitors selling or promoting at a public show to obtain a City of Los Angeles Business Tax Registration Certificate. The certificate is valid for one year.

To register a business, or renew your license, visit the Board of Equalization's on-line registration system (<https://efile.boe.ca.gov/ereg.index/boe>)

For more information, please call the City Clerk, Tax and Permit Division (213) 473.5901

**WORKING WRISTBAND REQUEST**

Exhibitor working wristbands will serve as an all-access pass to enter the Los Angeles Convention Center's Kentia Hall/The Garage beginning Monday, November 26<sup>th</sup>, 2018

Linda Ginoza will be organizing the request for working wristbands for the The Garage exhibitors. Please fill out the "Working Wristband" Request form before October 1, 2018.

- Wristbands can be mailed to you in advance via FedEx per your request (see "Ship in Advance" section of the request form) Wristbands will be mailed after October 15<sup>th</sup>, 2018.



- Wristbands can be picked up on show site as follows: A photo ID and business card will be required for wristband pick up.
  - Monday, November 26<sup>th</sup> & Tuesday November 27<sup>th</sup>, 2018/8:00am -4:00pm at the Kentia Hall/Garage loading dock. You must check in with security at this location prior to your booth/exhibitor set up.
  - If you require additional wristbands while on site, please contact Mallory Weeden at [Mallory@laautoshow.com](mailto:Mallory@laautoshow.com). A photo ID will be required for pick up.
- 

Please return Special Event Certificate, City License, Business Tax ID, CA Seller's Permit, Wristband request form to Mallory Weeden at [Mallory@laautoshow.com](mailto:Mallory@laautoshow.com)

Attention:  
Mallory Weeden  
LA Auto Show  
801. S. Grand Avenue, Suite 375  
Los Angeles, CA 90017  
Fax (310) 444.5971  
[Mallory@laautoshow.com](mailto:Mallory@laautoshow.com)





## Working Wristband Request Form-The Garage

Please return this form to [Linda@laautoshow.com](mailto:Linda@laautoshow.com).

<hr/>		<hr/>
Date		
<hr/>	<hr/>	<hr/>
Name (Last, first)	Affiliation	
<hr/>	<hr/>	<hr/>
Company Name	Contact email and/or Phone Number	

<input type="checkbox"/> Garage Hall Move-In (Lobby & Kentia Hall access only) Monday 11/26 & Tuesday 11/27	Quantity:	
<input type="checkbox"/> AutoMobility LA/Press Days-Garage Exhibitors (LACC Main Halls & Kentia Hall Access only) Wednesday 11/28 & Thursday 11/29	Quantity:	
<input type="checkbox"/> LA Auto Show/Public Day & Move out exhibitor access (Kentia Hall access only) Friday 11/30 through Monday 12/10/18	Quantity:	

Wristbands will be used by Product Specialist, Riggers, Laborers, Loaders, Exhibit Personnel, etc. to access the exhibit hall Pre-, Show, Post-, AutoMobility LA and LA Auto Show. **Please note, these wristbands will not grant access to the Technology Pavilion. All those using working wristbands must be over the age of 18.**

### Method of Delivery

☐ On-site Pick-up/The Garage Kentia Hall Loading Dock (Venice & Convention Center Drive) Pick up 11/26 & 11/27

When you check in at the loading deck please ask for your wristband package from the security guard who is checking you in

<hr/>	<hr/>
Name and contact # of individual picking up package	Date of pick-up

☐ Ship in Advance | FedEx

<hr/>	<hr/>
Name	FedEx Account Number

<hr/>	<hr/>
Mailing Address	Your Internal Billing

<hr/>	<hr/>
For Administrative use only	Date Form Received



# LA Auto Show

## Booth Cleaning Form

United**National**

Maintenance Inc.

Return form with payment to: United National Maintenance  
1550 S. INDIANA AVE • CHICAGO, IL 60605 • PHONE 800-248-8558 • FAX 312-922-8599 • EMAIL [ttovar@unitedhq.com](mailto:ttovar@unitedhq.com)

Show site number (714) 584-5358

Name of venue	Show date	Booth #
Company name	Office #	On-site Contact #
Street Address	City	State
Authorizing signature	On-site email	On-site name

## BULK TRASH REMOVAL

Full Dumpster \$1850.00 per dumpster X quantity \_\_\_\_\_ = \_\_\_\_\_

Porter service required 4 hours per full dumpster \_\_\_\_\_ hours x \$22.00 = \_\_\_\_\_

Half dumpster \$925.00 per dumpster X quantity \_\_\_\_\_ = \_\_\_\_\_

Porter service required 2 hours per half dumpster \_\_\_\_\_ hours x \$22.00 = \_\_\_\_\_

Delivery date/special instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GRAND TOTAL

--

WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS  
3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER

PAYMENT IN U.S. DOLLARS, CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

**CREDIT CARD VERIFICATION:**

Last four digits of credit card number:

--	--	--	--

Card EXP Date: MM/YY

--	--	--	--

Cardholder's Name:

Cardholder's Signature:

Cardholder's Billing Address:

City:

State:

Zip Code:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

CARD TYPE:

☐ MASTERCARD

☐ VISA

☐ AMERICAN EXPRESS

ANY questions regarding service ordered and received must be brought to the attention of the United National Service Desk at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. **UNITED NATIONAL MAINTENANCE, INC. HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW**

USC©2003



**2018**



**LOS ANGELES AUTO SHOW®**

# **CATERING MENU**

**Los Angeles Convention Center**

1201 S. Figueroa Street  
Los Angeles, CA 90015  
213-765-4480



*Los Angeles*  
**CONVENTION CENTER**

Managed By **AEG**  
FACILITIES



## PLAN WITH EASE

### The Levy Difference: Thousand Detail Dining

We believe that every occasion should be extraordinary. It's all about the food and the thousands of details that surround it.

Your dedicated catering sales manager will partner with you to shape an experience that stands out. Together we look forward to delivering the Levy Difference.

#### ALL ORDERS ARE DUE 3 WEEKS PRIOR TO THE EVENT

***15% late fee applies to all orders received after this time and services are subject to availability***

*A limited Day of Event Menu will be available on-site during the show.*

### Guarantees

***In order to provide the highest quality and service, a guaranteed number of attendees and quantities of food is required 7 days prior to your event. Please refer to your catering agreement for more details.***

If the guarantee is not received (14) business days prior to your event, Levy Restaurants will assume the number of persons/quantities specified on the original contracted event order is the minimum guarantee. Attendance or consumption higher than the minimum guarantee will be charged as the actual event attendance or consumption.

### Custom Menus

If you are unable to find what you are looking for on our menus, your Catering Sales Manager will be happy to assist with your custom menu needs. A 15% custom menu fee will be applied based on comparable menus.

### China Service


China is included with services in all meeting rooms and any plated functions. Additional fees will apply for China service in all other spaces.

### Taxes & Fees

Please note that all food and beverage items are subject to a 17.5% Service Charge and a separate 3.5% Administrative Fee, plus applicable sales tax. Tax is subject to change. Only the Service Charge is distributed to service employees.

No other fees or charges, including the Administrative Fee, represents tips or gratuities for employees and no such fees or charges are distributed to service employees. Additional payment for tips or gratuity for service, if any, is voluntary and at your discretion.





# RISE & SHINE



## MADE TO ORDER MORNINGS

12 PERSON MINIMUM

### Traditional Continental Breakfast

Orange Juice & Cranberry Juice

LA Fruit Salad

Assorted Breakfast Breads & Pastries

Butter & Fruit Preserves

19 per person

### The Fairfax

Orange Juice & Cranberry Juice

Vanilla Yogurt Parfait Jars

Housemade Granola & Fresh Berries

Breakfast Turnovers

Mushroom & Leek

Chicken Sausage & Gravy

French Toast Casserole with Vanilla Glaze

Country Breakfast Potatoes

29.75 per person

### Healthy Start

Orange Juice & Cranberry Juice

Honey Bran Muffins

Butter & Fruit Preserves

Assortment of Individual Yogurts  
and Housemade Granola

Spinach, Mushroom & Sun-Dried Tomato

Egg White Scramble

on a Gluten Free Flatbread

Assorted Whole Fruits

28 per person

### Fresh Baked Breakfast Pastries

Assorted breakfast breads and pastries

Butter & Fruit Preserves

52 per dozen

### Vegan Raspberry Coconut Scones

75 per 2 dozen

### Assorted Bagels & Cream Cheese

Butter & Fruit Preserves

52 per dozen

### Assorted Donuts

52 per dozen

### Oatmeal

Brown Sugar, Dried Fruits

and Fresh Berries

6.95 per person

### Yogurt Parfait Jar

Low Fat Greek Yogurt

Housemade Granola and Fresh Berries

6.95 per person

### Muesli Jar

Almond Milk, Chia Seeds and Fresh Berries

6.95 per person

### Cold Cereal Bar

Served with 2% and Almond Milk

6.75 per person

### Individual Fruit Flavored Yogurt

Assorted Flavors

3 each

### Whole Fresh Fruit

3 each

### Taste of LA Signature Smoothie

Avocado, Pineapple, Banana, Honey

Made with Almond Milk

10.95 each

### ASSORTED FRESH PRESSED CLOVER JUICES

9 each



Prices are subject to change without notice



## ENHANCEMENTS

12 PERSON MINIMUM

### LA BAGEL BAR

Assorted bagels and spreads!

**Choose 4**

**Cream Cheese:** plain, funfetti, spinach artichoke, cinnamon walnut raisin, goat cheese and herb sundried tomato, strawberry, red velvet, and cucumber dill

**Butter:** honey butter, cinnamon butter, strawberry butter

17.95 per person (25 person minimum)

#### BREAKFAST BRUSCHETTA BAR

Freshly Baked Bread Grilled with Olive Oil

Toppings Include: Smashed Avocado, Feta & Sundried Tomatoes, Caramelized Onions & Bacon Jam  
Chopped Egg Salad, Prosciutto, Goat Cheese, Fig Jam

18.95 per person

## PLATED BREAKFAST

25 PERSON MINIMUM

*All served with a basket of fresh baked breakfast breads and pastries  
butter and fruit preserves, fresh squeezed orange juice, coffee and hot teas.*

#### Choose One Entree

Egg White Frittata  
Goat cheese, Spinach  
& Sundried Tomatoes

Brioche French Toast  
Seasonal Berry Compote

Tofu Scramble  
Spinach, Tomatoes & Black Beans

Individual Quiche  
Black Forest Ham & Smoked Cheddar

#### Choose Two Sides

LA Fruit Salad

Pork Sausage Links

Applewood Smoked Bacon

Breakfast Potatoes

Scrambled Eggs

Chicken Apple Sausage

28 per person



Prices are subject to change without notice





# LUNCH TIME



# LUNCH WITH PERSONALITY

12 PERSON MINIMUM

## Sandwich Platters *Choose Three Sandwiches*

**Roasted Turkey & Gouda**  
Applewood Smoked Bacon  
Romaine, Tomatoes, Herbed Aioli  
on a Kaiser Roll

**Classic Italian**  
Prosciutto, Ham, Salami, Provolone  
Arugula, Pepperoni, Tomatoes  
Balsamic Vinaigrette on Ciabatta

**Grilled Chicken Caesar Salad Wrap**  
Romaine, Parmesan, Caesar Dressing  
on a Sundried Tomato Tortilla

**Cuban**  
Braised Pork, Sliced Ham  
Swiss Cheese, Mustard on a Pretzel Bun

**Grilled Chicken & Swiss**  
Mixed Greens, Roasted Red Peppers  
Sundried Tomato Aioli on a French Baguette

**Roast Beef & Cheddar**  
Mixed Greens, Roasted Tomatoes  
Horseradish Cream on a Pretzel Bun

**Caprese Wrap**  
Buffalo Mozzarella, Sliced Tomatoes  
Arugula, Pesto Aioli on a Spinach Tortilla

**Mediterranean  
Grilled Vegetable Wrap**  
Hummus, Lettuce, Cucumber  
Tomatoes, Kalamata Olives  
on a Flour Tortilla

22.95 per person  
Make any Sandwich or Wrap Gluten Free for an additional 2.00

## ENHANCEMENTS

12 PERSON MINIMUM

### Sides

Kettle Style Chips & Dip  
Classic Potato Salad  
Pesto Pasta Salad  
California Mixed Greens

### Sweet Endings

Fudge Brownies  
Assorted Cookies  
LA Fruit Salad  
Gourmet Dessert Bars

5.50 per side/per person



Prices are subject to change without notice



## GOURMET DELI PLATTER

12 PERSON MINIMUM

### A Selection of Fresh Breads and Rolls

#### Deli Meats

Shaved Roasted Turkey, Roast Beef and Ham

#### House made Sandwich Salads

Chicken Tarragon Salad and Classic Egg Salad

#### Assorted Domestic Cheeses

Pepper Jack, Provolone and Cheddar

#### Traditional Condiments

Mayonnaise, Deli Mustard, Pesto Aioli, Lettuce, Tomato, Sliced Cucumber and Pickles

#### Kettle Potato Chips

#### Assorted Cookie and Brownie Platter

18.95 per person

## MARKETPLACE SALADS

12 PERSON MINIMUM

### Choose Four Salads

*Served with a basket of fresh breads and rolls and s'mores cannolis!*

#### Vegan

Avocado & Cherry Tomatoes with Pine Nuts and Lime Cilantro Vinaigrette

Tuscan Kale & Tangerine with Button Mushrooms and Tangerine Vinaigrette

#### Vegetarian

Pickled Beets & Honey Tangerines with Tarragon and Feta Cheese

Bowtie Pasta & Cherry Tomatoes with Mozzarella and Chimichurri

#### Protein

Pineapple Chicken & Green Beans with Toasted Coconut, Jalapenos, and Jerk Dressing

Chopped Antipasto Salad with marinated artichoke hearts, roasted red peppers, olives  
natural deli meats, rich cheeses, and Italian Vinaigrette

Fresh Albacore Tuna Salad with mayonnaise, celery, red onion sweet pickle relish

25.95 per person



Prices are subject to change without notice



## BOXED LUNCHES

12 PERSON MINIMUM

### BOXED LUNCH INCLUDES

Whole fruit, pasta salad or potato, bag of kettle style chips  
fresh baked cookie and a bottle of water.

#### Sandwiches

30 per person

#### Salads

32 per person

### SANDWICHES

**Roasted Turkey & Gouda**—Applewood Smoked Bacon, Romaine, Tomatoes, Herbed Aioli on a Kaiser Roll

**Roast Beef & Cheddar**—Mixed Greens, Roasted Tomatoes, Horseradish Cream on a Pretzel Bun

**Grilled Chicken & Swiss**—Mixed Greens, Roasted Red Peppers, Sundried Tomato Aioli on a French Baguette

**Classic Italian**—Prosciutto, Ham, Salami, Provolone, Arugula, Pepperoni, Tomatoes, Balsamic Vinaigrette on Ciabatta

### SALADS

**Grilled Chicken Caesar Salad**—Romaine, Shaved Parmesan, Housemade Croutons, Creamy Caesar Dressing

**California Salad**—Mixed Greens, Candied Walnuts, Dried Cranberries, Green Beans, Balsamic Vinaigrette

**Chinese Chicken Salad**—Napa Cabbage, Mandarin Oranges, Shredded Carrots, Crispy Wontons, Asian Vinaigrette

**Farro Salad**—Seasonal Grilled Vegetables, Dijon Mustard Vinaigrette

MINIMUM OF 12 PER SELECTION



Prices are subject to change without notice





# CHEFS TABLES



## CHEF'S TABLES

25 PERSON MINIMUM

### The Pier

California Salad  
Farro, Apple & Pecan Salad  
Lemon Chicken with Lemon Oregano Sauce  
Pan Roasted Salmon  
Citrus Beurre Blanc  
Rosemary Roasted Potatoes  
Roasted Broccoli with Parmesan  
Assorted Breads, Dinner Rolls, and Butter  
Cheesecake Bites  
Iced Tea & Coffee Service  
50 per person

### The Beverly

Mixed Greens Salad  
Chopped Antipasto Salad  
Baked Ziti with Bolognese  
Tuscan Chicken  
Sundried Tomatoes & Spinach  
Pesto Bowtie Pasta  
Marinated Grilled Vegetables  
Garlic Knots  
Mini Cannoli with Cinnamon Filling  
Iced Tea & Coffee Service  
50 per person

### Central Market

Grazing Table  
Chef's Selection of Cheese & Charcuterie, Grain Mustard, Marshall Honey  
Seasoned Grissini, Olives & Cornichons  
Mini California Salads  
Field Greens, Bleu Cheese Crumbles, Dried Cranberries, Candied Walnuts & Balsamic Vinaigrette  
Moroccan Spiced Chicken Slider with a Honey Rose Water Glaze  
Million Dollar Sliders with Filet Mignon, Truffle Goat Cheese & Arugula  
Potatoes & Bacon Au Gratin  
Assorted Macarons  
Iced Tea & Coffee Service  
65 per person



## PLATED MEALS

25 PERSON MINIMUM

Our freshly prepared entrees are hand-crafted and served with signature rolls and sweet butter.  
Round out your entree option with gourmet salads and desserts!

### ENTREES

#### Citrus Herb Chicken

Pan Roasted Brick Chicken, Olive Oil Roasted Potatoes, Buttered Asparagus, Sweet Garlic Jus

#### Airline Chicken Breast

Parmesan Reggiano Risotto  
Artichoke Bruschetta ,Tomato Confit  
Broccolini

#### Braised Short Ribs

Garlic Parmesan Polenta, Braised Carrots, Parsnips, Truffle Reduction

#### Petite Filet Mignon

Sautéed Spinach, Rosemary  
Fingerling Potatoes, Cipollini Onions  
Three Peppercorn Sauce

#### Miso Glazed Salmon

Coconut Jasmine Rice, Baby Bok Choy

#### Jumbo Shrimp Pappardelle

Artichoke, Arugula, Tomato  
Bruschetta, Lemon Parmesan Alfredo

#### Rigatoni Alla Bolognese

Basil, Ricotta

#### Waldorf Chicken Salad

Grapes, Green Apples, Candied Walnuts  
Crisp Celery, Field Greens, Gorgonzola  
Dijon Balsamic Vinaigrette

#### Farmer's Market Vegetable

#### Ratatouille Purse

Vegan & Gluten Free

### SALADS

#### House Salad

Baby Field Greens, Grape Tomatoes  
Cucumbers, Shredded Carrots, Red Wine Vinaigrette

#### Traditional Caesar Salad

Crisp Romaine Lettuce, Parmesan and Garlic Croutons, Creamy Caesar Dressing

#### California Salad

Organic Field Greens, Blue Cheese Crumbles  
Dried Cranberries, Candied Walnuts, Balsamic Vinaigrette

#### Heirloom Tomato and

#### Buffalo Mozzarella

Wild Arugula, Aged Balsamic Vinaigrette

#### Little Gem Wedge

Tomatoes, Red Onions, Blue Cheese Crumbles  
Crisp Bacon, Creamy Blue Cheese Dressing

### DESSERTS

#### Taste of LA Dessert Trio

Chocolate Mousse in a Godiva Chocolate Cup  
Mini Fresh Fruit Tart  
Cheesecake Bite with Raspberry Sauce

#### Crème Brûlée Trio

Traditional, Green Tea, Lavender

#### Chocolate Ganache Tart

Salted Caramel, Raspberry Crème Fraiche

#### Rustic Apple Tart

Cinnamon Bourbon Crème Fraiche, Sesame Brittle

*Served with Coffee and a Selection of Hot Teas*



Prices are subject to change without notice





**BREAK TIME**



## SWEET & SAVORY SNACKS

12 PERSON MINIMUM

Fresh Baked Cookies	52/dz	Assorted Greek Yogurt	6/each
Chocolate Fudge Brownies	52 /dz	Fruta Cups	6/each
Gourmet Dessert Bars	52 /dz	Crudite Snack Cup	8/each
Novelty Ice Cream Bars	51 /dz	Ranch or Hummus	
Assorted Energy & Granola Bars	4.95/each		
Individually Packaged Snacks	4.25/each		
Assorted Chips, Cookies, Crackers, Pretzels			
Tortilla Chips & Salsa Fresca	5 per person		
Homemade Kettle Chips	7 per person		
Roasted Garlic Parmesan Dip			



## BREAKS

12 PERSON MINIMUM

<p><b>Snack Attack</b> Our signature snack mix, chocolate covered pretzels, crunchy vegetable chips, kettle style potato chips, onion and lemon tarragon dips 12 per person</p> <p><b>Create Your Own Trail Mix</b> Mixed Nuts and Dried Fruits 9 per person</p>	<p><b>Taste of LA Signature Smoothies</b> Avocado, Pineapple, Banana, Honey Made with Almond Milk 10.95 per person</p> <p><b>Popcorn Bar</b> M&amp;Ms, Peanuts, Skittles Mini Marshmallows 8 per person</p>
<p><b>Nacho &amp; Salsa Bar</b> Zesty beef chili, spicy queso sauce crispy corn tortilla chips and our house salsa verde, pico de gallo, salsa rojo and habenero salsa Served with sour cream, jalapeños and signature hot sauces 15 per person</p>	
<p><b>Artisan Bavarian Pretzels</b> Traditional salted Bavarian pretzels served with assorted mustards 7 per person</p>	



Prices are subject to change without notice





# PARTY STARTER



## RECEPTION STATIONS

12 PERSON MINIMUM

### Bacon Station

Bacon Clothesline with Candied Bacon  
Bacon Wrapped Dates  
Pretzel Bites with Bacon Cream Cheese Dip  
Downtown Dog  
Bacon Wrapped Mini Hot Dog with  
Pico Mayonnaise Served on a Split Top Bun  
Bacon Beignets  
28 per person

### Downtown Dojo

Chicken and Pork Shanghai Dumplings  
Sesame Chicken Meatballs  
Vegetable Egg Rolls  
Korean BBQ Beef Tacos  
With Queso Fresco, Pickled Onions  
and Cilantro  
24 per person

### Dipping Station

Edamame Hummus  
Sundried Tomato Hummus  
Roasted Garlic Hummus  
Cucumber, Carrots, Celery, Snap Peas  
Grilled Pita and Breadsticks  
Our Signature Giant Bread Bowl  
With Spinach and Kale Dip  
16 per person

### Down South

\*200 person minimum  
Traditional Jambalaya in our show stopping  
GIANT Paella Pan!  
Cajun Style Dirty Rice, Andouille Sausage  
Chicken, Cajun Shrimp, Peppers, Tomatoes  
and Sauteed Onions  
Mini Shrimp Po'Boys  
30 per person

### LA Street Tacos

Carne Asada and Chicken  
Jalapenos, Pico de Gallo, Chipotle Crema  
Guacamole, Tomatillo Salsa, Corn Tortillas  
Corn Tortilla Chips  
22 per person

### Game Day Chili Station

Beef and Vegetarian Chili  
Cornbread and Corn Tortilla Chips  
Guacamole, Salsa Roja, Pico de Gallo  
Shredded Cheddar and Warm Nacho Cheese  
20 per person

### Philly Cheesesteak Station

\*Chef Attendant Included  
Mini Classic Philly Cheesesteaks  
With Cheese Raclette Action Station  
Grilled Peppers and Onions  
Sour Cream and Onion Kettle Chips  
27 per person

### Pub

Santa Monica Brew Works  
Beer Battered Fish n' Chips  
Mini Brats with Stout Mustard  
Mini Chicken and Beef Pot Pies  
Mac n' Cheese Bites  
26 per person

### Santa Maria BBQ

BBQ Beef Brisket and Homestyle Biscuits  
Coleslaw  
Corn Cobbettes  
Salt and Vinegar Kettle Chips  
25 per person



## SMALL BITES STATION OR TRAY PASSED

**PRICED PER PIECE UNLESS OTHERWISE NOTED. MINIMUM OF 12 PIECES PER ITEM.**

*TRAY PASSED AVAILABLE UPON REQUEST. ADDITIONAL LABOR FEES WILL APPLY.*

### Hot Hors d' Oeuvres

Crab Cakes with Homemade Rémolade 6.50

Cheese Quesadilla with Avocado Crema 6

Mini Pretzel Bites with Gourmet Mustards 4.50

Spanakopita 4.50

Mini Beef Wellington 6

Vegetable Samosas with Potatoes, Peas in Curry Triangle 5.50

Coconut Shrimp with Spicy Mango Chutney 7

Bacon Wrapped Scallops 7.50

Chicken Pot Stickers 4.50

Duck Confit Quesadilla with Caramelized Red Onions and Mango Papaya Relish 6.50

Peppered Tenderloin on Blue Cheese Bread Pudding with Crispy Mushrooms and Romesco Sauce 7.50

Goat Cheese, Roasted Grapes, Balsamic Figs, and Fresh Herbs in a Phyllo Cup 6.50

Seared Scallop, Spicy Chorizo, and Roasted Tomato Compote on a Toasted Crostini 7.50

Braised Pork Belly on a Polenta Cake with Sriracha Hoisin and Pickled Cucumber 7.50

Jerk Chicken with a Mango Coconut Salsa on a Plantain Chip 6.50

### Cold Hors d' Oeuvres

Cilingini Mozzarella with Sundried Tomato on Focaccia Round 6.50

Hummus with Kalamata Olive and Red Pepper Diamond in Mini Bouche 6.50

Smoked Salmon Rose with Cream Cheese, Dill and Caper on Pumppernickel Round 7.50

Tall Shrimp with Pesto Cheese on Multi-Grain Baguette 7.50

Chicken Thai Spring Rolls 5.50

Peking Duck Spring Rolls 5.50

Beef Tenderloin Cumin, Rubbed and Seared with Seasonal Cream Cheese and Red Pepper Diamond on Focaccia Round 7.50

Spicy Ahi Tuna Poke in a Seaweed Cone 7.50

Buffalo Deviled Eggs 5.50

Endive Spear with Grilled Apples, Ricotta and Blue Cheese and Candied Walnuts 6.50

Farmer's Market Vegetable Confit with Sundried Tomato Pesto in a Crispy Basil Basket 5.50



*Prices are subject to change without notice*



## PLATTERS

12 PERSON MINIMUM

### Garden Fresh Vegetables

Chef's colorful selection of the freshest market vegetables served with buttermilk ranch dip, traditional hummus  
10 per person

### California Artisan Cheeseboard

Artisan selection of hand crafted cheeses accompanied by house made chutneys  
honey, artisan breads and crackers  
12 per person

### Antipasti

Imported cured meats, cheeses, local seasonal vegetables, marinated olives served with a variety of flat breads  
crostini's and breadsticks  
13 per person

### Fresh Fruit

Seasonal local fresh fruits and berries served with vanilla yogurt dip  
14 per person

## DESSERT STATIONS

12 PERSON MINIMUM

### Signature Dessert Waffle Sticks

S'more, Milk Chocolate with Chopped Nuts  
White Chocolate with Rainbow Sprinkles  
Choose 2—12 per person

### Donut Hole Cones

Individual cones filled with donut holes served with chocolate, raspberry and espresso dipping sauces  
14 per person

### Cereal Rice Krispy Bars

Captain Crunch, Fruit Loops, Coco Puffs  
Fruity Pebbles, Cinnamon Toast Crunch  
Choose 2—10 per person

### Pie Bar

Assorted fruit and cream filled whole pies  
mini pies, hand pies and pie pops!  
15 per person

### Mini Dessert Station

Choose from our selection of mini desserts below to customize your own dessert station!

