

# 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 Los Angeles Auto Show  
 Los Angeles Convention Center  
 December 1 - 10, 2017

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# Show Organizer Information and Forms





Dear Exhibitor,

On behalf of the entire LA Auto Show team, welcome to the 2017 LA Auto Show.

We look forward to working with you and your staff to provide excellent experience at this year's event.

Featuring AutoMobility LA for the second year, the Technology Pavilion, located on-site at the LA Convention Center, will be home to a number of presentations, panel discussions, keynotes and exhibit spaces. This area will open on Monday, November 27<sup>th</sup> to host our networking reception and kickoff party.

If there is anything at all I can assist you with, please do not hesitate to contact me directly.

Thank you for your partnership- we appreciate it.

Sincerely,

Terri Toennies  
Executive Vice President & General Manager

## **SHOW INFORMATION**

***(Final Show Hours Subject to Change.)***

Show management:

West LA Office (through Nov 10)  
**801 S. Grand Ave. Suite 375**  
**Los Angeles, CA 90017**  
 Tel: (310)444-1850  
 Fax: (310)444-5971

On-Site Show Office (Nov 13-Dec 13)  
 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. Room 508  
 Los Angeles, CA 90015  
 Tel: (213)743-6250  
 Fax: (213)743-6252

AutoMobility LA On-site Registration:

	West Hall	Room 502	South Hall
Sunday, Nov. 26th	NA	9:00am-4:00pm	NA
Monday, Nov. 27th	7:00am-9:00pm	9:00am-7:00pm	NA
Tuesday, Nov. 28th	6:00am-8:00pm	6:00am-6:00pm	NA
Wednesday, Nov. 29th	6:00am-6:00pm	6:00am-6:00pm	6:00am-5:00pm
Thursday, Nov. 30th	7:00am-1:00pm	7:00am-3:00pm	7:00am-1:00pm

Show Dates & Show Hours

***AUTOMOBILITY LA***

Monday, Nov. 27th	5:00pm-7:00pm 7:00pm-9:00pm	Technology Pavilion Exhibits & Networking Reception Kick-Off Party
Tuesday, Nov. 28th	7:30am-6:00pm	AutoMobility LA Exhibits & Conferences at Technology Pavilion
Wednesday, Nov. 29th	7:30am-5:00pm	AutoMobility LA & Vehicle Debuts
Thursday, Nov. 30th	7:30am-5:00pm	AutoMobility LA & Vehicle Debuts

***LA AUTO SHOW***

Friday, Dec. 1st	7:00am- 9:00am 9:00am-10:00pm	Early Bird Ticket Access - All Halls Show Hours
Saturday, Dec. 2nd	7:00am- 9:00am 7:45am- 9:30am 9:00am-10:00pm	Early Bird Ticket Access - All Halls VIP Group Tours Show Hours
Sunday, Dec. 3rd	7:00am- 9:00am 7:45am- 9:30am 9:00am-9:00pm	Early Bird Ticket Access - All Halls VIP Group Tours Show Hours
Monday, Dec. 4th	9:00am-9:00pm	Show Hours
Tuesday, Dec. 5th	9:00am-9:00pm	Show Hours
Wednesday, Dec. 6th	9:00am-9:00pm	Show Hours
Thursday, Dec. 7th	9:00am-10:00pm	Show Hours
Friday, Dec. 8th	7:00am- 9:00am 9:00am-10:00pm	Early Bird Ticket Access - All Halls Show Hours
Saturday, Dec. 9th	7:00am- 9:00am 7:45am- 9:30am 9:00am-10:00pm	Early Bird Ticket Access - All Halls VIP Group Tours Show Hours
Sunday, Dec. 10th	7:00am- 9:00am 7:45am- 9:30am 8:00am-7:00pm	Early Bird Ticket Access - All Halls VIP Group Tours Show Hours

## IMPORTANT DEADLINES

Due Date:	Contact:	Item:	Return to:
Jul. 10	Terri Toennies	Meeting Room Request	Terri Toennies LA Auto Show Tel: (310)444-1850 terri@laautoshow.com
Aug. 1	Lane Bensko	Submit Floor Plans	Lane Bensko LA Auto Show Tel: (310)463.4136 Lane@laautoshow.com
Sept. 5	Darian Bradford	Wristband/OEM Card Request	Darian Bradford LA Auto Show Tel: (310)444-1850 Darian@laautoshow.com
Sept. 5	See page 20	Certificate of Insurance	Janet Fukuhara LA Auto Show Tel: (310)444-1850 Janet@laautoshow.com
Sept. 5	See page 26	Early Move-In Form	Janet Fukuhara LA Auto Show Tel: (310)444-1850 Janet@laautoshow.com
Oct. 2	See page 28	Security Order Form	LA Auto Show Tel: (310)444-1850 boothsecurity@laautoshow.com
Oct. 2	See page 188	Notice of Intent to use Exhibitor Appointed Contractor	Janet Fukuhara LA Auto Show Tel: (310)444-1850 Janet@laautoshow.com
Oct. 13	See page 31	Porter & Cleaning Services-United Maintenance	Trina Tovar United Maintenance (800)248-8558 Ttovar@unitedhq.com
Oct. 13	See page 44	Smart City: Internet/Network Service Order form	Robbie Bridges Smart City Tel: (213)765-4647 rbridges@smartcity.com
Oct. 13	See page 10	Exhibitor Parking Form	AEG Parking Services Tel: (213)765-4444 eventservices@lacclink.com
Nov. 3	See page 117	Advance Freight to Decorator: Material Handling Order Form	Rick Roberts GES Tel: (562)356-3716 rroberts@ges.com
Nov. 3	See page 163	Electrical: Service Order, Labor Request, Plumbing Service, & Payment	Mark Witthoeft GES Tel: (562)370-1605 mwitthoeft@ges.com
Nov. 3	See page 144	Overhead Lighting & Rigging Plans, Hanging Sign, Labor Order & Payment	Kelly Green GES Tel: (562)370.1564 kgreen@ges.com  Tammy Van Hooser Tel: (562)356.3797 tvanhooser@ges.com
Nov. 10	See page 15	Submit floor plans to LACC	LA Convention Center eventservices@lacclink.com

## EXHIBITOR SERVICES & CONTACTS

### Audiovisual & Computer Equipment

GES: Robert Smith  
Tel: (972) 538-3006  
Cell: (469) 340-8266  
rsmith@ges.com

### Branded/ Inflatable Sculptures/Backdrops

Air Dimensional Design:  
Doron Gazit  
Tel: (818) 765-8100  
Cell: (818) 402-6816  
doron@airdd.com

### Car Detailing

Cosmetic Car Care, Inc.:  
Charlene Harris  
Tel: (949) 453-1200  
charris@cosmeticcarcare.com

NDI Group: Tammy Cramer  
Tel: (865) 218-9342  
Cell: (865)675-9755  
tcramer@ndigroup.com

Professional Detailers:  
Michael Price  
Tel: (949) 460-0314  
mike.price@prodetailers.com

### Cleaning- Porter Service

United National Maintenance:  
Trina Tovar  
Tel: (800) 248-8588  
ttovar@unitedhq.com

### Decoration, Labor, & Drayage

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

### Delivery/Carrier Services

Clock Work  
(310) 568-9175

### Electrical

GES: Mark Witthoef  
Tel: (562) 370-1605  
mwitthoef@ges.com

### Florist

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

Sky Events & Production  
Tel: (818) 769-9494

Short Term Plant Rental:

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

### Food & Beverage

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

### Internet & Telephone Services

Smart City: Robbie Bridges  
Tel: (213) 765-4647  
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@laclink.com

Fire Marshal: Clinton Pruiet  
Tel: (213)741-1151  
Clinton.pruiet@lacity.org

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

LA Auto Show: Tara Valdez  
Tel: (210)236-2981  
Tara@laautoshow.com

### Official Merchandise

Company Stuff: Steve Lindland  
Tel: (310) 444-1850  
stevell@companystuff.com

### Photography

ConventionPhoto By Joe Orlando:  
Jeff Orlando  
Tel: (626) 639-3015  
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

### Security/ LAPD Officers

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

### Structure Permits

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

Henry P. Chow Associates:  
Henry Chow  
Tel: (562) 424-0049

### Transportation

MSP Towncar Co.  
Tel: (310) 722-7787  
jonna@itslimo.com

Supershuttle Los Angeles, Inc.:  
Adriana Galvan  
Tel: (310) 222-5500 x10502  
agalvan@supershuttle.net



## MOVE-IN SCHEDULE & PROCEDURES

### REGULAR MOVE-IN:

West, South, Petree & Concourse Halls  
The Garage/Kentia Hall

Friday, Nov 24<sup>th</sup> – Tuesday, Nov 28<sup>th</sup>,  
Monday, Nov 27<sup>th</sup> – Tuesday, Nov 28<sup>th</sup>

### EARLY MOVE-IN:

Friday, Nov. 17<sup>th</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Saturday, Nov. 18<sup>th</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Sunday, Nov. 19<sup>th</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Monday, Nov. 20<sup>th</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Tuesday, Nov. 21<sup>st</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Wednesday, Nov. 22<sup>nd</sup>

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Concourse Hall	*Early Rigging *Early Move-In	Time: TBD Time: TBD

Thursday, Nov. 23<sup>rd</sup> - HAPPY THANKSGIVING!

West Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
South Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Petree Hall Only	*Early Rigging *Early Move-In	Time: TBD Time: TBD
Concourse Hall	*Early Rigging *Early Move-In	Time: TBD Time: TBD

\*Extra charge applies for Early Move-In (refer to Early Move-In form within this Manual) & Early Rigging. Move-In availability is subject to the targeted overhead lighting & freight schedule. This does not include The Garage/Kentia Hall. For questions regarding The Garage/Kentia Hall, please contact Natalie Ayala at [natalie@laautoshow.com](mailto:natalie@laautoshow.com).

#### Move-In Information:

Please refer to Daily Schedule for a listing of available Move-In days and times. A tentative target Move-In schedule will be created and communicated to exhibitors in South and West Halls based upon location within the exhibit Hall and information about exhibit properties for the coming show. Some exhibitors will be assigned early Move-In days for load-in and must confirm their load-in days by submitting an Early Move-In Billing Form (refer to Early Move-In within this Manual). The cost for Early Move-In is \$0.16 per square foot per day for South and West Halls. Contact Show Management for Early Move-In pricing for Concourse Hall.

#### Exhibitor Parking:

We advise all exhibitor representatives and staff to pre-order a daily parking pass by submitting form and payment to the LA Convention Center and AEG Parking Services **by or before October 17th, 2017**. To order, please do so online by visiting the below link:

[https://aegworldwide-my.sharepoint.com/personal/cnorton\\_lacclink\\_com/\\_layouts/15/guestaccess.aspx?guestaccess\\_token=1k%2bpd3XB4%2f11Hbc70GIYHTVnYGe%2fHq7KeyO1peVbe0o%3d&docid=1\\_1416f3620a4d142e8902d04d6cd45fc2c&wdFormId=%7BCC084E3C%2D18B5%2D4EBD%2D96AA%2D5FA2DE515E65%7D](https://aegworldwide-my.sharepoint.com/personal/cnorton_lacclink_com/_layouts/15/guestaccess.aspx?guestaccess_token=1k%2bpd3XB4%2f11Hbc70GIYHTVnYGe%2fHq7KeyO1peVbe0o%3d&docid=1_1416f3620a4d142e8902d04d6cd45fc2c&wdFormId=%7BCC084E3C%2D18B5%2D4EBD%2D96AA%2D5FA2DE515E65%7D)

Single use parking rates: \*Service fee of \$1.50/per pass will be applied to total amount due. Cost's listed below are per pass-per day- per vehicle (no in's and out's).

1. Venice Parking Garage
  - a. \$15.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$20.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th
2. South Hall Parking Garage (Section A/E & D/F only)
  - a. \$20.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$25.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th
3. West Hall Parking Garage
  - a. \$20.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$25.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th

In & Out access parking rates: \*Service fee of \$1.50/per pass will be applied to total amount due. Cost's listed below are per pass-per day- per vehicle.

1. Venice Parking Garage
  - a. \$30.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$40.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th
2. South Hall Parking Garage (Section A/E & D/F only)
  - a. \$40.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$50.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th
3. West Hall Parking Garage
  - a. \$40.00/per day pass on November 16th-27th & December 11th-13th
  - b. \$50.00/per day pass on November 28th-30<sup>th</sup> & December 1st-10th

#### Marshaling Yard:

The Marshaling Yard will be open during Move-In from Saturday, November 11th through Monday, November 28th, 2017 from 6am-5pm. The Marshaling Yard will be located at:

The Los Angeles Auto Show in the C/O GES  
Cross Streets: Stadium Way & Lilac Terrace  
Dodger Stadium Lot 13 & 14 @ Lilac Terrace  
1700 Stadium Way  
Los Angeles, CA 90026  
USA

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

#### Overhead Lighting & Rigging:

The following outlines the Move-In/Move-Out procedures and areas of jurisdiction for the installation of supplemental lighting systems:

1. RIGGING, TRUSS ASSEMBLY & DISMANTLE. All rigging, truss assembly and dismantle must be arranged through Kelly Green ([kgreen@ges.com](mailto:kgreen@ges.com)) and Tammy Van Hooser ([cc:tvanhooser@ges.com](mailto:cc:tvanhooser@ges.com)). The date(s) and time of installation shall be arranged and coordinated by GES.

2. RIGGING, PLANS & LOAD CALCULATIONS. Submit all plans, drawings and load requirements to Kelly Green and CC: Tammy Van Hooser for review and approval no later than Monday, October 9, 2017. Kelly can be reached via email at [kgreen@ges.com](mailto:kgreen@ges.com) and [cc:tvanhooser@ges.com](mailto:cc:tvanhooser@ges.com). Load requirements are to include the calculated weight at each hang point and the required electrical services (volts, amps, phase).
3. LABOR SCHEDULE. The availability of time prior to Early Move-In for the installation of overhead lighting is still being determined. Labor requirements must be submitted to Mark Witthoeft (electrical labor) and Kelly Green (rigging labor) by Monday, October 30, 2017.
4. INSTALLATION SCHEDULE. Due to limited space and lift equipment, the installation schedule of said lighting will be coordinated and established jointly by Mark Witthoeft and Kelly Green. The date(s) and time of installation shall be determined as the labor requirements are known and on a first-come, first-served basis. Light focusing and ultimate dismantle shall be arranged in the same manner.

Electrical Installations:

The Electrical Department, 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 30, 2017 to qualify for the 20% discount. Orders received after the discount cut-off date will be charged the standard rate. Postmark is not honored. For further information regarding the ordering process, please contact Mark Witthoeft at [mwitthoeft@ges.com](mailto:mwitthoeft@ges.com).

Drayage:

Drayage service is a separate cost to each exhibitor and is not included in the basic space rental. Drayage will be invoiced by GES at \$38.75 per hundred weight on weekdays (\$50.38 for special handling/uncrated shipments). A 30% surcharge will apply on Saturday, Sunday, holiday or off target schedule. This single rate includes both Move-In and Move-Out services. Because the time available for Move-Out remains limited, exhibitors will not be assessed any surcharges provided they adhere to the targeted load-out schedule, as has been in the previous years. Contact Rick Roberts at GES for further details, [rroberts@ges.com](mailto:rroberts@ges.com).

Advance Freight Shipments:

Advanced freight shipments will be \$50.25 per hundredweight (\$65.33 for special handling/uncrated shipments). Shipments for South, West, Concourse and Petree Halls must arrive at GES's (official decorator) Warehouse between October 17th- November 15th, 2017. Advance freight shipments will be unloaded in conjunction with the target Move-In time. For further shipment instructions, contact Rick Roberts at [rroberts@ges.com](mailto:rroberts@ges.com).

Literature Shipments:

Do not ship literature or plastic bags directly to the LA Convention Center during Move-In days. All literature and plastic bags must arrive at GES's (official decorator) Warehouse between October 17th- November 15th, 2017:

Los Angeles Auto Show C/O GES  
(Make/Exhibitor Company) (Hall Location & Space #)  
5560 Katella Avenue  
Cypress, CA 90630

A special rate of \$31.75 per hundredweight has been set for literature delivered to the 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 Marshall and Show Management).
2. Store materials in the trailers outside and make advance delivery orders with GES. Deliveries can be made each day prior to the show's opening. During the show hours 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 exhibit may be used as staging areas for crates or equipment.*

#### Carpeting & Floor Coverings:

Exhibitors are responsible for arranging their own carpeting or alternative floor covering. United Maintenance is the show's official cleaning contractor and must exclusively handle daily vacuuming/Cleaning (Refer to the United Maintenance Cleaning form within this Manual). Installation of carpeting must be complete prior to the unloading of freight properties (exception: sub-floor construction).

Exhibitors should arrange to have their carpeting covered with plastic in order to protect it during the exhibit installation process. In order to expedite Move-Out, all carpeting will be removed and loaded out by the official decorator at the rate of \$0.18 per square foot plus \$0.05 per square foot for padding removal for those exhibitors using padding. This expense will be billed to each exhibitor's carpet contractor.

#### Raised & Sub-Floors:

All raised or sub-floors, due to their impact on electrical installation and general freight movement, require special attention. Exhibitors will need to:

1. Contract with GES for Early Move-In day(s) rental if installing sub-floor prior to the arrival of freight.
2. Notify GES to coordinate the installation of electrical service required with sub-floor: Contact Mark Witthoef at [mwitthoef@ges.com](mailto:mwitthoef@ges.com).
3. Notify Rick Roberts with GES to order forklifts and manpower for unloading of sub-floor at [rroberts@ges.com](mailto:rroberts@ges.com)
4. Meet Rules and Regulations of Floor Coverings. The standard finished sub-floor height is 5 and 5/8 inches. If the finished floor height deviated from standard dimensions it must be approved by Show Management in advance. All sub-floors must include ramps leading onto the aisles and neighboring exhibits unless the neighboring exhibit also includes a sub-floor. In such an instance, the neighboring exhibitors have a joint responsibility to ensure a safe and visually acceptable junction of adjacent sub-floors and corresponding ramps. All sub-floors must also include ramps that comply with appropriate ADA standards to provide access to disabled attendees.

#### Forklifts:

Forklifts needed for installation work must be ordered at least one week in advance. After the deadline, Scheduling will be subject to availability. Contact Rick Roberts with GES to order forklifts and manpower at [rroberts@ges.com](mailto:rroberts@ges.com)

#### 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 costs related to GES supervisor time to cover after hour(s) work.

#### Vehicle Move-In:

South, West, and Concourse Halls: Vehicle Move-In will begin on Monday, November 27, 2017 (after 1:00pm) and continue on Tuesday, November 28, 2017. 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 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 be temporarily parked in the Convention Center lots until exhibitor's space permits for placement of vehicle. Exceptions to the above are turntable and platform vehicles and concept cars shipped along with freight. **A vehicle Move-In pass is necessary for all vehicles**, and can be obtained from a Floor Manager on-site. All vehicles must be in their displays by 5:00pm on Tuesday, November 28, 2017.

#### Exhibit Completion:

Exhibits in all Halls must be complete and "Show Ready" by 5:00pm on Tuesday, November 28, 2017. Vehicle press conference begins in all Halls in the Convention Center on Wednesday, November 29, 2017 at 7:30am.

#### Pre-Owned Vehicles:

Several Manufacturers have requested to display pre-owned vehicles in their exhibits. To accommodate this request, and still maintain the LA Auto Show as an event that showcases new models, we have adopted the following policy. Each Manufacturer that has program marketing pre-owned vehicles may display one (1) pre-owned vehicle, along with any related literature, in their new vehicle exhibit.

Working Wristbands:

The Los Angeles Auto Show will use wristbands for security and access purposes (during set-up, tear down, non-show hours and during show hours). Wristbands will change based on the day of show. The appropriate wristband must be worn and easily visible on the wrist in order to gain access to the exhibit Halls. A Working Wristband Request Form can be found within this Manual and must be submitted to Darian Bradford ([darian@laautoshow.com](mailto:darian@laautoshow.com)) by or before September 5th, 2017.

