

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

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## 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.

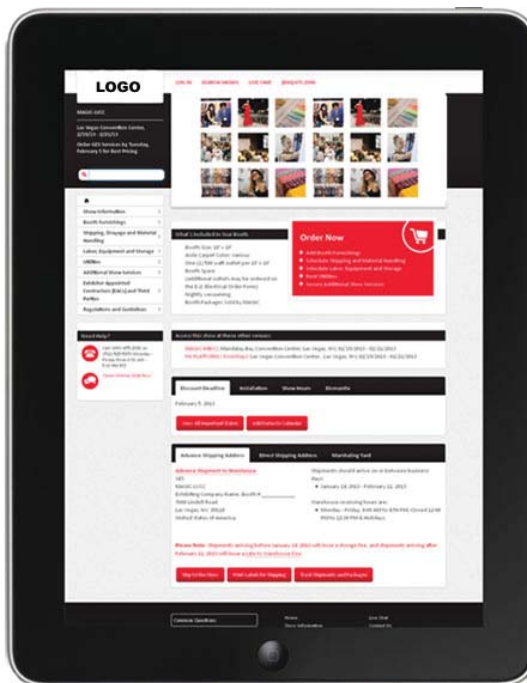
Exhibitors can:

- 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/022601083/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.

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## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601083/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.

## Show Information

### Exhibit Booth Package:

Each 10'x10' booth space is equipped with:

- \* Unlimited Exhibit Hall ONLY registration badges
- \* Complimentary listing and description in Show Guide
- \* Pre-Show Attendance email list, sent two weeks before the show
- \* 8' back drape and 3' side drape
  - \* Backwall Drape: Blue / Black / White / Black / Blue
  - \* Sidewall Drape: Blue

### Discount Deadline Date

Monday, April 24      GES orders must be received with payment by this date.

### Exhibitor Move In

Monday, May 22      8:00 AM - 5:00 PM

### Show Hours

Tuesday, May 23      9:30 AM - 4:00 PM  
 Wednesday, May 24      9:30 AM - 4:30 PM  
 Thursday, May 25      9:30 AM - 12:00 PM

### Exhibitor Move Out

Thursday, May 25      12:00 PM - 7:00 PM

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

### Carrier Pick Up Post-Show from CA Warehouse

Thursday, June 15      8:00 AM Carrier pick-up post show from warehouse begins.  
 Wednesday, June 21      3:30 PM Carrier pick-up post show from warehouse ends.

In addition, carriers must be directed to pick up outbound shipments at the GES warehouse.

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

#### Advance Shipments to Warehouse/ Post Show Pickup:

c/o GES  
AUSA Assn of the US Army ILW LANPAC  
Symposium & Exposition  
(Your Company Name & Booth Number)  
5560 Katella Ave  
Cypress, CA 90630  
USA

#### Shipments should arrive on or between:

April 10 - May 8, 2017

Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM

#### Advance Shipments to Hawaii Warehouse:

c/o GES  
AUSA Assn of the US Army ILW LANPAC  
Symposium & Exposition  
(Your Company Name & Booth Number)  
c/o ICES  
1004 Makepono Street  
Honolulu, HI 96819  
USA

#### Shipments should arrive on or between:

April 19 - May 17, 2017

Hours for receiving are Monday - Friday, 8:00 AM to 3:30 PM;

Closed 12:00 PM to 1:00 PM & Holidays.

#### No Direct Shipping Notification:



#### Attention

Direct to showsite shipments **will not** be accepted at the Sheraton Waikiki.

All exhibit materials must be sent in advance to the GES warehouse. Sheraton Waikiki does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Sheraton Waikiki will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Sheraton Waikiki for any items sent directly to the Sheraton Waikiki.

# Important Freight Information

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

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

## Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the Sheraton Waikiki absolutely no Direct Shipments are permitted to this facility.

### Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 5560 Katella Ave, Cypress, CA 90630, starting April 10, 2017 until May 8, 2017.