Fruit Tarts, Cake Pops, Cupcakes, Beignets, Assorted Cookies, Crème Brûlée Verrines

Macarons, Donuts, Injectable Donut Holes

S'mores Cannolis, Cheesecake Bites

Choose 2—12 per person

Choose 4—21 per person



Prices are subject to change without notice





# SHOW STOPPERS



## SHOW STOPPERS

**PLEASE ALLOW 3 WEEKS LEAD TIME FOR ALL SPECIALTY SERVICES.**

**Espresso Service**  
**6 Hours of Service (attendant included)**  
 3,000 per day (400 - 6 oz. servings)  
 4.50 per serving after 400  
 (bought in increments of 100)  
 Espresso, Cappuccino  
 Mocha, Latte & Americano  
**Specifications: 100 lbs**  
**Requirements: Electrical and**  
**5' x 6' operating space**  
**Exhibitor to provide: TWO**  
**dedicated 110 volt, 20 amp circuits**

**Smoothie Service**  
**6 Hours of Service (attendant included)**  
 3,000 per day - (400 – 7 oz servings)  
 4.50 per serving after 400  
 (bought in increments of 100)  
 Strawberry & Mango  
**Specifications: 50 lbs**  
**Requirements: Electrical and**  
**5' x 6' operating space**  
**Exhibitor to provide: ONE**  
**dedicated 110 volt, 20 amp circuits**

**Milkshake Service**  
**6 Hours of Service (attendant included)**  
 3,000 per day - (400 – 7 oz servings)  
 4.50 per serving after 400  
 (bought in increments of 100)  
 Chocolate & Vanilla  
**Specifications: 50 lbs**  
**Requirements: Electrical and**  
**5' x 6' operating space**  
**Exhibitor to provide: ONE**  
**dedicated 110 volt, 20 amp circuits**

**Acai Bowl Service**  
**8 Hours of Service (attendant included)**  
 3,000 per day - (200 – 16 oz servings)  
 15 per serving after 200  
 A unique, “make your own” bowl bar gives each guest exactly what they want!  
**Requirements: Electrical and**  
**5' x 6' operating space**  
**Exhibitor to provide: ONE**  
**dedicated 110 volt, 20 amp circuits**

**Single-Cup Gourmet Coffee Brewer**  
 Brew your favorite cup in seconds!  
 75 rental per day  
 60 per Box of 24 Cups  
**Regular Coffees:**  
 Breakfast Blend, or French Roast  
**Flavored Coffees:**  
 French Vanilla or Hazelnut  
**Decaffeinated Coffees:**  
 Breakfast Blend  
**Teas:** Earl Grey or Green Tea  
**Exhibitor to provide: ONE**  
**dedicated 110 volt, 20 amp circuit**

**Logo Sheet Cake**  
 300 Full Sheet (serves 90)  
 180 Half Sheet (serves 45)  
**200 Logo Artwork Set-up Fee, two-color artwork**  
**Custom Cookies, Cake Pops, and Donuts**  
**Starting at 6 per piece**

**LOOKING TO STAND OUT? PLEASE REACH OUT TO YOUR CATERING SALES MANAGER  
 TO INQUIRE ABOUT CUSTOMIZED, ONE-OF-A-KIND SPECIALTY SERVICES!**



Prices are subject to change without notice





# QUENCH



## BEVERAGE SERVICE

**BILLED BASED ON CONSUMPTION**

### Hot

Gourmet Regular or Decaf Coffee	75/gallon
Gourmet Hot Tea (includes tea bags)	75/gallon
Add Soy or Almond Milk	5/gallon

### Cold

Fresh Orange Juice	42.50/gallon
Lemonade or Fruit Punch	42.50/gallon
Assorted Bottled Juices	4.25 each
Assorted Soft Drinks	4.25 each
Fuze Iced Tea – Sweetened (can)	4.25 each
Unsweetened Iced Tea (bottled)	5.25 each
Bottled Water (16 oz.)	4.50 each
Sparkling Bottled Water	5.50 each

### Electric Water Cooler

Arrowhead 5-Gallon Water Jug	37/day
	47 each

### Infused Water

Ginger Lemon  
Watermelon Mint  
Lemon Cucumber  
Orange Lime

85/gallon



*Prices are subject to change without notice*



## HOSTED BARS

### BILLED BASED ON CONSUMPTION

*175 PER BARTENDER & BARBACK LABOR FEES WILL BE APPLIED TO ALL BAR SERVICES*

#### HOSTED BAR SELECTIONS

*Includes disposable cups, napkins and mixers*

##### Premium Bar Selection (House Selections)

Premium Cocktails	9
Premium Wine – by the glass	8

##### Deluxe Bar Selection

Deluxe Cocktails	12
Deluxe Wine – by the glass	11

##### Platinum Bar Selection

Platinum Cocktails	14
Platinum Wine – by the glass	13

#### ADDITIONAL SELECTIONS

Local Craft Beer	9
Imported Beer	9
Domestic Beer	8
Bottled Water	4.50
Sparkling Bottled Water	5.50
Assorted Soft Drinks	4.25
Craft beer by the keg	750 (starting price – may vary based on selection)
Imported beer by the keg	665 (starting price – may vary based on selection)
Domestic beer by the keg	525 (starting price – may vary based on selection)
Glassware upgrade	3 per person

*Cash Bar Available Upon Request  
Bartender Fee and Minimum Sales Required*



*Prices are subject to change without notice*



## **FIRE SAFETY: LA AUTO SHOW 2018**

---

The following are the Los Angeles City Fire Department's minimum requirements for shows and exhibits in the LACC. No variance or alternate method of compliance shall be permitted from these requirements unless a written request is submitted and approved in writing by the LACC Fire Marshal. All requests for Fire Permits must be submitted 21 days prior to the event.

- The show or exhibit will not be permitted to be open to the public, until all identified hazards have been alleviated.
- Special restrictions may be required to monitor and control hazardous conditions and operations not specifically covered by the above.
- Additional fire protection equipment may be required. It shall be accessible, visible, and ready for immediate use.
- LACC is a non-smoking building. Smoking is prohibited in all areas.
- The use of welding or cutting equipment for "demonstration" requires a written permit from the Fire Department.
- Welding as related to exhibit construction, fabrication, repair, etc., is not allowed anywhere inside the exhibit halls or other interior spaces. Any such work requiring welding must be done outside the facility in a location determined and approved by the Fire Marshal. Licensed Fire Sprinkler contractors are allowed to use approved torches to solder copper pipe connections of automatic fire sprinkler systems inside the halls.
- The demonstration or use of equipment using flammable liquid fuel in buildings is prohibited.
- Combustible liquids shall be used only under permit from the Fire Department. They shall be stored or dispensed from an Underwriting Laboratories (U.L.) approved safety can.
- All exits, hallways, and aisles leading from the building or tents are to be kept clear and unobstructed at all times.
- No exit door shall be locked, bolted, or otherwise fastened or blocked at any time an exhibit building is open for business.
- Any rope, chain, or similar control device that is placed across an aisle or exit path must breakaway to the satisfaction of the Fire Department.
- Rubbish, trash, and waste shall be removed from buildings at the end of each working day. Metal cans will be provided for metal cuttings, and cuttings shall be kept separate from ordinary combustibles.
- All electrical wiring shall be installed as per Los Angeles Building and Safety Department Electrical Code.
- Fire extinguishing equipment must be provided and maintained in all special areas as designated by the Fire Department.
- All sprinklers, standpipe hose cabinets, and fire alarm pull boxes shall be kept clear and unobstructed at all times.
- Cylinders of compressed gas, both combustible and non-combustible, shall be installed only by permit from the Fire Department, and shall be half-charged and firmly secured in an upright position.
- Exit signs must be clearly visible.
- Flammable liquids shall be used only outside under permit from the LACC Fire Marshal. It should be stored or dispensed from an U.L. - approved safety can with a maximum of one (1) day usage or one (1) gallon, whichever is less, per booth.
- Where combustible material cannot be removed from the area of operations, another person, competent in the use of fire extinguishing equipment, shall be assigned the duty of preventing or extinguishing any accidental fire that may occur during such operations.
- All appropriate local, state and federal guidelines shall be followed to appropriately dispose of all hazardous waste materials.

### **FLOOR PLANS**

---

Exhibits containing enclosed rooms, multi-level structures, dynamic or moving elements, display materials that may affect the manner in which persons can exit from inside the booth, or exhibits that are 400 square feet or larger are required to submit two (2) sets of the following types of plans/drawings: Plan view, elevation views, perspective views (isometric), drawings detailing paths of egress from the booth, covered area plan, and structural drawings as required.

### **REGISTRATION & LOBBY AREAS**

---

Booth areas/exhibits are prohibited in all public areas except those authorized by the LACC and with a Fire Department permit. Pre-function areas will be utilized for social interaction and pre-registration of attendees prior to attending or entering exhibits and meeting functions. All required exit-width through pre-function spaces will be maintained without obstruction.

Note: Foyers, lobbies, and corridors are not overflow space for the exhibit hall. The actual business of the show must stay within the exhibit hall. Any display that the attendees view but



do not interact with, are allowed in foyers and some parts of the lobbies with the approval of the LACC.

Note: Oilcloth, tar paper, sisal paper, nylon, orlon, and certain other plastic materials, cannot be made flame retardant. The use of these items is prohibited.

## AISLES & EXITS

All floor plans must incorporate the following aisle and perimeter requirements. No exceptions are allowed without the expressed, written approval of the LACC Fire Marshal.

### West Hall A/B and South Hall G/H/J/K (any sections thereof)

- Aisles: 10' wide
- Perimeter: 15' wide
- Cross-Aisle: 20' wide (at the center of the hall)

*Note: For Halls J/K, cross aisle must run east/west only.*

### Petree Hall C/D / Concourse Hall E/F

- Aisles: 8' wide
- Perimeter: 10' wide
- Cross-Aisle: 10' wide (at the center of the hall)

### Kentia Hall

- Aisles: 10' wide
- Perimeter: 15' wide
- Cross-Aisle: 20' wide (at the center of the hall)

### Meeting Rooms

- Aisles: 4'-6" wide
- Perimeter: 4'-6' wide
- Cross-Aisle: N/A

### Technology Pavilion – Exhibits Use

(Valid for 2018 AutoMobility LA & LA Auto Show)

- Aisles: 10' wide
- Perimeter: 15' wide
- Cross-Aisle: 20' wide (at the center of the hall)

### Technology Pavilion – Sessions/Non-Exhibit Use

(Valid for 2018 AutoMobility LA & LA Auto Show)

- Aisles: 8' wide
- Perimeter: 10' wide
- Cross-Aisle: 10' wide (at the center of the hall)

In addition to the above the following regulations must be taken into consideration in regards to aisles and exits:

- Aisles and exit doorways, as designated on approved show plans, shall be kept clear and unobstructed. Chairs, tables, easels, signs, display items, exhibit structures, etc., shall not extend beyond the booth area into exit aisles.
- No exit door shall be locked, bolted, or otherwise fastened or obstructed at any time an exhibit building is open for business.

- There shall be no obstruction blocking exit ways from the building to a public way, such as automobiles parked in front of doorways, barricades placed across sidewalks, carts and pallets in front of doorways, or any similar obstruction.
- A clear access aisle of at least three (3) feet shall be provided to all fire protection appliances, fire alarm boxes, and sprinkler valves.
- Exit ways shall not be obstructed by drapes or any similar obstruction, unless such obstructions are on sliding rings and the color contrasts with the adjacent drapes, walls, or booths.
- Exit signs shall be clearly visible at all times. Drapes, signs, or other similar obstructions shall not cover them.

## EXHIBIT BOOTHS

- Covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB, South Hall G-K, Technology Pavilion (Valid for 2018 AutoMobility LA & LA Auto Show) and Kentia Hall exceeding 750 square feet shall be protected by a LAFD approved automatic fire sprinkler system. These systems must be installed under permit from the Department of Building and Safety. All portions of the sprinkler system, including the "sprinkler riser" which supplies the water service to the booth, must be installed within the borders of the respective booth space. No portions of the sprinkler system, or any structures or barricades that protect said system are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. Please refer to Covered Areas and Structure under the LACC Operating Guidelines.
- Vehicles/boats on display that are FOR SALE as part of the particular type of show may not require sprinkler systems. Contact LAFD for permit and approval.
- The total amount of covered area allowed in any separate space such as an exhibit hall, meeting room, or public space is 10% (1/10) of the total usable space.
- Exhibitor booths are prohibited in corridors or lobbies.
- Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least 2 separate exits. Additional exits may be required on a case-by-case basis. Capacity will be computed at 15 square feet per person.

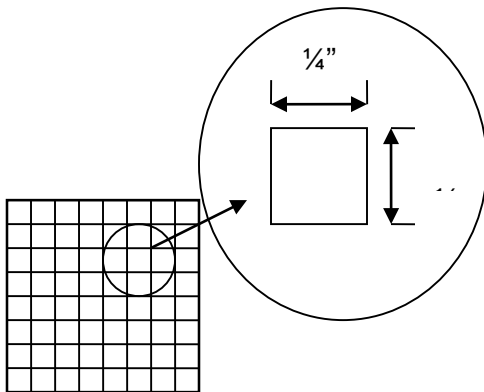


## COVERED AREAS

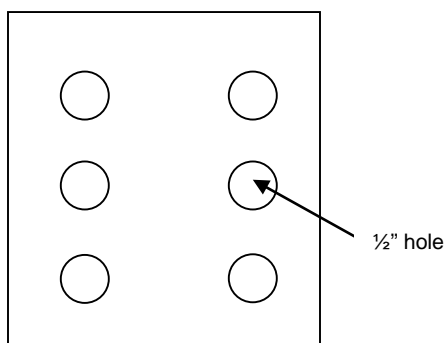
Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS). The following information will assist you in determining whether or not you require an AFSS, and ways to design around it.

**Defining Covered.** The term “covered” is defined as any item consisting of covered elements in which the material used for creating the covering has cross sectional openings of less than  $\frac{1}{4}$  inch in two dimensions, and/or a construction that results in less than 50% of the material being open.

Materials/components that are considered covered include standard scrim, sharks-tooth, smoke-out, deck structures, stairs, acoustic ceilings, etc. These common components are considered covered because the cross sectional opening of the material is less than  $\frac{1}{4}$  inch.

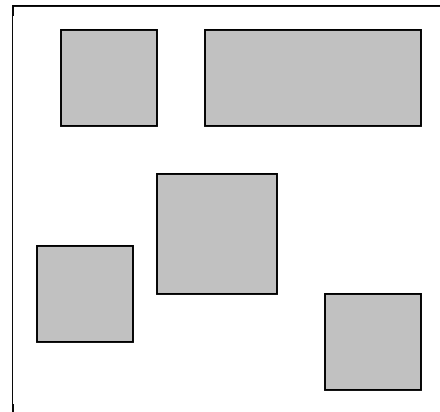


*The unobstructed openings in the material must be at least  $\frac{1}{4}$  inch in two directions.*

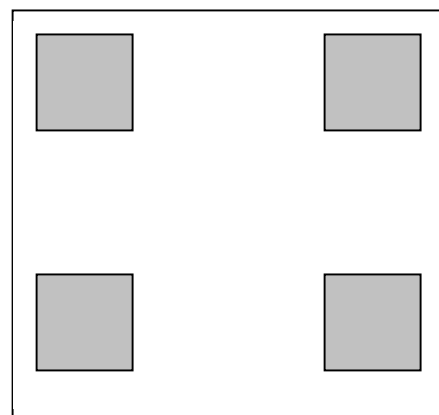


*This is an example of steel plating with  $\frac{1}{2}$  inch holes. Even though the openings are greater than  $\frac{1}{4}$  inch, this material is considered “covered” due to the majority of the material being covered (less than 50% is open).*

**Defining Covered Areas.** A “Covered Area” is defined as any area containing covered elements that are separated (horizontally) by less than 10 feet. A 50' x 50' booth space that has several covered structures throughout the booth that are all closer than 10 feet (horizontally) would be considered one (1) covered area. However, a 50' x 50' booth space that has four (4) 100 sq. ft. covered structures that are all separated by 10 feet or more would have four separate covered areas within the one booth space.



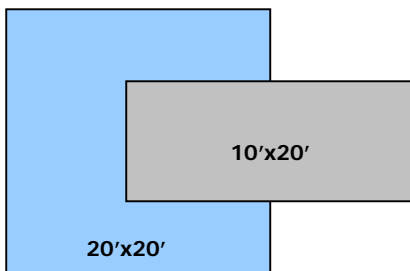
**One (1) Covered Area**  
*Covered structures with less than 10 feet of separation.*



**Four (4) Covered Areas**  
*Covered structures with 10 feet or more separation.*



**Allowable Coverage.** The maximum amount of covering allowed in any one “area” is 750 square feet (sq. ft.). Any area (as described above) that contains covered elements exceeding 750 sq. ft must be protected with an approved Automatic Fire Sprinkler System (AFSS). No other type of protection is allowed for areas exceeding 750 sq. ft. AFSS’s must be installed by a LACC approved California licensed Fire Sprinkler Contractor. In addition to the installation of an AFSS, the strategic placement of fire extinguishers and smoke detectors are required as well. Placement will be determined by the Fire Marshal after reviewing design plans. Areas that have overlapping covered elements are not considered when calculating the amount of square footage in a covered area. Calculations are based on a “plan-view perspective” only.



*The amount of covered area in this example is 500 sq. ft. based upon a “Plan-View Perspective”. Although the two elements total 600 sq. ft., the overlapping portion is not considered in the covered area calculations.*

**Designing Guidelines.** The key to avoiding an AFSS in large exhibits is to design the booth in such a manner to create multiple “covered areas” by maintaining at least 10 feet of uncovered (horizontal) separation between covered elements of the booth. In a large booth, having four covered structures of 750 sq. ft. is permissible without the need to install an AFSS as long as the covered areas are separated (on all sides) by at least 10 feet.

Creating one covered area that is 1,000 sq. ft. and three others that are 750 sq. ft. or less would result in the need to install an AFSS in the 1,000 sq. ft. area only (the other three would not require an AFSS).

- Neighboring booths must be considered when planning covered elements within 10 feet of the neighboring exhibit. If the neighboring exhibit has a covered structure that is within 10 feet of your structure, then the aggregate total is used to determine the amount of “covered area”.
- The total amount of covered area that is allowed in any exhibit hall, or public space cannot exceed 10% of the size of the room as it is configured via the use of airwalls. For example, Petree Hall is 21,500 sq. ft. (when Halls C&D are combined). The maximum amount of ALL cover areas within Petree Hall added together cannot exceed 2,150 sq. ft. (10%). Approvals to build covered areas are given based on the order in which requests containing “complete information” are

received. Delaying the submittal of covered area plans may result in the denial to build said covered area.

- Under certain circumstances LACC meeting rooms located on the second level of the Convention Center can be covered up to the lesser of the following two parameters: 70% of the total area of the meeting room, OR, 750 sq. ft. A 24-hour Fire Watch must be established once the covered area has been constructed, until the time it is removed. Show Security personnel shall be used for fire watch duties. There must be a designated officer in the room at all times with a readily available means of communication (i.e., radio or phone) to immediately contact LACC Security in the event of smoke or fire. If the event has multiple rooms with covered areas, a LAFD Fire Marshal may be required to patrol all of the meeting room spaces and corridors that contain covered areas during the non-show hours of the event.
- Sprinkler systems can only be installed in the South, West, and Kentia halls. Installing sprinkler systems in Concourse Hall, Petree Hall, all meeting rooms and public spaces is not allowed. Therefore, projects must be planned in these areas so that no covered area exceeds 750 sq. ft., and that the covered area is in compliance with the 10% (70% in LACC meeting rooms) requirement mentioned above.
- All fabrics and materials must be certified as “Flame Proof” or “Flame Retardant” by the California State Fire Marshal. Flame proof certificates must be kept in the booth for Fire Marshal review. Flame proofing certificates from other states (or countries) will not be accepted. Material believed to be acceptable but not having a California certificate can be sent to the LAFD Fire Marshal for testing. Test samples should be 12”x12” in size and should be mailed with any other pertinent information to the Fire Marshal at the address listed below.
- Booths containing more than 400 sq. ft. of covered elements are required to submit a “Covered Area Drawing” to the Fire Marshal and the Vice President, Event Services at the address listed below. Send two (2) plan view drawings of the entire booth indicating (by use of color, shading, or pattern) the areas/elements that are covered and the calculated square footage of each covered area. Also include the respective dimensions (in feet & inches) of the structures/elements and the amount of horizontal separation between them. In addition, send perspective/isometric drawings to better define the project. Drawings may be e-mailed in a PDF or JPEG format. Plans must be submitted for ANY proposed covered area in LACC meeting rooms. Plans must show the entire meeting room and the square footage thereof, and the respective design and square footage of the proposed covered elements.