For those who select to have their working wristband packages pre-mailed, we will begin to mail packets out after September 5th, 2017.

It will be the responsibility of the supervisor to distribute the appropriate color wristband to their working personnel. If an individual arrives late for work, they need to check in with their supervisor outside of the exhibit Halls during Move-In & Move-Out and outside the Convention Center during AutoMobility LA. During LA Auto Show consumer days we will have a "Staff check in counter" located at the main South Box office entrance only. Booth workers and product specialist can pick up pre-ordered wristbands at this location. This counter will be open daily (during consumer days only) from 7:00am to 7:00pm starting Friday, December 1, 2017 through Sunday, December 10, 2017.

## MOVE- OUT PROCEDURES

### Marshaling Yard:

The Marshaling Yard will be open during Move-Out December 10 through December 15, 2017. For more information, contact Rick Roberts at rroberts@ges.com or call (562)356-3716.

### Vehicle Move-out:

Vehicle Move-Out will begin at approximately 7:30pm on Sunday December 10. All floor vehicles must be removed from the exhibit Halls on Sunday, December 10, 2017 by 11:00pm. There will be designated parking areas for overnight storage of vehicles. No exhibitor may attach plates, reconnect batteries or otherwise prepare vehicles for Move-Out until the Halls have been cleared of public attendees. *No vehicle may be moved until the Show Management grants permission.*

### Exhibit Dismantling & Freight Load-Out:

Dismantle and Move-Out will be according to a mandatory freight load-out schedule.

Consequently, it is essential for exhibitors to utilize the schedule for Move-Out time efficiently. The following rules and procedures will apply:

1. A target Move-Out schedule will be set for each exhibitor based on the number of trailer loads of freight and other logistics. In general, the target 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 11, 2017.
2. Empty crates will need to be labeled by exhibitors as "priority" or "secondary". Priority crates will be segregated and returned first.
3. Split shipments will need to be organized on the show floor onto complete trailer loads.
4. Exhibitors must notify GES of any priority shipments to other Auto Show cities.

### 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) appointed contractor to contact United Maintenance to properly dispose of any discarded parts of exhibit material not considered normal trash. This includes any construction waste used in assembling the display, discarded properties, sub-floor materials, carpet pad, carpet, crates or bulk waste such as literature or bags. These items would not be considered normal trash in the course of assembling and dismantling an 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.

After the floor plans are submitted and based on flooring options a dumpsters order form will be mailed out the exhibitor with a suggested dumpster order recommendation based on your flooring choices.

### Exhibitor Damage Procedure:

The Los Angeles Auto Show and GES will perform Pre-Show inspections of the exhibitor's space (that will include a detailed walk through accompanied by date stamped photos of walls, floors, baseboards, lightings and all exhibit space hard surfaces). We encourage the Manufacturer and or EAC to also take Pre-Show photographs of the exhibit space. A Post-Show walk through will be performed by a representative of Los Angeles Convention Center, GES and LA Auto Show to report any damages that occurred during the Show. Once it has been determined that the damages belong to the exhibitor, an invoice will be provided by the LA Auto Show within 14 days of the completion of the 2017 LA Auto Show.

## **RULES & REGULATIONS FOR SOUTH & WEST HALLS**

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 August 1<sup>st</sup>, 2017.** 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 Licensor considers and 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, sign 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 exhibits 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 sign 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 a neighboring exhibit.

Depending upon other dimensions and visual impact, hanging and/or floor-supported signs may be considered exhibit properties and subject to the easements outlined in this section. Corporate signage or other branding that goes "into" neighboring exhibits, from walls or structures along exhibit borders, must be identified on floor plans and preapproved by Show Management.
7. Columns:  
Columns that are located within an exhibitor's area may be covered or decorated, provided that work confirms 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 a 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 System:  
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 the 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 a breach 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. This 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**.

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 requests 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;  
DBA: 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 17, 2017 – Friday, December 15, 2017

Please submit Certificate of Liability Insurance no later than September 5, 2017 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:

- a. 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 (\$10,000,000.00).**

Each policy shall also conform to the following requirements:

- a. ANSA Productions, Inc. DBA: Los Angeles Auto Show and Greater Los Angeles New Car Dealers Association shall be named as additional insured's under each and such policy with respect to all liability coverage's.
- b. All Liability coverage's under each such policy shall be primary as to Exhibit and as to the Additional Insured's.
- c. 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 dull placement 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) 1/1/2017
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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> <b>Your Insurance Agent</b> <b>Agents Address</b>	<b>CONTACT</b> <b>Account Manager</b>	
	<b>NAME:</b> <b>Agency Phone</b> <b>PHONE:</b>	<b>FAX:</b> <b>Agent Fax</b> <b>(A/C, No):</b>
<b>E-MAIL ADDRESS:</b> <b>Email</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> <b>Carrier Names</b>		
<b>INSURER B:</b> <b>Carrier Names</b>		
<b>INSURER C:</b> <b>Carrier Names</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER: SAMPLE CERT FOR VENDORS**                      **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	X		POLICY NUMBER	01/01/17	01/01/18	EACH OCCURRENCE	\$ 10,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	CLAIMS-- MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 10,000,000
A	AUTOMOBILE LIABILITY	X		POLICY NUMBER	01/01/17	01/01/18	GENERAL AGGREGATE	\$ 10,000,000
	<input type="checkbox"/> ANY AUTO ALL OWNED AUTOS						PRODUCTS -- COMP/OP AGG	\$ 10,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> SCHEDULED AUTOS - NON-OWNED AUTOS						(Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
B	UMBRELLA LIAB	X		POLICY NUMBER	01/01/17	01/01/18	PROPERTY DAMAGE (Per accident)	\$
	EXCESS LIAB						Hired & Non-- Owned Auto	\$ 1,000,000
C	WORKERS COMPENSATION	X		POLICY NUMBER	01/01/17	01/01/18	EACH OCCURRENCE	\$ 1,000,000
	DED RETENTION \$ 10,000						AGGREGATE	\$ 1,000,000
	AND EMPLOYERS' LIABILITY	Y/N	N/A	POLICY NUMBER	01/01/17	01/01/18	WC STATUTORY LIMITS	OTHER
	OFFICER/MEMBER/EXECUTIVE (Mandatory in NH)						E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						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: AutoMobility LA Show Dates: November 27 - 30, 2017; LA Auto Show Dates: December 1 - 10, 2017**  
**Ansa Productions, Inc. dba: Los Angeles Auto Show, Connected Car, Inc. dba: AutoMobility LA are named as additional insured. Provisions for additional insured are outlined in the attached additional insured endorsement.**

<b>CERTIFICATE HOLDER</b>  <b>Ansa Productions, Inc.</b> <b>dba: Los Angeles Auto Show</b> <b>dba: AutoMobility LA</b> <b>801 S. Grand Ave Suite 375</b> <b>Los Angeles, CA 90017</b>	<b>CANCELLATION</b>  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

## DIRECTIONAL MAP TO THE LA CONVENTION CENTER

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

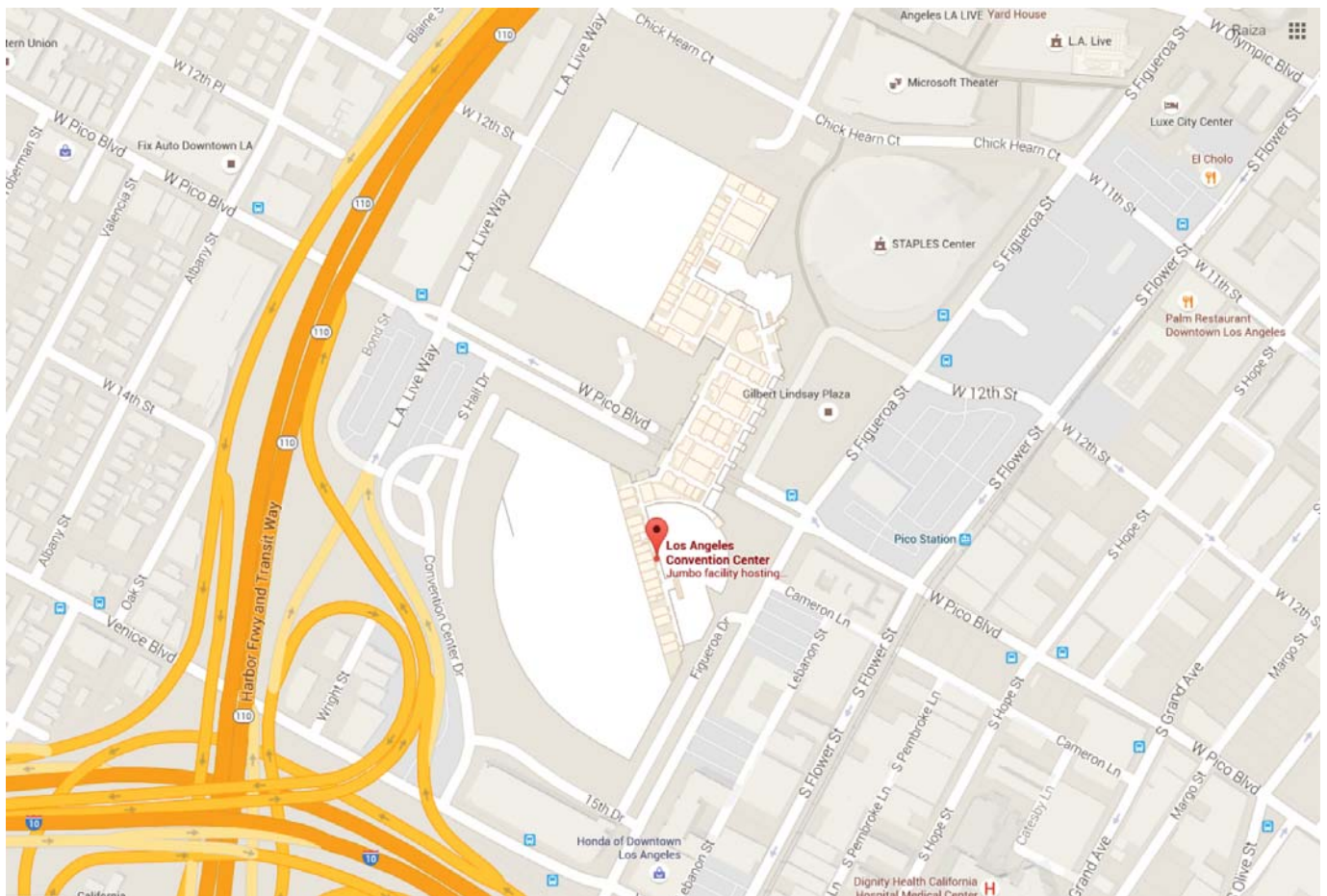
South Hall: Turn right at Pico Blvd (2<sup>nd</sup> signal) and right at South Hall Dr. (First street on right).  
West Hall: straight ahead.

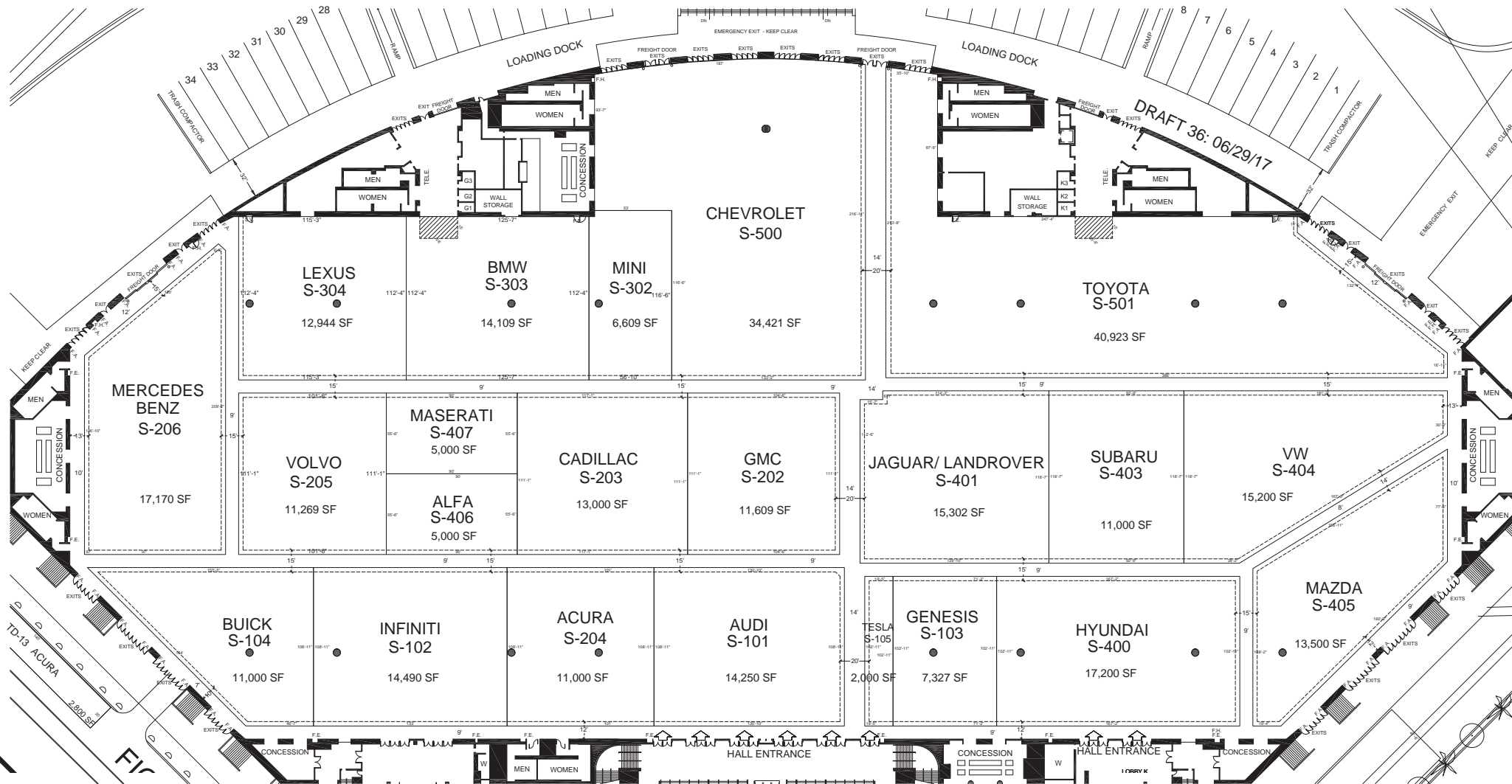
From 110 South- Exit on Olympic Blvd. off ramp. Turn left on to Blain (one way), stay on second land from your left. Turn left on 11<sup>th</sup> Street (stay right). Go under Fwy. Turn right onto LA Live Way

West Hall: Turn Left at first signal (12<sup>th</sup> Street).  
South 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.

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

South Hall: Turn left on Venice Blvd. Go to Convention Center Dr. and turn right.  
West Hall: Turn left on Pico Blvd. Turn right on LA Live way.





**aisle**  
 3'  
 AISLE EASEMENT  
 NO PROPERTY OR VEHICLES

**AISLE EASEMENTS:**  
 3'-6" AT REAR OF HALL  
 5'-0" AT FRONT OF HALL

**ALL OTHER AREAS:**  
 3'-0" AISLE EASEMENT

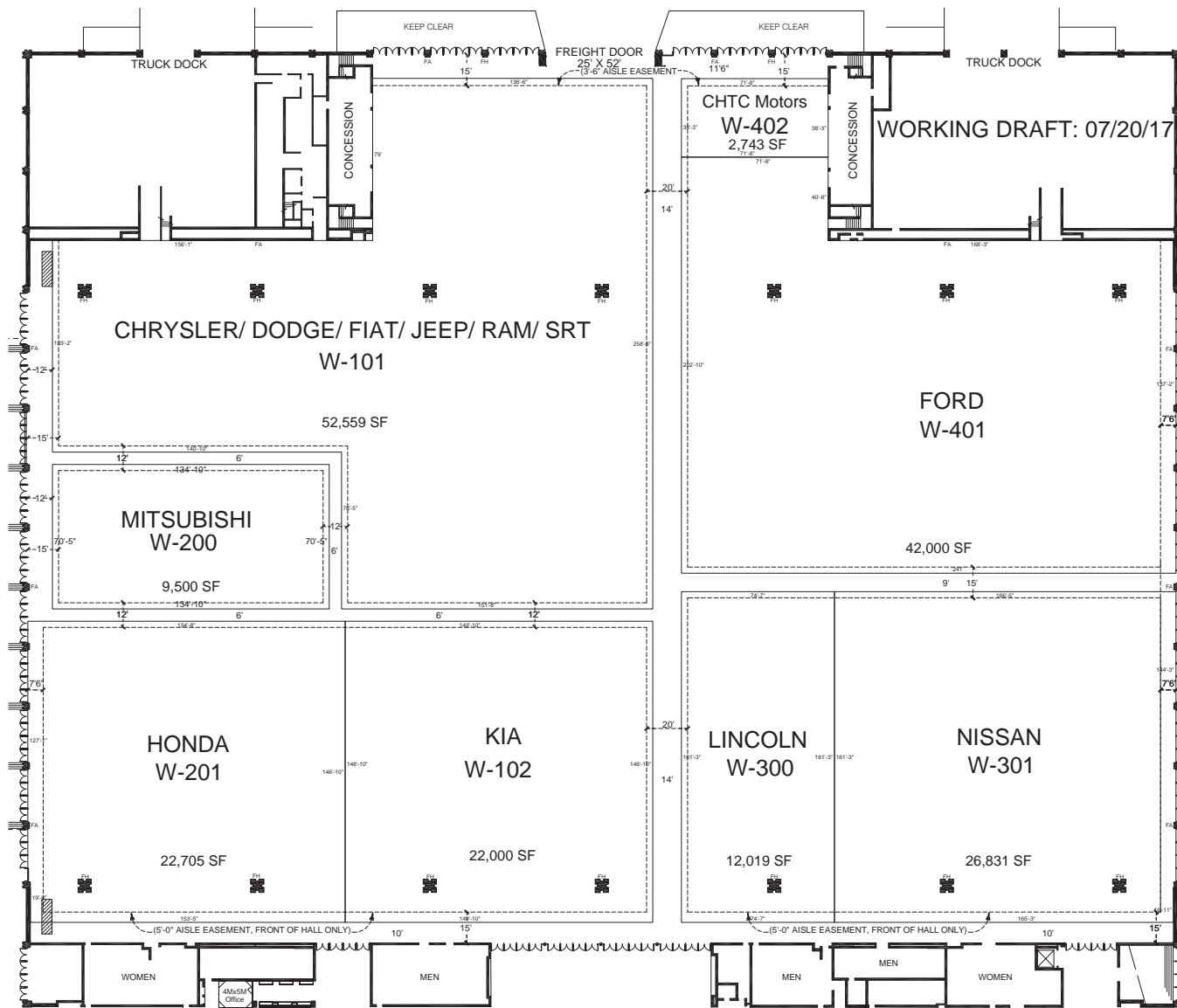


**LOS ANGELES AUTO SHOW  
 DECEMBER 1-10, 2017  
 LOS ANGELES CONVENTION CENTER  
 SOUTH HALL**

NO.	DESCRIPTION	DATE
1	REVISED	06/29/17
2	REVISED	06/29/17
3	REVISED	06/29/17
4	REVISED	06/29/17
5	REVISED	06/29/17
6	REVISED	06/29/17
7	REVISED	06/29/17
8	REVISED	06/29/17
9	REVISED	06/29/17
10	REVISED	06/29/17
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99	REVISED	06/29/17
100	REVISED	06/29/17

PLAN PREPARED BY:  
**GES**  
 5560 Katella Avenue  
 Cypress, CA 90630  
 PH: 949-370-1000 FAX: 949-370-4300  
 SUBJECT TO FIRE MARSHAL APPROVAL

M-12144 22600358  
 D. McDERMID  
 S. SILVA



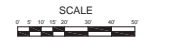
**AISLE**  
 3'  
 AISLE EASEMENT  
 NO PROPERTY OR VEHICLES  
  
 AISLE EASEMENTS:  
 3'-6" AT REAR OF HALL  
 5'-0" AT FRONT OF HALL  
  
 ALL OTHER AREAS:  
 3'-0" AISLE EASEMENT

WEST HALL as of 07/27/2017 7:56am

100% - 190,271 SqFt Rented 100% Rented 100%

0% - 0 SqFt Available

Brand	Size	Qty
Custom	2,736	1
Custom	9,500	1
Custom	12,019	1
Custom	22,000	1
Custom	22,880	1
Custom	26,810	1
Custom	41,966	1
Custom	52,559	1
<b>Totals:</b>		<b>8 19</b>



PLAN PREPARED BY:  
 5560 Katella Avenue  
 Cypress, CA 90630  
 Ph: 562-370-1500 Fax: 562-370-1699  
 SUBJECT TO FIRE MARSHAL APPROVAL

**LOS ANGELES AUTO SHOW**  
 **DECEMBER 1-10, 2017**  
 **LOS ANGELES CONVENTION CENTER**  
 **WEST HALL**

M-12144 22600358  
 D. McDERMID  
 S. SILVA



# MARSHALLING YARD DIRECTIONS

The Marshalling Yard is located at:  
 LOS ANGELES AUTO SHOW  
 GES MARSHALLING YARD  
 Cross Streets: Stadium Way and Lilac Terrace  
 Dodger Stadium Lot 13 & 14 @ Lilac Terrace

## DODGER STADIUM TRANSPORTATION ROUTES AND PARKING



## EARLY MOVE-IN FORM

Early move-in days are those prior to Friday, November 24, 2017 and are subject to the availability of the exhibit hall. Please reference the Move-In Schedule & Procedures, within this Exhibitor Manual, for an overview of the move-in schedule.