### Outbound Freight

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 5560 Katella Ave, Cypress, CA 90630, starting June 15, 2017 at 8:00 AM.

All Shipments must be picked up no later than June 21, 2017 by 3:30 PM or they will be re-routed via GES Logistics.

Warehouse Hours of Operation are Monday - Friday, 8:00 AM - 3:30 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or contact us:  
<http://e.ges.com/022601083/contactus>

A 30% (\$50.00 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.

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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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

## 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
- Installation and Dismantle Services
- Electrical Services

## 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/022601083/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/022601083/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.

# 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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Sheraton Waikiki  
May 23 - 25, 2017

## 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 April 24, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022601083/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/022601083/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 200 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/022601083/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

Beneficiary: Global Experience Specialists (GES)  
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

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
- Date and amount of wire transfer
- Bank and country where transfer originated





## 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 what kind 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/022601083/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/022601083/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Read carefully 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/022601083/LaborandEquipment/esm>

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## 2017 AUSA ILW LANPAC Symposium & Exposition

23-25 May 2017

Sheraton, Waikiki | Honolulu, HI

# **EXHIBITOR BADGE INSTRUCTIONS**

Dear AUSA LANPAC Symposium Exhibitors:

As you plan for your participation in the 2017 AUSA ILW LANPAC Symposium & Exposition, please pay particular attention to the following guidelines regarding exhibitor badges.

Exhibiting firms that wish to provide exhibitor badges to employees of affiliates or subsidiaries must provide these individuals with a letter from the exhibiting firm on company letterhead requesting that they be issued badges on your behalf. This letter must be sent to Laura Miller before the event for approval and must be presented at the AUSA registration area by the individual whose name will appear on the badge.

Please complete the following ***“Affiliate/Subsidiary Badge Request Form”*** and provide an emailed or faxed copy to Laura Miller, no later than **Wednesday, 17 May 2017**.

If you have any questions, please feel free to contact Ms. Miller at the contact information below.

### **FOR QUESTIONS CONTACT:**

Laura Miller  
Exhibit Sales Manager  
Direct: 703-835-3978  
Email: [lmiller@ausa.org](mailto:lmiller@ausa.org)  
Fax: 703.243.2589



## 2017 AUSA ILW Global Force Symposium & Exposition

23-25 May 2017

Sheraton Waikiki | Honolulu, HI

### **AFFILIATE/SUBSIDIARY BADGE REQUEST FORM**

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

Authorized Representative (please print): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Affiliate/Subsidiary Company Name: \_\_\_\_\_

Affiliate/Subsidiary Individual's Name: \_\_\_\_\_

Please provide exhibitor badges for employees of our subsidiary/affiliate firm listed above for the 2017 AUSA ILW LANPAC Symposium & Exposition.

***IMPORTANT: Please note that this form does not register your affiliate personnel for exhibitor badges. It merely serves as notification to AUSA that your affiliate organization is authorized to receive exhibitor badges on your behalf. Affiliate personnel must register for exhibitor badges at the AUSA website or onsite at the AUSA registration area of the Von Braun Center.***

This letter must be presented at the AUSA registration area by the individual whose name will appear on the Affiliate/Subsidiary badge.

A copy of this letter must be sent to Laura Miller via email or fax for approval by **Wednesday, 17 May 2017.**

#### **FOR QUESTIONS CONTACT:**

Laura Miller

Exhibit Sales Manager

Direct: 703-835-3978

Email: [lmiller@ausa.org](mailto:lmiller@ausa.org)

Fax: 703.243.2589

## CHOOSE TO SPONSOR

AUSA is pleased to offer a variety of sponsorships for the **2017 LANPAC Symposium and Exposition**, all of which will enhance your company's presence at the event. Sponsorships are offered on a first-come, first-served basis; payment must be received prior to the event.

As a special thank you, all sponsors will be featured on the 'Sponsor Thank You Page' in the Show Guide and on our website. Sponsors investing more than \$1,000 will be included.