- Non-combustible stages and platforms that do not exceed 5 feet in height "may" be exempt from the 750 sq. ft. limitation provided that no combustible materials or sources of heat are placed under the stage/platform. Projects involving stages/platforms not exceeding 5 feet in height require a covered area drawing to be submitted as indicated above. The covered area plan should denote the height of the platform and use a different shading pattern to distinguish the platform from the other covered elements in the booth.
- LACC fire sprinkler systems shall not be impeded or obstructed. A clearance of 36 inches must be maintained from all LACC sprinkler heads.
- Battery operated smoke detectors must be installed as an early warning device in any covered area that exceeds 100 sq. ft.
- Stairs, ramps, vehicles and/or equipment are considered "covered" and therefore must be included in the covered area calculations.

#### COVERED AREAS EXCEPTION – LA AUTO SHOW

The Los Angeles Convention Center agrees to add this exception to the Covered Areas guideline specific to the Los Angeles Auto Show. This addendum is written to supplement (not replace) the existing guideline, which supersedes on terms, conditions and definitions not specifically outlined herein,

This exception is valid for 2018 AutoMobility LA & LA Auto Show and is not valid for future events or bookings, unless specifically extended in writing by the Los Angeles Convention Center. This exception to the standard Covered Areas guideline is subject to change at any time.

Exhibitors in these Authorized Areas may cover up the listed "per area" footprint without the use of a fire sprinkler system provided that **ALL** of the conditions listed below are met.

Authorized Areas	Maximum "Per Area" Footprint
West Hall / South Hall / Kentia Hall	3,000 square feet
Concourse Hall / Petree Hall	1,500 square feet
Technology Pavilion	TBD (*)

- Material/fabric shall be the "Melting Point" product that was recently tested by LAFD. No other product or model is approved for covered areas exceeding 750 square feet unless an approved fire sprinkler system is installed. Contact GES for exact product specifications.
- The fabric must be installed by the GES rigging team.
- Fabric shall be installed with adequate tension to yield maximum opening of the fabric if heat should be applied.

- Fabric shall be supported at the ends perpendicular to the seams by use of grommets, etc. that are located midway between each seam to yield maximum opening.
- Covered areas created by use the approved Melting Point product that do not exceed 1,500 square feet shall be separated from all other covered areas by at least 10 feet (horizontally) in all directions. Covered areas created by use of the approved Melting Point product that are over 1,500 square feet, and do not exceed 3,000 square feet, shall be separated from all other covered areas by at least 15 feet (horizontally) in all directions. Note: Concourse and Petree halls are limited to 1,500 square feet.
- There shall be at least one smoke detector for every 1,000 square feet of covered area. Covered areas that change in elevation and thereby create sections (pockets) for smoke to gather shall have a smoke detector located near the top of each section.
- A covered area drawing as defined in the standard LACC Covered Areas guideline must be submitted for each project meeting the criteria stated within the guideline. Covered areas employing the use of the approved Melting Point product shall be clearly identified on the drawing so there is no confusion regarding other covered elements/materials and the Melting Point material.

Note: Fire sprinkler systems are NOT allowed in Concourse hall, Petree hall, and in LACC meeting rooms. As such, projects in said spaces must be designed in a manner that does not require the use of a fire sprinkler system.

#### SPECIAL PERMITS

A Los Angeles Fire Department Special Permit is required in order to:

- Display and operate any heater, barbecue, heat producing device, open flame device, candles, lamps, lanterns, torches, or other forms of ignition.
- Display or operate any electrical, mechanical, or chemical device that is deemed hazardous by the Fire Department.
- Use or store flammable liquids, compressed gases, or other hazardous materials. When approved, the quantities shall not exceed ten (10) gallons used only for maintenance purposes and the operation of equipment when stored in approved containers and at approved locations. Storage in excess of 10 gallons that is used for maintenance purposes and operations of equipment shall be inside approved hazardous materials cabinets. LIQUEFIED FLAMMABLE GAS is PROHIBITED inside any building.
- Operate any videotaping, broadcasting, still photographic, or motion picture equipment for commercial or professional purposes.



- Use open flame and candles.

## **AUTOMOBILES / MOTOR VEHICLES**

The following are minimum fire safety requirements for public display of motor vehicles in the LACC.

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshal is required for all automobile/motor vehicle displays.
- Fuel tanks shall not exceed ¼ full. Caps for fuel tank pipes shall be of the locking type and be maintained locked. If it is not practical to attach such a cap, an alternative method, approved by the Fire Marshal may be employed.
- Batteries in vehicles must be de-energized (disconnected) or vehicle keys must be secured with an event representative designated by the Fire Marshal. Exceptions to the battery disconnection requirement apply to vehicles with computerized systems upon prior approval.
- Wheels must be chocked in such a manner that will prevent the vehicle from rolling in any direction.
- Vehicles shall be displayed and installed by manual means. Vehicles shall not be driven into occupancy.
- Appropriate floor covering must be placed underneath the vehicle to mitigate spills and leaks.
- Show management/exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Additional requirements may apply to automobile/vehicle displays based on case by case conditions. There is no exception or modifications to the above requirements with the expressed written authorization of the LACC Fire Marshal.

## **TENTS / CANOPIES**

- Tents, canopies or membrane structures with an overall footprint exceeding 450 square feet require a permit from the City of Los Angeles Fire Department. Permit fees are contingent on tent size.
- Tents and canopies must be rated flame resistant by the State Fire Marshal. All décor shall be flame retardant.
- Maintain 7' overhead clearance in all public areas.
- Maintain a 20' fire lane with minimum 14' overhead clearance.

- A minimum 10' clearance must be maintained between tents.
- All exits and aisles must be maintained free and clear at all times.
- Building and Safety Permit is required for all electrical, natural gas and water installation extended to the tented area.
- Properly rated fire extinguishers are required within the tented area placed at locations no less than 75' of travel.
- Generators must be located no less than 20' from the building, grounded with a grounding rod.
- Upon approval by the Fire Marshal, propane tanks must be located at a minimum of 10' from the respective appliance and must be secured with UL-approved hose and fittings.
- All wires, cables and piping (utilities, production, AV, etc.) must be taped, covered and matted.
- No vehicles are allowed in the tented area.
- No cooking is allowed under the tent unless approved in advance by the LACC Fire Marshal. Barbeques must be located in a remote area without public access.
- All booths with cooking shall have 2A-10BC fire extinguisher.
- Maintain a physical barrier separating the cooking area from the public.

## **CANDLES / OPEN-FLAME**

A special permit from the LACC Fire Marshal is mandatory for the use of open flame, candles and holding devices in the Center. The special permit shall be made available for inspection at all times.

- Unprotected and gel type candles are not permitted.
- All candles shall be secured in a nonflammable solid holding device and protected by an enclosure.
- The flame tip from the candle must be maintained a minimum of 2 inches below the top opening of an enclosure or "Hurricane" at all times.
- When used as part of a decoration or centerpiece, the flame of the candle shall not be within 6 inches of cut fresh foliage, nor within 12 inches of dry foliage or other combustibles at any time.



Exceptions to the above include the following, subject to the review and approval of the LACC Fire Marshal:

- Floating candles may not need to be secured.
- Tapered candles (self-extinguishing) used in nonflammable solid candelabras with no additional decoration are not required to be provided with a flame stop or enclosure.
- Self-extinguishing tapered candles may be approved without an enclosure if (A) when used as part of a decoration or centerpiece (as outlined above), the candle must be of a type constructed with an automatic stop, which will prevent burning past a predetermined point or (B) all candles shall be secured with a holding device.

The placement of candles must adhere to the following guidelines and cannot be modified without the expressed, written approval of the LACC Fire Marshal:

- Only one centerpiece used for holding candles shall be approved per table unit regardless of the table size or shape.
- The use of multiple loose candles or candle holding devices is not permitted. If more than one candle or candle holding device are used on each table, those candles or candle holding devices shall be placed and secured on a common base. The amount of candles or candle holding devices placed on each table unit shall be limited to 4. The base shall be constructed of a noncombustible solid material.
- Candles or candle holding devices shall be placed at least 24 inches from the table's edge, and a minimum of 5 feet from curtains, drapes, or other decorations.

## DÉCOR / COMBUSTIBLES

---

**Combustible Decorations.** All decorations, including, but not limited to drapes, tablecloths that hang six (6) inches below the edge of the table, signs, banners, acoustical materials, cotton, hay, paper, straw, moss, split bamboo, wood chips, wood less than 1/4 inch in thickness (or fiberboard less than 3/8 inch in thickness), foam core, etc., shall be flame retardant treated. Glass or otherwise inherently fire retardant cloth may be used without being flame retardant treated. A California State Fire Marshal certificate of flame-retardant treatment or a sample of material for a field test must be provided upon request of the Fire Marshal. Material failing the field flame test must be treated by a California State Fire Marshal Certified Flame Retardant Application contractor, or the material must be removed from the building(s).

**Field Flame Test.** A strip of material shall have a flame applied for approximately twelve (12) seconds. The flame shall then be removed. The material should self-extinguish within two (2) seconds and/or not drip in flames.

**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.

**Rubbish/Trash.** All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall be separated from ordinary combustibles.

**Projection Equipment.** Projection equipment using electric arc or Xenon bulbs for illumination shall be installed with an underwriters lab rating permit from the LAFD with the approval of the Department of Building and Safety.

For additional information, please contact the LACC Fire Marshal at 213.741.1151 or your Event Manager.



## FLOOR PROTECTION: LA AUTO SHOW 2018

---

In order to preserve the longevity and quality of the carpet and terrazzo flooring throughout the Los Angeles Convention Center (LACC), the following policy has been established regarding the use, delivery, or display of freight, equipment, display material, or product into all areas of the LACC with carpet and terrazzo flooring. This policy applies only to LACC carpet and terrazzo flooring, and does not apply to temporarily installed "contractor or exhibit carpet".



- All freight and equipment that is delivered into carpeted/terrazzo areas using approved methods must be suitable to place onto said flooring without causing any damage. Containers made of wood, metal, etc., that can splinter or may have rough edges, and thereby snag/tear carpet or scratch terrazzo must be placed onto a protective underlayment such as dense cardboard, masonite, contractor carpet, etc., to protect the flooring.
- Any items made of metal, or the like, that are coated with oils or other chemicals that could stain or otherwise damage the carpet/terrazzo must be placed on an appropriate underlayment (as stated above) to protect the flooring. Such items include lighting truss, genie lifts, rigging equipment, base plates, pipes, bars, tools, cabling, hoses, etc. This applies to all facets of the project including staging of equipment, constructing the equipment, and removing the equipment.
- Equipment, containers, displays, or product containing liquids or solids that could spill and stain and/or damage the carpet/terrazzo are NOT allowed in any of the carpeted/terrazzo covered areas.
- Equipment and/or devices that generate heat to the degree that could damage the flooring are NOT allowed in the carpeted/terrazzo areas.

There are no exceptions or modifications to the above without the written approval by the VP Event Services. Please contact your Event Manager for additional information or assistance.



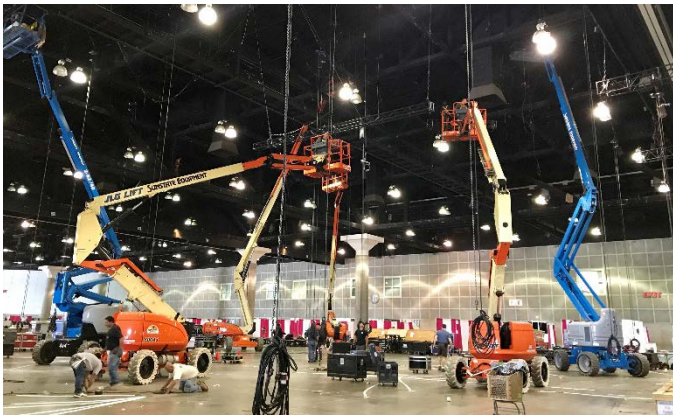
- All work being performed on any of the carpeted and/or terrazzo surfaces within the LACC must be accomplished in such a manner that NO DAMAGE occurs to said flooring.
- Forklifts, electric carts, bicycles, scooters and the like are NOT allowed on any of the carpeted and/or terrazzo surfaces within the LACC.
- Boom lifts and scissor lifts are allowed provided they are equipped with wheel coverings that will adequately protect the flooring. Boom lifts larger than 45-foot models are only allowed in the areas designated to support their associated weight (see Building Superintendent for details). Further, the access covers located at each end of the escalators and the steel grates in front of the exterior doors are NOT to be driven on under any circumstances.
- Pallet jacks, dollies, road cases, etc., may be used on the carpeted and/or terrazzo surfaces PROVIDED that a protective underlayment such as heavy gauge plastic, cardboard, masonite, contractor carpet, etc., is used to cover and protect the flooring. Note: Dollies and/or road cases may be allowed without the use of a protective underlayment ONLY if the volume of cases is low, and the cases/dollies are equipped with wheels or casters that are in good working order and are of the type and size that will not leave any marks or do any damage to the flooring.



# RIGGING, BOOTH PRODUCTION & HOUSE LIGHTS: LA AUTO SHOW 2018

---

The following outlines the policy for rigging and attaching anything to and from the LACC building attachments and/or structures. The procedures set forth in this policy are mandatory and must be followed. For the purpose of clarification, LACC building structures and mechanical systems shall be referred to as "building attachments".



## USE OF LACC – AUTHORIZED RIGGING CONTRACTOR

---

Show management of each show/event requiring the suspension of anything from LACC building attachments and/or structures must contract an LACC approved rigging contractor for said work. A list of approved rigging contractors can be found on the LACC [website](#). Management shall hire only one (1) approved rigging contractor to handle all facets/areas of the event. The selected rigging contractor shall be referred to as the "Primary Rigging Contractor" for the event. The primary rigging contractor shall plan, coordinate, review engineering specifications, install, supervise, and remove all rigging and suspended items rigged to LACC building attachments in all areas of the event. Exhibitors and/or technical producers that are working with other rigging personnel and wish to keep them involved with their project may do so in a "design and advisory" status only. Once again, only the selected primary rigging contractor is permitted to perform rigging related work on any facet of the event.

Exception: Events having a "general session" production that is located in a completely separate hall or room, in which the sole activity within said hall or room is a general session type production, management may elect to hire a separate LACC approved rigging contractor to be the primary rigging contractor for said production.

In addition to suspended items, the primary rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that

employs the use of self-climbing truss (either motor or hand winch operated). The primary rigging contractor shall also be used for the installation of seismic support cables in which exhibit structures are tied off to LACC building attachments.

## PRIMARY RIGGING CONTRACTOR RESPONSIBILITIES

---

- Plan, coordinate, supervise and install all suspended items in accordance with the parameters and weight/tension limits set forth by LACC. This includes floor mounted and/or supported items that require additional support from building attachments. Weight and/or tension loads applied to LACC building attachments cannot exceed the ratings set forth in this policy. Further, plan, coordinate, supervise and install all truss structures that employ the use of self-climbing truss.
- Assure that installations are accomplished without damage to the building.
- Assure that all rigging is done in a safe and professional manner using only professional rigging methods, and properly trained employees.
- Verify and assure that all lighting truss, equipment and display pieces are designed and engineered by a licensed structural engineer for the intended and actual use in Seismic Zone 4. Light weight banners and display pieces do not require the involvement of a structural engineer as long as said equipment is designed and built in such a fashion as to allow for complete inspection (no hidden connection points), is structurally sound, and is suspended accordingly.
- Inspect and assure that all truss, equipment and/or display pieces are: Assembled properly as engineered, structurally sound, and safe to suspend.
- Inspect all rigging gear, supplies and equipment to assure said gear is in proper and safe working condition.
- Inspect building attachments such as welded hang points to assure they are in good condition and safe to use.
- Assure that all rigging is accomplished in such a manner that no conductive materials can come in contact with electrical buss ducts, or any other electrically energized components.
- Use only rigging supplies and equipment that is industry certified and engineered for the use for which it is intended.
- Coordinate the exhibitor assignment of weight/tension loads to respective building attachments assuring again that no building attachments are overloaded.



- Assure that all lighting truss, equipment and other display pieces are installed and loaded (weight/tension) according to the engineered specifications.
  - Raise and lower all equipment into place applying proper rigging principles at all times.
  - The rigging contractor is responsible for assuring the safety and mechanical/structural integrity of the entire truss system, related equipment and associated rigging. In addition to suspended items, the rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that employs the use of self-climbing truss (either motor or hand winch operated). Riggers are expected to use truss and hoists from a recognized manufacturer and adhering to the allowable load tables developed by a third party structural engineer for the truss and the manufacturers recommended use and load limits for the chain hoist. A rigging plot (drawing) must be provided to the rigging contractor that states the maximum weight, in pounds, at each hang point. It is highly recommended that all parties (lighting, audio, video, scenic, etc) provide the rigging contractor with respective loads so that all loading can be calculated into the design.
  - Only the rigging contractor is allowed to raise and lower suspended projects and truss systems in the exhibit halls. Once the rigging contractor has suspended the lighting, truss, equipment, or display pieces, no changes may be made to the weight distribution without the approval of the rigging contractor (i.e., adding or moving equipment). The rigging contractor shall be onsite, and be prepared to install, weight measuring devices (Dyno's) where requested by the LACC.
- no slack exists and that the load would not slide down the beam overloading other points of attachment in the event of point failure. Great care must be taken when installing the safety cables around the beams to minimize wear on the fireguard (flame proofing material).
- There are two fixed points located on each purlin beam. The maximum allowable load for each purlin beam is as follows:
    - (a) The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs. Either of the two fixed points can be loaded up to 800 pounds, or a combination of load at each point; however, the sum of the load on the two respective points cannot exceed 800 lbs.
    - (b) The maximum allowable tension load that can be applied perpendicular ("out of plane") with any purlin beam is 100 lbs. The maximum angle for horizontal loading any purlin beam is 45.
    - (c) Purlin beams must be wrapped and padded with burlap or other material to protect the beam and the wire rope.
  - With the exception of bridled loads exceeding 1000 lbs, or by special consideration, only ½ ton chain hoists are allowed to be used at LACC.
  - The maximum allowable load to the corrugated ceiling steel is 50 lbs. The minimum distance between any two (2) points of attachment to the corrugated ceiling is five (5) feet. Drilling new holes or enlarging existing holes is not allowed. Rigger must use existing holes as they are.
  - Rigging must be designed and installed in such a fashion that cables or other equipment do not come in contact with other parts or systems of the building such as drywall fascia, lighting fixtures, HVAC ducting, etc.
  - No rigging is allowed from the catwalk railing.

#### **RIGGING GUIDELINES: SOUTH HALL G/H/J/K**

- The only building attachments allowed for use in Halls G - K are the fixed welded hang points (shackle points), the fixed points on the purlin beams (high steel), and the pre-existing holes in the corrugated ceiling.
- The maximum allowable load of each fixed hang point (shackle point) in South Halls G – K is 800 lbs. Other requirements include:
  - (a) Multiple loads on a single hang point shall be added together. The sum of the loads must not equal more than the maximum allowable load of 800 lbs.
  - (b) A properly rated safety cable must be installed around a structural beam to facilitate a "mechanical safety" for safeguarding against point failure. Said cable is to be installed in accordance with professional rigging methods assuring that

#### **RIGGING GUIDELINES: WEST HALL A/B**

- The only building attachments allowed for use in Halls A and B are the purlin beams (high steel), the unistrut channel, the fixed hang points in the freight area of Hall A, and certain sections of the "T"-bar ceiling in the perimeter soffit.
- The maximum allowable load for each purlin beam that is span between two bracing trusses is as follows:
  - (a) The maximum allowable load that can be applied vertically (dead hung) to a purlin beam is 800 lbs. The maximum allowable tension load that can be applied perpendicular ("out of plane") with any purlin beam is 100 lbs.



- (b) The maximum angle for horizontal loading any purlin beam is 45°.
- (c) Purlin beams must be wrapped and padded with burlap or other material to protect the beam and the wire rope.
- With the exception of bridled loads exceeding 1000 lbs., or by special consideration, only ½ ton chain hoists are allowed to be used at LACC.
- The maximum allowable load on each of the fixed hang points located in the 25' ceiling area (freight area) of Hall A is 400 lbs. These points can only be loaded vertically (dead hung). No horizontal loading is allowed on the Hall A fixed points.
- The maximum allowable load on the unistrut channel is 45 lbs. vertical load per every five (5) linear feet. NOTE: Unistrut channel is not intended to carry heavy loads.
- The maximum allowable load to be applied to the "T"-bar ceiling in the perimeter soffit is 10 lbs. The only allowable points of attachment are at the intersections in which a permanent structural ceiling support wire is attached. These points can only be loaded vertically (dead hung).
- Rigging must be designed and installed in such a fashion that cables or other equipment do not come in contact with other parts or systems of the building such as drywall fascia, lighting fixtures, HVAC ducting, etc.
- No rigging is allowed from the catwalk railing.

Technology Services at 213.765.4625 or at [www.encore-us.com](http://www.encore-us.com).

- The only building attachments allowed for use in Concourse Hall and Petree Hall are the fixed hang points and the unistrut channel. The air wall track may also be used in Concourse Hall only.
- The maximum allowable load on each of the fixed hang points in Concourse Hall is 500 lbs. These points can only be loaded vertically (no horizontal loading).
- The maximum allowable load on the Concourse Hall air wall tracks is 500 lbs. at 15 foot intervals. Requires use of proper air wall track hangers. Note: Great care must be taken to protect (pad) the finish of the track.
- The maximum allowable load on each of the fixed hang points in Petree Hall is 400 lbs. These points can only be loaded vertically (no horizontal loading).
- The maximum allowable load on the unistrut channel is 45 lbs. vertical load per every five (5) linear feet. NOTE: Unistrut channel is not intended to carry heavy loads.
- No rigging is allowed to the air conditioning vents or the air wall track.
- Rigging must be designed and installed so that a minimum clearance of 24 inches is maintained from every fire sprinkler head.
- Special care must be taken to protect the carpet (flooring).

#### **RIGGING GUIDELINES: KENTIA HALL**

- The only building attachments allowed for use in Kentia Hall are the fixed eyebolts in the ceiling and existing unistrut channel.
- The maximum allowable load for each of the fixed eyebolts is 100 lbs. These points can only be loaded vertically (dead hung). No horizontal loading of the eyebolts is allowed.
- The maximum allowable load for each separate piece of unistrut channel is 45 lbs. vertical load. NOTE: Unistrut channel is not intended to carry heavy loads. No rigging is allowed from the unistrut channel that is mounted directly above, and running parallel to, the electrical buss ducts.

#### **RIGGING GUIDELINES: CONCOURSE HALL & PETREE HALL**

- Any **production (non-exhibit) rigging and attachment activity** in Petree Hall, Concourse Hall and meeting rooms are exclusively provided by the LACC's in-house provider, Encore Event Technologies and subject to the same rules and regulations as outlined above. Please contact Encore

#### **NOTE:**

*Non-exhibit rigging in Petree Hall & Concourse Hall is exclusive provided by Encore Event Technologies, the in-house audio visual partner. Please contact 213.765.4625 for assistance.*





## RIGGING GUIDELINES: LOBBY / CORRIDORS

- The overall intended use of the attachments in the lobbies and corridors is for suspending lightweight banners and signs. The only building attachments allowed for use in the South and West lobbies, and in the public corridors are the fixed eye bolts, the vertical supports of selected guard rails, the structural channel above the ceiling slats, and selected drywall encased beams.
- The maximum allowable load for each of the fixed eyebolts is 50 lbs. These points can only be loaded vertically (dead hung). No horizontal loading of the eyebolts is allowed.
- The maximum allowable load to be placed on the vertical guardrail posts is 25 lbs. per post. The only point of attachment allowed on the post is at the very bottom (near the floor). Special care and materials are to be used to assure that the respective finished surfaces of the building are not damaged or marked.
- The maximum allowable load on the black channel, that supports the finished stainless steel ceiling slats, is 25 lbs. The minimum distance between any two (2) points of attachment is five (5) feet. Special care must be taken to protect the finish of the ceiling slats. No horizontal loading is allowed unless said loading is parallel with the ceiling slats. Maximum angle for horizontal loading is 45 degrees. Riggers are not allowed to attach anything to the ceiling slats themselves.
- The maximum allowable load on selected drywall encased beams is 25 lbs. per point. The minimum distance between any two points is 10 feet. Special care and materials must be used to prevent the finished drywall and related corners from becoming damaged or marked.
- Special care must be taken to protect the flooring in the lobbies and corridors.