For South and West Hall exhibitors who schedule early move-in, the additional cost will be \$0.18 per square foot per day. Costs vary for Petree and Concourse Halls.

Please complete and return this form by September 5, 2017.

### CONTACT INFORMATION

Requested by: \_\_\_\_\_ Title: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### BILLING INFORMATION

Move-in Day(s): \_\_\_\_\_ Exhibitor: \_\_\_\_\_  
Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
Onsite Contact: \_\_\_\_\_ Address: \_\_\_\_\_  
Title: \_\_\_\_\_

### PAYMENT INFORMATION

Check (ANSA Productions, Inc.)       VISA       MC       AMEX

Cardholders' Name: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
EXP Date: \_\_\_\_\_  
CVV#: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Please email this completed form or mail form with check to:

Los Angeles Auto Show  
**801 S. Grand Ave. Suite 375**  
**Los Angeles, CA 90017**  
janet@laautoshow.com

# GROUP TICKET ORDER FORM

Special rates available for general admission tickets for groups of 50 or more. Groups tickets can be pre-ordered. \$10 per ticket until November 1, 2017. \$12 per ticket after November 1, 2017 through November 30, 2017. An additional \$1.57 per ticket processing will be added to each group ticket.

Ticket Request:

I would like to purchase \_\_\_\_\_ tickets. Tickets are good for one-time general admission to the show. Tickets have no cash value and are prohibited from being resold.

## CONTACT INFORMATION

Requested by: _____	Title: _____
Company: _____	Phone: _____
Mailing Address: _____	Email: _____

## PAYMENT INFORMATION

Check (ANSA Productions, Inc.)       VISA       MC       AMEX

Cardholder's Name: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
EXP Date: \_\_\_\_\_  
CVV#: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

Delivery Option:  E-Ticket (Email Address: \_\_\_\_\_)  
 FedEx account number \_\_\_\_\_  
 USPS (\$10 shipping fee)

## Please email this completed form or mail out with check to:

Los Angeles Auto Show  
801 S Grand Avenue, Suite 375  
Los Angeles, CA 90017  
Office: 310.444.1850  
Grouptickets@laautoshow.com

# EXHIBITOR BOOTH SECURITY ORDER FORM

The Los Angeles Auto Show is pleased to offer Exhibitor Booth Security Coverage services. The Show provides building perimeter security only. Full payment of this security order must be received by October 2, 2017. Orders submitted without full payment will not be processed and coverage will not be provided until payment is received. This Booth Security Order Form becomes a binding contract when accepted by the LA Auto Show. By submitting, exhibitor agrees to the Terms and Conditions herein.

## SECURITY DETAILS & CONTACT INFORMATION

Security Location: \_\_\_\_\_ Company: \_\_\_\_\_  
Requested By: \_\_\_\_\_ Email: \_\_\_\_\_  
Onsite Contact: \_\_\_\_\_ Phone/Cell: \_\_\_\_\_

## BILLING INFORMATION

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_ Phone: \_\_\_\_\_  
Title: \_\_\_\_\_ Address: \_\_\_\_\_  
Email: \_\_\_\_\_

## PAYMENT INFORMATION

Check (ANSA Productions, Inc.)       VISA       MC       AMEX

Cardholder's Name: \_\_\_\_\_  
Card Number: \_\_\_\_\_  
Exp. Date: \_\_\_\_\_  
CVV#: \_\_\_\_\_  
Billing Address: \_\_\_\_\_  
Signature: \_\_\_\_\_

A 3% service fee for credit card processing will be added to each order

## RATES:

\*Please Note: All shifts are in 4-hour increments, with a 4-hour minimum call.

Booth Staff Rate: \$38 per hour applied to all orders received 15 days prior to the first move-in day  
Booth Staff Rate: \$42 per hour applied to all orders received 14 days or less prior to first move-in day  
Booth Staff Rate: \$57 per hour applied to all orders received on or after the start of the first move-in day  
Armed Guard \$125 per hour applied to all orders at least 10 days prior to first move-in day  
/Police Officers: \$175 per hour applied to all onsite orders for police officer or armed guards  
(Base Rates)

\*Holiday Rates for all staff apply on Thanksgiving Day Nov. 23, 2017.

First 8 hours are time and a half rate, then double time up to 12 hours.

Please scan and email this completed form to:

[boothsecurity@laautoshow.com](mailto:boothsecurity@laautoshow.com)

Mailing Address: Los Angeles Auto Show

**801 S. Grand Ave. Suite 375  
Los Angeles, CA 90017**

# EXHIBITOR BOOTH SECURITY ORDER FORM

Terms and Conditions:

- a. There shall be no charge to Client when oral notice of cancellation is given directly; provided that, in order to be valid, any oral notice must be promptly followed up with written notice to ANSA Productions, Inc. which shall be given no later than one hour after order is placed. If any order/event is cancelled by the Client, at forty-eight (48) hours until first shift, Client shall pay Los Angeles Auto Show one-half (1/2) the amount of the estimated bill. If any order/event is cancelled within forty-eight (48) hour until first shift, Client shall pay Los Angeles Auto Show the total fee.
- b. It is understood and agreed between ANSA Productions, Inc., and the Client, that neither ANSA Productions, Inc., nor any subcontractor or agent is not an insurer and that the rate being paid to ANSA Productions, Inc. for services are a service designed to deter certain risks of loss and such rates are not necessarily related to the value of personal or real property protected. Amounts being charged by ANSA Productions, Inc. are insufficient to guarantee that no loss will occur, and ANSA Productions, Inc. makes no such warranty, implies or otherwise, that a loss will not occur or that the service supplied will avert or prevent occurrences, losses, claims or causes of action which the services are designed to help deter or avert.
- c. Client shall protect, indemnify, and hold harmless ANSA Productions, Inc. and its officers, agents, and employees, from and against any and all loss to property and/or personal injuries, not due to the negligence of ANSA Productions, Inc., or its agents, servants, employees, or personnel. ANSA Productions, Inc. shall only be liable for claims and damages caused by its own negligence and the negligence of its employees, servants, and agents.
- d. It is expressly understood and agreed that under no circumstances will ANSA Productions, Inc. be responsible for the theft or other loss of client's property not directly attributable onto theft by ANSA Productions, Inc. Personnel, agents, or servants, in no event shall the liability of ANSA Productions, Inc., for theft by their personnel exceed the total compensation paid by Client to ANSA Productions, Inc., for services rendered during the day of such thefts.
- e. Client shall assume all risk of loss or physical damage of its plant, facility, equipment, or any other property, occurring as a result of fire, earthquake, flood, or other casualty. Client waives any right of recovery against ANSA Productions, Inc. for any loss or damage resulting from any such risk.
- f. ANSA Productions, Inc. will accommodate our agreed upon work order request pending your official confirmation arrival via telephone, fax, or email; coupled with a return reply by Los Angeles Auto Show Finance Department to validate the confirmation 14 days in advance from the event date.
- g. Should the actual amount due to ANSA Productions Inc., for services rendered exceed the estimated amount as quoted at the bottom of this Order Form, Client agrees to remit any such excess amount to ANSA Productions, Inc. within fifteen (15) days of receipt of the final invoice for such services. If Client has authorized use of credit card for such chargers, then client hereby authorizes Los Angeles Auto Show to additionally charge the same credit card for excess amounts, and Los Angeles Auto Show will so notify client along with submission of a final invoice for the actual amounts due.
- h. The minimum billing time for any individual is four (4) hours per person.
- i. This Exhibitor Booth Coverage Order agreement shall in all respect governed, interpreted, and enforced in accordance with the laws of the State of California. The venue for any actions or proceeding arising out of this Agreement shall be in Orange County, California.
- j. Client shall pay ANSA Productions Inc. holiday day, which is time and one-half for the first 8 hours and double time after 8 hours for work performed for Los Angeles Auto Show on **Thanksgiving Day and Day after Thanksgiving (Thursday, November 23, 2017 and Friday, November 24, 2017)**.
- k. Payment terms are full payment in advance, unless credit card arrangements have been established. If credit is extended, any invoice that remains unpaid for a period of thirty (30) days beyond the date of the invoice will be subject to a late payment charge of 1% per month, or the maximum allowed by law if less that 1.5%. Client shall be liable for all reasonable costs and fees incurred in the event ANSA Productions, Inc. must retain an attorney, a collection agency service, or otherwise commence legal or collections proceedings to enforce collection of any invoice.
- l. Should a Federal or State of California mandated wage increase occur during the term of this contract, Los Angeles Auto Show shall increase its rates charged to the Client. The rate increase to the client will be whatever the mandated wage increase is multiplied by a factor of 1.4. This multiplier only pays the attendant burden associated with paying the employee the mandated wage increase. The rate increase does not result in additional profit for ANSA Productions, Inc.

In WITNESS WHEREOF, the undersigned have executed this Agreement as of the date written below.

ANSA Productions Inc.,  
dba Log Angeles Auto Show:

Client:

By:

By:

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

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

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

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

# EXHIBITOR BOOTH SECURITY ORDER FORM

- "Booth Staff" Indicates a Security Guard who is unarmed and dressed in professional security guard attire.
- "Armed" Indicated guards with approval to carry a firearm but dressed as civilians (typically black suits).
- "PD" Indicated uniformed, armed and active police officers.

MOVE IN	TYPE & QUANTITY				TIME SLOT REQUESTED	
FRI NOV 17	BOOTH STAFF	ARMED	PD	TIME		
SAT NOV 18	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SUN NOV 19	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
MON NOV 20	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
TUES NOV 21	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
WED NOV 22	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
THURS NOV 23	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
FRI NOV 24	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SAT NOV 25	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SUN NOV 26	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
<b>AutoMobility LA™</b>						
MON NOV 27	BOOTH STAFF	ARMED	PD	TIME		
TUES NOV 28	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
WED NOV 29	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
THURS NOV 30	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
<b>LA Auto Show</b>						
FRI DEC 1	BOOTH STAFF	ARMED	PD	TIME		
SAT DEC 2	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SUN DEC 3	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
MON DEC 4	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
TUES DEC 5	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
WED DEC 6	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
THURS DEC 7	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
FRI DEC 8	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SAT DEC 9	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
SUN DEC 10	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
<b>MOVE OUT</b>						
MON DEC 11	BOOTH STAFF	ARMED	PD	TIME		
TUES DEC 12	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
WED DEC 13	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
THURS DEC 14	BOOTH STAFF _____	ARMED _____	PD _____	TIME _____		
** Please note: Booth Security is to remain at booth until client representative arrives to check off area. This may incur overtime charges						

# LA Auto Show

## Booth Cleaning Form

**UnitedNational**  
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  
**SHOW SITE CONTACT** 714-584-5358

Name of venue:		Show dates:		Booth #:	
Company name:			Office #:		On-site Contact #:
Street Address:		City:		State:	Zip:
Authorizing Signature		On-site Email		On-site Name (print)	

Exhibitors requiring vacuum, shampoo, mop, wax and trash removal during show hours must place their order and make payment to United National Maintenance. These services are not included with your rental space.

PLEASE COMPLETE FOR SERVICES REQUIRED  
CHECK BOXES & FILL IN COMPLETELY

PRICES LISTED BELOW ARE ON A "PER DAY" BASIS  
2 DAYS PRESS & 10 DAYS PUBLIC = 12 DAYS TOTAL CARPET

**CARPET CLEANING (100 SQ.FT. MINIMUM):**

**ADVANCE ORDER**

**FLOOR ORDER**

\_\_\_ DAILY BOOTH CLEANING INCLUDING VACUUMING, EMPTYING OF TRASH & GENERAL PICK UP. 12 Day(s) \_\_\_\_\_ SQ. FT. X .065 \_\_\_\_\_ SQ. FT. X .075 \$ \_\_\_\_\_

\_\_\_ VACUUM ONE TIME ONLY \_\_\_\_\_ Day(s) \_\_\_\_\_ SQ. FT. X .19 \_\_\_\_\_ SQ. FT. X .21 \$ \_\_\_\_\_

\_\_\_ SHAMPOO BEFORE INITIAL OPENING (MUST HAVE 24 HOURS NOTICE) \_\_\_\_\_ Day(s) \_\_\_\_\_ SQ. FT. X .32 \_\_\_\_\_ SQ. FT. X .36 \$ \_\_\_\_\_

**TILE OR HARD**

**SURFACE FLOORING:**

\_\_\_ DAMP MOP ONLY - TILE FLOORING 12 Day(s) \_\_\_\_\_ SQ. FT. X .165 \_\_\_\_\_ SQ. FT. X .205 \$ \_\_\_\_\_

\_\_\_ MACHINE BUFF & WAX \_\_\_\_\_ Day(s) \_\_\_\_\_ SQ. FT. X .35 \_\_\_\_\_ SQ. FT. X .39 \$ \_\_\_\_\_

FOR EXHIBITORS USING COMPUTER OR ELECTRONIC EQUIPMENT - PROTECT FROM STATIC CHARGE, ORDER ANTI-STATIC SPRAY.

\_\_\_ ANTI-STATIC SPRAY \_\_\_\_\_ Day(s) \_\_\_\_\_ X SQ. Ft. \_\_\_\_\_ @ \$0.08 \_\_\_\_\_ @ \$0.11

**PERIODIC PORTER SERVICES:**

POLICING OF EXHIBIT AREA, INCLUDING EMPTYING WASTEBASKETS AND PICKING UP DURING SHOW HOURS AT 2 HOUR INTERVALS \_\_\_\_\_ DAYS X \$45.00 PER DAY \$ \_\_\_\_\_

PORTER SERVICE (ONE HOUR MINIMUM) \_\_\_\_\_ Day(s) \_\_\_\_\_ HOURS \_\_\_\_\_ TIME X \$19.50 PER HOUR \$ \_\_\_\_\_

**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 number:		Card Exp. Date (MM/YY):		Card Type: Visa Mastercard American Express	
Cardholder's Name:			Cardholder's Signature:		
Cardholder's Billing Address:		City:		State:	Zip:

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                      \$1500.00 per dumpster X quantity \_\_\_\_\_ = \_\_\_\_\_

Porter service required          4 hours per full dumpster \_\_\_\_\_ hours x \$19.50 = \_\_\_\_\_

Half dumpster                      \$750.00 per dumpster X quantity \_\_\_\_\_ = \_\_\_\_\_

Porter service required          2 hours per half dumpster \_\_\_\_\_ hours x \$19.50 = \_\_\_\_\_

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:
-------------------------------	-------	--------	-----------

<span style="border: 1px solid black; display: inline-block; width: 100px; height: 20px;"></span>	<b>CARD TYPE:</b> <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> 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**





LOS ANGELES AUTO SHOW

**MENU**

*Levy Restaurants*

# BREAKFAST SELECTION

**OLD TOWN CLASSIC** PACKAGE

**THE FAIRFAX** PACKAGE

**THE BAGEL BAR** PACKAGE

**TASTE OF L.A.** PACKAGE

**THE CHEF'S BREAKFAST** PACKAGE

**HOLLYWOOD & HIGHLANDS** PACKAGE

## OLD TOWN CLASSIC PACKAGE

22.00 per person

SLICE MARKET FRUITS AND BERRIES

BANANA BREAD

CRANBERRY SCONES AND CHOCOLATE CROISSANTS WITH STRAWBERRY

ORANGE AND BLACKBERRY JAM

## THE FAIRFAX PACKAGE

22.00 per person

CHOCOLATE, CARAMEL, AND STRAWBERRY STUFFED SUGAR GLAZED DONUTS

CHEF SELECTED SLICED FRUITS AND BERRIES

To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

# THE BAGEL BAR PACKAGE

26.00 per person

**LA BAGEL**

- Plain
  - Cinnamon
  - Sesame and Onion
- Accompanied by cream cheese and strawberry cream cheese

**SMOKED SALMON SPREAD**

**BOILED EGGS**

**SIDES**

**TOMATOES**

**RED ONIONS**

**CUCUMBERS**

**PARFAIT BAR WITH VANILLA YOGURT**

**GRANOLA AND BERRIES**

# TASTE OF L.A. PACKAGE

28.00 per person

**FRUITS SALADS TOPPED WITH "TAJIN"**

**BANANA BREAD AND CRANBERRY SCONES**

**BREAKFAST FLATBREAD WITH CHORIZO, BOILED EGGS, CILANTRO CREAM CHEESE**

**BLT WRAPS IN GRILL SPINACH TORTILLAS**

# THE CHEF'S BREAKFAST PACKAGE

30.00 per person

**EGG, CHEESE AND SAUSAGE IN A BISCUIT**

**EGG AND CHEESE IN CROISSANT**

**MINI BREAKFAST BURRITOS WITH EGG AND BACON**

Accompanied by "salsa roja" and "salsa verde"

**MARKET FRUIT SALAD JAR WITH VANILLA YOGURT AND HOMEMADE GRANOLA**

# HOLLYWOOD & HIGHLANDS PACKAGE

33.00 per person

**CHEF SELECTED  
FRUITS AND BERRIES**

**CHOCOLATE CROISSANTS**

**CRANBERRY SCONES**

**BANANA BREAD WITH  
ORANGE MARMALADE**

**MINI FICELLE SANDWICHES:  
BRIE, SWEETHEART HAM,  
TOMATO AND BASIL**

**SMOKE SALMON STATION  
WITH CHOPPED EGGS**

## SIDES

**RED ONIONS**

**CHERRY TOMATOES**

**DILL FLAVORED  
CREAM CHEESE**



To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

## LUNCH SELECTION

**A CLASSIC DELI** PACKAGE

**ITALIAN MARKET** PACKAGE

**PAN ASIAN** PACKAGE

**FAIRFAX FARMERS MARKET**  
PACKAGE

**CENTRAL MARKET PLACE**

**BREAKS**

**ACTION STATIONS**

**RECEPTION ENHANCEMENTS**

## A CLASSIC DELI PACKAGE

34.00 per person

### TOMATO AND CUCUMBER SALAD

With red onions, celery seeds  
and citrus vinaigrette

### CHEF SALAD

Mixed greens, cucumbers,  
shredded carrots, roasted  
corn and cheddar cheese  
with avocado ranch

### TUSCAN BEEF SANDWICHES

On focaccia bread with  
rosemary roast beef, grill  
onions, roasted peppers,  
boursin cheese spread and  
arugula