AUSA makes it a priority to support local businesses; local Hawaiian Businesses are asked to contact AUSA for special pricing on Show Guide Sponsorships.

### Networking & Charging Lounge *(Exclusive Opportunity)* **\$15,000**

Available to all attendees for the duration of the event, this space will be fully carpeted and furnished so that attendees will be able to relax, charge-up and network with their colleagues and leads. This space will include:

- Signage placed in the lounge
- Electric outlets for charging
- A/V monitor to play your content
- Opportunity to display promotional materials
- Recognition in the Show Guide

### Opening Reception **\$10,000** *(4 Opportunities)*

This premiere social and networking event takes place in the exhibit hall after the conclusion of the General Session during the first day of the show.

- Signage with your company logo provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

### Wi-Fi Sponsorship **\$10,000** *(Exclusive Opportunity)*

AUSA will offer free Wi-Fi access to LANPAC participants during the event. Attendees will be able to access the internet in all the symposium rooms and exhibit hall. As a Wi-Fi Sponsor you can define the landing pages that attendees will see as they connect to the internet. Your logo will also be featured on signage throughout the Exhibit Hall and in the meeting spaces in the Sheraton Waikiki advertising the Wi-Fi access instructions. This is a great opportunity to reach a large targeted audience, brand your organization, and move your message to attendees during the show.

### Afternoon Networking Reception **\$7,500** *(2 Opportunities)*

While the General Session is in recess, attendees and exhibitors will have the opportunity to network in the exhibit hall for two hours, while enjoying a variety of food and beverages.

- Signage with your company logo provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session



## SPONSORSHIP OPPORTUNITIES

### Hotel Key Card (The Sheraton Waikiki)

(Exclusive Opportunity)

**\$7,500**

- Brand visibility to thousands of meeting attendees!
- Recognition in the Show Guide on the Sponsor Thank You pages.

Conditions of Sponsorship:

- Sponsor must supply the key cards
- Quantity of key cards should equal double the number of rooms on peak
- Key card design must include the AUSA supplied logo and be approved by AUSA prior to production

### Attendee Packet Stuffer

**\$5,000**

(Exclusive Opportunity)

Printed material supplied by the sponsor will be included in all tote bags that are handed out to all attendees. Signage with your company's logo will be placed in the Registration area.

### Registration Page Sponsorship

(5 Banners Available)

**\$5,000**

Want to make a first impression at this year's symposium? Your company will be one of the first company's attendees and exhibitors see when they register for Global Force 2017. The registration page will feature a scrolling banner with five possible positions.

### Morning Refreshment Breaks

(3 Opportunities)

**\$5,000**

- Signage with your company logo provided by AUSA, placed near the food service stations
- Cocktail napkins with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

### Morning Coffee Service

(3 Opportunities)

**\$5,000**

- Signage with your company logo provided by AUSA, placed near the food service stations
- Cocktail napkins and/or paper products with your company logo used during the event (supplied by sponsor)
- Recognition during the General Session

### General Session Amenities

(3 Opportunities)

**\$2,500**

Attendees will see your logo in the room where the General Session is held each day. Sponsors are asked to supply pens and pads/notebooks to be placed on each seat for attendees.

## SHOW GUIDE SPONSORSHIP

AUSA will produce a combined Symposium Program and Exhibitor Show Guide featuring the agenda, floor plan of all of the exhibits, an exhibitor listing, and exhibitor descriptions including contact information for each exhibiting organization. This printed guide will be distributed to each attendee and exhibitor, serving as the exclusive guide to the symposium and exposition. In addition this publication will be posted on our website, and will serve as a valuable resource to attendees long after the Symposium and Exposition concludes. There are several opportunities to be featured in this publication that will fit every budget and marketing plan.