- Scissor lifts and other lift equipment are not allowed on the metal service covers located at the top and bottom of the escalators and outside of the lobby doors.

## HOUSE LIGHTING

All lighting truss and hoists should be installed to meet Seismic Zone 4 requirements. When designing the project, all truss, associated equipment, and display pieces must be used as specified. All components of the electrical system must be U.L. or City of Los Angeles Test Lab approved and in good, safe working condition.

- Encore Technology Services is the LACC's exclusive operator of house lighting systems in **Petree Hall, Concourse Hall** and **meeting rooms**. There is no charge to set the house lighting system provided that lighting needs can be accommodated within the Center's pre-set lighting patterns in the designated area(s). In the event customized lighting patterns (focusing adjustments, relamping, re-set, etc) are requested in these areas, Encore Event Technologies prevailing labor rates apply. Please contact Encore Technology Services at 213.765.4625 or at [www.encore-us.com](http://www.encore-us.com).
- Use of **South Hall, West Hall** or **Kentia Hall** includes standard pre-set overhead lighting at no charge. Customized house lighting patterns above and beyond standard pre-set overhead lighting are accommodated by the event's electrical/utility contractor at prevailing labor rates.



# TEMPORARY STRUCTURES: LA AUTO SHOW 2018

All structures and related sub-assemblies must be designed, assembled, and configured so that the entire temporary structure project and all related components are structurally sound and seismically stable. Furthermore, all said structures must be designed and built as per all applicable national, state, and local building and fire codes in seismic zone #4.

Licensee and Licensee's designated general service contractor are responsible for assuring that temporary structures are designed and built with the highest structural integrity according building code to safeguard the facility and personnel.

## TEMPORARY STRUCTURE CRITERIA

Temporary structures and exhibits with any of the following elements is required to have a wet-stamped, engineered plan (see next section for detailed requirements) and is subject the requirements of this guideline. These structures involve the review/approval by (a) City of LA Building Safety Department AND (b) the LACC Fire Marshal.

- 2-story structures
- Platforms and stages exceeding 30 inches in height above the floor intended to carry live load, or stair/steps exceeding 48 inches in height above the floor intended to carry live loads.
- Expansive (20' or more) 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures
- Structures that exceed 12 feet in height or stairs/steps over 30 inches tall constructed in an **exterior area** of the venue.

## DESIGN PLAN REQUIREMENTS

Design plans drawn to scale at a minimum size of 11"x17" are to be sent (email or mail) to your Event Manager at the Los Angeles Convention Center with the following no later than two (2) weeks prior to move-in.

- Event name and dates;
- Exhibitor name and booth # (or location);
- Floor plan noting location of the structure
- Inclusion of all required architectural and structural details in order to be reviewed and approved by licensed Structural or Civil Engineer registered in the United States
- Engineer's original "wet stamp", signature, and current date of license expiration;
- Perspective/isometric drawings as necessary to best define the project

Please note that the LACC Fire Marshal will not review any temporary structure plans without an engineer's wet-stamp.

## SUBMISSION PROCESS

**STEP (1).** Begin the temporary structure review process accessing the online application [HERE](#) and completing the necessary information.

**STEP (2).** Submit engineered plans, floor plan and concept designs to [eventservices@lacclink.com](mailto:eventservices@lacclink.com).

**TEMPORARY STRUCTURE DESIGN PLAN  
FOR THE 2018 LA AUTO SHOW IS DUE:  
FRIDAY, NOVEMBER 9, 2018 @ 5:00PM**

## INSPECTIONS

Final approval of temporary structures is contingent on the onsite inspection conducted by the City of Los Angeles Building & Safety Department and the LACC Fire Marshal. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, Licensee or exhibitor are solely responsible for making the respective corrections prior to show open.

## GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit [www.ladbs.org](http://www.ladbs.org) for complete information.

- **Staging.** Live load rating of the stage, platform, or 2<sup>nd</sup> story deck. The code requires a **minimum** rating of 125 lbs. per sq. ft.
- **Stairs.** Stair detail showing the rise and tread depth of each stairway. The code requires the **maximum** rise (measurement from the top of one step to the top of the next step) to be 7 inches. The code requires the minimum tread depth (measurement of tread from front to back, or heel to toe), to be 11 inches along any portion of the step(s). Spiral stairways are not allowed at the LACC.

The minimum width (clearance) for stairways is 36 inches. Handrails that protrude into the stairway must be considered when determining clearance. The clearance must be measured from the edge of the handrail to the opposing handrail/guard rail.

- **Guard Rails.** Guard railing detail showing height of railing and the internal make up (construction) of the railing. The code requires the guard railing to be a minimum 42 inches high on platforms, decks, stairways, and stair landings. The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller than 30 inches to have a handrail installed at a height of 34 to 38 inches above the step(s).
- **Towers and Narrow Walls.** For proper seismic stability, the height to base ratio in each direction (width and depth) should be a maximum of 3 to 1 respectively. If a wall or tower is 15 feet high, the base dimensions



should be at least 5 feet wide and 5 feet deep. Towers or walls designed to have a greater ratio than 3 to 1 can be seismically secured by installing seismic support cables from the top of the structure to rigging points in the ceiling (where available), or by possibly adding weight to the base and lowering the center of gravity.

- **Covered Structures.** Exhibits containing structures that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an automatic fire sprinkler system. The allowable amount of covered area in LACC meeting rooms may be substantially less than 750 sq. ft. Please refer to the facility's Covered Areas guidelines for more information.
- **Door Handles.** All door handles must be a lever type handle to accommodate those with disabilities. The old cylindrical type of handle (door knob) is no longer approved.
- **Maximum Occupancy – Exhibit Floor Level.** Rooms and/or spaces created within an exhibit that have only one exit path from the room or space are limited to a maximum occupancy of 49 persons. All spaces designed for occupancy greater than 49 persons must have at least two (2) exits located at opposite ends of the room/space. Note: Depending on conditions and design, the Fire Marshal may require a 2<sup>nd</sup> exit with occupancy of less than 49 persons.
- **Maximum Occupancy – Elevated Decks.** Two (2) story structures that have only one (1) stairway accessing the 2<sup>nd</sup> level are limited to a maximum occupancy of nine (9) persons. To achieve a greater occupancy than nine (9) persons, two (2) "separate" stairways that access the 2<sup>nd</sup> level from two (2) opposing sides must be provided. The concept here is to create another form of exiting from the 2<sup>nd</sup> level in the event one (1) exit becomes blocked.
- **Corridors.** The maximum length for any corridor or series of corridors allowing only one way in and out (dead-end) is 20 feet. To further clarify, the distance a person must travel from the end of a corridor or narrow pathway (dead-end) to an open space containing an exit cannot exceed 20 feet. Corridors longer than 20 feet must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20 foot corridor may require a 2<sup>nd</sup> exit within the room/space. Exhibitors planning the use of corridors are urged to send renderings and drawings of their proposed plan while in the concept design phase to assure that said design will be approved.
- **Exit Plan.** Exhibits that are 400 sq. ft. or larger must submit an "exit plan" for the Fire Marshal's review and approval. Drawings shall be represented in "plan view" and shall contain arrows that denote all of the paths in & out of the booth space or LACC meeting room space. The exit plan shall also show the respective dimensions (clearances) of doors, corridors, and other

pathway structures that limit the exit path. Dimensions must be in feet and inches.

- **Recessed Exit Doors.** Exit doors must swing open in the direction of traffic exiting the exhibit. Exit doors shall remain unlocked during all show hours, and during all times in which people are in the respective booth. Exit doors cannot swing open (protrude) into any egress aisle designated by the Fire Department. Exit doors that must lead to the egress aisles must be recessed so that exiting into the aisle is accomplished while preventing the door from physically swinging into the fire aisle.
- **Stair and Turntable Delineation.** The front edge of the first and last step in a series of stairs must be delineated with a contrasting color to indicate the beginning and end of each respective stairway. Where landings are used, the stairway on each side of the landing (above & below) must be delineated. Regarding turntables or other approved moving floor structures, the entire surface of any moving turntable must be in contrast to the finish of the surrounding (stationary) floor to clearly delineate the moving element. Delineation may be done by means of color, texture, material, etc., as long as an acceptable contrast and delineation is accomplished.
- **Fire Alarm & Suppression Devices.** Exhibitors with booth spaces containing any LACC fire related alarm or suppression device(s) such as: pull alarms; fire bells; fire hose cabinets or reels; fire extinguishers; sprinkler heads; fire sprinkler shut-off valves; etc., must design their exhibit in such a manner that does not impede or limit the operation, and/or access to said devices. Exhibitors are encouraged to check with the general service contractor to determine if fire related devices are located within their booth space. Further, all signage associated with said devices and/or any of the building's permanent "EXIT" signs must be visible to the public from various vantage points as intended. Exhibitors can seek approval, via written request, to cover exiting signs with temporary supplemental signage that accomplish the intended purpose of the original sign(s). Request must include renderings/drawings and related details of the proposed project. Exhibitors are responsible for creating and installing all approved temporary supplemental signage.



## MEETING ROOM USE SET-UP REQUIREMENTS

When assigned a meeting room for use during the 2018 LA Auto Show, the Los Angeles Convention Center will provide the following:

- Initial room set-up (equipment subject to availability)
- Linen & skirting
- HVAC (heat/air) over November 27-December 9, 2018
- Housekeeping (when LACC sets the room)

**NOTE:** Rooms furnished by GES or another vendor must order cleaning services for the show cleaning contractor.

### COMPANY INFORMATION

Please complete the following.

Company Name

Onsite Contact Person

Contact Mobile #

Contact E-mail

### BILLABLE SERVICES

Upon your request, the following services are billable. Please complete attached credit card authorization.

- HVAC (heat/air) outside of November 27-December 9, 2018 is \$80.00/hour, per meeting room section.
- Recore of meeting room lock (includes 4 keys) at \$75.00/meeting room section.
- Housekeeping services for excessive trash or post show cleaning.
- Lost key fee is \$50.00/standard key and \$150.00/prox key card.
- Damages are billed at actual material and labor cost to repair.

#### IMPORTANT NOTE ON RECORDED ROOMS

Please note that LACC staff will not enter any locked recorded meeting room under any circumstances. We highly recommend scheduling services (catering, trash, cleaning, room refresh, equipment delivery) when your meeting room is occupied.

### OTHER SERVICES

Catering [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com) | 213.765.4469  
AV <https://ordering.ges.com/022600357/AudioVisual> | 800.801.7648  
Internet/Telecom [rbridges@smartcity.com](mailto:rbridges@smartcity.com) | 213.765.4647

## MEETING ROOM #1

Room #	Function	Attendance

#### SET-UP REQUIREMENTS:

How would you like room set? \_\_\_\_\_

Other: \_\_\_\_\_

Set same as 2017: \_\_\_\_\_

KEYS NEEDED? YES QTY: \_\_\_\_\_

Name of Person Authorized to Pick-up Keys

#### HVAC SERVICE REQUESTED OUTSIDE OF NOVEMBER 27-DECEMBER 9, 2018

DATE(S)	HOUR(S)

## MEETING ROOM #2

Room #	Function	Attendance

#### SET-UP REQUIREMENTS:

How would you like room set? \_\_\_\_\_

Other: \_\_\_\_\_

Set same as 2017: \_\_\_\_\_

KEYS NEEDED? YES QTY: \_\_\_\_\_

Name of Person Authorized to Pick-up Keys

#### HVAC SERVICE REQUESTED OUTSIDE OF NOVEMBER 27-DECEMBER 9, 2018

DATE(S)	HOUR(S)

For LACC use only:

☐ Floor Plan ☐ Payment ☐ Keys ☐ eBMS



## MOVING VEHICLES: AUTOMOBILITY LA 2018

---

These guidelines apply to the Los Angeles Auto Show and AutoMobility LA 2018 only. These guidelines are to ensure that attendees are safeguarded accidental incidents resulting from moving vehicles or other displays that may come in contact with the general public.

It is the exhibitor's responsibility to design press productions and related elements in a manner that assures attendee safety. Exhibitors requesting to have moving vehicles during their press event must submit production designs to the Fire Marshal and Event Services for review and approval. Please note that moving vehicles are only allowed during the official AutoMobility LA 2018 dates.

Methods offering acceptable levels of protection include the following. In all cases, vehicles must be operated by professional drivers or by personnel employed by the exhibiting company. All drivers must be well versed and skilled in the proper and safe operation of the specific vehicle being driven.

- Physical barriers and restraints
- Direction of vehicle travel
- Distance (separation)

**Physical Barriers and Restraints.** This method is defined as any creative solution in which a physical barrier or mechanical restraint is deployed in such a manner that prevents the vehicle from traveling beyond the designated boundaries of the barrier or restraint. Examples of physical barriers and restraints include; wall or barrier structures, voids in which wheels would fall into, tethers, etc. Note: The type of materials used, the construction thereof, and the manner physical barriers and restraints are installed within the booth must result in a barrier or restraint that is substantial enough to adequately stop the vehicle from traveling beyond the approved limit. Barriers/restraints deemed as inadequate to limit vehicle travel will not be approved. Note: Attendees may be positioned within five (5) feet of the designated limit of an approved barrier or restraint system. Direction of vehicle is not a consideration.

**Direction of Vehicle.** The need for barriers and restraints can be reduced or eliminated by arranging the direction of vehicle travel in a direction that is away from the attendees. Criteria for this option include; staging attendees at least 10 feet perpendicular to the established path of travel, and hiring a Fire Inspector to be present to supervise the activity. Note: depending on conditions, Fire Inspector may require greater distance between attendees and travel path, and may require Fire Inspector supervision for rehearsals as well.

**Distance (Separation).** The need for barriers and restraints can be greatly reduced by creating 25 feet of space (separation) between the attendees and the designated limit of vehicle travel. Press reveals designed with 25 feet of separation require only small barriers to be placed in the path of the vehicle (if vehicle is to travel toward attendees) and Fire Inspector supervision.

A fee applies for Fire Inspector supervision at each activated event showcasing moving vehicles. Please contact the LACC Fire Marshal at 213.741.1151 to schedule staffing no later than seven (7) business days prior to the start of the press event. Please note that Fire Marshall staffing not ordered by this date, may result in respective options of protection no longer be considered and solutions would be limited to physical barriers and restraints.

Send requests for moving vehicles along with drawings and respective details to:

Frank Keefer, Event Manager – [fkeefer@lacclink.com](mailto:fkeefer@lacclink.com)  
Clinton Pruiet, Fire Marshal – [clinton.pruet@lacity.org](mailto:clinton.pruet@lacity.org)  
Lane Bensko, LA Auto Show – [lane@LAautoshow.com](mailto:lane@LAautoshow.com)

For questions and/or more information on press reveals involving moving vehicles, please contact Event Services at 213.765.4656.



## LASERS / FOGGERS: LA AUTO SHOW 2018

Use of lasers or fog/haze machines in the Los Angeles Convention Center must be approved by the Fire Marshal. Requests must be in writing and must adhere to the information enumerated below. Guidelines for using the respective equipment at the LACC are listed below.

### FOG & HAZE MACHINES

Please provide the following to your Event Manager:

- A written scope of the project detailing the desired effect, the level of effect
- (heavy, moderate, light), and the proposed dates, times, and duration of each period of operation (performance).
- Drawings showing placement of machines and the areas targeted for effect.
- Quantity of machines and type (model) of machines.
- Name of fogging agent (liquid/chemical/gas) and description of the holding container. (For example: 1-gallon bottle of Roscoe DF-50, 100 lbs. canister of liquid Nitrogen, etc.).
- A Material Safety Data Sheet (MSDS) for the fogging agent and/or any other liquid or gas that will be used.

LAFD requires that a test be performed to ensure the level of fog created will not affect the building's fire/smoke detection system. Arrangements must be made at least 48 hours in advance to schedule a test. Projects found to affect the fire/smoke detection system may be approved depending on circumstances, overall effect on the system, and the exhibitor's ability to meet conditions outlined by the Fire Marshal.

Projects affecting the system that are approved will be subject to LACC labor charges to repair or adjust the fire/smoke detection system, and related charges for hiring a Fire Marshal to monitor the project.

Foggers/hazers must use fogging agents that are non-toxic and present no harmful effects. Fogging agents and the respective use thereof shall be such that no oily residue is deposited on carpet or other walking surfaces that could potentially cause slip & fall hazards, or be deposited on any of the surfaces of the building.

If pressurized containers/vessels are approved for use, containers must be protected from physical damage and secured from falling or overturning. The quantity of containers allowed in the exhibit hall or meeting room shall be determined by the Fire Marshal, which are generally no more than one day's use. Additional containers must be stored outside of the facility in a designated area.

Show management must make arrangements with the freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Show management is responsible for operating all foggers/hazers in accordance with all Federal, State, and local

laws and codes, along with the manufacture's specifications, within the parameters of the Fire Marshal's approval as well as the requirements set forth in this document.

### LASERS

Please provide the following to your Event Manager:

- A written scope of the project describing the desired effect, level of effect, dates/times and duration of each period of operation (performance), drawings indicating the placement (location) of lasers, mirrors and the entire path and target area of the beams.
- Quantity of machines and type (model) of machines.
- Electrical service required for each machine (volts, amps, and phase).
- Method of cooling (self-cooling, water cooled, Nitrogen cooled, etc.).
- Name of any liquid/chemical/gas proposed for use, description of the container it comes in, and the respective Material Safety Data Sheets (MSDS).
- Name of company and person(s) certified to operate the laser(s), as well as a copy of their FDA Laser Operation Certificate.

LAFD requires that a demonstration be conducted to evaluate the laser production prior to the opening of the show. Arrangements must be made at least 48 hours in advance to schedule a demo. Lasers, mirrors and other related equipment must be placed in approved locations and targeted in such a manner that prevents the laser beams from coming in contact with any personnel. Lasers are prohibited from targeting any area in which persons may be present such as LACC catwalks, meeting rooms, elevated platforms, etc.

Lasers requiring large volumes of water for cooling may be required to use a recirculation system to conserve water.

Once again, if pressurized containers/vessels are approved for use, containers must be protected from physical damage and secured from falling or overturning. The quantity of containers allowed in the exhibit hall or meeting room shall be determined by the Fire Inspector, which generally exceeds no more than one (1) day's use. Additional containers must be stored outside of the facility in a designated area.

Show management must make arrangements with the Freight contractor for storage and delivery of containers. Deliveries must be made during NON-show hours.

Show management are responsible for operating lasers; in accordance with all Federal, State, and local laws & codes, along with the manufacture's specifications, within the parameters of the Fire Inspector's approval as well as the requirements set forth in this document.

For additional information, please contact:

LACC Event Services  
Tel: 213.765.4656 / E-mail: [eventservices@lacclink.com](mailto:eventservices@lacclink.com)



## INDUSTRIAL LIQUID & CHEMICAL MSDS: LA AUTO SHOW 2018

The LAFD and the LACC require that the delivery, handling, and removal of all industrial liquids or chemicals be accompanied in a proper and safe manner, and that a Material Safety Data Sheet (MSDS) be submitted for any industrial liquids or chemicals that are brought into the LACC. All containers must have permanent labeling from the manufacturer identifying the name, and related information of the industrial liquid or chemical, along with the show management and/or exhibitor complete contact information. Show management must notify exhibitors to keep a copy of the MSDS in their booth.

One of the primary reasons for submitting the forms and keeping a copy in the booth is to have instant "accurate information" regarding the necessary steps for treatment in the event that persons come in contact with the respective liquid or chemical (i.e. inhalation, splashed into eyes, face, or other parts of the body, etc.). Furthermore, in the event of a spill, fire, etc., the responding personnel must know immediately what liquids or chemicals are involved.

Liquids and/or chemicals that can cause harm or injury to personnel and/or the building from exposure thereto (classified as "Hazardous") are NOT allowed at the LACC. In addition, liquids and/or chemicals that are flammable are NOT allowed within any of the exhibit halls or interior spaces of the LACC without written approval from the Fire Marshal. Under certain controlled and approved conditions, the Fire Marshal may allow small quantities of a flammable liquid to be used in the exhibit hall. Permit cost and LAFD staffing may apply.

For additional information, please contact the LACC Fire Marshal at 213.763.6954 or Event Services at 213.765.4444.

**If using more than two different types of liquids/chemicals, please use another sheet to list the additional liquids/chemicals.**

Please complete the Industrial & Chemical MSDS information below and email to [eventservices@lacclink.com](mailto:eventservices@lacclink.com) no later than thirty (30) days prior to move-in.

SHOW NAME

EXHIBITING COMPANY

BOOTH #

ONSITE CONTACT *(Responsible for use of liquid/chemical)*

CONTACT EMAIL

CONTACT CELL #

NAME OF LIQUID OR CHEMICAL (A):

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF MSDS ATTACHED? ☐ YES ☐ NO

NAME OF LIQUID OR CHEMICAL (B):

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF MSDS ATTACHED? ☐ YES ☐ NO



**Move-In Days | November 16 – 26**  
**AutoMobility LA | November 27 – 29**  
**Public Show | November 30 – December 9**  
**Move-Out Days | December 10 – 13**

LA Auto Show exhibitors may order parking passes in advance valid for November 16-December 13, 2018. Parking is unreserved and availability is on a first come, first serve basis. No overnight parking is allowed. No refunds, credits or replacements for unused or lost parking passes.

**SHOW DAY PASSES DEADLINE:**  
**NOVEMBER 1, 2018**

**MOVE-IN / MOVE-OUT DAY PASSES DEADLINE:**  
**NOVEMBER 29, 2018**

After the deadline date, passes will be offered based on availability. There is no guarantee that exhibitor parking passes will be available for sale after the deadline date.

**EXHIBITOR INFORMATION**

**COMPANY:** \_\_\_\_\_  
**BOOTH #:** \_\_\_\_\_  
**CONTACT:** \_\_\_\_\_  
**PHONE#:** \_\_\_\_\_  
**EMAIL:** \_\_\_\_\_

**MAIL OR PICK-UP**

Please complete for passes to be mailed. A minimum 2-week notice is required and \$10.00 mailing fee will be added to total amount due.

**ADDRESS:** \_\_\_\_\_  
**CITY:** \_\_\_\_\_  
**STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

I will pick up parking passes on site on \_\_\_\_\_ (date).

**RATES & FEES**

**SINGLE-USE DAILY PASS**

One-time use at entry – no in/out access

	Move-in/ Move-out Days	Show Days
West or South Hall Garage	\$20.00	\$25.00
Venice Garage	\$15.00	\$20.00

**GARAGE PASS**

Allows in/out access every (2) hours

	Move-in/ Move-out Days	Show Days
West or South Hall Garage	\$40.00	\$50.00
Venice Garage	\$30.00	\$40.00

**FEES**

Service Fee (\$500.00 max):	\$2.00 / pass
Mailing Fee (2 weeks advance required):	\$10.00

**ORDER: SINGLE-USE DAILY PASS**

Passes will be good on any single day within move-in/move-out dates OR show dates as ordered. Each pass is valid for a single garage entry.

**WEST HALL OR SOUTH HALL GARAGE**

Qty	Select Days & Price	Cost

**VENICE GARAGE**

Qty	Select Days & Price	Cost

**ORDER: GARAGE PASS**

Passes are date specific and only valid over dates requested.