### ROASTED TURKEY WRAP

With oregano mayo, pepper  
jack cheese and grill spinach  
tortilla

### PEACH COBBLER

With vanilla whipped cream

## PAN ASIAN PACKAGE

36.00 per person

### ORGANIC CHICKEN "CHAR SUI" SALAD

Bok choy, carrots, celery,  
cilantro and rice noodles  
with ginger dressings

### MONGOLIAN BEEF

Fresno peppers, scallions  
and crushed peanuts with  
soy-garlic glaze

### KOREAN TOWN DUMPLINGS

Pan fried Chicken and pork  
dumplings accompanied  
by sweet chili sauce and  
cucumber salad

### MUSTARD LEAVES STIR-FRIED

With fried garlic, ginger and  
oyster sauce

### MINI GREEN TEA CRÈME BRULÉ

To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

## FAIRFAX FARMERS MARKET PACKAGE

38.00 per person

### ASSORTED GREEK HUMMUS

Pepperoncini hummus, avocado hummus and black olives hummus with fried and grill pita

### NEW ORLEANS CHICKEN GUMBO

With andouille sausage, chicken, tomatoes, okra and green onions serve with side corn bread

### MESQUITE SMOKE POTATO SALAD

Yukon potatoes with bacon, scallions, cheddar cheese and red onions dressed with grainy mustard vinaigrette

### CHILLED MISO GLAZED SALMON

Pickled Cucumbers, mint and shallots

### SPANISH GRILL VEGETABLE PAELLA

With zucchini, yellow squash, corn, green bell peppers, sweet peas, asparagus and cherry tomatoes in saffron broth

### SALTED CARAMEL FLAN

## CENTRAL MARKET PLACE PACKAGE

40.00 per person

### RED CAESAR SALAD

Radicchio, parmesan, lemon and rustic croutons

### CHEF VEGETABLE CRUDITÉ

With cherry tomatoes, baby carrots, baby beets, soy bean, baby zucchini and patty pan with chipotle ranch

### BEEF GOULASH

A classic Russian soup with potatoes and beef in smoke paprika beef broth

### TOMATO & SMOKED MOZZARELLA SANDWICH

Watercress, sundried tomato pesto in pretzel bread

### FUSILLI PASTA WITH ROCK SHRIMP

Sweet corn, celery, arugula and broccoli rapine

### CHICKEN ROULADE

Honey-ginger BBQ glaze

### POTATO & BACON AU GRATIN

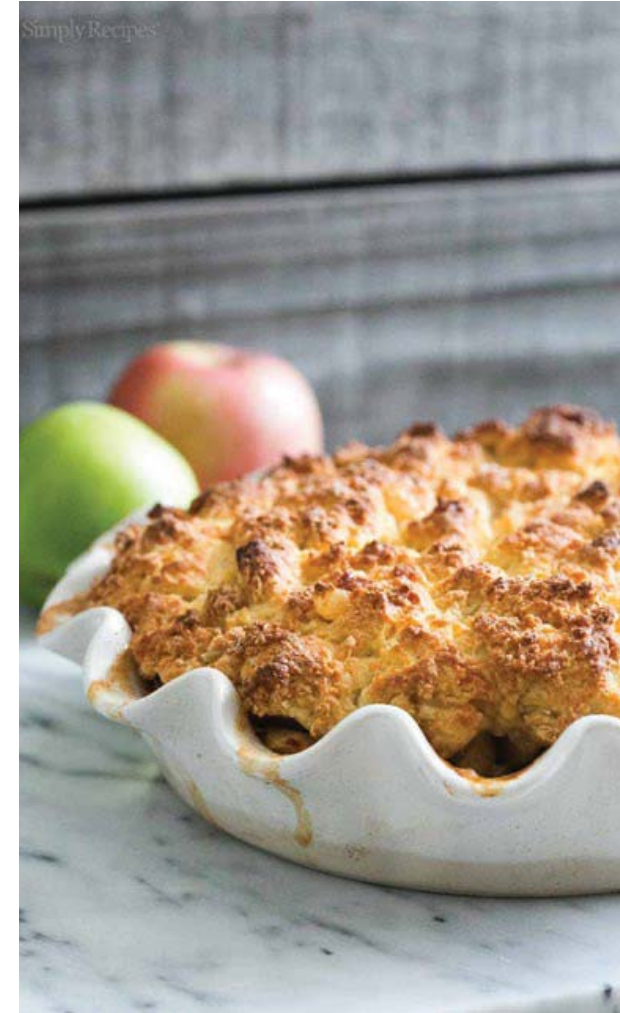
Slice potatoes, parmesan cheese and hickory smoke bacon

### TIRAMISU BITES

With coco powder

### APPLE COBBLER

With caramel sauce



To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

# BREAKS

## SWEET TREATS

Assortment of house baked cookies to include chocolate chips, oatmeal, peanut butter, snickerdoodle, double chocolate Served with ice cold milk. 13.00 per person

## PRETZEL BOARD

Hand shaped pretzels flavored with cinnamon, Parmesan cheese, salt, butter - served warm and accompanied by honey mustard, atomic mustard, ball park mustard. 16.00 per person

## HOT DOG FAIR

A classic! Bacon wrapped dogs, Classic Nathans and Italian sausage with sauté onions and peppers, maple ketchup, yellow mustard and homemade sauerkrauts with your choice of regular hot dog bun or hoagie bread. 20.00 per person

## BALANCED SELECTION

Assorted baked chips, dried wild berries and mango, dry roasted edamame, assorted energy bars, yogurt raisins, Granny Smith apples and bananas. 26.00 per person



# ACTION STATIONS

## CHINATOWN

Bao Bun  
Steamed Bao Buns filled with your choice of: Char Sui Chicken, Mongolian Short Rib, Ginger Napa Cabbage Slaw, Chinese mustard, Teriyaki Glaze.  
23.00 per person

## TEPPANYAKI

Chicken and Beef with your choice of: Napa cabbage, scallions, carrots, snow peas, Spinach, garlic, celery, onions with assorted Asian Sauces.  
25.00 one per person

## THE SMOKE HOUSE

Hickory Smoke Brisket or Blackened Beef Sirloin dipped in Au jus and served with horseradish cream, atomic mustard, honey mustard. 27.00 per person

## THE LATIN FLAIR

Asado de Tira (Short Ribs) or Whole Crispy Snapper with caramelized Cipollini onions, oregano mayonnaise and shoestring potatoes. 29.00 per person



To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)



# RECEPTION ENHANCEMENTS

## SWEET ENDINGS

Assorted mini desserts featuring Crème Brulee Cream Puff Red Velvet Cup Cake NY Cheese Cake, Assorted Sauces Citrus Tart Cannoli.  
13.00 per person.

## FARMERS MARKET TABLE

Chef's selection of local cheeses with fruit chutneys, local honey, crackers and farmers' market crudités with a variety of dips accompanied by fresh-baked artisan breads and flavored oil.  
19.00 per person

## COLD ITEMS

Beef Tenderlon, Peppered with with Horseradish Cream Cheese and Red Pimento on Mini Potato Pancake  
6.50

Cilingini Mozzarella with Sundried Tomato on Focaccia Round  
5.75

Seared Peppered Ahi Tuna with Wasabi Cream Cheese, Red Pimento and Wasabi Caviar on Multi -Grain Baguette  
6.75

Grilled Cajun Chicken with Cream Cheese, Paprika on Pumpnickel Round  
6.00

## HOT ITEMS

Spanakopita , Chopped Spinach , Feta Cheese and Ricotta Cheese in Filo Triangle  
5.50

Crab Cake with Lemon Aioli , Jicama Slaw  
6.75

Beef Empanadas with Cilantro , Avocado Aioli  
5.50

Chicken Tikka , Marinated with Yogurt and Spices  
6.00

Pork Siu Mai with Shitaki Mushrooms, Expeller-pressed oiland Spices  
5.50



To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

# BEVERAGES

## NON-ALCOHOLIC BEVERAGES SHOW STOPPERS

## NON-ALCOHOLIC BEVERAGES

Gourmet Coffee Regular and Decaf	75.00/gallon
Gourmet Hot Tea	75.00/gallon
Fresh Orange Juice	50.00/gallon
Lemonade or Fruit Punch	50.00/gallon
Assorted Bottled Juices	4.50 each
Milk (pint, whole, nonfat & chocolate)	3.25 each
Assorted Soft Drinks	4.50 each
Fuse Iced Tea	4.50 each
Bottled Water (16 oz.)	5.00 each
Sparkling Water	5.50 each
Gold Peak Iced Tea	5.25 each
Energy Drinks	5.25 each
Ice 20lb. Bag	25.00 each
Arrowhead 5-Gallon Water Jug	55.00 each
Electric Water Cooler <i>(Requires 110 volt, 20 amp electrical. Exhibitor to provide)</i>	37.00/day



To place your order please contact Ashley Russo at 213.765.4480 or [arusso@levyrestaurants.com](mailto:arusso@levyrestaurants.com)

## SHOW STOPPERS

Please allow 3 weeks lead time for all specialty services noted.

### ESPRESSO SERVICE

(attendant included)  
Espresso, Cappuccino,  
Mocha, Latte & Americano  
Specifications: 140 lbs;  
Requirements: Electrical  
and 5' x 6' operating space  
Exhibitor to provide TWO  
dedicated 220 volt, 30 amp  
circuits.

2,500.00 per day

(500 - 8 oz. servings)

4.50 per serving after 500

### FROZEN FLAVORED BEVERAGES

(attendant included).  
Specifications: 140 lbs  
Requirements: Electrical  
and 5' x 6' operating space  
Exhibitor to provide a single  
dedicated 115 volt, 20 amp  
for each machine,  
Each flavor requires one  
machine.

2,500.00/day - 2 flavors

(500 - 5 oz servings)

### SINGLE-CUP GOURMET COFFEE BREWER

Brew your favorite cup in  
seconds!

**Regular Coffees:** Breakfast  
Blend, or French Roast,

**Flavored Coffees:** French  
Vanilla or Hazelnut

**Decaffeinated Coffees:**  
Breakfast Blend, or French  
Roast

**Teas:** Earl Grey or  
Green Tea

75.00 rental per day

60.00 per Box of 25 Cups  
(selections below)

### CHOOSE TO INFUSE

The delicious and healthy  
way to refresh! Infuse  
water naturally with  
an assortment of fresh  
ingredients including  
lemon, cucumbers,  
strawberries, mint and  
raspberry.

Service includes 500 24 oz.  
servings

7.00 per person

(minimum order 500 guests)

### TEA GARDEN

Includes premium  
Groundwork loose leaf  
black tea, green tea, white  
tea as well as flavored  
blends. Service includes all  
condiments and disposable  
cups.

10.00 per person

(minimum order 100 guests)

### FRESH LEMONADE BAR

Fresh lemonade  
mixed with some of  
your favorite flavors.  
Strawberry, blueberry and  
pomegranate. Service  
includes disposable cups  
and ice.

10.00 per person

(minimum order 100 guests)



December 1st – 10<sup>th</sup>, 2017  
**Incentive deadline is October 19<sup>th</sup>, 2017**

Los Angeles Convention Center.



**Hardwired Internet Service**

- Shared or Dedicated Bandwidth Services



**Telephone Service**

- Single-Line
- Multi-Line
- Conference Telephone Services



To review and order our services visit  
<https://orders.smartcitynetworks.com>



**Wireless Internet Service**

- Custom Hot Spot
- On-Site / On-Demand Services



**Television Service**

- HD Service

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).

## Instructions To Review & Order SmartCity Services Online:

1. Visit <https://orders.smartcitynetworks.com>
2. Read all the instructions before placing your Exhibitor order for all hardwire/wireless internet, telephone and/ or television services
  - a. Option A: Click "**Order online**", located on the top toolbar
    - i. Click "**Begin Online Order Process**"
    - ii. Select the state of **California** on the USA map
    - iii. Select **Los Angeles Convention Center**
    - iv. Please read each of the instructions
    - v. Input all of the information prompted in order to finalize and submit payment for services
  - b. Option B: Click "**PDF Order Forms**", located on the top toolbar
    - i. Under California, refer to the **Los Angeles Convention Center** section
    - ii. Download the necessary forms by clicking on the appropriate link:
      1. Services (Each service provides the same Form for each where all services will be listed. Only submit one form for all required services.)
        - a. Internet/Data
        - b. Cable/TV
        - c. Telephone
      2. Declaration
        - a. Network Security Declaration
        - b. Wireless Declaration



# Hotspot Options



Los Angeles Convention Center

<b>BASIC</b> (768Kbps) Not Available Inside The Exhibit Hall			
Device Limit	Incentive	Base	On-Site
15	\$1,144	\$1,373	\$1,648
30	\$1,840	\$2,208	\$2,650
60	\$3,444	\$4,133	\$4,960

<b>STANDARD</b> (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$1,949	\$2,339	\$2,807
15	\$3,444	\$4,133	\$4,960
30	\$5,635	\$6,762	\$8,114
60	\$7,705	\$9,246	\$11,095

<b>PREMIER</b> No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	\$2,875	\$3,450	\$4,140	2Mbps
15	\$6,038	\$7,245	\$8,694	4Mbps
30	\$8,625	\$10,350	\$12,420	6Mbps
60	\$10,350	\$12,420	\$14,904	8Mbps

All Hotspot products include a customized SSID, password (must be 8 characters) and the opportunity to purchase a customized WiFi splash page which can be used for sponsorships. Design services are available at \$250 per hour with a one hour minimum. Additional information on WiFi Splash Page

Design can be found at:

<https://orders.smartcitynetworks.com/SplashPageDesign.aspx>

All Hotspot products required a completed Network Security declaration when submitting your order.

**SSID (name of network):** \_\_\_\_\_

**Password (must be 8 characters):** \_\_\_\_\_



Los Angeles Convention Center

INTERNET - NETWORK / TELEPHONE / TV SERVICE CONTRACT

Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>21 Days Prior to 1st Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal. Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=005](http://orders.smartcitynetworks.com/tc.aspx?center=005)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
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<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>Web Casting</li> <li>HD Streaming</li> <li>Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Premium Wired Internet No wired or wireless routers</b></p> <p>Shared Connection speeds up to 10Mbps</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>Wired Cyber Cafe</li> <li>Social Media Feeds</li> <li>Multi Media Downloads</li> </ul> <p><b>Includes 1 Static Private IP Address</b></p>	<p><b>Basic Wired Internet No wired or wireless routers</b></p> <p>Shared Connection speeds up to 1.54Mbps</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>Email</li> <li>Surfing the Internet</li> </ul> <p><b>Supports 1 device only</b></p>
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**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/Ordering.aspx](http://orders.smartcitynetworks.com/Ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 21 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Shared Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Premium Internet Service		\$1,095	\$1,395	\$1,674	
b. Additional Devices for Premium Service		\$150	\$185	\$222	
c. Upgrade to Public IP Address for Premium Internet Service		\$199	\$299	\$358	
d. Basic Internet Service		\$695	\$895	\$1,074	
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Standard Cable TV Service					
a. Digital Cable TV (a \$150 refundable deposit is required for each service)		\$320	\$400	\$480	
6. Special Quote – Attachment A or Statement of Work (if applicable)					
7. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits, please call for quote.</b>			<b>SUBTOTAL</b>		
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		

Effective January 1, 2017 – December 31, 2017

Customer No: **2017 - 005 -**

# Network Security Declaration

Center: Los Angeles CC (005) - CA

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

Show: \_\_\_\_\_

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2017 - 005 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

**\*\*\* Please inform all show site personnel about the importance of Smart City's Network Security compliance issues \*\*\***

**\*\*\* Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements \*\*\***

Device(s) Operating System: \_\_\_\_\_ Total # of Devices Connecting to Smart City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed:  Norton  McAfee  Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers?  Yes  No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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

Title \_\_\_\_\_





# Wireless Performance Declaration

Center: Los Angeles CC (005) - CA

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: 2017 - 005 -

## Overview

Smart City is the exclusive provider for wired and wireless services for the Facility and has in operation a wireless 802.11 a / g system. The wireless service offers Internet access at speeds up to 256K servicing Customers as well as attendees. The actual maximum bandwidth available depends on how many users are accessing the network simultaneously at any given time. Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with this connection. Smart City can engineer custom dedicated network(s) to accommodate such special requests. Please call for quote.

Wireless is an entry level service ideal for web surfing and checking web based email. Smart City's Wireless Network can be accessed throughout the Facility by using a Wi-Fi® compatible 802.11 a / g network card or one of our rental bridge units (limited quantity of bridge units, call for availability).

Wireless service is inherently vulnerable to interference from other devices that transmit similar radio frequency signals or that operate within the same frequency spectrum. Smart City cannot guarantee that interference will not occur. Smart City does **NOT** recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Smart City highly recommends Customer(s) purchase hardwired services such as Shared Ethernet, Shared EtherNAT or T-1 service.

If you are unsure which of our products will best suit your needs please call our Customer Service Department at (888) 446-6911 and one of our Customer Service Representatives will be happy to assist you.

## Restrictions and Special Requests

Due to the extensive coverage Smart City provides for the Facility, **NO** Customer provided access points are authorized for use within the Facility without Smart City prior approval (wireless access points without adjustable power outputs can not be authorized under any circumstances). Customer(s) who attempt to set up their own wireless system can interfere with the Smart City Wireless Network. Smart City requires all Customers showcasing their wireless products to contact Smart City 21 days prior to the show move-in so that we may engineer a cohesive network operating without interference (all approvals will incur a site survey fee). Per our Terms and Conditions listed on Smart City's Customer Contract, misuse of any wireless service may result in service interruption to yourself or other Customers and can lead to disconnection of the Customer's equipment. **No service refunds will be given.**

**ALL WIRELESS ACCESS POINTS NOT AUTHORIZED BY SMART CITY ARE PROHIBITED.**

I hereby attest that I understand the limitations and vulnerabilities of the wireless service provided by Smart City. I also understand that if I use this service for any reason including, but not limited to, demonstrating, showcasing or presenting my product(s), Smart City will not be responsible for possible interference that I may experience. Refunds will not be given for service issues found not to be the fault of Smart City. Upon receipt of this form, Smart City Wireless Services and / or Customer(s) authorized wireless AP devices (with Smart City's approval) will be activated / available for your use.

Signature: \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_





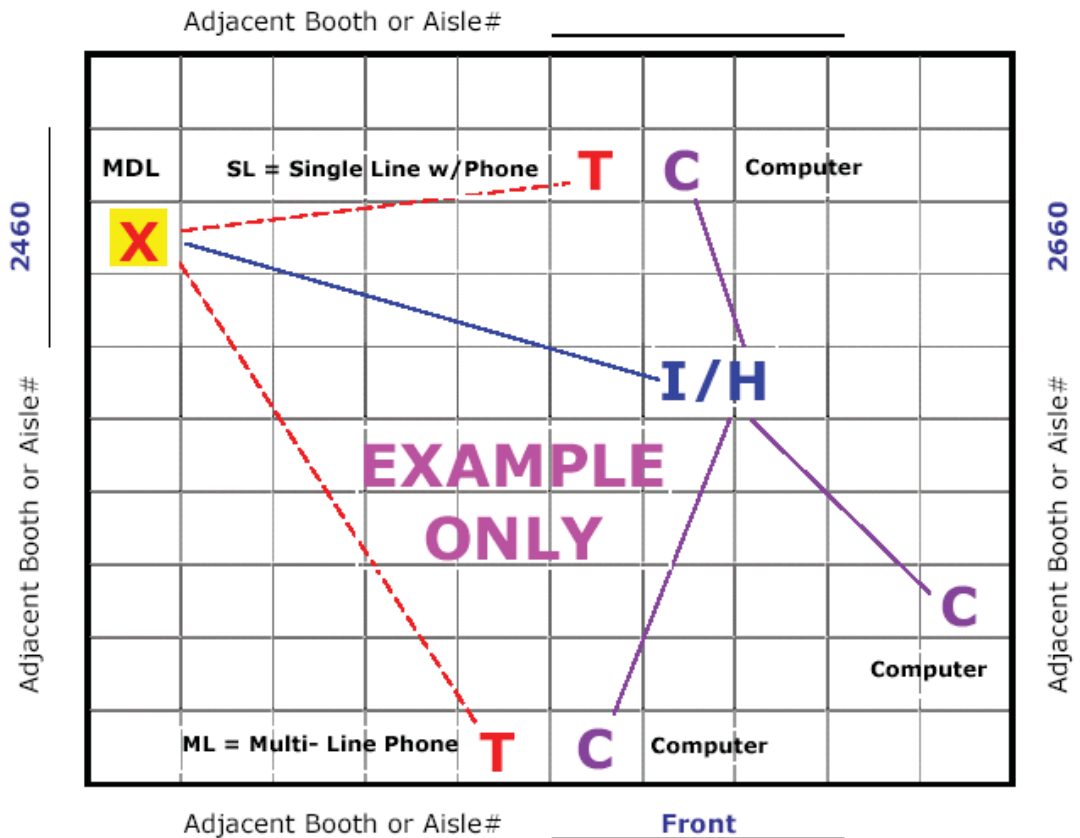
# Floor Plan – Communications Cable

Center: Los Angeles CC (005) - CA  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2017 - 005 - XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “MDL” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “MDL” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “MDL”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**I** = Location of Telephones, Fax lines or other telecommunications equipment “T”.