Back Cover Sponsorship	<b>\$7,000</b>
Inside Front Cover Sponsorship	<b>\$6,000</b>
Inside Back Cover Sponsorship	<b>\$5,000</b>
Full-Page Advertisement	<b>\$4,000</b>
Front Cover Sponsorship	<b>\$4,000</b>
	(6 Opportunities)
Page Runner	<b>\$4,000</b>
	(2 Opportunities)
Floor Plan	<b>\$2,500</b>
	(15 Opportunities)
Premium Show Guide Listing	<b>\$500</b>

*Descriptions will be featured in full color with a box drawn around your listing.*



23 - 25 May 2017

Sheraton Waikiki

Honolulu, HI

Gaye Hudson, Sponsorship Manager

Fax: 703-243-2589

or MAIL: 2425 Wilson Blvd, Suite 530

Arlington, VA 22201

GHudson@ausa.org • 703-907-2401

## 1 COMPANY INFORMATION

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Sponsorship Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

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

## 2 SPONSORSHIP OPPORTUNITIES

<input type="checkbox"/> Networking Lounge	\$15,000	\$ _____
<input type="checkbox"/> Opening Reception	\$10,000	\$ _____
<input type="checkbox"/> Wi-Fi	\$10,000	\$ _____
<input type="checkbox"/> Afternoon Networking Reception	\$7,500	\$ _____
<input type="checkbox"/> Hotel Key Card	\$7,500	\$ _____
<input type="checkbox"/> Attendee Packet Stuffer	\$5,000	\$ _____
<input type="checkbox"/> Registration Page Sponsorship	\$5,000	\$ _____
<input type="checkbox"/> Morning Refreshment Breaks	\$5,000	\$ _____
<input type="checkbox"/> Morning Coffee Service	\$5,000	\$ _____
<input type="checkbox"/> General Session Amenities	\$2,500	\$ _____

## 3 SHOW GUIDE SPONSORSHIPS

<input type="checkbox"/> Back Cover	\$7,000	\$ _____
<input type="checkbox"/> Inside Front Cover	\$6,000	\$ _____
<input type="checkbox"/> Inside Back Cover	\$5,000	\$ _____
<input type="checkbox"/> Full-Page Advertisement	\$4,000	\$ _____
<input type="checkbox"/> Front Cover Sponsorship	\$4,000	\$ _____
<input type="checkbox"/> Page Runner	\$4,000	\$ _____
<input type="checkbox"/> Floor Plan	\$2,500	\$ _____
<input type="checkbox"/> Premium Show Guide Listing	\$500	\$ _____

## 4 PAYMENT

Payment by credit card or check at the time of contract submission is preferred. Sponsorships may be invoiced and are payable within 30 days. If payment is not received, sponsor will forfeit their right to sponsor. All payments must be received prior to the event. Confirmation of sponsorship, along with any additional specifications, deadlines, etc. will be by email. Cancellation policy: no refunds.

**TOTAL: \$** \_\_\_\_\_

☐ Check: Please make payable to AUSA. Mail to address listed above.

☐ Credit Card

☐ Visa

☐ MasterCard

☐ American Express

Card # \_\_\_\_\_

Exp. date \_\_\_\_\_

CSV code \_\_\_\_\_

Name on card \_\_\_\_\_

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

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

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

## 5 AUTHORIZATION

This contract must be submitted with authorizing signature, agreeing to abide by all terms, conditions, and specifications and agreeing to the commitment total tallied above. Any questions regarding a specific opportunity in advance of submission may be directed to AUSA Sponsorship Manager, contact information above.