(\*) COST: # passes x pass price x # of days

**WEST HALL / SOUTH HALL GARAGE (MOVE-IN/MOVE-OUT)**

Qty	Start Date	End Date	# Days	Select Pass Price	Cost (*)

**WEST HALL OR SOUTH HALL GARAGE (SHOW DAYS)**

Qty	Start Date	End Date	# Days	Select Pass Price	Cost (*)

**VENICE GARAGE (MOVE-IN/MOVE-OUT DAYS)**

Qty	Start Date	End Date	# Days	Select Pass Price	Cost (*)

**VENICE GARAGE (SHOW DAYS)**

Qty	Start Date	End Date	# Days	Select Pass Price	Cost (*)

QTY x  per pass:

**TOTAL AMOUNT DUE:**

**PAYMENT**

Credit Card

Please complete attached form & return to [eventservices@lacclink.com](mailto:eventservices@lacclink.com)

Company Check

1201 S. Figueroa, Los Angeles, CA 90015 / Attn: Event Services



## CREDIT CARD AUTHORIZATION / WIRE TRANSFER

**PLEASE NOTE:**  
**ALL CREDIT CARD TRANSACTIONS WILL BE ASSESSED A 4% PROCESSING FEE**

### EVENT INFORMATION

*Please check what payment is for.*

☐ Rent ☐ Ancillary Charges

☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Licensee/Event Name

\_\_\_\_\_  
Event Date(s)

\_\_\_\_\_  
Event #

### CREDIT CARD INFORMATION

*Please check one.*

☐ American Express ☐ MasterCard

☐ Visa ☐ Discover

\_\_\_\_\_  
Amount of Charge

\_\_\_\_\_  
Credit Card Account #

\_\_\_\_\_  
Expiration Date

\_\_\_\_\_  
SEC Code

### BILLING INFORMATION

\_\_\_\_\_  
Card Holder's Name

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### WIRE TRANSFERS

*Alternatively, payment may be sent via wire transfer:*

- **Bank:** Bank of America
- **Account #:** 1453617494
- **ABA/Routing Number:** 026009593
- **Swift Address:** BOFAUS3N
- **Account Name:** AEG Management LACC, LLC

**PLEASE COMPLETE AND RETURN  
TO EVENT SERVICES AT  
[eventservices@lacclink.com](mailto:eventservices@lacclink.com)  
OR CALL  
213.765.4656  
FOR ASSISTANCE**



## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

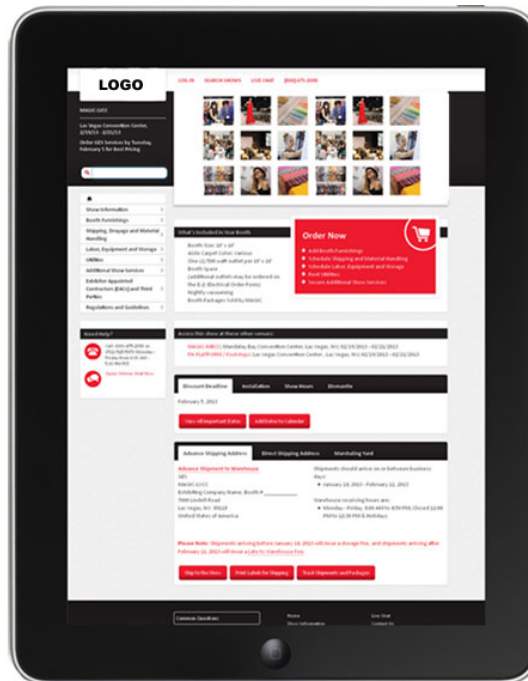
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/022600357/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process





# Show Information

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

\*The Garage Hall must be show ready by or before 7:00AM on Wednesday, November 28th, 2018.

\*\*Doors will open to AutoMobility LA attendees on Wednesday, November 28th, 2018 at 8:00AM.

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022600357/contactus/esm>

## Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

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

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

## Show Information

HALL IS CARPETED

## Discount Deadline Date

Tuesday, October 30 GES orders must be received with payment by this date.

## Exhibitor Move In - Kentia Hall Only

Saturday,	November 24	Gain Access to Kentia
Sunday,	November 25	Big Rig Early Move-In , by appt only, please call Kenny Cruz
Monday,	November 26	8:00 AM - 5:00 PM
Tuesday,	November 27	8:00 AM - 5:00 PM
Wednesday,	November 28	Must be show ready by 7:00 AM

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

## Show Hours

Friday,	November 30	9:00 AM - 10:00 PM	Show Hours
Saturday,	December 1	8:00 AM - 9:00 AM	Early Bird Ticket Access – All Halls
		9:00 AM - 10:00 PM	Show Hours
Sunday,	December 2	8:00 AM - 9:00 AM	Early Bird Ticket Access – All Halls
		9:00 AM - 10:00 PM	Show Hours
Monday,	December 3	10:00 AM - 9:00 PM	Show Hours
Tuesday,	December 4	10:00 AM - 9:00 PM	Show Hours
Wednesday,	December 5	10:00 AM - 9:00 PM	Show Hours
Thursday,	December 6	10:00 AM - 9:00 PM	Show Hours
Friday,	December 7	9:00 AM - 10:00 PM	Show Hours
Saturday,	December 8	8:00 AM - 9:00 AM	Early Bird Ticket Access - All Halls
		9:00 AM - 10:00 PM	Show Hours
Sunday,	December 9	8:00 AM - 9:00 AM	Early Bird Ticket Access - All Halls
		9:00 AM - 7:00 PM	Show Hours

## Move Out - Kentia Hall Only

Sunday,	December 9	8:00 PM - 11:00 PM	Vehicle Move-Out Begins approximately 7:30 PM
Monday,	December 10	8:00 AM - 4:00 PM	

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

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





### Carrier Check-in Post-Show

Monday, December 10 8:00 AM Carriers post-show must be checked-in by this time.

### Facility Clear

Monday, December 10 5:00 PM All exhibitor materials must be removed.

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

#### Advance Shipments to Warehouse:

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

#### Shipments should arrive on or between:

October 16 - November 14, 2018  
Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

#### Direct Shipments to Show Site:

c/o GES  
The Garage  
(Your Company Name & Booth Number)  
Los Angeles Convention Center  
1201 South Figueroa Street  
Los Angeles, CA 90015  
USA

#### Shipments should arrive on:

November 24, 2018, 8:00 AM - 5:00 PM Gain Access to Kentia  
November 25, 2018, 8:00 AM - 5:00 PM Big Rig Early Move-In ,  
by appt only, please call Kenny Cruz  
November 26, 2018, 8:00 AM - 5:00 PM  
November 27, 2018, 8:00 AM - 5:00 PM  
November 28, 2018, 12:00 PM - 12:00 PM Must be show ready  
by 7:00 AM

G-1 101618 110618 022600357



# General Information

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

## What is an Official Service Provider?

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

## GES Show Services

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

## Work Zone



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

## How Can I Order My Show Services?



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

- Go to <https://e.ges.com/022600357/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/022600357/contactus/esm>

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

## Exhibitor Services

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

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





# Tips for New Exhibitors

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of October 30, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022600357/esm>

## Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/022600357/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 300 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/022600357/shippinghandling/esm>

## Dot Your I's and Cross Your T's

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

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

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

## Bank ACH/wire transfer payment information

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

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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





## No Tipping

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/022600357/carpet/esm>

## Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/022600357/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/022600357/LaborandEquipment/esm>

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





# Payment and Credit Card Charge Authorization

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

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

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/022600357/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
---	---	--

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

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

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

Cardholder Name - Please Print

Billing Address

City	State	Zip/Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express

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

Please  
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check  
Payment

Total Credit  
Card Payment

MM/DD/YY

Check Dated

\$
\$

## Review and Return

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

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





## Domestic Third Party Billing Request

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

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

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address	City	State	Zip/Country
----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Please Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date \_\_\_\_\_

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

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Audio Visual      ☐ Electrical Outlets      ☐ Electrical Labor      ☐ Exhibit Systems      ☐ GES Logistics      ☐ I & D Labor  
☐ Forklift Labor      ☐ Material Handling      ☐ Plumbing      ☐ Rental Carpet      ☐ Rental Furniture      ☐ Signs  
☐ Other (*Please Specify*)

### Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

Third Party Company Address	City	State	Zip/Country
-----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

#### Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

Expiration Date

☐ MasterCard
 ☐ Corporate Card  
☐ VISA
 ☐ Personal Card  
☐ American Express

**Please  
Sign**

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date \_\_\_\_\_

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

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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





## International Third Party Billing Request

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

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

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address	City	State	Zip/Country
----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Account Number

Expiration Date

☐ MasterCard
 ☐ Corporate Card  
☐ VISA
 ☐ Personal Card  
☐ American Express

[illegible]

MM/YY

**Please  
Sign**

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date \_\_\_\_\_

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

## Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services", please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if Third Party is not to be invoiced for all services.

☐ Audio Visual      ☐ Electrical Outlets      ☐ Electrical Labor      ☐ Exhibit Systems      ☐ GES Logistics      ☐ I & D Labor  
☐ Forklift Labor      ☐ Material Handling      ☐ Plumbing      ☐ Rental Carpet      ☐ Rental Furniture      ☐ Signs  
☐ Other (*Please Specify*)

### Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

Third Party Company Address	City	State	Zip/Country
-----------------------------	------	-------	-------------

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

#### Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print \_\_\_\_\_

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

Expiration Date

☐ MasterCard
 ☐ Corporate Card  
☐ VISA
 ☐ Personal Card  
☐ American Express

[illegible]

MM/YY

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date \_\_\_\_\_

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

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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





# Carpet

## Standard

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

Includes:

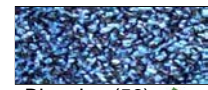
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

## Plush

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

Includes:

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



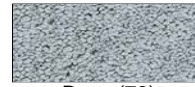
Cement (70)



Charcoal (71)



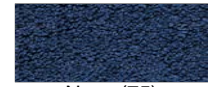
Cobalt (72)



Dove (73)



Lava Rock (74)



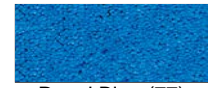
Navy (75)



Onyx (76)



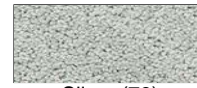
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Ultra Plush

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

Includes:

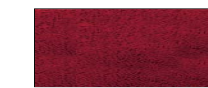
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

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



# Carpet Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

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

## Carpet

### Standard Color Options

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



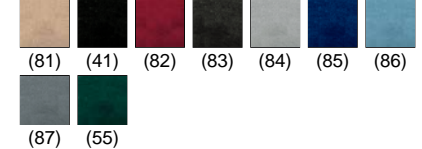
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		174.00	261.75		\$
5002	Pre-Cut Standard Carpet 10'x20'		344.00	515.75		\$
5003	Pre-Cut Standard Carpet 10'x30'		529.00	793.75		\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		3.33	5.00		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.63	6.95		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.60	8.45		\$
Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.85	2.78		\$	
Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.93	1.40		9.5	\$

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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





# Exhibitor's Own Floor Coverings Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Exhibitors may have their own floor coverings installed when pre-shipped specially marked to the GES warehouse, 5560 Katella Ave, Cypress, CA 90630, to be received on or before Wednesday, Nov 14, 2018.
- The charge for carpet installation and removal must be pre-paid. Exhibitors will be charged the normal warehouse Material Handling Rate for the carpet. Pre-shipped carpet will be installed before scheduled check-in time. If requested, padding and/or visqueen can be installed as well.
- Use provided labels when shipping floor coverings.
- All shipments must be prepaid. Collect shipments will not be accepted.
- Independent contractors are not allowed into the exhibit hall to install carpet in advance of regular set-up date. If exhibitors wish to have their carpet installed prior to delivery of display materials, they must follow the rules and procedures outlined on this form. GES is the only contractor allowed to install carpet prior to official set-up. All materials used in the installation of exhibitor's carpet are chargeable at regular prices. If you are shipping your floor covering to the exhibit site, please load and label so floor covering is off-loaded first. GES is responsible for the removal of all booth carpet.
- Enjoy a fast and easy ordering experience online with Expresso: <http://e.ges.com/022600357/floorcovering/esm>

## Step 1. Order Services for Exhibitor's Own Floor Covering

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
500002	Carpet & Floor Tiles Installed & Removed	0.45	0.51		\$
500001	Carpet Installed & Removed	0.45	0.51		\$
500003	Carpet Padding Installed & Removed	0.19	0.26		\$
500006	Carpet Padding Removal Only	0.06	0.06		\$
500005	Carpet Removal Only	0.22	0.29		\$
500004	Visqueen Installed & Removed	0.19	0.19		\$

## Step 2. Please Indicate Shipping and Supervision

### Shipping Information

Carrier: \_\_\_\_\_ Date Shipped: \_\_\_\_\_  
Pro Number: \_\_\_\_\_ Estimated Arrival Date: \_\_\_\_\_  
Piece Count: \_\_\_\_\_ Weight: \_\_\_\_\_ lbs.

Destination: ☐ Warehouse ☐ Exhibit Site

### I am Shipping:

☐ Carpet Rolls: Qty. \_\_\_\_\_ Color \_\_\_\_\_ ☐ Carpet Tiles: Qty. \_\_\_\_\_ Color \_\_\_\_\_  
☐ Floor Tiles: Non-adhesive backing only Color \_\_\_\_\_ ☐ Carpet Padding ☐ Visqueen

Booth Size: \_\_\_\_\_ Width X \_\_\_\_\_ Length = \_\_\_\_\_ = \_\_\_\_\_

Supervisor: ☐ Exhibitor \_\_\_\_\_ ☐ GES \_\_\_\_\_

### Installation Instructions:

Electrical Cords ☐ go under carpet ☐ do NOT go under carpet  
Diagram Included ☐ Yes ☐ No

Additional Instructions: \_\_\_\_\_

Form Continues on Next Page





# Exhibitor's Own Floor Coverings Order Form

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

Company Name

Email

Phone Number

## Step 3. Schedule Floor Covering Installation and Removal

Carpet Installation: November 24, 2018 -

Carpet Dismantle: December 9, 2018 - Please visit <https://e.ges.com/022600357/dates/esm> for complete timeline.

### Installation

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

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

### Removal

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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



# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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



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

## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



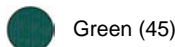
Black (41)



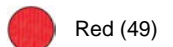
Blue (42)



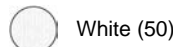
Gray (40)



Green (45)



Red (49)



White (50)

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



# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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



# Furniture and Accessories Order Form

Page 1 of 3

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/022600357/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	68.00	102.50		\$
300052	Padded Chair	87.50	131.25		\$
300053	Padded Stool	108.25	162.25		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	199.75	299.75		\$
300058	Table, Starbase, 40" Diameter x 30" High	199.75	299.75		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		116.50	175.25		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		130.75	196.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		144.00	216.25		\$
3007	Table, Skirt 4th Side		47.00	70.25		\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	116.50	175.25		\$
300600	Table 6', Unskirted, 24" x 30" High	130.75	196.00		\$
300800	Table 8', Unskirted, 24" x 30" High	144.00	216.25		\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		130.75	196.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		151.25	227.00		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		172.00	258.00		\$
3017	Counter, Skirt 4th Side		54.25	81.75		\$



Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

A-1 033116 Cstm 110618 022600357

Form Continues on Next Page





# Furniture and Accessories Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	130.75	196.00		\$
301600	Counter 6', Unskirted, 24" x 42" High	151.25	227.00		\$
301800	Counter 8', Unskirted, 24" x 42" High	172.00	258.00		\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	47.00	70.25		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	33.50	50.25		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	61.00	92.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	47.00	70.25		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
308441	16' Velour Drape, Black		50.75	76.25		\$
3001	Drape, 3' High, Per Foot, 4' Minimum		13.95	20.95		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		16.85	25.25		\$
3019	Drape, 12' High, Per Foot		19.30	28.25		\$
3015	Drape, 16' High, Per Foot		23.90	35.25		\$
308241	Velour Drape, 12'H, Black, Per Foot		33.50	50.75		\$
308041	Velour, 10', Black, per foot		16.85	25.25		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	484.25	726.50		\$
300074	Display Case 4', Full View	470.75	706.25		\$
300075	Display Case 4', Half View	470.75	706.25		\$
300076	Display Case 4', Quarter View	470.75	706.25		\$
300078	Display Case 5', Full View	484.25	726.50		\$
300079	Display Case 5', Half View	484.25	726.50		\$
300080	Display Case 5', Quarter View	484.25	726.50		\$
300082	Display Case 6', Full View	498.25	747.50		\$
300083	Display Case 6', Half View	498.25	747.50		\$
300084	Display Case 6', Quarter View	498.25	747.50		\$
300088	Display Case 7', Vertical	651.25	976.75		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.14	6.20		\$
300127	Aisle Stanchion, Tensa	73.75	122.50		\$
300123	Aisle Stanchion, without Chain	40.25	60.50		\$
300103	Aluminum Easel	54.25	81.75		\$
300111	Bag Stand	75.00	112.25		\$
300102	Coat Rack	75.00	112.25		\$
300104	Garment Rack	75.00	112.25		\$
300106	Literature Rack	119.25	178.50		\$
300201	Pegboard, White, 4'x8'	130.75	196.00		\$

A-1 033116 Cstm 110618 022600357







# Furniture and Accessories Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Accessories

 Select alignment: Horizontal _____ Vertical _____					
300107	Refrigerator	297.00	445.50		\$
300131	Security Cage, Large, without Lock	415.00	622.75		\$
300132	Security Cage, Small, without Lock	276.25	414.50		\$
300120	Sign Holder, Bell Base	68.00	102.50		\$
300108	Sign Holder, Chrome, 22"x28"	68.00	102.50		\$
300211	Tackboard	137.00	205.75		\$
 Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	116.50	175.25		\$
300113	Wastebasket	16.85	25.25		\$
300118	Waterfall Stand	75.00	112.25		\$

## Delivery Date Request:

Deliver on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM / PM

Remove on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM / PM

## Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/022600357/electrical/esm>



**Reminder**

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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



# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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

## Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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



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



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

## Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



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



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



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



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



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



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



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



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

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



# Specialty Furniture

## Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



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



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



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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

## Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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



# Specialty Furniture

## Tables - Cocktail



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



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



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



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



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



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



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



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



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



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



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

## Tables - End Tables



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



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



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



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



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



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

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



# Specialty Furniture



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



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



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



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



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



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



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



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

## Conference Tables



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



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



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



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



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



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



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H



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



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



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



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

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



# Specialty Furniture



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



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



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



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



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

## Tables - Martini Bar



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



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

## Product Display



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



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



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



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

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



# Specialty Furniture



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



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

## Office and Utility Furniture



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



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



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



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



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

## Lamps



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



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

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



# Specialty Furniture Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/022600357/furnishings/esm>

## Specialty Furniture

Link to view images: <http://ges.com/ecom/info/B1-Brochure-CORE.pdf>

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	842.00	1,170.00		\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,240.00	3,110.00		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	778.00	1,080.00		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	310.00	430.00		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	589.75	885.50		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	633.00	949.25		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	676.25	1,014.25		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	756.00	1,050.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,870.00	2,600.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,093.50	1,642.75		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,256.75	1,885.25		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,430.00	1,980.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,150.75	1,726.25		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	655.00	982.25		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	802.25	1,207.50		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	523.00	784.25		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	680.50	1,020.50		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	756.00	1,050.00		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305225	Baja Chair, 36"L 30.5"D 28"H	684.00	950.00		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	517.25	776.25		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	636.75	955.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	694.25	1,041.50		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	567.00	850.50		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	472.50	708.75		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	288.75	433.50		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	498.25	747.50		\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	598.00	830.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	814.75	1,223.75		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	972.00	1,350.00		\$

B-1 031416 110618 022600357





# Specialty Furniture Order Form

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

Company Name

Email

Phone Number

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	242.00	363.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	96.00	144.50		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	96.00	144.50		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	120.25	180.25		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	127.00	191.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	89.25	134.50		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	142.25	214.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	537.50	806.50		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	554.50	831.50		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	205.75	308.75		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	372.75	559.75		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	180.00	250.00		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	576.00	800.00		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	238.00	330.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	308.75	428.50		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	237.25	329.75		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	237.25	329.75		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	598.00	830.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	303.50	422.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	522.00	725.00		\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	522.00	725.00		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	522.00	725.00		\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	444.50	667.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	444.50	667.00		\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	327.50	491.50		\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	327.50	491.50		\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	374.00	520.00		\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	238.00	330.00		\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	238.00	330.00		\$

B-1 031416 110618 022600357





# Specialty Furniture Order Form

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

Company Name

Email

Phone Number

## Seating - Ottomans

305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	238.00	330.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	200.00	300.00		\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	140.00	195.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	170.00	236.25		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	116.75	175.25		\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	162.00	225.00		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	112.00	168.50		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	510.25	708.75		\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	360.00	500.00		\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	360.00	500.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	303.25	455.50		\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	356.00	495.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	432.00	600.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	432.00	600.00		\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	318.75	478.50		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	318.75	478.50		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	318.75	478.50		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	318.75	478.50		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	129.25	194.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	129.25	194.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	143.75	216.25		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	143.75	216.25		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	143.75	216.25		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	143.75	216.25		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	236.75	355.25		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	236.75	355.25		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	182.75	274.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34" - 44"H	371.50	557.75		\$

B-1 031416  
110618  
022600357





# Specialty Furniture Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Seating - Barstools

305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	339.75	509.25		\$
305259	Christopher Barstool, 19"L 15"D 41"H	371.00	515.00		\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	331.00	460.00		\$
305006	Syntax Barstool, Chrome/Black , 23"L 19"D 43.25"H	371.00	515.00		\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	241.00	335.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	395.75	550.25		\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	443.00	615.00		\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	347.50	483.00		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	481.00	667.75		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	331.00	460.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	360.25	500.75		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,400.00	1,945.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	560.75	779.00		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	385.00	535.00		\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	173.25	260.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	242.50	363.75		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	212.75	319.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	242.50	363.75		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	287.75	431.50		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	182.00	273.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	212.75	319.00		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	242.50	363.75		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	287.75	431.50		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	182.00	273.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	290.75	436.75		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	372.75	559.75		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	266.75	400.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	366.50	550.25		\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	385.00	535.00		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	385.00	535.00		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	331.00	460.00		\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	477.75	664.75		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	558.50	776.00		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	385.00	535.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	247.50	371.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	189.00	283.50		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	232.75	349.50		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	247.50	371.25		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	291.00	436.50		\$





# Specialty Furniture Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Tables - Bar

305134	Table, Bar, Maple/Black, 30" Round 42"H	189.00	283.50		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	232.75	349.50		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	247.50	371.25		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	291.00	436.50		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	189.00	283.50		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	308.75	463.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	381.25	572.25		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	295.00	443.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	362.25	544.00		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	502.00	698.25		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	414.00	575.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	380.00	528.25		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	453.50	630.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	492.75	739.75		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	492.75	739.75		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	194.25	291.75		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	258.00	387.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	230.75	346.25		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	267.50	401.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	267.50	401.00		\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	479.75	666.75		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	346.00	480.00		\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	331.00	460.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	337.00	468.25		\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	324.00	450.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	384.00	576.50		\$
305273	Table, Aura, White Metal, 15" Round 22"H	179.50	269.75		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	171.25	257.25		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	172.25	258.50		\$
305211	Table, End, Oliver, 22" Round 22"H	204.00	306.50		\$
305046	Table, End, Silverado, 24" Round 22"H	216.00	324.25		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	194.00	291.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	194.00	291.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	212.00	318.25		\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,035.25	1,438.50		\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	846.00	1,175.00		\$

B-1 031416 110618 022600357





# Specialty Furniture Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Tables - Conference

305400	5' Madison Table, 60"L 48"D 29"H	697.25	969.25		\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	612.00	850.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	846.25	1,176.00		\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	774.00	1,075.00		\$
305001	Atomic Table, 36"RND 30"H	410.00	570.00		\$
305002	Atomic Table, 42"RND 30"H	410.00	570.00		\$
305410	Madison Conference Table, 42"RND 29"H	634.25	881.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	103.75	155.50		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	202.75	304.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	344.25	516.50		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	214.50	321.50		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	344.25	516.50		\$
305027	Table, Conf., Graphite, 42" Round 29"H	282.50	424.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	443.00	664.75		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	357.00	535.50		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	2,540.50	3,810.75		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	954.75	1,432.25		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	518.75	721.25		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	599.50	899.75		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	716.00	1,071.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	599.50	899.75		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	716.00	1,071.00		\$
305045	Posh Shelving, 36"L 18"D 72"H	500.00	695.00		\$

## Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	445.25	667.75		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	792.75	1,102.50		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	684.00	950.00		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	648.00	900.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	216.00	300.00		\$

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	205.00	307.75		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	276.75	415.50		\$

## Delivery Date Request:

Deliver on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM / PM

Remove on: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time: \_\_\_\_ AM / PM





# Specialty Furniture Order Form

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

Company Name

Email

Phone Number

## Electrical Outlets Not Included



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

**Reminder**

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

**Please  
Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

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

110618 022600357

B-1 031416





# Convenience Package Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/022600357/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	391.60	587.50		\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	914.50	1,371.75		\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	873.00	1,309.75		\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404311	Stool Package A	433.10	649.50		\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.				

## Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4046	Chair Package B		322.60	483.75		\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		384.60	576.75		\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

## Skirt Color Options

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



110618 022600357

P-1 040418

Form Continues on Next Page





# Convenience Package Order Form

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

Company Name

Email

Phone Number

## Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	1,428.25	2,142.75		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.				
404506	Premium Stool Package	506.00	759.25		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".				

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

110618 022600357

P-1 122217



## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

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



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

## Graphics

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

## Suitable programs for images or logos:

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

## Color

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



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



## Vector Artwork

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

preferred\* AI/EPS (vector)

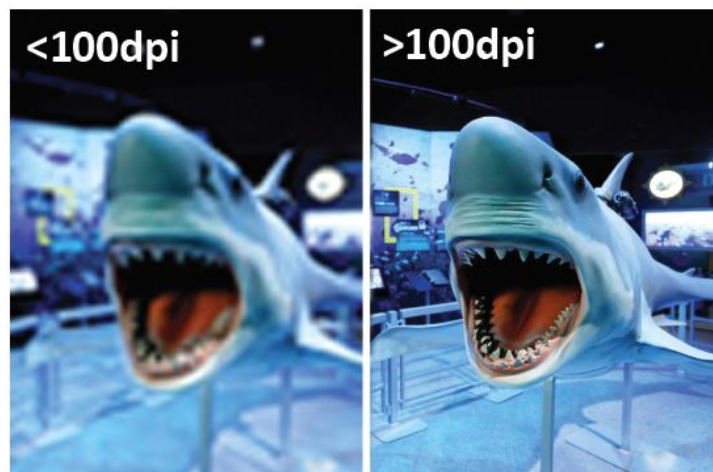


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/022600357/signs/esm>

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

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





## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

### Text

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

#### Editable Text



#### Outlined Text - preferred\*

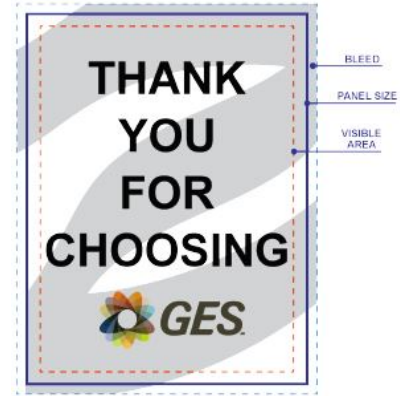


### Final Print package should contain:

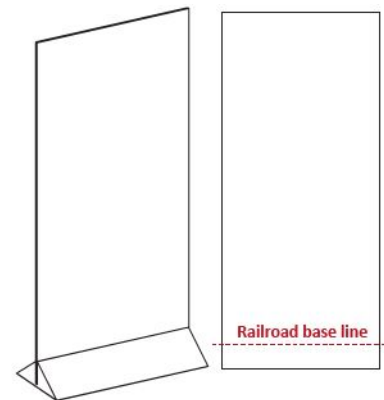
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or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

### Allow for Frames & Finishing

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



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





# Graphics and Signage Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Order graphics and **upload artwork files** directly online: <https://e.ges.com/022600357/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	237.75	319.00		9.5	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	183.75	264.75		9.5	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	194.75	303.00		9.5	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	351.50	405.50		9.5	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	216.25	270.50		9.5	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	459.75	513.75		9.5	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	324.50	378.50		9.5	\$
601099	Printed Cardboard Base for Freestanding Boards	21.15	21.15		9.5	\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

110618 022600357  
I-1 102617

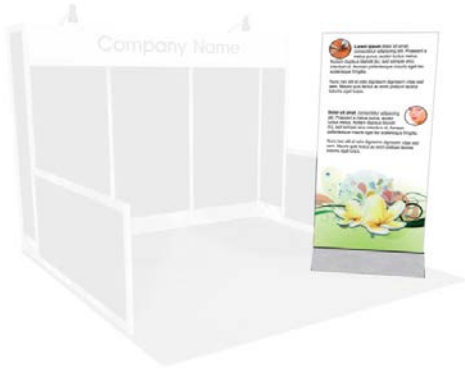
Chat with us <http://www.ges.com/chat>





# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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

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

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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

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

## 22" x 28" with Sign Holder



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

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

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



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

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



# Material Handling/Drayage Information

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

## Benefits of Advance Shipping to the GES Warehouse

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

## How to Ship in Advance to the GES Warehouse

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

## How to Ship to Exhibit Site

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

## Freight Carriers

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

## Tracking Shipments

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

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/022600357/logistics\\_Quote](https://e.ges.com/022600357/logistics_Quote)

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





## Estimating Material Handling Charges

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

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

## Late Surcharges - May be charged an additional overtime surcharge

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

## Machinery Labor and Equipment

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

## Storing Empty Containers

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

## Outgoing Shipments

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



## Measure of Damage

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

## Insurance

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

## Work Zone

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

R-1 012417 110618 022600357










Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: [https://e.ges.com/022600357/logistics\\_quote](https://e.ges.com/022600357/logistics_quote)

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



# Material Handling/Drayage Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Direct Shipments ARE allowed at no charge direct to Convention Center, Kentia Hall



## Easy Ordering Tips:

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

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (300 lbs. minimum per shipment)

Common Carrier / Specialized Contract Carrier			Special Handling / Uncrated		
	Rate / 100 lbs.	Min/Shipment		Rate / 100 lbs.	Min/Shipment
ST/ST	\$ 50.25 cwt	\$ 150.75 cwt	ST/ST	\$ 65.33 cwt	\$ 195.99 cwt
ST/OT	\$ 65.50 cwt	\$ 196.50 cwt	ST/OT	\$ 85.15 cwt	\$ 255.45 cwt
OT/OT	\$ 80.50 cwt	\$ 241.50 cwt	OT/OT	\$ 104.65 cwt	\$ 313.95 cwt

Skidded Literature Only			Carpet Handling Only		
	Rate / 100 lbs.	Min/Shipment		Rate / 100 lbs.	Min/Shipment
ST/ST	\$ 31.75 cwt	\$ 95.25 cwt	ST/ST	\$ 80.40 cwt	\$ 241.20 cwt
ST/OT	\$ 41.25 cwt	\$ 123.75 cwt	ST/OT	\$ 104.80 cwt	\$ 314.40 cwt
OT/OT	\$ 51.00 cwt	\$ 153.00 cwt	OT/OT	\$ 128.80 cwt	\$ 386.40 cwt

#### Advance Dates:

**Tue, Oct 16, 2018:** Advance shipments may begin arriving at warehouse.

**Wed, Nov 14, 2018:** Last day for shipments to arrive at warehouse.

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$31.75. Each Additional Package will be charged \$31.75 per shipment or within same shipment.

## Step 2. Estimate Order

### Small Packages

\_\_1\_\_ 1st Small Package Shipment x \$31.75 = \_\_\_\_\_ Total

\_\_\_\_\_ # of Additional packages (each) x \$31.75 = \_\_\_\_\_ Total

Form Continues on Next Page





# Material Handling/Drayage Order Form

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

Company Name \_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

## Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 300 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total  
\_\_\_\_\_ Grand Total

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

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

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

### Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$8.20 per CWT will apply before published timeline.

### Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

### Special Handling/Mixed Shipments:

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

### Uncrated Shipments:

A 30% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### Measure of Damage:

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

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

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

### Marshaling Yard:

The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite. Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly. The per shipment fee for this service is . For more information, please see the Marshaling Yard and Deliveries Information form.

### Overtime Surcharges:

Based on the freight handling rates above, per occurrence inbound shipments unloaded on Saturday, Sunday or Holidays either by show move in schedule or by exhibitor request will be charged overtime rates.

A late to warehouse surcharge will apply if freight is received after the last day for shipments to arrive at the warehouse.

A 30% overtime surcharge for every occurrence will apply if inbound drivers check in after 2:00 PM weekdays and shipments are unloaded on overtime, shipments unloaded or loaded on Saturdays, Sundays, and holidays, or after 4:30 PM. Warehouse freight must be moved to the exhibit site on overtime by request of shipper or exhibitor.

SSC

110618 022600357

R-2 041718 cstm



# Transportation Plus Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name Email Phone Number Booth Number

Direct Shipments ARE allowed at no charge direct to Convention Center, Kentia Hall



## Transportation Plus Savings:

- Save 10% on Material Handling when using GES Logistics.
- Get an instant quote today at <http://logisticsquote.ges.com/>
- 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 5,000 lbs.

## Step 1. Review Rates and Information

### Advance Shipment to Warehouse (300 lbs. minimum per shipment)

	Crated	Special Handling
Straight Time In / Straight Time Out	\$45.23 cwt	\$58.79 cwt
Straight Time In / Overtime Out	\$58.95 cwt	\$76.64 cwt
Overtime In / Overtime Out	\$72.45 cwt	\$94.19 cwt

### Advance Shipments to Warehouse Dates:

**Tue, Oct 16, 2018:** Advance shipments may begin arriving at warehouse.

**Wed, Nov 14, 2018:** Last day for shipments to arrive at warehouse.

Skidded Literature Only			Carpet Shipment Only		
	Standard Rates	Transportation Plus Saving Rates		Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 31.75 cwt	<b>\$ 28.58 cwt</b>	ST/ST	\$ 80.40 cwt	<b>\$ 72.36 cwt</b>
ST/OT	\$ 41.25 cwt	<b>\$ 37.13 cwt</b>	ST/OT	\$ 104.80 cwt	<b>\$ 94.32 cwt</b>
OT/OT	\$ 51.00 cwt	<b>\$ 45.90 cwt</b>	OT/OT	\$ 128.80 cwt	<b>\$ 115.92 cwt</b>

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$31.75. Each additional package will be charged \$31.75.

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$31.75 = \_\_\_\_\_ Total

\_\_\_\_\_ # of additional packages (each) x \$31.75 = \_\_\_\_\_ Total

Form Continues on Next Page





# Transportation Plus Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 300 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total

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

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

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

### Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of \$8.20 per cwt will apply before published timeline.

### Off Target - Late/Early to Show Site Surcharge:

A 30% surcharge will apply to all inbound shipments arriving OFF TARGET.

### Special Handling/Mixed Shipments:

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

### Uncrated Shipments:

A 30% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### Measure of Damage:

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

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

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

SSC

R-2t 041818 cstm

110618

022600357





# 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: \_\_\_\_\_

Special Handling Examples: \_\_\_\_\_

## 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.



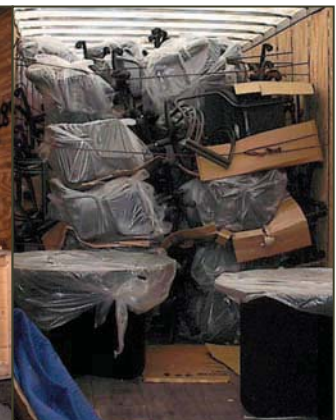
Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**The Garage**

Name of Exhibition

022600357

BOOTH NUMBER

**C/O GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Oct 16, 2018 - Wednesday, Nov 14, 2018***

**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 - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**The Garage**

Name of Exhibition

022600357

BOOTH NUMBER

**C/O GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Oct 16, 2018 - Wednesday, Nov 14, 2018***

**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 - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible



# Target Maps

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

Click the link below for target maps:

## Target Maps:

<http://e.ges.com/022600357/targetmaps>



# Target Schedule Request

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Show Site Contact                      Show Site Email                      Show Site Phone Number

GES understands that it might take more than one target day to deliver the freight to your booth. If you need more than your original target day please let us know by filling out this form. All changes are subject to GES approval. To avoid off target charges, you need to provide GES with your daily truck delivery schedule, including lighting gear.

To return this completed form or for any request or questions, please contact Rick Roberts:  
Phone: 562.356.3716 Email: [rroberts@ges.com](mailto:rroberts@ges.com)

You may attach your own company spreadsheet, but all information must be transferred to this form. Please separate your delivery information and fill out one form per booth and/or meeting room number. If this completed form is not returned prior to October 30, 2018, your target date will stay the same as the published target schedule. Off-target surcharges may be incurred.

**All Change Request Forms Due By: October 30, 2018.**

## Target Scheduling Information

**Please indicate one of the following:** ☐ Preliminary Information ☐ Final Information

[illegible]

R-22 082417 cstm 110618 022600357



# Request for Variance to Assigned Target Time

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

To request a change of your Rigging/Freight Target Day/Time, complete this form and return by October 30, 2018.

Note: While we will attempt to honor all requests, we cannot grant all requests because of logistical considerations, such as booth location equipment operation in area, dock availability, labor demands, etc. All changes are subject to GES Approval. No changes can be made over the phone.

If you have any questions, please contact Tammy Van Hooser - SR. TSR Account Manager (562) 356-3797 or Kelly Green - VP Rigging (562) 356-3764.

**Email completed form to Tammy Van Hooser - SR. TSR Account Manager [tvanhooser@ges.com](mailto:tvanhooser@ges.com) and copy Kelly Green - VP Rigging [kgreen@ges.com](mailto:kgreen@ges.com)**

Company Name Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

## Important information

- To avoid off target charges, provide GES with your daily truck schedule for delivery using the Target Schedule Request Form.
- Upon unloading, all freight will be set in the booth, NO EXCEPTIONS. Freight cannot be placed in the aisles as it will impede operation. Empty crates will be removed daily, please ensure that they are tagged with empty labels after they are empty since this will ensure better overall service throughout the show.



# Request for Pre-Printed Outbound Material Handling Release/Labels

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 30, 2018.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/022600357/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
1201 South Figueroa Street	Los Angeles	CA	90015	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

### Shipping Destination 1:

Number of Labels Needed:

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

### Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

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

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





# Warehouse Storage - Before and After Show

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



### Full Service Advantages Before and After Shows:

GES has available storage space in the Los Angeles area with facilities and services to:

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

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

### Storage Rates Are As Follows:

Monthly Storage (does not include Return to Warehouse charges)	minimum charge of \$82.00 per month or	\$8.20 cwt.
--	--	-------------

### Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$17.50 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.

### Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022600357/contactus/esm>



# Freight Service Questionnaire

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/022600357/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

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

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

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

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

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

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

### Direct Shipments Only

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

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

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





# Showsite Storage Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

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

## Step 1. Order Access Storage

### Trailer Access Storage

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

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/2 Trailer	491.25		\$
200513	Access Storage, Full Trailer	982.50		\$

### Skid Access Storage

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

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, Per Skid	54.50		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	=	Total
705044	Storage, ST	91.00	113.75	136.25				\$
705044	Storage, OT	155.50	194.25	232.75				\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

110618 022600357 R-11/R-12 050918 CSTM





## Step 2. Schedule Additional Deliveries

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

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

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

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

## Rates and Information for Storage Deliveries Requiring Equipment

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

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	<b>133.50</b>	139.75	147.75			\$
705200	5,000#, OT	<b>169.00</b>	182.00	193.75			\$
705200	5,000#, Night Rate	<b>268.75</b>	336.25	403.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

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

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

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

R-11/R-12 050918 CSTM 110618 022600357



# Installation and Dismantling Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

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

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	91.00	113.75	136.25			\$
705000	Install & Dismantle, ST Move Out	91.00	113.75	136.25			\$
705000	Install & Dismantle, OT Move In	155.50	194.25	232.75			\$
705000	Install & Dismantle, OT Move Out	155.50	194.25	232.75			\$
705000	Install & Dismantle, Night Rate Move In	272.25	340.25	408.50			\$
705000	Install & Dismantle, Night Rate Move Out	272.25	340.25	408.50			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Please Indicate Service



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

### Option 1 (A 30% ( \$ 50.00 minimum) surcharge will be added)

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

Please complete Key Information form:

<https://e.ges.com/022600357/laborchecklist/esm>

GES will supervise labor to:

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

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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

L-1 100118 110618 022600357

Form Continues on Next Page





# Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



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

## Option 2

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

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

## Move In

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

## Move Out

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

## Important Information

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

110618 022600357

L-1 100118



# Forklift Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

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

Exhibitors who are granted permission to work between the hours of 6:00 PM and 8:00 AM will be assessed an additional Night Rate fee of \$272.25 per hour for the supervisory labor that must be maintained on-site to extend the show work schedule.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	133.50	139.75	147.75			\$
705200	5,000#, ST Move Out	133.50	139.75	147.75			\$
705200	5,000#, OT Move In	169.00	182.00	193.75			\$
705200	5,000#, OT Move Out	169.00	182.00	193.75			\$
705200	5,000#, Night Rate Move In	274.00	342.75	411.50			\$
705200	5,000#, Night Rate Move Out	274.00	342.75	411.50			\$
705204	15,000#, ST Move In	256.75	263.00	271.00			\$
705204	15,000#, ST Move Out	256.75	263.00	271.00			\$
705204	15,000#, OT Move In	292.50	305.00	316.75			\$
705204	15,000#, OT Move Out	292.50	305.00	316.75			\$
705207	35,000#, ST Move In	271.25	271.25	271.25			\$
705207	35,000#, ST Move Out	271.25	271.25	271.25			\$
705207	35,000#, OT Move In	360.25	360.25	360.25			\$
705207	35,000#, OT Move Out	360.25	360.25	360.25			\$

### Forklift 4-Stage with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705240	5,000#, ST Move In	149.00	155.25	163.25			\$
705240	5,000#, ST Move Out	149.00	155.25	163.25			\$
705240	5,000#, OT Move In	184.75	197.50	209.25			\$
705240	5,000#, OT Move Out	184.75	197.50	209.25			\$

T-1 071618 cstm 110618 022600357





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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705271	Versalift, 60,000#, ST Move In	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, ST Move Out	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, OT Move In	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, OT Move Out	2,047.50	2,047.50	2,047.50			\$

## Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	91.00	113.75	136.25			\$
705030	Freight, ST Move Out	91.00	113.75	136.25			\$
705030	Freight, OT Move In	155.50	194.25	232.75			\$
705030	Freight, OT Move Out	155.50	194.25	232.75			\$
705030	Freight, Night Rate Move In	272.25	340.25	408.50			\$
705030	Freight, Night Rate Move Out	272.25	340.25	408.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Labor Information



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

### Option 1 (A 30% ( \$ 50.00 minimum) surcharge will be added)

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

Please complete Key Information form:

<https://e.ges.com/022600357/laborchecklist/esm>

GES will supervise labor to:

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

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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



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

- ☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

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

Additional labor will be assigned if necessary.



# Forklift Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 3. Schedule In Booth Forklift Labor

	Schedule Date(s)	Schedule Start Time	Schedule End Time	Number of Workers	Total ST Hours	Sub Total ST Wrk x ST Hrs	Number of Workers	Total OT Hours	Sub Total OT Wrk x OT Hrs	Number of Workers	Total Night Rate Hours	Sub Total Night Rate Wrk x NR Hrs	Total ST Sub + OT Sub
5,000#						\$						\$	\$
15,000#						\$						\$	\$
35,000#						\$						\$	\$
4-Stage, 5,000#						\$						\$	\$
Versalift, 60,000#						\$						\$	\$
						\$						\$	\$
5,000#						\$						\$	\$
15,000#						\$						\$	\$
35,000#						\$						\$	\$
4-Stage, 5,000#						\$						\$	\$
Versalift, 60,000#						\$						\$	\$
						\$						\$	\$
5,000#						\$						\$	\$
15,000#						\$						\$	\$
35,000#						\$						\$	\$
4-Stage, 5,000#						\$						\$	\$
Versalift, 60,000#						\$						\$	\$
						\$						\$	\$
5,000#						\$						\$	\$
15,000#						\$						\$	\$
35,000#						\$						\$	\$
4-Stage, 5,000#						\$						\$	\$
Versalift, 60,000#						\$						\$	\$
						\$						\$	\$
5,000#						\$						\$	\$
15,000#						\$						\$	\$
35,000#						\$						\$	\$
4-Stage, 5,000#						\$						\$	\$
Versalift, 60,000#						\$						\$	\$
						\$						\$	\$

T-1 071618 cstm 110618 022600357





# Forklift Order Form

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

Company Name

Email

Phone Number

Booth Number

## Step 4. Review Below Important information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. 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 18 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

T-1 071618 cstm 110618 022600357



# Crane Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Crane and Labor may be required when uncrating, positioning, and reskidding equipment and/or machinery is too large to be safely managed by an In-Booth Forklift.
- A crane may be required for moving equipment and materials to another level of the facility externally that cannot be transported internally due to size and/or weight.
- If you require a crane, a crew will be assigned consisting of a crane with an operator and rigger. An additional GES Laborer is required.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

### Crane with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705280	15 Ton, ST Move In	545.75	545.75	545.75			\$
705280	15 Ton, ST Move Out	545.75	545.75	545.75			\$
705280	15 Ton, OT Move In	684.50	684.50	684.50			\$
705280	15 Ton, OT Move Out	684.50	684.50	684.50			\$
705281	20 Ton, ST Move In	567.50	678.75	807.00			\$
705281	20 Ton, ST Move Out	567.50	678.75	807.00			\$
705281	20 Ton, OT Move In	701.25	812.50	935.00			\$
705281	20 Ton, OT Move Out	701.25	812.50	935.00			\$
705284	35 Ton, ST Move In	424.50	424.50	424.50			\$
705284	35 Ton, ST Move Out	424.50	424.50	424.50			\$
705284	35 Ton, OT Move In	535.75	535.75	535.75			\$
705284	35 Ton, OT Move Out	535.75	535.75	535.75			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705271	Versalift, 60,000#, ST Move In	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, ST Move Out	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, OT Move In	2,047.50	2,047.50	2,047.50			\$
705271	Versalift, 60,000#, OT Move Out	2,047.50	2,047.50	2,047.50			\$

### Additional Worker, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	91.00	113.75	136.25			\$
705030	Freight, ST Move Out	91.00	113.75	136.25			\$
705030	Freight, OT Move In	155.50	194.25	232.75			\$
705030	Freight, OT Move Out	155.50	194.25	232.75			\$
705030	Freight, Night Rate Move In	272.25	340.25	408.50			\$
705030	Freight, Night Rate Move Out	272.25	340.25	408.50			\$





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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Labor Information



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

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

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

Additional labor will be assigned if necessary.

## Step 3. Schedule Crane Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and cranes 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 four (4) hour cancellation fee per worker and crane. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour cancellation fee per worker and crane will apply. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour "No-Show" charge per worker and crane will apply.

The minimum charge for labor is four (4) hour per worker and equipment. Labor thereafter is charged in one (1) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

### Move In

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

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

### Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$





# Hanging Sign and Truss Information

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

The following is a list of important regulations to adhere to when designing your hanging sign / truss / video wall / audio requirements for the The Garage. Please remember that rigging must be performed exclusively by Global Experience Specialists, Inc. (GES).

- All hanging signs / truss / video walls / audio require written approval by GES. Please complete the "Rigging Approval Request Form" and email to [kgreen@ges.com](mailto:kgreen@ges.com) - Kelly Green - VP Rigging and copy [tvanhooser@ges.com](mailto:tvanhooser@ges.com) - Tammy Van Hooser. **Do not send the approval form to the GES National Servicer.** Exhibitors not meeting the deadline date on this form may not be eligible to hang signage, truss/lighting, or audio/video and **will not** be eligible for the advance pricing discounts.