**I / H / PC / C** = Location of primary Internet Service “I”, Hubs “H”, Patch Cables “PC” and / or Computers “C”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.

## WIFI / INTERNET SERVICES: LA AUTO SHOW 2017

The Los Angeles Convention Center is proud to partner with Smart City, the leading provider of telecommunications services for the meetings and conventions industry, to offer wireless (WiFi) service to exhibitors and attendees. The WiFi service can support basic Internet access and web-based email services. Depending on the type of wireless begin used, it may also be able to support VPN's. Please contact Smart City at 213.765.4647 for additional information.



### COMPLIMENTARY WIFI

The Los Angeles Convention Center offers complimentary WiFi service in café locations and public areas with connectivity speeds up to 256k up/256k down. Complimentary WiFi service is not available in meeting rooms and exhibit halls.

Please note that this is an unsecured, share service not intended for mission-critical operations such as registration or payment collection. Please contact Smart City to determine which service will best support your operations.

### WIFI OPTIONS (FEE-BASED)

**EXHIBITOR INTERNET.** Available in exhibit halls, meeting rooms and lobby areas with connectivity speeds up to 1.54Mbps up/1.54Mbps down. This service is available on 5GHz wireless frequency only.

1-Day Service	\$79.95
3-Day Service	\$159.99
5-Day Service	\$239.99

**INSTANT INTERNET.** Available in meeting rooms and lobby areas (not available in exhibit hall) with connectivity speeds up to 768k up/768k down. This service is available on 5GHz wireless frequency only.

Daily Service	\$12.95/day
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### GENERAL RULES & REGULATIONS

- Each purchase is limited to one (1) device only. One account cannot be shared among multiple devices simultaneously.
- User may use the same credit card when purchasing service for more than one (1) device, however a different email address must be used for each purchase.

### CONNECTION GUIDE

- Connect to the network name (i.e., Exhibitor Internet or Instant Internet) by following your computer/device's procedure for choosing available wireless networks.
- Open your browser (Internet Explorer, Firefox, Safari or other standard browser). You will land on the Los Angeles Convention Center splash page with the Smart City logo. If you do not see on this splash page, please refresh your browser.
- If this is the initial purchase, click [BUY NOW]. Follow the subsequent prompts to complete the purchase. Please remember that while both SSIDs (Exhibitor Internet & Instant Internet) may appear as wireless options on your device, networks are only supported in the areas noted under "WiFi Options" of this guideline.
- If logging in to an existing account and returning for an additional session, enter your username (email address), and password.

**For questions regarding wireless or wired Internet access at the LACC, please call Smart City at 213.765.4647 or visit online at [www.smartcitynetworks.com](http://www.smartcitynetworks.com).**

## ONLINE FORMS

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### TEMPORARY STRUCTURE

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[https://aegworldwide-my.sharepoint.com/personal/cnorton\\_lacclink\\_com/\\_layouts/15/guestaccess.aspx?guestaccesstoken=g52rzmUDj5w2FqVGVTmqbK%2fr5%2b4yUNMC8TFjibPEkcU%3d&docid=1\\_124123a55f1784db9b0e83414dcac9418&wdFormId=%7B8671B498%2DA6B7%2D4829%2D97CE%2D50C685A0A5F9%7D](https://aegworldwide-my.sharepoint.com/personal/cnorton_lacclink_com/_layouts/15/guestaccess.aspx?guestaccesstoken=g52rzmUDj5w2FqVGVTmqbK%2fr5%2b4yUNMC8TFjibPEkcU%3d&docid=1_124123a55f1784db9b0e83414dcac9418&wdFormId=%7B8671B498%2DA6B7%2D4829%2D97CE%2D50C685A0A5F9%7D)

### EXHIBITOR PARKING

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[https://aegworldwide-my.sharepoint.com/personal/cnorton\\_lacclink\\_com/\\_layouts/15/guestaccess.aspx?guestaccesstoken=1k%2bpd3XB4%2f1Hbc70GIYHTVnYGe%2fHq7KeyO1peVbe0o%3d&docid=1\\_1416f3620a4d142e8902d04d6cd45fc2c&wdFormId=%7BCC084E3C%2D18B5%2D4EBD%2D96AA%2D5FA2DE515E65%7D](https://aegworldwide-my.sharepoint.com/personal/cnorton_lacclink_com/_layouts/15/guestaccess.aspx?guestaccesstoken=1k%2bpd3XB4%2f1Hbc70GIYHTVnYGe%2fHq7KeyO1peVbe0o%3d&docid=1_1416f3620a4d142e8902d04d6cd45fc2c&wdFormId=%7BCC084E3C%2D18B5%2D4EBD%2D96AA%2D5FA2DE515E65%7D)

## FIRE SAFETY: LA AUTO SHOW 2017

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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

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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

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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 H/G, 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 2017 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 2017 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

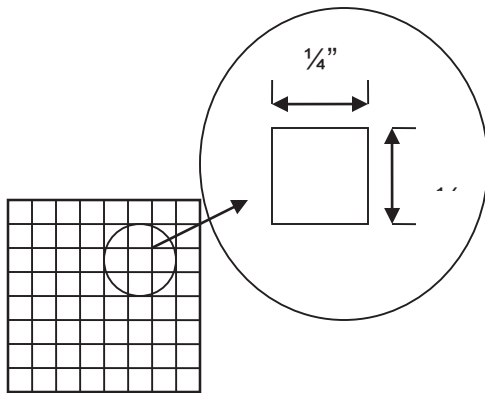
- Covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB, South Hall G-K, Technology Pavilion (Valid for 2017 AutoMobility LA & LA Auto Show) and 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

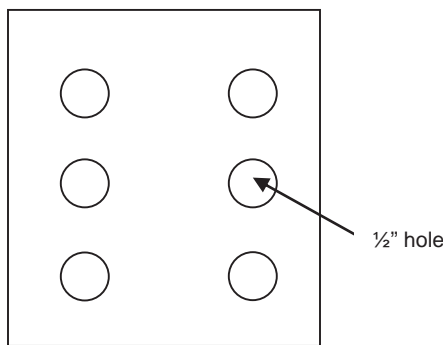
Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS). The following information will assist you in 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 ¼ 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 ¼ inch.

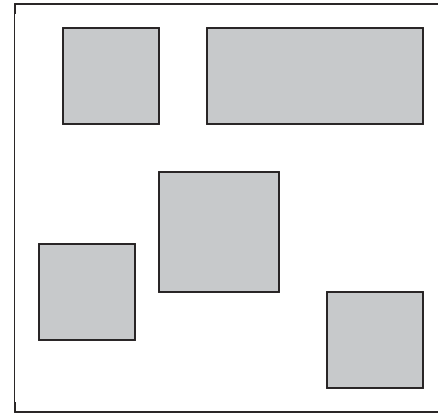


The unobstructed openings in the material must be at least ¼ inch in two directions.

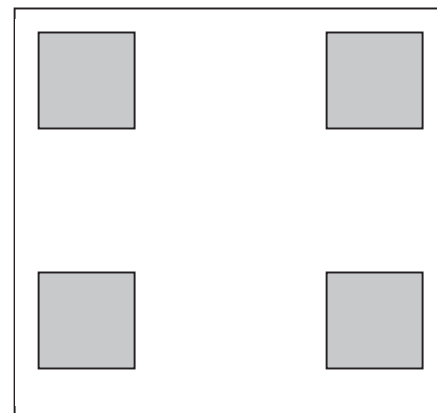


This is an example of steel plating with ½ inch holes. Even though the openings are greater than ¼ inch, this material is considered “covered” due to the majority of the material being covered (less than 50% is open).

**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.



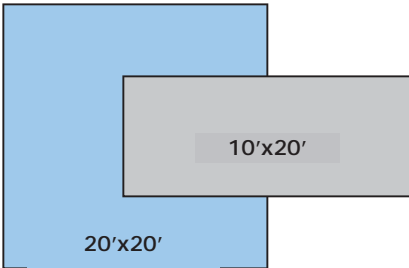
**One (1) Covered Area**  
Covered structures with less than 10 feet of separation.



**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.

(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.

## 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 2017 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

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 Marshall 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.

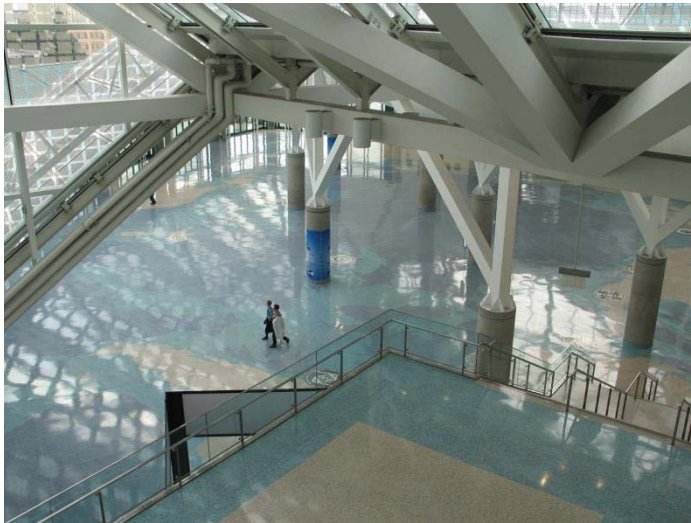
**Rubbish/Trash.** All waste shall be removed from buildings daily. Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Metal cans with tight fitting lids shall be provided for metal cuttings. Cuttings shall 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 2017

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 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.

- 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.



## PRODUCTION RIGGING: LA AUTO SHOW 2017

The following outlines the policies and procedures of LACC regarding the installation, adjustment, and dismantle of production rigging and house lighting. The following also outlines areas of jurisdiction, mandatory involvement, and minimum requirements.



### EQUIPMENT & PROJECTION DESIGN

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.

### RIGGING

Rigging activities within Licensee's contracted space must be performed by a contractor on the LACC approved service providers list located at

<http://www.lacclink.com/planners/service-providers>

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.

Any production rigging and attachment activity in Petree Hall, Concourse Hall and meeting rooms is 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 Technology Services at 213.765.4625 or at [www.encore-us.com](http://www.encore-us.com).

### HOUSE LIGHTING

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 designate 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.

## RIGGING & SUSPENDING: LA AUTO SHOW 2017

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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-APPROVED RIGGING CONTRACTOR

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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 Service Providers List <http://www.lacclink.com/planners/service-providers>. 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

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The primary rigging contractor is responsible for the following:

- 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. If damage is found, report it to LACC Building Superintendent.
- 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.

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

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- 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 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: 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.

## 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

- 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).

**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.

## TEMPORARY STRUCTURES: LA AUTO SHOW 2017

Please refer to the following criteria for designing and building temporary exhibit structures at the Los Angeles Convention Center (LACC).

**General Requirements.** 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.

**Temporary Structure Criteria.** Temporary structures/exhibits proposed in interior locations of the Center (ie. exhibit halls, meeting rooms, lobbies, etc.) must submit design plans for review by the LACC Facilities Department and the LACC Fire Marshal in the event they meet the following criteria:

- 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 1-story structures that contain: overhead beams; signage; truss; cantilevers; etc., of considerable weight and/or span
- Video wall structures
- **EXTERIOR STRUCTURES ONLY:** Standard structures that exceed 12 feet in height. (\*)
- **EXTERIOR STRUCTURES ONLY:** Stairs/steps over 30 inches tall, but not exceeding 48 inches tall. (\*)

**Design Plan Requirements.** Design plans drawn to scale at a minimum size of 11"x17" are to be **mailed** to the Los Angeles Convention Center and must include the following:

- Event name and dates;
- Exhibitor name and booth # (or location);
- Address all items listed in the "Details to Include in the Design Plan" section noted below as applicable;
- Reviewed, approved and stamped 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 exhibit structure criteria for exterior locations denoted above with an asterisk (\*) do not require an engineer's original wet stamp and may be submitted digitally.

**TEMPORARY STRUCTURE DESIGN PLAN  
LA AUTO SHOW 2017 DUE BY:  
FRIDAY, NOVEMBER 10, 2017 @ 5:00PM**

**Details to Include in the Design Plan.** In addition to standard engineering details, design plans submitted must incorporate the following details. Please note that measurements must be in feet and inches (not in metric measurements).

- **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 "LACC Information Regarding Covered Areas" guide 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.

**Design Plan Submission.** Initial design plans can be submitted to [eventservices@lacclink.com](mailto:eventservices@lacclink.com) along with the LACC Temporary Structure Plan Review Form no later than **two (2) weeks prior** to the first day of occupancy. In the interest of time and necessary adjustments, digital versions of design plans can be initially reviewed by the LACC and the LACC Fire Marshal, however, a hard copy of the plan as outlined in the Design Plan Requirements section above is mandatory to complete the process. Please mail the required hard copy of the design plan to:

Los Angeles Convention Center  
Attn: Event Services – Exhibit Structure Review  
1201 S. Figueroa Street  
Los Angeles, CA 90015

**Plan Review and Inspections.** Exhibitors are responsible for assuring that their structures/exhibits are designed and built in accordance with the plan requirements mentioned within this guideline. Design plan approvals are tentative based on information provided on the plan with final approval contingent on the on-site inspection. In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, exhibitor is solely responsible for making the respective corrections.

PLEASE CONTACT EVENT SERVICES  
AT 213.765.4656 OR  
EMAIL [eventservices@lacclink.com](mailto:eventservices@lacclink.com)  
FOR ASSISTANCE



## MEETING ROOMS SET-UP: LA AUTO SHOW 2017

The Los Angeles Convention Center provides a standard set-up package included in the rental fee for meeting rooms used for the purpose of an assembly, meeting, breakout session and workshops. This standard set-up does not apply when meeting rooms are being used for exhibits (booths/table-tops), tournaments, gaming events or other unique uses, unless specifically noted in the License Agreement.

Also, please note that any unique room set-up that varies from the publicized standard room set is subject to the approval of the Fire Marshal.

The standard set-up package included with rental for each section of meeting room contracted as defined above is as follows. All equipment is contingent on Licensee providing equipment needs no later than thirty (30) days prior to the event.

- Initial room seating set-up (theatre, classroom, banquet, u-shape, hollow-square, conference)
- Dressed head table with skirting & chairs
- Water service for head table
- One (1) standing lectern with wire microphone
- Riser/stage (see below)
- One (1) dressed 8'x30" materials table
- Standard overhead pre-set lighting pattern.
- Standard HVAC service during open event hours
- Use of existing 20-amp wall outlets in the room (cannot be distributed beyond 10' of the outlet)

Please note that classroom tables and 66" round tables do not include linen. Linen on 66" round tables will be included at no charge for full-service catered meal functions.

### RISERS & STAGING

The Los Angeles Convention Center will provide the initial stage request as part of rental, based on availability and on the allotment noted below. Additional staging requested above and beyond what is noted below or what is outlined in the License Agreement is subject to an equipment rental fee. Please note that availability of staging is based on availability when set-up specifications are provided.

#### STANDARD MEETING ROOMS (LESS THAN 4,000 SQ FT)

- One (1) 6'x8' riser deck per meeting room section

#### LARGER MEETING ROOMS (MORE THAN 4,000 SQ FT)

- Four (4) 6'x8' riser decks per meeting room section

#### PETREE HALL

- Section C or D: Ten (10) 6'x8' riser decks per section
- Section C/D: Twelve (12) 6'x8' riser decks

#### CONCOURSE HALL

- Section E or F: Ten (10) 6'x8' riser decks per section
- Section E/F: Fourteen (14) 6'x8' riser decks

### REGISTRATION TABLES

Rental of meeting rooms includes registration based on availability when Licensee provides specifications no later than thirty (30) days prior to move-in. Unless otherwise noted in the License Agreement, meeting room rental receive one (1) dressed 8'x30" registration table (flat), up to five (5) tables maximum. Petree Hall and Concourse Hall may receive up to (8) registration tables (flat).

Additional tables requested above and beyond the allotment noted above are subject to equipment rental.

The allotment of registration tables cannot be used for exhibitor tables, vendor tables or display tables. Tables for these uses are billable at the prevailing equipment rental.

Placement of registration tables in lobby areas must be approved by your Event Manager in advance.

### ADDITIONAL EXPENSES

To assist budget planning, please consider the following services which are not included in the rental fee of meeting rooms. The LACC can provide the following equipment and services at the prevailing billable rates. Please contact your Event Manager for assistance in estimating these expenses.

- Any equipment requested above and beyond what is listed in this guideline line or which is not otherwise included in the License Agreement.
- Linen
- Room set-up changeovers (excluding to/from catered meal functions) after the initial room set-up
- Airwall Movements
- Food & Beverage
- Audio Visual
- Event Security
- Internet / Telecommunication Services
- Event Marketing
- Parking
- Electrical (Beyond 10' distribution and other special needs)
- Lock re-cores & keys
- HVAC service during move-in/move-out days
- Applicable City of Los Angeles permits and taxes
- Customized lighting
- Rigging (Petree Hall and Concourse Hall)
- Specialty equipment
- Excessive post-event cleaning
- Damages/repair

#### PLEASE NOTE:

*Published capacity for meeting space does not include staging and is subject to change based on audio visual, staging placement, room orientation and location exit doors. Your Event Manager will guide you through the appropriate and most effective set-up for your space.*

## MOVING VEHICLES AT AutoMobility LA 2017:

These guidelines apply to the Los Angeles Auto Show and AutoMobility LA 2017 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 2017 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.pruiet@lacity.org](mailto:clinton.pruiet@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 2017

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 2017

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 213.741.1151 or Event Services at 213.765.4656.

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

Please complete the LACC 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



# CREDIT CARD AUTHORIZATION



**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

## 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

## BILLING INFORMATION

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

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**PLEASE COMPLETE AND RETURN  
TO EVENT SERVICES AT**

**eventservices@lacclink.com**





## 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.

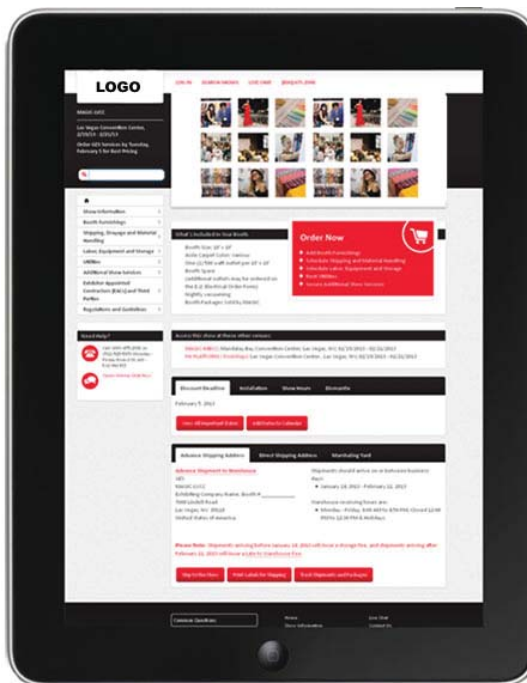
Exhibitors can:

- 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/022600358/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 Los Angeles Auto Show  
 Los Angeles Convention Center  
 December 1 - 10, 2017

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022600358/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970  
 7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520  
 Las Vegas, NV 89118-4702

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

## Discount Deadline Date

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

## Exhibitor Move In

Friday,	November 17	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Saturday,	November 18	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Sunday,	November 19	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Monday,	November 20	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Tuesday,	November 21	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Wednesday,	November 22	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only
Thursday,	November 23	8:00 AM -	5:00 PM	Early Move-In Based on Target Plan Approval Only

All union labor on Thursday, November 23rd (in observance of Thanksgiving) will be charged at the overtime rate.