Sponsor's Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_





23 - 25 May 2017

Sheraton Waikiki

Honolulu, HI

Gaye Hudson, Sponsorship Manager

Fax: 703-243-2589

or MAIL: 2425 Wilson Blvd, Suite 530

Arlington, VA 22201

GHudson@ausa.org • 703-907-2401

## 1 COMPANY INFORMATION

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

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Website: \_\_\_\_\_

Sponsorship Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

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

## 2 SPONSORSHIP OPPORTUNITIES

<input type="checkbox"/> Networking Lounge	\$15,000	\$ _____
<input type="checkbox"/> Opening Reception	\$10,000	\$ _____
<input type="checkbox"/> Wi-Fi	\$10,000	\$ _____
<input type="checkbox"/> Afternoon Networking Reception	\$7,500	\$ _____
<input type="checkbox"/> Hotel Key Card	\$7,500	\$ _____
<input type="checkbox"/> Attendee Packet Stuffer	\$5,000	\$ _____
<input type="checkbox"/> Registration Page Sponsorship	\$5,000	\$ _____
<input type="checkbox"/> Morning Refreshment Breaks	\$5,000	\$ _____
<input type="checkbox"/> Morning Coffee Service	\$5,000	\$ _____
<input type="checkbox"/> General Session Amenities	\$2,500	\$ _____

## 3 SHOW GUIDE SPONSORSHIPS

<input type="checkbox"/> Back Cover	\$7,000	\$ _____
<input type="checkbox"/> Inside Front Cover	\$6,000	\$ _____
<input type="checkbox"/> Inside Back Cover	\$5,000	\$ _____
<input type="checkbox"/> Full-Page Advertisement	\$4,000	\$ _____
<input type="checkbox"/> Front Cover Sponsorship	\$4,000	\$ _____
<input type="checkbox"/> Page Runner	\$4,000	\$ _____
<input type="checkbox"/> Floor Plan	\$2,500	\$ _____
<input type="checkbox"/> Premium Show Guide Listing	\$500	\$ _____

## 4 PAYMENT

Payment by credit card or check at the time of contract submission is preferred. Sponsorships may be invoiced and are payable within 30 days. If payment is not received, sponsor will forfeit their right to sponsor. All payments must be received prior to the event. Confirmation of sponsorship, along with any additional specifications, deadlines, etc. will be by email. Cancellation policy: no refunds.

**TOTAL: \$** \_\_\_\_\_

☐ Check: Please make payable to AUSA. Mail to address listed above.

☐ Credit Card

☐ Visa

☐ MasterCard

☐ American Express

Card # \_\_\_\_\_

Exp. date \_\_\_\_\_

CSV code \_\_\_\_\_

Name on card \_\_\_\_\_

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

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

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

## 5 AUTHORIZATION

This contract must be submitted with authorizing signature, agreeing to abide by all terms, conditions, and specifications and agreeing to the commitment total tallied above. Any questions regarding a specific opportunity in advance of submission may be directed to AUSA Sponsorship Manager, contact information above.

Sponsor's Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Form Deadline Date:  
April 24, 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/022601083/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="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.	
<b>Please Sign</b>	X
Cardholder Signature	
Cardholder Name - Please Print	Date
Check Number	Check Dated
<b>Total Check Payment</b>	\$
<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





## 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.**

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Form Deadline Date:  
April 24, 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.

☐ Booth Cleaning      ☐ Electrical Outlets      ☐ Electrical Labor      ☐ GES Logistics      ☐ I & D Labor      ☐ Material Handling  
☐ Rental Carpet      ☐ Rental Furniture  
☐ 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

[illegible]

Expiration Date

MM/YY

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

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



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Form Deadline Date:  
April 24, 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.

☐ Booth Cleaning

☐ Electrical Outlets

☐ Electrical Labor

☐ GES Logistics

☐ I & D Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ 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




# Carpet


## Standard

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

Includes:

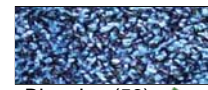
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



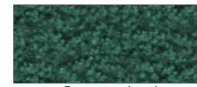
Blue (42)



Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

## Plush

26 oz. 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:

- 26 oz. 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



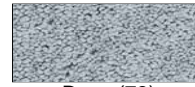
Cement (70)



Charcoal (71)



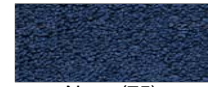
Cobalt (72)



Dove (73)



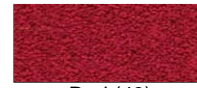
Lava Rock (74)



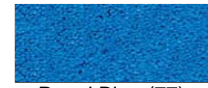
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