## In Order to Receive Discount Rates:

- All requests for Rigging Approval must include a .dwg drawing for review by GES using Imperial Units. Scaled drawings should include both plan and elevation views by the deadline date on the approval form.
- Approvals for rigging are dependent upon allowable load limit of structural framework of the Los Angeles Convention Center.
- **South Hall:**  
**Weight:** The maximum allowable load for each purlin beam in South Halls G-K is 800 pounds total load on each span. Bridles are allowed only in plane with the beam. An additional load of 800 pounds can be added to each fixed shackle hang point. Bridles to shackles can only receive 800 maximum tension load.
- **Petree Hall:**  
**Weight:** The maximum allowable load on each of the fixed points in Petree Hall is 400 pounds (Vertical hang only)  
**Height:** Ceiling Height is 17-ft. Low soffit height is 15 ft.
- **Concourse Hall:**  
**Weight:** The maximum allowable load on each of the fixed points in Concourse Hall is 500 pounds (Vertical hang only)  
**Height:** Ceiling Height is 16' 10"
- **West Hall:**  
**Weight:** The maximum allowable load for each purlin beam in West Hall A-B is 800 pounds total load on each span between bracing trusses. Bridles are allowed only in plane with the beam.
- **The Garage...Where Car Culture Lives!:**  
Rigging points are very limited in this hall. Banners and signage weighing more than 49lbs may not be approved for rigging. Please contact [kgreen@ges.com](mailto:kgreen@ges.com) - Kelly Green and copy [tvanhooser@ges.com](mailto:tvanhooser@ges.com) - Tammy Van Hooser with questions.
- **Meeting Rooms:** The only attachments allowed in the meeting rooms are to the T-bar ceiling channel. The use of this channel is for very lightweight foam core signs or banners. The maximum allowable load to be attached to the T-bar in these rooms is 5 lbs., attached at 5 ft. intervals.
- **LED Walls:** LED walls are somewhat challenging to suspend to the ceiling due to their inherent weight. Please submit accurate single panel weights, total number of panels, bumper weight, pick point locations, and overall dimensions. Please include the weight of all rigging hardware and brackets.
- Labor to assemble LED ground supported walls without the need of a scissor lift is work performed by Local 831. That labor can be ordered on the Hanging Sign / Truss Order Form. Labor for Ground supported LED walls, requiring the use of a scissor lift, should be ordered using the Hanging Sign/Truss Labor Order Form. Labor to assemble and install LED walls suspended from the ceiling as well as attaching speakers or other AV components i.e. projectors or projection screens to truss or into the ceiling is work performed by the GES riggers from the official contractor. The Hanging Sign/Truss Labor Order Form should be used to order this labor.
- The load limits to the ceiling are strictly enforced. The loads to the ceiling need to be considered in your design process. GES will be glad to consult with your designer during this process to help them interpret the allowable ceiling loads.





## Important Rigging Deadline Dates:

The following forms are due on **Oct 8, 2018**.

- Rigging Plan Submittal Form
- Rigging Plot (.dwg) including all rigging elements. (Signage, truss/lighting, audio, and video) point load calculations, orientation, as well as ceiling distributed loads must be included. All plans should be submitted using Imperial Units.

The following forms are due on **October 30, 2018**.

- Hanging Sign/Truss Order Form deadline
- Credit Card Authorization form for Rigging
- Electric Chain Hoist and Truss Order Form

## Important Note:

Should there be any discrepancy between what Global Experience Specialists, Inc. (GES) Management approved and what is actually hung on-site; the properties in violation shall be removed at the exhibitor's expense.

- **GES Rigging must suspend all hanging signs/truss. No other contractor or personnel will be allowed to attach any properties to the ceiling or building structure. GES is the sole provider of lift equipment for all public areas & exhibit halls.**
- Assembly: All assembly of hanging signs, suspended video walls and truss must be done by GES Rigging. Additional GES personnel are available upon request for truss or sign assembly. Along with a hanging sign floorplan to include booth orientation, set-up instructions must be provided for signs requiring assembly. Exhibitor or exhibitor's authorized representative may supervise assembly.
- All hanging signs, truss/lighting, audio, video must conform to show management rules and regulations as well as GES/AEG/ Los Angeles Convention Center regulations.
- Hanging signs / video walls may not extend into any part of the aisles or neighboring exhibits. Any properties that have been attached to truss that needs to be relocated must first be approved by GES Rigging.
- All hanging signs / truss / video walls / audio must have structural rigging points.
- GES reserves the right to refuse to suspend any sign and or truss it deems unsafe.
- GES reserves the right to utilize chain hoists to ensure safe sign and truss lifting.
- **GES Electricians:** GES Electricians must be employed to install all lighting instruments, cabling installed on truss, as well as to focus, or adjust these instruments and / or devices. The lighting contractors' licensed and bonded electrician can work on a 1:1 ratio with GES staff. This allowance pertains to installing and removing lighting, cabling and focus only.
- **In order to allow the rigging crews appropriate time between shifts, all rigging work must be completed by 10:00 P.M. each evening. Night shift crews should be scheduled accordingly.**
- At the close of the show, the exhibitor is responsible for the outbound shipping of their hanging signs. Show management assumes no responsibility and / or liability for the disposition of the hanging signs following the close of the show. Please make all appropriate arrangements for the care and shipment of your hanging sign with GES, and your designated outbound carrier.
- All structural-hanging signs must be reviewed and signed off by a structural engineer with specifications of the hanging properties, including where and how attachments should be made. A rigging/hanging sign plot plan should be included showing booth orientation, as well as, coordinates in feet and inches for proper positioning within the booth space. Also, individual point load calculations must be included. These load calculations must be calculated in pounds and sent to:

**Kelly Green - VP Rigging**  
kgreen@ges.com

**cc: Chad Bettge**  
cbettge@ges.com

**cc: Tammy Van Hooser - SR. TSR Account Manager**  
tvanhooser@ges.com





# Hanging Sign / Truss Labor Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Lift equipment and labor may be required to hang signs, rigging, hanging truss or double-decker booth work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM - 8:30 PM.
- Night Rate: Monday - Sunday from 8:30 PM to 8:00 AM.
- Signs weighing over 200 lbs. will require at least one motorized hoist installed by GES Rigging. All hanging signs must be hung by GES Rigging.

## Step 1. Order Labor

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705300	High Lift, ST	<b>414.75</b>	518.50	622.25
705300	High Lift, OT	<b>549.75</b>	687.25	824.50
705300	High Lift, Night Rate	<b>706.25</b>	882.75	1,059.25
705301	Scissor Lift, ST	<b>320.50</b>	400.50	480.75
705301	Scissor Lift, OT	<b>424.75</b>	530.75	637.00
705301	Scissor Lift, Night Rate	<b>552.00</b>	690.00	828.25

### Ground Crew

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705020	Ground Rigger, ST	<b>91.00</b>	113.75	136.25
705020	Ground Rigger, OT	<b>155.50</b>	194.25	232.75
705020	Ground Rigger, Night Rate	<b>272.25</b>	340.25	408.50

Supplied rigging hardware is chargeable and will be added to invoice

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>



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

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

Form Continues on Next Page





# Hanging Sign / Truss Labor Order Form

Page 2 of 5

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

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

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems ☐ Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

Please note: Any sign weighing over 200 lbs will require an electric chain hoist.

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical

Is your sign electrical?

- ☐ Yes ☐ No

How much power is required for the sign?  
\_\_\_\_\_

Are rotators required?

- ☐ Yes ☐ No

If yes, How many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

### Shape of Sign

- ☐ Square ☐ Rectangle  
☐ Triangle ☐ Circle  
☐ Serpentine ☐ Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_

Weight at each pick point \_\_\_\_\_

Have you submitted your structurally engineered drawing, indicating the location of rigging points?  
\_\_\_\_\_

Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

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

### Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

### Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

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

If yes, what date would you like the sign to be hung?  
\_\_\_\_\_

Please provide \_\_\_\_\_ with a contact name and number to discuss  
\_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

### Location of Sign

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

H-2 53018 cstm 110618 022600357



# Hanging Sign / Truss Labor Order Form

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

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

## Truss Options

### Type of Truss

- ☐ Plated (end plates) ☐ Spigot

### Size of Truss

- ☐ 12" ☐ 20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_

### Height

Number of feet from floor to top of truss:

\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- ☐ Yes ☐ No

How much power is required for the truss?

\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order and send order to the attention of the electrical department.

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

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. If you provide the truss you are responsible for nylon slings, wire rope safeties and shackles between the provided truss and the lower hook of the hoist. GES can provide this gear at an additional cost.

If you provide the hoist you are responsible for wire rope, shackles, and any deck chain above the upper hook of the hoist. GES can provide this gear at an additional cost.

### Assembly

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

### Truss Design

- ☐ Suspended ☐ Ground Supported

### Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must have records available indicating the hoist being used within the booth have been maintained and tested by a competent person.

A structural engineer stamp may be required at GES' discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

Please submit all truss designs in a .dwg, Imperial Unit, in a scaled format. Please indicate surrounding booth numbers for correct orientation.



# Hanging Sign / Truss Labor Order Form

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

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

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

	Schedule Date(s)	Schedule Start Time	Schedule End Time	Number of Workers	Total ST Hours	Sub Total ST Wrk x ST Hrs	Number of Workers	Total OT Hours	Sub Total OT Wrk x OT Hrs	Number of Workers	Total Night Rate Hours	Sub Total Night Rate Wrk x NR Hrs	Total ST Sub + OT Sub
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$
High Lift with Crew						\$						\$	\$
Scissor Lift with Crew						\$						\$	\$
Additional Worker(s)						\$						\$	\$
						\$						\$	\$

H-2 53018 cstm 110618 022600357





# Hanging Sign / Truss Labor Order Form

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

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

## Step 4. Review Below Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor scheduled at the start of the working day at 8:00 AM will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day at 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 18 hour notice shall be charged a four (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a (4) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$



# Booth Layout - Hanging Signs

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Form Tips:

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

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

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

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





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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**The Garage**

Name of Exhibition


0220600357

Booth Number

**C/O GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Oct 16, 2018 - Wednesday, Nov 14, 2018***

**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 - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**The Garage**

Name of Exhibition


0220600357

Booth Number

**C/O GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

***Shipment Should Arrive on or Between:***  
***Tuesday, Oct 16, 2018 - Wednesday, Nov 14, 2018***

**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 - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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

Please print this label on a color printer if possible

Please print this label on a color printer if possible



# Electrical Chain Hoist and Truss Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

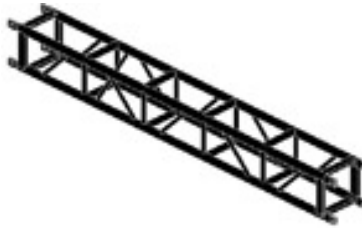
Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- **Sign and/or truss points exceeding 200 lbs. will require a hoist.**
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime. Hoists include: transportation charges and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.
- For custom quotes call Kelly Green at [kgreen@ges.com](mailto:kgreen@ges.com) or (562) 356-3764, or Tammy Van Hooser at [tvanhooser@ges.com](mailto:tvanhooser@ges.com) or (562) 376-3797.
- Transportation, drayage and rental are included in price.
- Cancellation Policy: Items cancelled will be charged 100% of original price after move-in and installation begins.



## Order Chain Hoists and Truss

### Chain Hoists

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	415.00	546.00		\$
702132	Hoist, Electric Chain, 1/2 TON	382.25	518.75		\$
702131	Hoist, Electric Chain, 1/4 TON	327.50	464.00		\$
702134	Hoist, Electric Chain, 2 TON	458.50	600.50		\$

### Rotating Motors

- One 5 amp 120V outlet is required for rotating motor. Place order on Electrical Outlets Order Form.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	260.00	364.00		\$
609109	Rotating Motor 300#	312.00	416.00		\$
609105	Rotating Motor 500#	416.00	520.00		\$

### Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	23.10	33.50		\$
608132	Truss, 12" Box, Silver, Per Foot	21.00	31.50		\$
608135	Truss, 12" Corner Block, Black	110.25	136.50		\$
608136	Truss, 12" Corner Block, Silver	105.00	131.25		\$
608133	Truss, 20" Box, Black, Per Foot	27.25	37.75		\$
608134	Truss, 20" Box, Silver, Per Foot	25.25	35.75		\$
608138	Truss, 20" Corner Block, Black	120.75	147.00		\$
608137	Truss, 20" Corner Block, Silver	115.50	141.75		\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$



H-5 053018 Cstm 110618 022600357



# Rigging Plan Submittal Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 8, 2018

Company Name Email Phone Number Booth Number

All rigging plans with combined loads in excess of 500 lbs need to be reviewed and approved by GES. Final plans received on or prior to October 8, 2018 will be reviewed at \$175.00 .

The Garage Plan Deadline Date: October 8, 2018

Rigging Plan Review, up to October 8, 2018 - \$175.00 per booth space

Rigging Plan Review, October 9, 2018 thru October 15, 2018 - \$803.50 per booth space

Rigging Plan Review, October 16, 2018 thru October 22, 2018 - \$1,071.25 per booth space

Rigging Plan Review, October 23, 2018 thru October 29, 2018 - \$1,606.75 per booth space

Rigging Plan Review, October 30, 2018 thru November 16, 2018 - \$2,678.00 per booth space

Plans revised on site will be charged \$2,678.00 plus the showsite hourly rate for the GES Production Rigger to evaluate load to ceiling and redesign if necessary.

Plans must be sent via Email for review.

Email (.dwg plot plan in imperial unit format only) to:

kgreen@ges.com  
copy: cbettge@ges.com  
tvanhooser@ges.com

## Submit Rigging Plan

Description	Date Sent	Price (\$)	Qty	Total
Rigging Plan Submitted BEFORE Deadline Date		175.00		
Rigging Plan Review (submitted after Deadline Date)				\$

Total and Sign: Please return to: and copy kgreen@ges.com

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

110618 022600357

H-8 100818 cstm



# Shrouding Request Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- GES is responsible for all shrouding.
- Shrouding of lights (fabric hung) to screen light from certain areas.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 4:30 PM to 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM to 8:30 PM.
- Night Rate: Monday through Sunday from 8:30 PM to 8:00 AM.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	=	Total
705300	High Lift, ST Move In	414.75	518.50	622.25			\$	
705300	High Lift, ST Move Out	414.75	518.50	622.25			\$	
705300	High Lift, OT Move In	549.75	687.25	824.50			\$	
705300	High Lift, OT Move Out	549.75	687.25	824.50			\$	
705300	High Lift, Night Rate Move In	706.25	882.75	1,059.25			\$	
705300	High Lift, Night Rate Move Out	706.25	882.75	1,059.25			\$	

\* Final rate will reflect time and materials used.

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Provide On-Site Contact Information and List Services Requested

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Specific Lights to be Shrouded: \_\_\_\_\_

Number of Lights: \_\_\_\_\_

H-9 041718 Cstm 110618 022600357

Form Continues on Next Page





# Shrouding Request Form

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

Company Name

Email

Phone Number

Booth Number

## Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor scheduled at the start of the working day at 8:00 AM will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day at 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 18 hour notice shall be charged a four (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (4) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

## Installation

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$



# Column Cover Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- Order coverings for columns within your booth. Prices include delivery, installation, rental and removal.
- Includes labor and aerial lift to install. Pricing based on straight time installation. Includes replacement of mandatory LACC building safety signs.
- 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.

## Step 1. Column Cover Color Options

### Color Selection

Black will be provided if no color is indicated below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)         | <input type="checkbox"/> Blue (42)       |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gold (46)       |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Green (45)         | <input type="checkbox"/> Light Blue (62) |
| <input type="checkbox"/> Mauve (47)    | <input type="checkbox"/> Purple (48)        | <input type="checkbox"/> Teal (55)       |
| <input type="checkbox"/> White (50)    | <input type="checkbox"/> Red (49)           |  |



## Step 2. Order Coverings for Columns Within Your Booth

### South Hall

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3026	12' Vinyl Single Column Cover	405.25	515.50		\$
3024	8' Vinyl Single Column Cover	289.50	399.75		\$
3027	Column Wrap, 16', Vinyl	851.75	1,022.00		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,124.25	1,181.00		\$

### West Hall

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3026	12' Vinyl Single Column Cover	405.25	515.50		\$
3024	8' Vinyl Single Column Cover	289.50	399.75		\$
3027	Column Wrap, 16', Vinyl	851.75	1,022.00		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,124.25	1,181.00		\$

### The Garage...Where Car Culture Lives!

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3023	Column Wrap, 19', Vinyl	978.75	1,175.25		\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$





# Audio Visual Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- Electrical labor and outlets are not included, please order separately.
- If you order after the discount deadline date we may need to substitute the item, based on availability.
- Please include Booth Layout form for placement of items.
- Orders over \$3,000 require a custom labor quote.
- A 25% (\$125.00 minimum) will be added to the final invoice for handling charges.

## Step 1: Order Audio Visual Item(s)

### LCD/LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700831	19" 1920 x 1200 LCD Monitor	99.75	150.25		\$
700830	24" 1920 x 1200 LCD Monitor	157.50	236.25		\$
700855	32" 1920 x 1200 LCD Monitor	414.75	622.75		\$
700854	40" 1920 x 1080 LED Monitor	624.75	937.75		\$
700853	46" 1920 x 1080 LED Monitor	782.25	1,176.00		\$
700852	55" 1920 x 1080 LED Monitor	1,097.25	1,648.50		\$
700851	60" 1920 x 1080 LED Monitor	1,674.75	2,509.50		\$
700887	70" 1920 x 1080 LED Monitor	1,890.00	2,520.00		\$
700850	80" 1920 x 1080 LED Monitor	2,094.75	3,139.50		\$
700866	90" 1920 x 1080 LED Monitor	4,252.50	5,670.00		\$

### Touchscreen Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700828	32" 1920 x 1080 LCD Touchscreen Monitor	656.25	985.00		\$
700888	46" 1920 x 1080 LCD Touchscreen Monitor	1,417.50	1,890.00		\$
700889	65" 1920 x 1080 LCD Touchscreen Monitor	2,835.00	3,780.00		\$

### 4K LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700867	65" 3840 x 2160 LED Monitor	4,134.50	5,512.50		\$
700868	84" 3840 x 2160 LED Monitor	8,268.75	11,025.00		\$

### LED Panel

Item Code	Description	
700870	Barco C5 (5mm)	Call for Quote
700873	Barco i10 (10mm)	Call for Quote
700871	Barco i6 (6mm)	Call for Quote
700872	Barco i8 (8mm)	Call for Quote
700869	Revolution Displays RD3 (3mm)	Call for Quote

110618 022600357

V-1 063017



# Audio Visual Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## LED Panel - Creative

Item Code	Description	
700891	LEDigami Walpaper 10 (10mm)	Call for Quote
700875	PixelFlex 18 (18mm)	Call for Quote
700876	PixelFlex 37 (37mm)	Call for Quote
700874	WinVision 9HD (9mm)	Call for Quote

## Monitor Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700801	Bluray Player	157.50	236.25		\$
700800	DVD Player	89.25	134.50		\$
700860	Shelf for Chrome Pole Stand	26.25	39.50		\$
700859	Spandex Wrapped Monitor Chrome Pole Stand	36.75	55.25		\$

## Computers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop	236.25	315.00		\$
700822	Intel i5 2520M Windows 7 Laptop	194.25	292.00		\$
700823	Intel i7 720QM Windows 7 Laptop	309.75	465.25		\$
700878	Mac Mini	236.25	315.00		\$
700892	MacBook Pro 15" Laptop	472.50	630.00		\$
700877	MacBook Pro 17" Laptop	590.75	787.50		\$
700836	iMac 24" Desktop	414.75	622.75		\$
700837	iMac 27" Desktop	367.50	551.25		\$
700861	iPad II 16GB Tablet	157.50	236.25		\$

## Computer Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand	236.25	355.00		\$
700862	Apple iPad Table Stand	36.75	55.25		\$

## Printers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700816	HP 3800N Series Color Printer	383.25	575.50		\$
700815	HP 4000N Series Black & White Printer	183.75	276.25		\$

## Booth Speaker Systems

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)	59.00	78.75		\$
700880	EV Sxa 100 Speaker System (10-50ppl)	236.25	315.00		\$
700881	EV Sxa 250 Speaker System (pair w/stands) (50-100ppl)	354.50	472.50		\$
700883	MeyerSound UPA-1P Speaker System (pair w/stands) (75-150ppl)	827.00	1,102.50		\$
700882	MeyerSound UPM-1P Speaker System (pair w/stands) (25-75ppl)	590.75	787.50		\$

110618 022600357  
V-1 063017



# Audio Visual Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Booth Mixers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700884	Allen & Heath 10 Channel Mixer	118.25	157.50		\$
700885	Allen & Heath 14 Channel Mixer	177.25	236.25		\$

## Microphones/Computer Audio

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700886	Low Profile Skin Tone Headset Microphone (add to wireless)	118.25	157.50		\$
700894	Shure SM58 Microphone	59.00	78.75		\$
700814	UHF Wireless Microphone Kit	304.50	456.75		\$
700893	Whirlwind PCDI	59.00	78.75		\$

## Step 2: Calculate Handling Charges Surcharge

Please calculate 25% into your total payment for handling surcharges. This is a required charge and will be added to your final invoice.

Item Code	Description	Order Total	+	Surcharge %	=	Grand Total
700700	Audio Visual Handling Surcharge	\$		25%		\$

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

**Please Sign** X  
 \_\_\_\_\_  
 Authorized Signature  
 \_\_\_\_\_  
 Authorized Name - Please Print Date

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

**Total Payment Enclosed** \$

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

110618 022600357  
 V-1 063017



# Electrical Checklist

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

<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.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work and Equipment Rental)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<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. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

022600357

E-1a 033116 Cstm 110618 1044



# Electrical Services Frequently Asked Questions

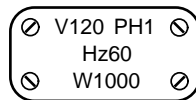
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

## The Garage

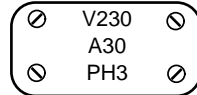
Los Angeles Convention Center  
November 30 - December 9, 2018

### How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

### Is this price listed for power per day?

No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

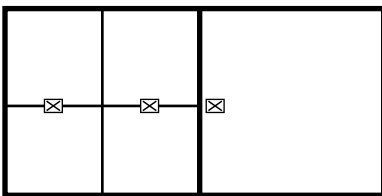
### Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

### Where will my power be located?

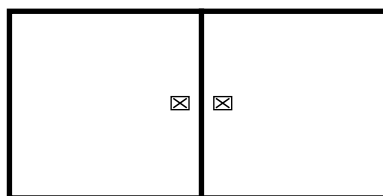
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis.

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. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

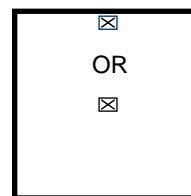


In-Line Booths

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.

### What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).



## How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets but keep in mind of the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

## Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes. Overhead Lighting must be powered down at night time before leaving the facility. Escort (electrical labor) is required for catwalk access.

## When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

## Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

## Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

## Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

## How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at 1 hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependant on receiving power, floor plan and payment.

## What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

## What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES must also receive an electrical floor plan for placements of the 1000 watt overhead lights.



## How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

**All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.**

022600357

110618 1044

E-1b 041818 Cstm



# Electrical Outlets Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	113.75	170.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	161.75	242.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	214.00	267.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	248.75	311.25		\$

### 1P 208v Motor and Equipment Outlets\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700012	010 Amp, 1/2 HP 208V / 1Phase	330.25	412.75		\$
700014	020 Amp, 1 HP 208V / 1Phase	495.25	619.25		\$
700015	030 Amp, 2 HP 208V / 1Phase	613.25	766.50		\$
700016	060 Amp, 5 HP 208V / 1Phase	773.50	967.00		\$
700017	100 Amp, 10 HP 208V / 1Phase	990.75	1,238.25		\$
700018	200 Amp, 25 HP 208V / 1Phase	1,651.25	2,063.75		\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	457.00	685.25		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	632.00	790.25		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	679.25	849.25		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	990.75	1,238.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,415.25	1,769.00		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	1,856.50	2,552.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,594.50	3,243.25		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	5,094.75	6,368.50		\$

\* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

E-2 082217 Cstm 110618 022600357



# Electrical Outlets Order Form

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

Discount Deadline Date:  
October 30, 2018

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

## 3P 480v Motor and Equipment Outlets\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	830.00	1,037.50		\$
700045	030 Amp, 10 HP 480V / 3Phase	1,038.00	1,308.00		\$
700046	060 Amp, 20 HP 480V / 3Phase	2,075.50	2,594.50		\$
700047	100 Amp, 50 HP 480V / 3Phase	3,019.25	3,774.00		\$
700048	200 Amp, 100 HP 480V / 3Phase	5,660.75	7,076.25		\$

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.64	7.35		\$

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.