Friday,	November 24	8:00 AM -	5:00 PM	All union labor on Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.
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Saturday,	November 25	8:00 AM -	5:00 PM
Sunday,	November 26	8:00 AM -	5:00 PM
Monday,	November 27	8:00 AM -	5:00 PM

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

## Show Hours

Friday,	December 1	7:00 AM -	9:00 AM	Early Bird Ticket Access – All Halls
		9:00 AM -	10:00 PM	Show Hours
Saturday,	December 2	7:00 AM -	9:00 AM	Early Bird Ticket Access – All Halls
		7:45 AM -	9:30 AM	VIP Group Tours
		9:00 AM -	10:00 PM	Show Hours
Sunday,	December 3	7:00 AM -	9:00 AM	Early Bird Ticket Access – All Halls
		7:45 AM -	9:30 AM	VIP Group Tours
		9:00 AM -	9:00 PM	Show Hours
Monday,	December 4	9:00 AM -	9:00 PM	Show Hours
Tuesday,	December 5	9:00 AM -	9:00 PM	Show Hours
Wednesday,	December 6	9:00 AM -	9:00 PM	Show Hours
Thursday,	December 7	9:00 AM -	10:00 PM	Show Hours
Friday,	December 8	7:00 AM -	9:00 AM	Early Bird Ticket Access – All Halls
		9:00 AM -	10:00 PM	Show Hours

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



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Saturday,	December 9	7:00 AM - 9:00 AM	Early Bird Ticket Access – All Halls
		7:45 AM - 9:30 AM	VIP Group Tours
		9:00 AM - 10:00 PM	Show Hours
Sunday,	December 10	7:00 AM - 9:00 AM	Early Bird Ticket Access – All Halls
		7:45 AM - 9:30 AM	VIP Group Tours
		8:00 AM - 7:00 PM	Show Hours

### Exhibitor Move Out

Sunday,	December 10	7:00 PM - 11:00 PM
Monday,	December 11	8:00 AM - 5:00 PM
Tuesday,	December 12	8:00 AM - 5:00 PM
Wednesday,	December 13	8:00 AM - 5:00 PM

### Carrier Check-in Post-Show

Monday,	December 11	8:00 AM	Carriers post-show must be checked-in by this time.
Tuesday,	December 12	8:00 AM	Carriers post-show must be checked-in by this time.
Wednesday,	December 13	8:00 AM	Carriers post-show must be checked-in by this time.

### Facility Clear

Wednesday, December 13 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 Los Angeles Auto Show  
 (Your Company Name & Booth Number)  
 5560 Katella Ave  
 Cypress, CA 90630  
 USA

### Shipments should arrive on or between:

October 17 - November 15, 2017  
 Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM

### Direct Shipments to Show Site:

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

### Shipments should arrive on:

November 17, 2017 Through  
 November 27, 2017  
 Reference Targeted Floorplan for Dates & Times.

### Marshaling Yard Site Address:

The Los Angeles Auto Show  
 (Your Company Name & Booth Number)  
 Cross Streets: Stadium Way & Lilac Terrace  
 Dodger Stadium Lot 13 & 14 @ Lilac Terrace  
 1700 Stadium Way  
 Los Angeles, CA 90026  
 USA

022600358

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# 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 Los Angeles Auto Show  
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## What is an Official Service Provider?

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

## GES Show Services

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging
- 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/022600358/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/022600358/contactus/esm>

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

## 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.



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## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of October 30, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022600358/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/022600358/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/022600358/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:  
Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

<p>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</p>	<p>Global Experience Specialists (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959</p>	<p>If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA</p>
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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 Required

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 not allowed.

## 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 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/022600358/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/022600358/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/022600358/LaborandEquipment/esm>

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





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## **\*Attention Exhibitors\***

Plastic Contour Chairs  
Padded Contemporary Chairs  
and 4', 6', & 8' Table rentals  
will be 50% off the list price for  
Media engagements.

# 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.



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Form Deadline Date:  
October 30, 2017

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/Showsite		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/022600358/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	Global Experience Specialists, Inc. (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="text"/>	<input type="text"/>	<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	MM/DD/YY
<b>Total Check Payment</b>	Check Dated
<b>Total Credit Card Payment</b>	\$
	\$

## Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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



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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 30, 2017

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 \_\_\_\_\_

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.

Exhibiting Company Authorized Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

## 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.

- |   |   |   |   |  |   |
|---|---|---|---|--|---|
| <input type="checkbox"/> Audio Visual                 | <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics    |
| <input type="checkbox"/> I & D Labor                  | <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling  | <input type="checkbox"/> Plumbing         | <input type="checkbox"/> Rental Carpet   | <input type="checkbox"/> Rental Furniture |
| <input type="checkbox"/> Signs                        |   |   |   |  |   |
| <input type="checkbox"/> 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 \_\_\_\_\_

MM/YY

MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X  
Third Party Cardholder's Signature \_\_\_\_\_

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.

Third Party Cardholder's Name - Please Print \_\_\_\_\_ Date \_\_\_\_\_

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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 30, 2017

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

**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  Booth Cleaning  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 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

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# Carpet

## Standard

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

Includes:

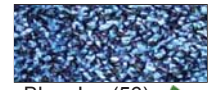
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



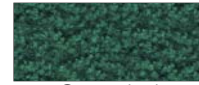
Blue (42)



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



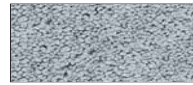
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



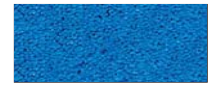
Navy (75)



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:

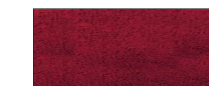
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



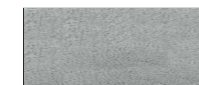
Black (41)



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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

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October 30, 2017

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



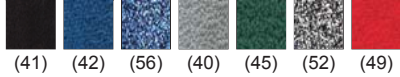
## Easy Ordering Tips:

- 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.
- 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

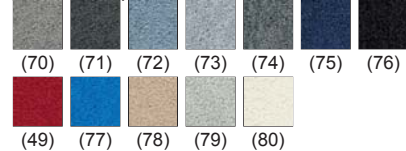
### Standard Color Options

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



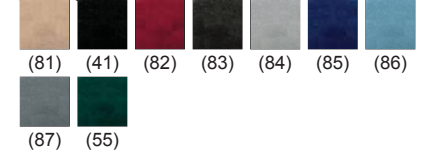
### Plush Color Options

(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'		165.75	249.25		\$
5002	Pre-Cut Standard Carpet 10'x20'		327.50	491.25		\$
5003	Pre-Cut Standard Carpet 10'x30'		503.75	756.00		\$

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.		3.17	4.76		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.41	6.60		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.35	8.05		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.76	2.65		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.89	1.33		9.25	\$

### 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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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 15, 2017.
- 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 Espresso: <http://e.ges.com/022600358/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	0.36	0.41		\$
500001	Carpet Installed & Removed	0.36	0.41		\$
500003	Carpet Padding Installed & Removed	0.15	0.21		\$
500006	Carpet Padding Removal Only	0.05	0.05		\$
500005	Carpet Removal Only	0.18	0.23		\$
500004	Visqueen Installed & Removed	0.15	0.15		\$

## 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: \_\_\_\_\_

C-3 051117 Cstm 120717 022600358

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 17, 2017 - November 24, 2017

Carpet Dismantle: December 10, 2017 - Please visit <https://e.ges.com/022600358/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**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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.

C-3 051117 Cstm 120717 022600358



# Furniture and Accessories

## Chairs



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



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



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



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

## Tables



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



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



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



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

## Skirted Tables



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




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



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

## Table Skirt Colors

 Beige (54)

 Black (41)

 Blue (42)

 Burgundy (43)

 Gray (40)

 Green (45)

 Purple (48)

 Red (49)

 Teal (55)

 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, 4'x8'



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

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



The Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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/022600358/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
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	93.25	140.25		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	83.25	125.00		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	64.75	97.50		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	103.00	154.50		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	84.75	127.25		\$
300056	Table, Square, 24"x24"x30" High	78.00	116.75		\$
300059	Table, Starbase, 30" Diameter x 40" High	190.25	285.50		\$
300058	Table, Starbase, 40" Diameter x 30" High	190.25	285.50		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		111.00	167.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		124.50	186.75		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		137.25	206.00		\$
3007	Table, Skirt 4th Side		44.75	67.00		\$
↳ Select size: 6' Table _____ 8' Table _____						

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		124.50	186.75		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		144.00	216.25		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		163.75	245.75		\$
3017	Counter, Skirt 4th Side		51.75	77.75		\$
↳ Select size: 6' Counter _____ 8' Counter _____						

### Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	44.75	67.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	32.00	47.75		\$

A-1 033116 Cstm 120717 022600358

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 \_\_\_\_\_

## Risers

300194	Riser 6', Double Tier, 72"x8"x16" High	58.00	87.50		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	44.75	67.00		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
308441	16' Velour Drape, Black		48.25	72.50		\$
3001	Drape, 3' High, Per Foot, 4' Minimum		13.30	19.95		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		16.05	24.10		\$
3019	Drape, 12' High, Per Foot		18.40	27.00		\$
3015	Drape, 16' High, Per Foot		22.75	33.50		\$
308241	Velour Drape, 12'H, Black		32.00	48.25		\$
308041	Velour, 10', Black, per foot		16.05	24.10		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	461.25	692.00		\$
300074	Display Case 4', Full View	448.25	672.50		\$
300075	Display Case 4', Half View	448.25	672.50		\$
300076	Display Case 4', Quarter View	448.25	672.50		\$
300078	Display Case 5', Full View	461.25	692.00		\$
300079	Display Case 5', Half View	461.25	692.00		\$
300080	Display Case 5', Quarter View	461.25	692.00		\$
300082	Display Case 6', Full View	474.50	712.00		\$
300083	Display Case 6', Half View	474.50	712.00		\$
300084	Display Case 6', Quarter View	474.50	712.00		\$
300088	Display Case 7', Vertical	620.25	930.25		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	3.94	5.90		\$
300127	Aisle Stanchion, Tensa	70.25	116.75		\$
300027	Aisle Stanchion, Tensa Black	70.25	116.75		\$
300123	Aisle Stanchion, without Chain	38.25	57.50		\$
300103	Aluminum Easel	51.75	77.75		\$
300111	Bag Stand	71.50	107.00		\$
300102	Coat Rack	71.50	107.00		\$
300104	Garment Rack	71.50	107.00		\$
300106	Literature Rack	113.50	170.00		\$
300201	Pegboard, White, 4'x8'	124.50	186.75		\$
↳ Select alignment: Horizontal <input type="checkbox"/> Vertical <input type="checkbox"/>					
300107	Refrigerator	282.75	424.25		\$
300131	Security Cage, Large, without Lock	395.25	593.00		\$
300132	Security Cage, Small, without Lock	263.00	394.75		\$
300120	Sign Holder, Bell Base	64.75	97.50		\$
300108	Sign Holder, Chrome, 22"x28"	64.75	97.50		\$
300211	Tackboard, 4'x8'	130.50	196.00		\$

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# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"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



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



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



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



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



305268 - Sofa, Tangiers, 78"L 37"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

## Seating - Club Chairs



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



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



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



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



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



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



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"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 18.5"D 16"H



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



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



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



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



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



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



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

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# Specialty Furniture

## Seating - Ottomans



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



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



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



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



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



305251 - Ottoman, Vibe Cube, Black, 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



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



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



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

## Seating - Office and Utility Seating



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



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



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

## 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



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

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# Specialty Furniture



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"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, Zooney Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture



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



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



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



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

## Tables - Cocktail



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

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# Specialty Furniture



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



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



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



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



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



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



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



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



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



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



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



305276 - Table, Mosaic, Set of 3



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

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# Specialty Furniture

## Conference Tables



305402 - 10' Madison Table, 120\"/>



305400 - 5' Madison Table, 60\"/>



305401 - 8' Madison Table, 96\"/>



305410 - Madison Conference Table, 42\"/>



305190 - Powered Conference Table Module, Black, 5\"/>



305175 - Table, Conf., Geo, Black, 42\"/>



305176 - Table, Conf., Geo, Black, 60\"/>



305173 - Table, Conf., Geo, Chrome, 42\"/>



305174 - Table, Conf., Geo, Chrome, 60\"/>



305027 - Table, Conf., Graphite, 42\"/>



305028 - Table, Conf., Graphite, 72\"/>



305029 - Table, Conf., Graphite, 96\"/>



305177 - Table, Conf., Manhattan, 42\"/>



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White Laminate, 42\"/>

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# Specialty Furniture

## 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



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

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# Specialty Furniture

## Lamps



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



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

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# Specialty Furniture Order Form

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The Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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/022600358/furnishings/esm>

## Specialty Furniture

Link to view images: <http://ges.com/ecomm/info/B1-Brochure-CORE.pdf>

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	561.75	843.25		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	602.75	904.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	644.00	966.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,041.50	1,564.50		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,197.00	1,795.50		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,197.00	1,795.50		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,606.00	2,410.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,096.00	1,644.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	623.75	935.50		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	810.00	1,220.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	764.00	1,150.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	789.50	1,186.50		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	498.00	747.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	648.00	972.00		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	492.50	739.25		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	606.50	909.50		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	661.25	992.00		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	482.00	723.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	540.00	810.00		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	492.50	739.25		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	450.00	675.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	275.00	412.75		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	555.00	833.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	474.50	712.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	776.00	1,165.50		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	776.00	1,165.50		\$

### Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	230.50	345.75		\$

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# Specialty Furniture Order Form

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

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	91.50	137.50		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	91.50	137.50		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	114.50	171.75		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	121.00	182.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	85.00	128.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	135.50	203.75		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	165.50	248.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	512.00	768.00		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	254.00	381.25		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	528.00	792.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	196.00	294.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	355.00	533.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	143.00	215.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	294.00	408.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	226.00	314.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	226.00	314.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	289.00	402.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	423.25	635.25		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	423.25	635.25		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	431.00	647.00		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	431.00	647.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	190.50	285.75		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	312.00	468.00		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	312.00	468.00		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	140.00	195.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	111.25	167.00		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	106.75	160.50		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	316.50	474.75		\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	285.75	429.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	288.75	433.75		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	565.00	847.25		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	423.25	635.25		\$

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# Specialty Furniture Order Form

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

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

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	303.50	455.75		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	303.50	455.75		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	303.50	455.75		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	303.50	455.75		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	123.00	184.75		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	123.00	184.75		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	156.00	234.00		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	162.75	244.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	137.00	206.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	137.00	206.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	137.00	206.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	137.00	206.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	225.50	338.25		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	225.50	338.25		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	174.00	261.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	353.75	531.25		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	323.50	485.00		\$
305259	Christopher Barstool, 19"L 15"D 41"H	307.75	462.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	377.00	524.00		\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"H	458.00	636.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	343.00	477.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,144.50	1,722.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	534.00	742.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	231.00	346.50		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	173.25	260.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	202.50	303.75		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	231.00	346.50		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	274.00	411.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	173.25	260.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	202.50	303.75		\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	231.00	346.50		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	274.00	411.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	173.25	260.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	277.00	416.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	355.00	533.00		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	254.00	381.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	349.00	524.00		\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	455.00	633.00		\$

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# Specialty Furniture Order Form

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

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,491.00	2,236.50		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	532.00	739.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	235.75	353.50		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	180.00	270.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	221.75	332.75		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	235.75	353.50		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	277.25	415.75		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	180.00	270.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	221.75	332.75		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	235.75	353.50		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	277.25	415.75		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	180.00	270.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	294.00	441.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	363.00	545.00		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	281.00	422.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	345.00	518.00		\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	478.00	665.00		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	822.25	1,228.50		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	362.00	503.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	469.25	704.50		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	469.25	704.50		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	185.00	277.75		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	245.75	368.50		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	219.75	329.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	254.75	382.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	254.75	382.00		\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	457.00	635.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	321.00	446.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	372.75	559.75		\$
305273	Table, Aura, White Metal, 15" Round 22"H	171.00	257.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	163.00	245.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	164.00	246.25		\$
305211	Table, End, Oliver, 22" Round 22"H	194.25	292.00		\$
305046	Table, End, Silverado, 24" Round 22"H	205.75	308.75		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	184.75	277.25		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	184.75	277.25		\$
305276	Table, Mosaic, Set of 3	318.00	477.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	202.00	303.00		\$

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# Specialty Furniture Order Form

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

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	986.00	1,370.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	664.00	923.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	806.00	1,120.00		\$
305410	Madison Conference Table, 42"RND 29"H	604.00	839.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	98.75	148.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	193.00	289.50		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	327.75	492.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	204.25	306.25		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	327.75	492.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	269.00	403.75		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	360.25	540.25		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	450.25	675.50		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	252.25	378.50		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	422.00	633.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	340.00	510.00		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	2,419.50	3,629.25		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	909.25	1,364.00		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	494.00	687.00		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	571.00	857.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	682.00	1,020.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	571.00	857.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	682.00	1,020.00		\$

## 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	424.00	636.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	755.00	1,050.00		\$

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	195.25	293.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	263.50	395.75		\$

## Delivery Date Request:

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

## Electrical Outlets Not Included



**Reminder**

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

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# Specialty Furniture Order Form

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

Company Name

Email

Phone Number

**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.

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# 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 Los Angeles Auto Show  
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December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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/022600358/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	<b>392.80</b>	590.10		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.				
404323	Display Case Package A	<b>870.75</b>	1,306.50		\$
	↳ Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.				
404324	Display Case Package B	<b>851.25</b>	1,278.00		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.				
404311	Stool Package A	<b>412.30</b>	618.60		\$
	↳ Includes: (2) Contemporary 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		<b>327.05</b>	491.35		\$
	↳ Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.					
4146	Stool Package B		<b>366.05</b>	549.35		\$
	↳ Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.					

## Skirt Color Options

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



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Form Continues on Next Page



# Convenience Package Order Form

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

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

## Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	1,360.25	2,040.50		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.				
404506	Premium Stool Package	481.75	723.00		\$
	↳ 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**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed** \$

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

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# Digital File Preparation

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



The Los Angeles Auto Show  
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## Graphic File Solutions

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.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- 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.

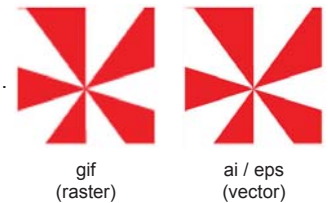
## Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

### Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual. Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



### Bitmap/Raster Artwork

**TIFF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-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. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/022600358/signs>

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



# Digital File Preparation

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



The Los Angeles Auto Show  
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## Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- 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.
- Always add at least 1" of bleed to your images.
- 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.

## File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

## Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

## Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

## Fonts

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.

## Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

## Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

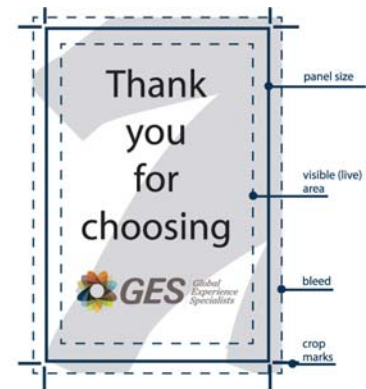


figure a.

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

# Graphics and Signage Order Form

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Discount Deadline Date:  
October 30, 2017

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

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/022600358/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	226.50	303.75		9.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	175.00	252.25		9.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	185.50	288.50		9.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	334.75	386.25		9.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	206.00	257.50		9.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	437.75	489.25		9.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	309.00	360.50		9.25	\$
601099	Printed Cardboard Base for Freestanding Boards	20.15	20.15		9.25	\$

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

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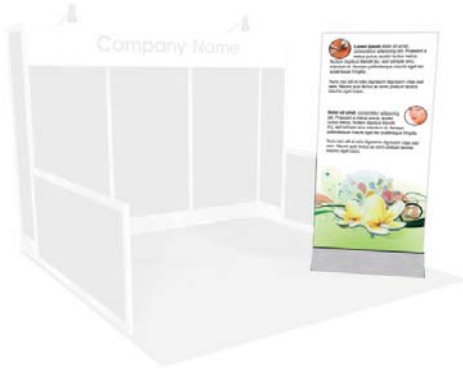
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Chat with us <http://www.ges.com/chat>



# Standard Graphics

## 38" Ad Board



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

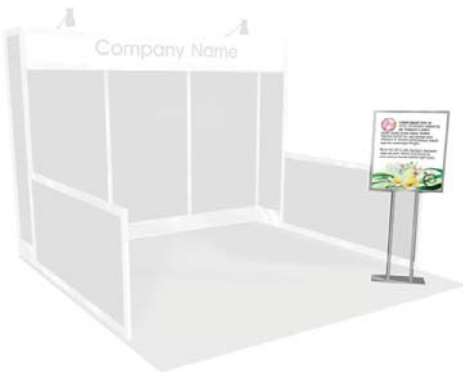


600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

## 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/022600358/logistics\\_Quote](https://e.ges.com/022600358/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 showsite 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, re-crating, 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.

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## Measure of Damage

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

## Insurance

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

## Work Zone

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






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Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: [https://e.ges.com/022600358/logistics\\_quote](https://e.ges.com/022600358/logistics_quote)

Discount does not apply to shipments that are considered small packages, local 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



## 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	<b>\$ 150.75 cwt</b>	ST/ST	\$ 65.33 cwt	<b>\$ 195.99 cwt</b>
ST/OT	\$ 65.50 cwt	<b>\$ 196.50 cwt</b>	ST/OT	\$ 85.15 cwt	<b>\$ 255.45 cwt</b>
OT/OT	\$ 80.50 cwt	<b>\$ 241.50 cwt</b>	OT/OT	\$ 104.65 cwt	<b>\$ 313.95 cwt</b>

#### Skidded Literature Only

Rate / 100 lbs.	Min/Shipment	
ST/ST	\$ 31.75 cwt	<b>\$ 95.25 cwt</b>
ST/OT	\$ 41.25 cwt	<b>\$ 123.75 cwt</b>
OT/OT	\$ 51.00 cwt	\$ 153.00 cwt

### Direct Shipment to Exhibit Site (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	\$ 38.75 cwt	<b>\$ 116.25 cwt</b>	ST/ST	\$ 50.38 cwt	<b>\$ 151.14 cwt</b>
ST/OT	\$ 50.50 cwt	<b>\$ 151.50 cwt</b>	ST/OT	\$ 65.65 cwt	<b>\$ 196.95 cwt</b>
OT/OT	\$ 62.00 cwt	<b>\$ 186.00 cwt</b>	OT/OT	\$ 80.60 cwt	<b>\$ 241.80 cwt</b>

#### Skidded Literature Only

Rate / 100 lbs.	Min/Shipment	
ST/ST	\$ 38.75 cwt	<b>\$ 116.25 cwt</b>
ST/OT	\$ 50.50 cwt	<b>\$ 151.50 cwt</b>
OT/OT	\$ 62.00 cwt	<b>\$ 186.00 cwt</b>

#### Advance Dates:

**Tue, Oct 17, 2017:** Advance shipments may begin arriving at warehouse.  
**Wed, Nov 15, 2017:** Last day for shipments to arrive at warehouse.

#### Direct Dates:

Reference Targeted Floorplan for Dates & Times.

## 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



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# 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



Combine shipments for the best pricing when total weight is less than 300 lbs.  
For Example:

**2 Separate Shipments**

\$ 65.50 1st shipment: 75 lbs charged at 300 lbs minimum rate  
+ \$ 65.50 2nd shipment: 100 lbs charged at 300 lbs minimum rate  
\$ 131.00 Total

**1 Combined Shipment**

\$ 65.50 1 shipment, 2 pieces: 175 lbs charged at 300 lbs minimum rate  
\$ 65.50 Total

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



The Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



## 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 17, 2017:** Advance shipments may begin arriving at warehouse.

**Wed, Nov 15, 2017:** Last day for shipments to arrive at warehouse.

### Direct Shipment to Show Site (300 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$34.88 cwt	\$45.34 cwt	\$45.34 cwt
Straight Time In / Overtime Out	\$45.45 cwt	\$59.09 cwt	\$59.09 cwt
Overtime In / Overtime Out	\$55.80 cwt	\$72.54 cwt	\$72.54 cwt

#### Direct Shipments to Show site Dates:

**Fri, Nov 17, 2017:** Direct shipments may begin arriving at exhibit site.

**Mon, Nov 27, 2017:** Last day for shipments to arrive at exhibit site.

**Reference Targeted Floorplan for Dates & Times.**

#### Skidded Literature Only

	Standard Rates	Transportation Plus Saving Rates
ST/ST	\$ 38.75 cwt	<b>\$ 34.88 cwt</b>
ST/OT	\$ 50.50 cwt	<b>\$ 45.45 cwt</b>
OT/OT	\$ 62.00 cwt	<b>\$ 55.80 cwt</b>

## Save on Material Handling:



Combine shipments for best the pricing when total weight is less than 200 lbs.

For Example:

#### 2 Separate Shipments

\$ 58.95 1st shipment: 75 lbs charged at 200 lbs minimum rate  
+ \$ 58.95 2nd shipment: 50 lbs charged at 200 lbs minimum rate  
**\$ 117.90 Total**

#### 1 Combined Shipment

\$ 58.95 1 shipment, 2 pieces: 175 lbs charged at 200 lbs minimum rate  
**\$ 58.95 Total**

## 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.

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

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

## Step 2. Estimate Order

### Small Packages

  1   1st Small Package Shipment x \$31.75 = \_\_\_\_\_ Total

       # of additional packages (each) x \$31.75 = \_\_\_\_\_ Total

### 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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.40 fee will be charged per shipment.

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# What is "Special" Handling?

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

Special Handling Includes: \_\_\_\_\_

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:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**The Los Angeles Auto Show**

Name of Exhibition 022600358

BOOTH NUMBER

C/O **GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

**Shipment Should Arrive on or Between:**  
**Tuesday, Oct 17, 2017 - Wednesday, Nov 15, 2017**

**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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.40 fee will be charged per shipment.

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



TO:

Full Exhibiting Company Name at Show

**The Los Angeles Auto Show**

Name of Exhibition 022600358

BOOTH NUMBER

C/O **GES**  
**5560 Katella Ave**  
**Cypress, CA 90630 USA**

**Shipment Should Arrive on or Between:**  
**Tuesday, Oct 17, 2017 - Wednesday, Nov 15, 2017**

**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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.40 fee will be charged per shipment.

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

Please print this label on a color printer if possible

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**The Los Angeles Auto Show**

Name of Exhibition 022600358

BOOTH NUMBER

**C/O GES**  
**Los Angeles Convention Center**  
**1201 South Figueroa Street**  
**Los Angeles, CA 90015 USA**

**Shipment Should Arrive on or Between:**

**Friday, Nov 17, 2017 - Monday, Nov 27, 2017**

Reference Targeted Floorplan for Dates & Times.

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.40 fee will be charged per shipment.

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

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

**The Los Angeles Auto Show**

Name of Exhibition 022600358

BOOTH NUMBER

**C/O GES**  
**Los Angeles Convention Center**  
**1201 South Figueroa Street**  
**Los Angeles, CA 90015 USA**

**Shipment Should Arrive on or Between:**

**Friday, Nov 17, 2017 - Monday, Nov 27, 2017**

Reference Targeted Floorplan for Dates & Times.

**Certified Weight Tickets are Required for all shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.40 fee will be charged per shipment.

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

# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Click the link below for target maps:

Target Maps:

<http://e.ges.com/022600358/targetmaps>



# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 30, 2017

To request a change of your Rigging/Freight Target Day/Time, complete this form and return by October 30, 2017.

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 Kelly Green - VP Rigging (562) 356-3764 or Tammy Van Hooser - SR. TSR Account Manager (562) 356-3797.

**Email completed form to Kelly Green - VP Rigging [kgreen@ges.com](mailto:kgreen@ges.com) and copy Tammy Van Hooser - SR. TSR Account Manager [tvanhooser@ges.com](mailto:tvanhooser@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.
- Truck delivery requests for **\*\* DATES TBD \*\*** and **\*\* DATES TBD \*\*** will be considered off-target and assessed overtime charges.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 30, 2017



## 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, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/022600358/prePrint/esm>

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

Company/Consignee	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	

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicercenter®. 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>



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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

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Company Name	Email	Phone Number	Booth Number
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## 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/022600358/contactus/esm>

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
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Form Deadline Date:  
October 30, 2017

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/022600358/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

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

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### Direct Shipments Only

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

\_\_\_\_\_  
\_\_\_\_\_

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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



# Marshaling Yard and Direct Deliveries Information

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



The Los Angeles Auto Show  
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## Tips For New Exhibitors



Tips

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

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

## Attention



Attention

- The per shipment fee for this Marshaling Yard service is \$ 47.75

## Marshaling Yard Site Address:

Cross Streets: Stadium Way & Lilac Terrace  
Dodger Stadium Lot 13 & 14 @ Lilac Terrace  
1700 Stadium Way  
Los Angeles, CA 90026  
USA

## Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Los Angeles Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Los Angeles Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$16.40 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022600358/contactus/esm>

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

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



The Los Angeles Auto Show  
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Discount Deadline Date:  
October 30, 2017

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 Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Exhibitors who are granted permission to work between the hours of 6:00 PM and 8:00 AM will be assessed an additional overtime fee of \$148 per hour for the supervisory labor that must be maintained on-site to extend the show work schedule.

## 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 Servicenter. 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 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.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/2 Trailer	<b>491.25</b>		\$
200513	Access Storage, Full Trailer	<b>982.50</b>		\$

### 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 Servicenter.
- 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	<b>54.50</b>		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705044	Storage, ST	<b>86.75</b>	108.25	129.75			\$
705044	Storage, OT	<b>148.00</b>	185.00	221.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

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## Step 2. Schedule Additional Deliveries

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

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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or 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: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	<b>127.25</b>	133.00	140.75			\$
705200	5,000#, OT	<b>161.00</b>	173.25	184.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/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	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed**

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



Tips

## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) 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.
- Night Rate: Monday - Sunday from 10:00 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 overtime fee of \$148 per hour for the supervisory labor that must be maintained on-site to extend the show work schedule.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	86.75	108.25	129.75			\$
705000	Install & Dismantle, ST Move Out	86.75	108.25	129.75			\$
705000	Install & Dismantle, OT Move In	148.00	185.00	221.75			\$
705000	Install & Dismantle, OT Move Out	148.00	185.00	221.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

## Step 2. Please Indicate Service



Help

**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, click here: <https://e.ges.com/022600358/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.

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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.

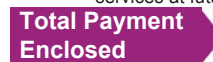
**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520



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.



\$
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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
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Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



Tips

## 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): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Exhibitors who are granted permission to work between the hours of 6:00 PM and 8:00 AM will be assessed an additional overtime fee of \$148 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 (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	<b>127.25</b>	133.00	140.75			\$
705200	5,000#, ST Move Out	<b>127.25</b>	133.00	140.75			\$
705200	5,000#, OT Move In	<b>161.00</b>	173.25	184.50			\$
705200	5,000#, OT Move Out	<b>161.00</b>	173.25	184.50			\$
705200	5,000#, DT Move In	<b>261.00</b>	326.50	392.00			\$
705200	5,000#, DT Move Out	<b>261.00</b>	326.50	392.00			\$
705204	15,000#, ST Move In	<b>244.50</b>	250.50	258.00			\$
705204	15,000#, ST Move Out	<b>244.50</b>	250.50	258.00			\$
705204	15,000#, OT Move In	<b>278.50</b>	290.50	301.75			\$
705204	15,000#, OT Move Out	<b>278.50</b>	290.50	301.75			\$
705207	35,000#, ST Move In	<b>258.25</b>	258.25	258.25			\$
705207	35,000#, ST Move Out	<b>258.25</b>	258.25	258.25			\$
705207	35,000#, OT Move In	<b>343.00</b>	343.00	343.00			\$
705207	35,000#, OT Move Out	<b>343.00</b>	343.00	343.00			\$

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# 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 \_\_\_\_\_

## Forklift 4-Stage with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705240	5,000#, ST Move In	<b>142.00</b>	147.75	155.50			\$
705240	5,000#, ST Move Out	<b>142.00</b>	147.75	155.50			\$
705240	5,000#, OT Move In	<b>176.00</b>	188.00	199.25			\$
705240	5,000#, OT Move Out	<b>176.00</b>	188.00	199.25			\$

## Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705271	Versalift, 60,000#, ST Move In	<b>1,950.00</b>	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, ST Move Out	<b>1,950.00</b>	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, OT Move In	<b>1,950.00</b>	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, OT Move Out	<b>1,950.00</b>	1,950.00	1,950.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

**Supplied additional accessories or equipment is chargeable and will be added to invoice.**

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

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

## 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 In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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	

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	

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	

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	

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# 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 \_\_\_\_\_

## 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	

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	

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	

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** \$ \_\_\_\_\_

T-1 03116 Cstm 120717 022600358



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



The Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



### 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.
- Exhibitors who are granted permission to work between the hours of 6:00 PM and 8:00 AM will be assessed an additional overtime fee of \$148 per hour for the supervisory labor that must be maintained on-site to extend the show work schedule.

## 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	519.75	519.75	519.75			\$
705280	15 Ton, ST Move Out	519.75	519.75	519.75			\$
705280	15 Ton, OT Move In	652.00	652.00	652.00			\$
705280	15 Ton, OT Move Out	652.00	652.00	652.00			\$
705281	20 Ton, ST Move In	540.50	646.50	768.50			\$
705281	20 Ton, ST Move Out	540.50	646.50	768.50			\$
705281	20 Ton, OT Move In	667.75	773.75	890.50			\$
705281	20 Ton, OT Move Out	667.75	773.75	890.50			\$
705284	35 Ton, ST Move In	404.25	404.25	404.25			\$
705284	35 Ton, ST Move Out	404.25	404.25	404.25			\$
705284	35 Ton, OT Move In	510.25	510.25	510.25			\$
705284	35 Ton, OT Move Out	510.25	510.25	510.25			\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705271	Versalift, 60,000#, ST Move In	1,950.00	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, ST Move Out	1,950.00	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, OT Move In	1,950.00	1,950.00	1,950.00			\$
705271	Versalift, 60,000#, OT Move Out	1,950.00	1,950.00	1,950.00			\$

### Additional Worker, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
-----------	-------------	---------------	--------------	----------------	-----------	-----------	---------

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/labor/esm>



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 \_\_\_\_\_

**Supplied additional accessories or equipment is chargeable and will be added to invoice.**

## 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 In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour cancellation fee per worker and forklift 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 forklift 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

\$

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

The following is a list of important regulations to adhere to when designing your hanging sign / truss / video wall / audio requirements for the The Los Angeles Auto Show. 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 Installation and Dismantling 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.

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## Important Rigging Deadline Dates:

The following forms are due on **Oct 9, 2017**.

- 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, 2017**.

- 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](mailto:kgreen@ges.com)

**cc: Tammy Van Hooser - SR. TSR Account Manager**  
[tvanhooser@ges.com](mailto: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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



## 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 - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 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	395.00	493.75	592.50
705300	High Lift, OT	523.50	654.50	785.25
705300	High Lift, Night Rate	672.50	840.75	1,008.75
705301	Scissor Lift, ST	305.25	381.50	457.75
705301	Scissor Lift, OT	404.50	505.50	606.75
705301	Scissor Lift, Night Rate	525.75	657.25	788.75

### Ground Crew

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705020	Ground Rigger, ST	86.75	108.25	129.75
705020	Ground Rigger, OT	148.00	185.00	221.75

Supplied rigging hardware is chargeable and will be added to invoice

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/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.

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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.

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.

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

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 sign:

\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- Yes                       No

How much power is required for the truss?

\_\_\_\_\_

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

GES is able to provide assistance at creating the .dwg for your truss rig 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.

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# 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	Quantity	Total ST Hours	ST Rate	Sub Total ST Qty x ST Hrs	Quantity	Total OT Hours	OT Rate	Sub Total OT Qty x OT 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)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$

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

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 one (4) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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**

\_\_\_\_\_  
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-2 022717 cstm 120717 022600358





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



FROM:



FROM:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

The Los Angeles Auto Show

Name of Exhibition 0220600358

Booth Number

C/O GES
5560 Katella Ave
Cypress, CA 90630 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 17, 2017 - Wednesday, Nov 15, 2017

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 GES Global Experience Specialists

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

The Los Angeles Auto Show

Name of Exhibition 0220600358

Booth Number

C/O GES
5560 Katella Ave
Cypress, CA 90630 USA

Shipment Should Arrive on or Between:
Tuesday, Oct 17, 2017 - Wednesday, Nov 15, 2017

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 GES Global Experience Specialists

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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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 (562) 356-3764 or Tammy Van Hooser at (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

### CM Lodestar Chain Hoists

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	<b>395.25</b>	520.00		\$
702132	Hoist, Electric Chain, 1/2 TON	<b>364.00</b>	494.00		\$
702131	Hoist, Electric Chain, 1/4 TON	<b>312.00</b>	442.00		\$
702134	Hoist, Electric Chain, 2 TON	<b>436.75</b>	572.00		\$

### 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#	<b>260.00</b>	364.00		\$
609109	Rotating Motor 300#	<b>312.00</b>	416.00		\$
609105	Rotating Motor 500#	<b>416.00</b>	520.00		\$

### Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	<b>23.10</b>	33.50		\$
608132	Truss, 12" Box, Silver, Per Foot	<b>21.00</b>	31.50		\$
608135	Truss, 12" Corner Block, Black	<b>110.25</b>	136.50		\$
608136	Truss, 12" Corner Block, Silver	<b>105.00</b>	131.25		\$
608133	Truss, 20" Box, Black, Per Foot	<b>27.25</b>	37.75		\$
608134	Truss, 20" Box, Silver, Per Foot	<b>25.25</b>	35.75		\$
608138	Truss, 20" Corner Block, Black	<b>120.75</b>	147.00		\$
608137	Truss, 20" Corner Block, Silver	<b>115.50</b>	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

\$



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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 9, 2017

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. Plans received on or prior to the deadline date will be reviewed at no charge.

## The Los Angeles Auto Show Plan Deadline Date: October 9, 2017

Plan or plan revisions received October 10, 2017 thru October 16, 2017 - **\$780.00 per booth space**

Plan or plan revisions received October 17, 2017 thru October 23, 2017 - **\$1,040.00 per booth space**

Plan or plan revisions received October 24, 2017 thru October 30, 2017 - **\$1,560.00 per booth space**

Plan or plan revisions received October 31, 2017 thru November 4, 2017 - **\$2,600.00 per booth space**

**Plans must be sent via Email for review.**

**Email (.dwg plot plan in imperial unit format only) to:**

[kgreen@ges.com](mailto:kgreen@ges.com)

## Submit Rigging Plan

Description	Date Sent	Price (\$)	Qty	Total
Rigging Plan Submitted BEFORE Deadline Date		No Charge		No Charge
Rigging Plan Review (submitted after Deadline Date)				\$

**Total and Sign:** Please return to: [kgreen@ges.com](mailto:kgreen@ges.com)

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

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

**Total Payment Enclosed**

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



## 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 - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 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	<b>395.00</b>	493.75	592.50				\$
705300	High Lift, ST Move Out	<b>395.00</b>	493.75	592.50				\$
705300	High Lift, OT Move In	<b>523.50</b>	654.50	785.25				\$
705300	High Lift, OT Move Out	<b>523.50</b>	654.50	785.25				\$
705300	High Lift, Night Rate Move In	<b>672.50</b>	840.75	1,008.75				\$
705300	High Lift, Night Rate Move Out	<b>672.50</b>	840.75	1,008.75				\$

\* Final rate will reflect time and materials used.