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

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

<b>Please Sign</b>	<input checked="" type="checkbox"/>
	Authorized Signature
Authorized Name - Please Print	
Date	

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

<b>Total Payment Enclosed</b>	\$
-------------------------------	----

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# 24 Hour Electrical Outlets Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	170.63	255.38		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	242.63	363.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	321.00	401.25		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	373.13	466.88		\$

### 1P 208v Motor and Equipment Outlets\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700012	010 Amp, 1/2 HP 208V / 1Phase	495.38	619.13		\$
700014	020 Amp, 1 HP 208V / 1Phase	742.88	928.88		\$
700015	030 Amp, 2 HP 208V / 1Phase	919.88	1,149.75		\$
700016	060 Amp, 5 HP 208V / 1Phase	1,160.25	1,450.50		\$
700017	100 Amp, 10 HP 208V / 1Phase	1,486.13	1,857.38		\$
700018	200 Amp, 25 HP 208V / 1Phase	2,476.88	3,095.63		\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	685.50	1,027.88		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	948.00	1,185.38		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,018.88	1,273.88		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,486.13	1,857.38		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,122.88	2,653.50		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	2,784.75	3,828.75		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,891.75	4,864.88		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	7,642.13	9,552.75		\$

\* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

### 3P 480v Motor and Equipment Outlets\*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	1,245.00	1,556.25		\$
700045	030 Amp, 10 HP 480V / 3Phase	1,557.00	1,962.00		\$
700046	060 Amp, 20 HP 480V / 3Phase	3,113.25	3,891.75		\$

E-2a 082217 Cstm 110618 022600357





# 24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:  
October 30, 2018

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

## 3P 480v Motor and Equipment Outlets\*

700047	100 Amp, 50 HP 480V / 3Phase	4,528.88	5,661.00		\$
700048	200 Amp, 100 HP 480V / 3Phase	8,491.13	10,614.38		\$

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.64	7.35		\$



# 24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:  
October 30, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------

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.

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.



# Lighting Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

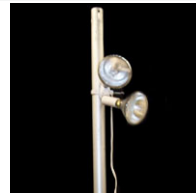
700361



700350



700352



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700361	Floodlight, 1000 Watt Overhead**	598.00	830.50		\$
700350	Floodlight, 120 Watt*	127.25	159.25		\$
700352	Floodlight, 120 Watt Double*	229.50	344.00		\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

\* On Stantion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

\*\* May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when 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.

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

Form Continues on Next Page





# Lighting Focus Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Easy Ordering Tips:

- GES is responsible for all lighting focus.
- A focus crew will consist of a lift and 2 man crew.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 4:30 PM to 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM to 8:30 PM.
- Night Rate: Monday through Sunday from 8:30 PM to 8:00 AM.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	=	Total
705305	Lighting Lift w/Operator, ST	391.25	489.00	586.75			\$	
705305	Lighting Lift w/Operator, OT	518.50	648.25	777.75			\$	
705305	Lighting Lift w/Operator, Night Rate	708.50	1,137.25	1,364.50			\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Provide On-Site Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



# Lighting Focus Order Form

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

Company Name

Email

Phone Number

Booth Number

## Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 18 hour notice shall be charged a four (4) 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 four (4) hours per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

### Move In

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

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

### Move Out

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$



# Lights Out Request Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

- All lights out orders are contingent on final approval by Show Management.
- Exhibitors requiring "Lights Out" must request this service through GES.
- The Los Angeles Convention Center lighting system is set up in banks of three (3) lights and/or individual circuits depending upon the location in the hall.
- Some areas of the exhibit hall may require a lighting lift and crew to turn off lights. Additional charges will apply.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 4:30 PM to 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM to 8:30 PM.
- Night Rate: Monday through Sunday from 8:30 PM to 8:00 AM.

## Step 1. Order Labor and Lights Out

### Lights Out

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700122	Lights Out Turned Out From the Control Room	<b>41.00</b>	41.00		\$

### Lighting Lift and Crew

(may be required in some areas of the exhibit hall)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	=	Total
705305	Lighting Lift w/Operator, ST	<b>391.25</b>	489.00	586.75				\$
705305	Lighting Lift w/Operator, OT	<b>518.50</b>	648.25	777.75				\$
705305	Lighting Lift w/Operator, Night Rate	<b>708.50</b>	1,137.25	1,364.50				\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600357/labor/esm>

## Step 2. Provide On-Site Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Services Requested: \_\_\_\_\_ Number of Lights: \_\_\_\_\_

E-13 041818 Cstm 110618 022600357

Form Continues on Next Page





# Lights Out Request Order Form

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

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 18 hour notice shall be charged a four (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

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

### Move In

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

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

### Move Out

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$



# Booth Layout - Electrical and Overhead Lighting

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



Main Drop Location



120 V \_\_\_\_\_ AMPS



208 V Single Phase \_\_\_\_\_ AMPS



208 V Three Phase \_\_\_\_\_ AMPS



480 V Three Phase \_\_\_\_\_ AMPS



**Tips**

## Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Front of Booth

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





# Electrical Floorwork Labor Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Electrical Labor is required for all under carpet/flooring distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday through Friday from 4:30 PM to 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM to 8:30 PM.
- Night Rate: Monday through Sunday from 8:30 PM to 8:00 AM.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	91.50	114.50	143.00			\$
705060	Electrical, OT	183.00	228.75	286.00			\$
705060	Electrical, Night Rate	320.45	400.50	480.75			\$

## Step 2. Please Indicate Service



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

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.



# Electrical Floorwork Labor Order Form

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

Discount Deadline Date:  
October 30, 2018

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

## Floor Work (Under Carpet Electrical Distribution)

### Option 1

- ☐ Exhibitor Supervised
  - 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.
  - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
  - A 30% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?

\_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

## Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

### Installation

Start 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 start times will be dispatched to the 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 18 hour notice shall be charged a four (4) 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 four (4) hours per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Place order on Next Page





Discount Deadline Date:  
October 30, 2018

Show Site Contact      Show Site Email      Show Site Phone Number

[illegible]

X

Date \_\_\_\_\_

\$





# Electrical Booth Work Labor Order Form

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM
- Overtime (OT): Monday through Friday from 4:30 PM to 8:30 PM, Saturday, Sunday and Holidays from 8:00 AM to 8:30 PM.
- Night Rate: Monday through Sunday from 8:30 PM to 8:00 AM.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

### Labor, Booth Work, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	91.50	114.50	143.00			\$
705061	Electrical, OT	183.00	228.75	286.00			\$
705061	Electrical, Night Rate	320.45	400.50	480.75			\$

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift, ST	391.25	504.50	602.50			\$
705300	High Lift, OT	518.50	721.00	850.50			\$
705300	High Lift, Night Rate	708.50	978.25	1,173.00			\$
705301	Scissor Lift, ST	302.50	377.75	453.50			\$
705301	Scissor Lift, OT	400.75	500.75	600.75			\$
705301	Scissor Lift, Night Rate	520.75	651.00	781.25			\$

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps may require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.

E-4 072018 Cstm 110618 022600357

Form Continues on Next Page





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

Discount Deadline Date:  
October 30, 2018

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

## Step 3. Schedule Electrical Labor for Booth Work

### Installation

Start 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 start times will be dispatched to the 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 18 hour notice shall be charged a four (4) 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 four (4) hours per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical 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.

Place order on Next Page



Discount Deadline Date:  
October 30, 2018

Legend: B/W - Booth Work, O/H - Overhead Work, C/W - Catwalk Access, S/L - Scissor Lift w/ Crew, H/L - High Lift w/ Crew, T/W - Truss Work (fixtures, cabling on truss)

[illegible]

Please Sign

X

Date \_\_\_\_\_

**Total Payment Enclosed**

\$



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
October 30, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Show Site Contact	Show Site Email	Show Site Phone Number
-------------------	-----------------	------------------------

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# Booth Layout - Electrical

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 30, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V \_\_\_\_\_ AMPS



208 V Single Phase \_\_\_\_\_ AMPS



208 V Three Phase \_\_\_\_\_ AMPS



480 V Three Phase \_\_\_\_\_ AMPS



**Tips**

## Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

## Step 2. Draw Your Booth Layout

**Back of Booth Number** (indicate adjacent booth or aisle number: \_\_\_\_\_)


Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

**Front of** (indicate adjacent booth or aisle number: \_\_\_\_\_)

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

E-5 100417 110618 022600357





# Plumbing Services Information

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

### Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

### Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

### Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

### Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

### Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.





# Plumbing Services Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



## Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

## Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	519.00	622.75		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price i	25.75	30.75		\$
701039	Air Outlet, Connection	248.75	298.75		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	186.50	223.75		\$

## Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701067	Compressed Nitrogen Cylinder	231.25	277.50		\$
701059	Natural Gas Outlet	415.00	498.25		\$
701063	Natural Gas Outlet, Connection	250.00	300.00		\$
701064	Natural Gas Outlet, Supplemental (within 10 feet of first outlet)	311.25	373.50		\$
701069	Regulator, Cylinder Gas	173.25	208.25		\$

## Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	270.00	324.25		\$
701051	Drain Outlet, Connection	166.25	199.50		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	166.25	199.50		\$

## Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	415.00	498.25		\$
701087	Water Outlet, Connection	197.00	236.25		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	197.00	236.25		\$

## Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	125.00	150.25		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	248.75	298.75		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	166.25	199.50		\$

K-2 101916 Cstm 110618 022600357

Form Continues on Next Page





## Fire Sprinkler Connection

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701001	Fire Sprinkler Connection	848.25	1,060.25		\$

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



# Plumbing Labor Order Form

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

**The Garage**  
Los Angeles Convention Center  
November 30 - December 9, 2018

Discount Deadline Date:  
October 30, 2018

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



**Tips**

## Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- 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.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	96.00	120.25	150.25			\$
705011	Plumbing, OT	192.25	240.25	300.25			\$
705011	Plumbing, Night Rate	288.25	360.50	450.50			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705301	Scissor Lift, ST	427.00	529.75	632.75			\$
705301	Scissor Lift, OT	620.25	757.00	893.00			\$
705301	Scissor Lift, Night Rate	854.00	1,027.25	1,231.75			\$

## Step 2. Please Indicate Service



**Help**

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

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers 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.

### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 30% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

110618 022600357

K-3 110317

Form Continues on Next Page





# Plumbing Labor Order Form

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

Discount Deadline Date:  
October 30, 2018

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

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

### Installation

Start 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 start times will be dispatched to the 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 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 and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation 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 (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

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.

### Installation

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

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

### Dismantle

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

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.









# Notice of Intent to Use EAC and Policies and Procedures

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 25, 2018

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

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

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

Exhibitor Appointed Contractor: \_\_\_\_\_

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

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES

Please  
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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

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





# Agreement and Rules and Regulations between GES and EAC

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 25, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



**Attention:**

- **This form must be completed by the EAC.**

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

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to GES that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has uploaded certificates of insurance through CertFocus, confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident. All owned, hired and non-owned boxes marked.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), The Garage (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

L-4 041918 110618 022600357





# Agreement and Rules and Regulations between GES and EAC

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

The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

Form Deadline Date:  
October 25, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

Please  
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

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

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print


Date

110618 022600357

L-4 041918





<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/18	
PRODUCER <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE			
INSURED 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>				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							
3. 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	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. 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"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>						
	MED EXP (Any one person) <b>\$ 5,000</b>						
	PERSONAL & ADV INJURY <b>\$1,000,000</b>						
	GENERAL AGGREGATE <b>\$2,000,000</b>						
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/18</b>	<b>01/01/19</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	(Ea accident)						
	BODILY INJURY <b>\$</b>						
	(Per person)						
	BODILY INJURY <b>\$</b>						
<b>C</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/18</b>	<b>01/01/19</b>	PROPERTY DAMAGE <b>\$</b>		
	(Per accident)						
	AUTO ONLY-EA ACCIDENT						
	OTHER THAN <b>\$</b>						
	AUTO ONLY: <b>\$</b>						
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	AGGREGATE <b>\$1,000,000</b>						
	<b>\$</b>						
	<b>\$</b>						
	<b>\$</b>						
<b>D</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/18</b>	<b>01/01/19</b>	X WC STATU- ORY LIMITS	OTHER	
	E.L. EACH ACCIDENT <b>\$1,000,000</b>						
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>						
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>						
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES (Official Service Provider), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), Los Angeles Convention Center (Facility), and The Garage (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of 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: November 30 - December 9, 2018 at city of Los Angeles.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118				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 			

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 General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), The Garage (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be 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 #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit Certificate of Insurance for EAC here: <https://www.certfocus.com/expresso/>  
 \*There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES





# Show Site Work Rules

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

## Union Information

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

### 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.

### Riggers Union - Local 831

Members of this union claim jurisdiction for the assembly, rigging, and attachment of all elements suspended from the facility. Including, but not limited to the installation and removal of truss, electric and manual hoists, speakers, LED walls, as well as all signs electrical and non-electrical.

### 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. Exhibitors may not plug in power over 120 Volts. Exhibitors must use Electricians to plug into power over 120 volts. 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.



# Stop. Think. Safety.

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018



Safety is very important for everyone working in the Exhibit Hall.

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

### Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



# Fire Regulations

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

**The following are the Los Angeles Fire Department's minimum safety requirements for flat trade commercial and other type shows and shall apply whether the exhibit is open or closed to the public.**

**Fire Department** – Applications for a special permit for the following shall be made fifteen (15) days in advance of the show.

1. Display and operate any heater, barbecue, heat-producing or open-flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which is deemed hazardous by the Fire Department.
3. Use or store flammable liquids, compressed gases or dangerous chemicals. 4. Display or use any internal combustion engine.

### BOOTHS

The Fire Department may require that any booth more than 8 feet in height and employing materials more than ¼ inch in thickness is of plywood, or 3/8 inch of fiberboard, used in the horizontal run of the ceiling construction, be constructed under permit from the Department of Building and Safety. This does not apply to peripheral or other framework which provides support for drapery, plastic, or other approved lightweight materials used in the ceiling. Effective June 13, 1977, fire sprinkler systems will be required for covered exhibits over 750 square feet. This was changed from the previous requirement of 300 square feet.

### FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be rendered flame retardant and labeled in accordance with the provisions of Title 19. Canvas, cloth, cardboard, leaves, or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days, and shall be completely flame retardant.

Combustible wood materials ¼ inch or more in thickness, glass or asbestos cloth may be used without flame retardant treatment.

Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.

All flame proofing shall be performed by a person certified by the State Fire Marshal's Office.

No person or firm shall apply a flame-retardant chemical on a job unless the person or firm and the chemical are registered with, and approved by, the State Fire Marshal.

Prior to applying a flame-retardant chemical to any booth or exhibit, the registered Flame Retardant Application Concern shall first notify the manager of the property and show his State Fire Marshal Registration.

After every job of applying a flame retardant chemical by a registered Flame Retardant Application Concern, an approved Certificate of Flame Resistance shall be furnished to the person or concern for what the work was done and shall be displayed in the booth or exhibit until the close of the show.

### 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.

Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Show management shall assume responsibility for adequate janitorial and rubbish pickup service performed daily. Show management shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

Your cooperation in furnishing this information to all parties whom may be contemplating a show or exhibit will be appreciated. For additional information, contact the Public Safety Section of the Fire Prevention Bureau, (213) 978-3650.

### EXHIBIT CONSTRUCTION

All Exhibits must conform to the following regulations as outlined by the Los Angeles Department of Building and Safety

#### A. Building Permits are required for:

##### 1. Booths, partitions, and displays under the following conditions:

- a) Over 12' in height.
- b) When constructed in a manner, which would restrict or obstruct the proper operation of an existing fire sprinkler system, such as a roof or ceiling.
- c) When plans and/or calculations by a licensed engineer are necessary to insure structural stability.

#### B. When Building Permits are required:

##### 1. Two (2) sets of construction plans are required which clearly indicated:

- a) The job address.
- b) Location of the proposed exhibit in relationship to the site, adjacent exhibits, and the building (Show Floor Plan).
- c) Plan view, section view elevations and any other specifications necessary to determine the height, type, size, and use of the structure.
- d) The materials used in construction, and how it will be construed to conform to the provisions of the Building Code.

##### 2. The Building and Safety Department may require computations prepared by an engineer or architect licensed by the State of California to accompany the plans.

#### C. To secure a Building Permit:

1. Secure clearance from the Los Angeles Fire Department, Public Assembly Inspector, 9th floor, City Hall East, (213) 485-6048 or 485- 6050.
2. File two (2) sets of plans that bear Fire Department approval stamp with the Department of Building and Safety, Conservation Bureau Plan Check, Room 425, City Hall, 200 North Spring Street, Los Angeles, CA 90012, (213) 485-7811.
3. Plan check hours are 8:00 A.M. to 4:00 P.M. Plans should be filed as early as possible, but at least five (5) days before construction work is to begin. Questions can be directed to: Special Projects Division, Engineering Conservation Bureau (213) 485-7811.

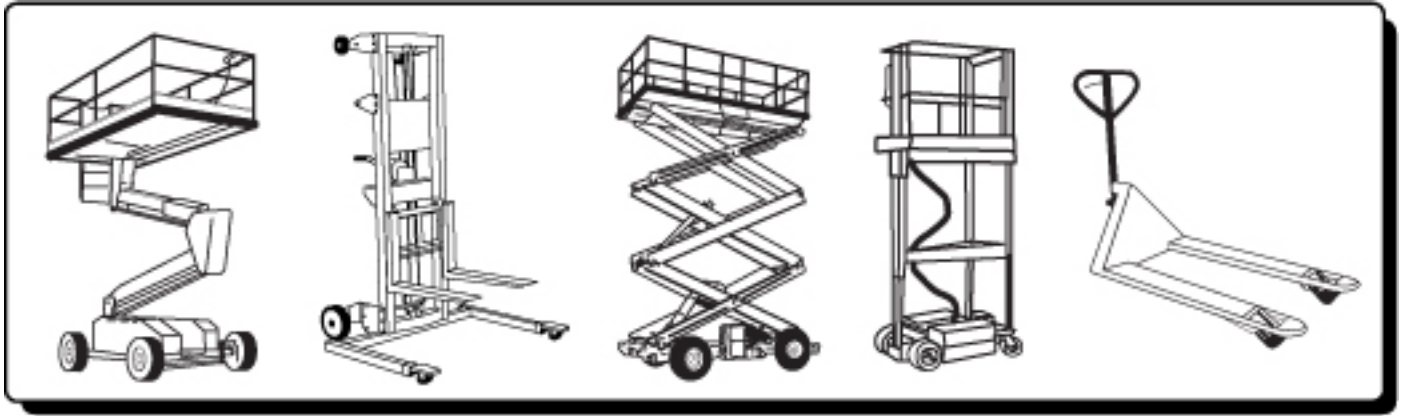


# Operation of All Mechanical Lifts

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018



### Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



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

Thank you for your complete cooperation.



# GES Payment Policy

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

110618 022600357

G-2p 100517



# GES Terms and Conditions of Contract

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

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

## I. Definitions

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

## II. Scope

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

## III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.

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 Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

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

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

## V. Disclaimer and Limitation of Liability

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

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





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

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).



## IX. Jurisdiction, Choice of Forum

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

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

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

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**Payment for Services:** GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt:** If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

## A

Additional Show Forms, Page 26

Advance Shipping Labels, Page 120

Agreement and Rules and Regulations  
between GES and EAC, Page 184

Audio Visual Order Form, Page 151

## B

Booth Layout - Electrical and Overhead  
Lighting, Page 168

Booth Layout - Hanging Signs, Page 144

## C

Carpet Brochure, Page 79

Carpet Order Form, Page 80

CC Authorization Form, Page 69

Certificate of Liability Insurance Sample,  
Page 186

Column Cover Order Form, Page 150

Convenience Package Order Form, Page  
105

Crane Labor Order Form, Page 135

## D

Digital File Preparation, Page 107

Directional Map Kentia Hall, Page 15

Domestic Third Party Billing Request, Page  
77

## E

Electric Chain Hoist & Truss Order Form,  
Page 146

Exhibitor Appointed Contractors (EACs)  
and Third Parties, Page 183

Exhibitor Parking, Page 68

Exhibitor Services and Contacts, Page 8

Exhibitor's Own Floor Covering Order Form,  
Page 81

## F

Fire Regulation Information, Page 189

Fire Safety, Page 50

Floor Protection, Page 57

Forklift Order Form, Page 131

Freight Service Questionnaire, Page 126

Furniture & Accessories Order Form, Page  
85

## G

General Information, Page 73

GES Information and Order Forms, Page 70

GES Payment Policy, Page 191

GES Terms, Page 192

GES Terms and Conditions of Contract,  
Page 192

GES Transportation Plus, Page 114

Graphics & Signage Order Form, Page 109

## H

Hanging Sign / Truss Labor Information,  
Page 137

Hanging Sign Labor Order Form, Page 139

Hanging Sign Shipping Labels, Page 145

## I

022900357

061518



The Garage  
Los Angeles Convention Center  
November 30 - December 9, 2018

**Important Deadlines, Page 7**

**Industrial Liquid & Chemical MSDS, Page 67**

**Installation and Dismantling Order Form, Page 129**

**Insurance Requirements, Page 20**

**International 3rd Party Billing Request, Page 78**

## L

**LA Convention Center - Facility Guidelines, Page 50**

**Laser/Foggers, Page 66**

**Levy Restaurants Catering Menu, Page 27**

**Lighting Focus Order Form, Page 164**

**Lights Out Request Form, Page 166**

## M

**Material Handling/Drayage Information, Page 111**

**Material Handling/Drayage Order Form, Page 115**

**Meeting Rooms, Page 64**

**Move In and Move Out Procedures, Page 9**

**Moving Vehicles, Page 65**

## N

**Notice of Intent to Use EAC and Policies and Procedures, Page 183**

## O

**Operation of All Mechanical Lifts, Page 190**

## P

**Payment and Credit Card Charge Authorization, Page 76**

**Permit/License Requirements, Page 23**

**Pre-Printed Bill of Lading (BOL) / Outbound Labels Request, Page 124**

**Production Rigging, Page 58**

## R

**Request for Variance to Assigned Target Time, Page 123**

**Rigging Plan Submittal, Page 147**

**Rules and Regulations, Page 16**

## S

**Shipping Labels: Advance, Page 120**

**Show Information, Page 6**

**Show Information, Page 71**

**Show Site Storage Order Form, Page 127**

**Show Site Work Rules, Page 187**

**Shrouding Request Form, Page 148**

**Special Handling Brochure, Page 119**

**Specialty Furniture Brochure, Page 88**

**Specialty Furniture Order Form, Page 98**

**Standard Furniture Brochure, Page 83**

**Standard Graphics Brochure, Page 110**

**Stop. Think. Safety., Page 188**

## T

**Target Maps, Page 121**

**Target Schedule Request, Page 122**

**Temporary Structures, Page 62**

**The Garage Information and Forms, Page 4**

**Tips for New Exhibitors, Page 74**

022900357

061518



# Index

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

## The Garage

Los Angeles Convention Center  
November 30 - December 9, 2018

**Transportation Plus Order Form, Page 117**

## U

**United Maintenance - Booth Cleaning, Page 26**

## W

**Warehouse Storage Service Order Form, Page 125**

**Welcome Letter, Page 5**

**Wristband Request, Page 25**

022900357

061518