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

## Step 2. Provide On-Site Contact Information and List Services Requested

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Specific Lights to be Shrouded: \_\_\_\_\_

Number of Lights: \_\_\_\_\_

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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.

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 one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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

**Total Payment Enclosed** \$ \_\_\_\_\_

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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.
- A copy of this order must be sent to Greg Marks at Gmarks@GES.com

## 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	386.00	491.00		\$
3024	8' Vinyl Single Column Cover	275.75	380.75		\$
3027	Column Wrap, 16', Vinyl	811.25	973.25		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,070.75	1,124.75		\$

### West Hall

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3026	12' Vinyl Single Column Cover	386.00	491.00		\$
3024	8' Vinyl Single Column Cover	275.75	380.75		\$
3027	Column Wrap, 16', Vinyl	811.25	973.25		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,070.75	1,124.75		\$

### The Garage...Where Car Culture Lives!

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3023	Column Wrap, 19', Vinyl	932.25	1,119.25		\$

**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

\$



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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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



**Tips**

## 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	95.00	143.00		\$
700830	24" 1920 x 1200 LCD Monitor	150.00	225.00		\$
700855	32" 1920 x 1200 LCD Monitor	395.00	593.00		\$
700854	40" 1920 x 1080 LED Monitor	595.00	893.00		\$
700853	46" 1920 x 1080 LED Monitor	745.00	1,120.00		\$
700852	55" 1920 x 1080 LED Monitor	1,045.00	1,570.00		\$
700851	60" 1920 x 1080 LED Monitor	1,595.00	2,390.00		\$
700887	70" 1920 x 1080 LED Monitor	1,800.00	2,400.00		\$
700850	80" 1920 x 1080 LED Monitor	1,995.00	2,990.00		\$
700866	90" 1920 x 1080 LED Monitor	4,050.00	5,400.00		\$

### Touchscreen Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700828	32" 1920 x 1080 LCD Touchscreen Monitor	625.00	938.00		\$
700888	46" 1920 x 1080 LCD Touchscreen Monitor	1,350.00	1,800.00		\$
700889	65" 1920 x 1080 LCD Touchscreen Monitor	2,700.00	3,600.00		\$

### Monitor Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700801	Bluray Player	150.00	225.00		\$
700800	DVD Player	85.00	128.00		\$
700860	Shelf for Chrome Pole Stand	25.00	37.50		\$
700859	Spandex Wrapped Monitor Chrome Pole Stand	35.00	52.50		\$

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# 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 \_\_\_\_\_

## Computers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop	225.00	300.00		\$
700822	Intel i5 2520M Windows 7 Laptop	185.00	278.00		\$
700823	Intel i7 720QM Windows 7 Laptop	295.00	443.00		\$
700878	Mac Mini	225.00	300.00		\$
700892	MacBook Pro 15" Laptop	450.00	600.00		\$
700877	MacBook Pro 17" Laptop	562.50	750.00		\$
700836	iMac 24" Desktop	395.00	593.00		\$
700837	iMac 27" Desktop	350.00	525.00		\$
700861	iPad II 16GB Tablet	150.00	225.00		\$

## Computer Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand	225.00	338.00		\$
700862	Apple iPad Table Stand	35.00	52.50		\$

## Printers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700816	HP 3800N Series Color Printer	365.00	548.00		\$
700815	HP 4000N Series Black & White Printer	175.00	263.00		\$

## Booth Speaker Systems

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)	56.25	75.00		\$
700880	EV Sxa 100 Speaker System (10-50ppl)	225.00	300.00		\$
700881	EV Sxa 250 Speaker System (pair w/stands) (50-100ppl)	337.50	450.00		\$
700883	MeyerSound UPA-1P Speaker System (pair w/stands) (75-150ppl)	787.50	1,050.00		\$
700882	MeyerSound UPM-1P Speaker System (pair w/stands) (25-75ppl)	562.50	750.00		\$

## Booth Mixers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700884	Allen & Heath 10 Channel Mixer	112.50	150.00		\$
700885	Allen & Heath 14 Channel Mixer	168.75	225.00		\$

## Microphones/Computer Audio

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700886	Low Profile Skin Tone Headset Microphone (add to wireless)	112.50	150.00		\$
700894	Shure SM58 Microphone	56.25	75.00		\$
700814	UHF Wireless Microphone Kit	290.00	435.00		\$
700893	Whirlwind PCDI	56.25	75.00		\$

## 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%		\$

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# 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 \_\_\_\_\_

**Total and Sign:** Return to Fax: 866.329.1437 • International Fax: 702.263.1520

**Please Sign**

X  
\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

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

**Total Payment Enclosed**

\$

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

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# 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 Los Angeles Auto Show  
 Los Angeles Convention Center  
 December 1 - 10, 2017

<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!

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E-1a 033116 Cstm



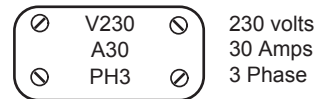
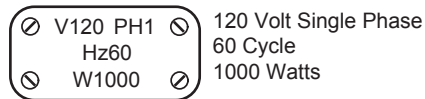
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



The Los Angeles Auto Show  
 Los Angeles Convention Center  
 December 1 - 10, 2017

## 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.



## 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.

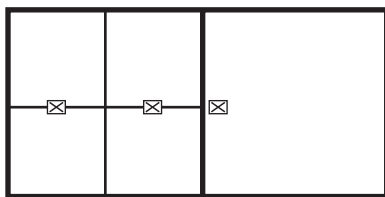
## Where does the power come from?

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?

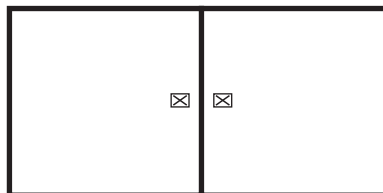
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES does not receive this information, the power will be installed in the 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.

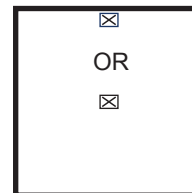


In-Line Booths

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).

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## 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.

## 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.

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## 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.**

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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



Tips

## 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.
- \*\*Labor may be required for Catwalk access.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	<b>108.25</b>	162.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	<b>154.00</b>	231.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	<b>203.75</b>	254.75		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	<b>237.00</b>	296.50		\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	<b>435.25</b>	652.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	<b>602.00</b>	752.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	<b>647.00</b>	808.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	<b>943.50</b>	1,179.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	<b>1,347.75</b>	1,684.75		\$
700023	150 Amp, 35 HP 208V / 3Phase (South Hall Only)	<input type="checkbox"/>	<b>1,768.00</b>	2,431.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	<b>2,471.00</b>	3,088.75		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	<b>4,852.25</b>	6,065.25		\$

\* 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	<b>790.50</b>	988.00		\$
700045	030 Amp, 10 HP 480V / 3Phase	<b>988.50</b>	1,245.75		\$
700046	060 Amp, 20 HP 480V / 3Phase	<b>1,976.75</b>	2,471.00		\$
700047	100 Amp, 50 HP 480V / 3Phase	<b>2,875.50</b>	3,594.25		\$
700048	200 Amp, 100 HP 480V / 3Phase	<b>5,391.25</b>	6,739.25		\$

### Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	<b>4.42</b>	7.00		\$

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# 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, 2017

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**

\$
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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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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.
- \*\*Labor may be required for Catwalk access.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	<b>162.38</b>	243.38		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	<b>231.00</b>	346.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	<b>305.63</b>	382.13		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	<b>355.50</b>	444.75		\$

### 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	<b>652.88</b>	978.75		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	<b>903.00</b>	1,128.75		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	<b>970.50</b>	1,213.13		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	<b>1,415.25</b>	1,768.88		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	<b>2,021.63</b>	2,527.13		\$
700023	150 Amp, 35 HP 208V / 3Phase (South Hall Only)	<input type="checkbox"/>	<b>2,652.00</b>	3,646.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	<b>3,706.50</b>	4,633.13		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	<b>7,278.38</b>	9,097.88		\$

\* 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	<b>1,185.75</b>	1,482.00		\$
700045	030 Amp, 10 HP 480V / 3Phase	<b>1,482.75</b>	1,868.63		\$
700046	060 Amp, 20 HP 480V / 3Phase	<b>2,965.13</b>	3,706.50		\$
700047	100 Amp, 50 HP 480V / 3Phase	<b>4,313.25</b>	5,391.38		\$
700048	200 Amp, 100 HP 480V / 3Phase	<b>8,086.88</b>	10,108.88		\$

### Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	<b>4.42</b>	7.00		\$

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# 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, 2017

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**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_ Date  
Authorized Name - Please Print

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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

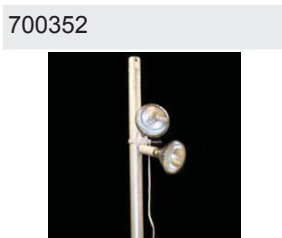
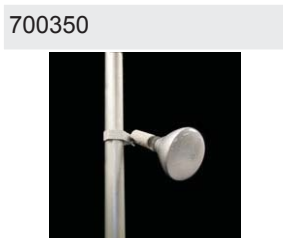
Discount Deadline Date:  
October 30, 2017

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.



### Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700361	Floodlight, 1000 Watt Overhead**	569.50	791.00		\$
700350	Floodlight, 120 Watt*	121.25	151.75		\$
700352	Floodlight, 120 Watt Double*	218.50	327.50		\$

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 Stancion, 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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



Tips

## 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): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Night Rate: Monday - Sunday from 10:00 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 Move In	391.25	489.00	586.75			\$
705305	Lighting Lift w/Operator, ST Move Out	391.25	489.00	586.75			\$
705305	Lighting Lift w/Operator, OT Move In	518.50	648.25	777.75			\$
705305	Lighting Lift w/Operator, OT Move Out	518.50	648.25	777.75			\$
705305	Lighting Lift w/Operator, Night Rate Move In	708.50	1,137.25	1,364.50			\$
705305	Lighting Lift w/Operator, Night Rate Move Out	708.50	1,137.25	1,364.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

## Step 2. Provide On-Site Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_



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**

\$	
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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



## 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): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Please return this form to GES and a GES representative will contact you on-site by November 24, 2017 to finalize your "Lights Out" request. It will be determined at that time how many lights need to be turned off and what the estimated charge for this service will be. Payment for all associated charges will be due at the time of service. Additional costs may be incurred depending on accessibility, labor and equipment required. Orders for "Lights Out" service may be placed on-site, but GES can not guarantee the completion of orders placed after November 24, 2017.

## 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	39.00	39.00		\$

### 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 Move In	391.25	489.00	586.75			\$
705305	Lighting Lift w/Operator, OT Move In	518.50	648.25	777.75			\$
705305	Lighting Lift w/Operator, Night Rate Move In	708.50	1,137.25	1,364.50			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022600358/labor/esm>

## Step 2. Provide On-Site Contact Information

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Services Requested: \_\_\_\_\_ Number of Lights: \_\_\_\_\_

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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.

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**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_ Date  
 Authorized Name - Please Print

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** \$ \_\_\_\_\_





# 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 Los Angeles Auto Show  
 Los Angeles Convention Center  
 December 1 - 10, 2017

Discount Deadline Date:  
 October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



### 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: 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 electrician is dispatched and stops when electricians return to the desk.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

\*Additional charge for transformer(s) and equipment may apply.

## 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			\$

## 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.

E-3 032217 Cstm 120717 022600358

Form Continues on Next Page



# 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, 2017

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

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



Tips

## 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: 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 electrician is dispatched and stops when electricians return to the desk.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

\*Additional charge for transformer(s) and equipment may apply.

## Laborer

### Step 1. Order Labor

#### Labor, Booth Work, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	<b>91.50</b>	114.50	143.00			\$
705061	Electrical, OT	<b>183.00</b>	228.75	286.00			\$

#### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift, ST	<b>391.25</b>	504.50	602.50			\$
705300	High Lift, OT	<b>518.50</b>	721.00	850.50			\$
705300	High Lift, Night Rate	<b>708.50</b>	978.25	1,173.00			\$
705301	Scissor Lift, ST	<b>302.50</b>	377.75	453.50			\$
705301	Scissor Lift, OT	<b>400.75</b>	500.75	600.75			\$
705301	Scissor Lift, Night Rate	<b>520.75</b>	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 will 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.
  - Assembly, installation and dismantle of electrical headers and/or light boxes
- Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - Changes to or the addition of electrical connectors to electrical apparatus.

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, 2017

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 (1/2) 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

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

## 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 Plumbing
- Incomplete 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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

Not available on Concourse or Petree Halls



### 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	494.25	593.00		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	24.45	29.25		\$
701039	Air Outlet, Connection	237.00	284.50		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	177.50	213.00		\$

### Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701067	Compressed Nitrogen Cylinder	220.25	264.25		\$
701059	Natural Gas Outlet	395.25	474.50		\$
701063	Natural Gas Outlet, Connection	238.00	285.75		\$
701064	Natural Gas Outlet, Supplemental (within 10 feet of first outlet)	296.50	355.75		\$
701069	Regulator, Cylinder Gas	165.00	198.25		\$

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	257.25	308.75		\$
701051	Drain Outlet, Connection	158.25	190.00		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	158.25	190.00		\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	395.25	474.50		\$
701087	Water Outlet, Connection	187.50	225.00		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	187.50	225.00		\$

### Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	119.00	143.00		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	237.00	284.50		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	158.25	190.00		\$

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Form Continues on Next Page



Fire Sprinkler Connection

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701001	Fire Sprinkler Connection	807.84	1,009.80		\$

**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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Discount Deadline Date:  
October 30, 2017

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

All union labor on Thursday, November 23rd and Friday, November 24th (in observance of Thanksgiving) will be charged at the overtime rate.



### 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.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	91.50	114.50	143.00			\$
705011	Plumbing, OT	183.00	228.75	286.00			\$
705011	Plumbing, Night Rate	274.50	343.25	429.00			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705301	Scissor Lift, ST	406.75	504.50	602.50			\$
705301	Scissor Lift, OT	590.75	721.00	850.50			\$
705301	Scissor Lift, Night Rate	813.25	978.25	1,173.00			\$

## 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 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.

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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, 2017

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.

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# 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 Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 18, 2017

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



### Attention:

- This form is to be completed by 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.



X  
\_\_\_\_\_  
Authorized Cardholder's Signature

\_\_\_\_\_  
Authorized Cardholder's 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.

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# Agreement and Rules and Regulations between GES and EAC

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



The Los Angeles Auto Show  
Los Angeles Convention Center  
December 1 - 10, 2017

Form Deadline Date:  
October 18, 2017

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 Servicerenter 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**  \_\_\_\_\_  
 Authorized Cardholder's Signature

\_\_\_\_\_  
 Authorized Cardholder's Name - Please Print

\_\_\_\_\_  
 Date

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

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

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

<b>Official Use Only</b>	
Accepted by GES Authorized Representative:	
<input checked="" type="checkbox"/> Authorized Signature	
Authorized Name - Please Print	Date

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**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY) 01/01/17

**PRODUCER**  
**ABC Insurance Agency** Fax: (212) 555-6100  
 1234 Broker Lane  
 New York, NY 10895  
 Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

**INSURED** 2.  
**Big Boom Company, Inc.**  
 1234 Corporate Lane  
 New York, NY 10895  
 Attn: Joe Smith  
 Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**  
 INSURER B: **Aetna Casualty & Surety Company**  
 INSURER C: **Travelers Insurance Company**  
 INSURER D: **Royal Insurance Company**  
 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	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/17	8. 01/01/18	EACH OCCURRENCE \$1,000,000
					FIRE DAMAGE (Any one fire) \$ 50,000
					MED EXP (Any one person) \$ 5,000
					PERSONAL & ADV INJURY \$1,000,000
					GENERAL AGGRREGATE \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT \$1,000,000
					(Ea accident)
					BODILY INJURY \$
					(Per person)
					BODILY INJURY \$
					(Per accident)
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	XL1234567	01/01/17	01/01/18	AUTO ONLY-EA ACCIDENT \$
					OTHER THAN \$ \$
					AUTO ONLY: \$ \$
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/17	01/01/18	EACH OCCURRENCE \$1,000,000
					AGGREGATE \$1,000,000
					\$
					\$
					\$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X WC STATU-ORY LIMITS OTHER
					E.L. EACH ACCIDENT \$1,000,000
					E.L. DISEASE-EA EMPLOYEE \$1,000,000
					E.L. DISEASE -POLICY LIMIT \$1,000,000
D	OTHER				Each Occurrence & Aggregate

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 Global Experience Specialists, Inc. (GES) (Official Service Provider), The Los Angeles Automobile Show (Show Management), Los Angeles Convention Center (Facility), and The Los Angeles Auto Show (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: December 1 - 10, 2017 at city of Los Angeles.

**CERTIFICATE HOLDER** X **ADDITIONAL INSURED; INSURER LETTER:** X **CANCELLATION**

6. Global Experience Specialists, Inc. (GES)  
 Exhibitor Services  
 5560 Katella Avenue  
 Cypress, CA 90630

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS

AUTHORIZED REPRESENTATIVE *John Smith* 10.

- 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:** Global Experience Specialists, Inc. (GES) (Official Service Provider), The Los Angeles Automobile Show (Show Management), The Los Angeles Auto Show (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
- 6. Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
- 7. Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- 8. Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
- 9. Limits of Insurance:** Must be the same or greater than required by contract. See #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.

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# Show Site Work Rules

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



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## Union Information

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

### 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.



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## Safety is very important for everyone working in the Exhibit Hall.

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

### Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

# Fire Regulations

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



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**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.

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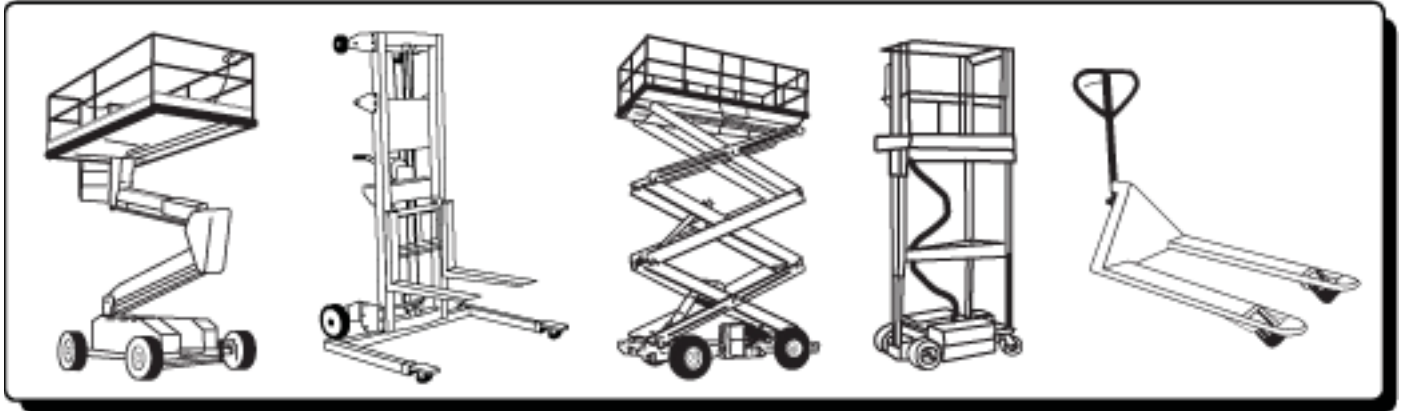


# Operation of All Mechanical Lifts

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



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## Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



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

Thank you for your complete cooperation.

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# GES Payment Policy

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## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# GES Terms and Conditions of Contract

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



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

## I. Definitions

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

## II. Scope

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

## III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

## IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
- Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
- In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of 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 Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) 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 or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

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