50 oz. 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:

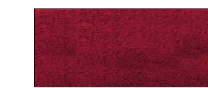
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



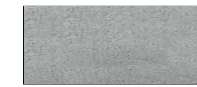
Black (41)



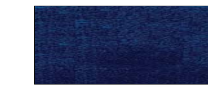
Cabernet (82)



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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 2017

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

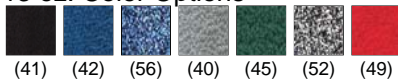


## Easy Ordering Tips:

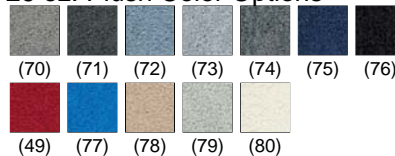
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 Sq. Ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 Sq. Ft. order required.)

## Carpet

### 13 oz. Color Options



### 26 oz. Plush Color Options



### 50 oz. Ultra Plush Color Options



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		<b>290.75</b>	436.25		4.5	\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		<b>584.50</b>	877.25		4.5	\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		<b>877.25</b>	1,311.25		4.5	\$

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

**Custom-Cut carpet is not available for order after Monday, April 24, 2017**

Item Code	Description	Color Code	Discount (\$)	Sq. Ft.	Tax %	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		<b>5.50</b>		4.5	\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		<b>8.00</b>		4.5	\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		<b>10.30</b>		4.5	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	<b>3.20</b>	4.82		4.5	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	<b>1.50</b>	2.24		4.5	\$



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

**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**

\$



# 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



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

## 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'



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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 2017

Discount Deadline Date:  
 April 24, 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 Espresso:  
<http://e.ges.com/022601083/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	Tax %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	149.50	224.25		4.5	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	137.25	205.75		4.5	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	91.75	137.25		4.5	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	161.75	242.50		4.5	\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300057	Table, Rectangle, 24"x36"x30" High	149.50	224.25		4.5	\$
300059	Table, Starbase, 30" Diameter x 40" High	311.25	467.00		4.5	\$
300058	Table, Starbase, 40" Diameter x 30" High	311.25	467.00		4.5	\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		186.25	279.25		4.5	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		219.50	329.75		4.5	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		253.75	381.00		4.5	\$
3007	Table, Skirt 4th Side		56.00	84.50		4.5	\$



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

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300600	Table 6', Unskirted, 24" x 30" High	175.25	263.50		4.5	\$
300800	Table 8', Unskirted, 24" x 30" High	203.50	305.25		4.5	\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		253.75	381.00		4.5	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		289.00	434.00		4.5	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		324.75	487.50		4.5	\$
3017	Counter, Skirt 4th Side		67.75	101.75		4.5	\$



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

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.

Discount Deadline Date:  
April 24, 2017

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

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301600	Counter 6', Unskirted, 24" x 42" High	231.75	348.25		4.5	\$
301800	Counter 8', Unskirted, 24" x 42" High	260.00	389.75		4.5	\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300191	Riser 4', Single Tier, 48"x8"x8" High	50.00	75.25		4.5	\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		20.85	31.25		4.5	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		25.25	37.75		4.5	\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300074	Display Case 4', Full View	713.50	1,069.75		4.5	\$
300082	Display Case 6', Full View	753.75	1,131.00		4.5	\$
300083	Display Case 6', Half View	753.75	1,131.00		4.5	\$
300084	Display Case 6', Quarter View	753.75	1,131.00		4.5	\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	6.45	9.70		4.5	\$
300123	Aisle Stanchion, without Chain	61.00	91.75		4.5	\$
300103	Aluminum Easel	82.00	123.75		4.5	\$
300111	Bag Stand	113.00	169.00		4.5	\$
300102	Coat Rack	113.00	169.00		4.5	\$
300104	Garment Rack	113.00	169.00		4.5	\$
300106	Literature Rack	189.00	283.00		4.5	\$
300201	Pegboard, White, 4'x8'	213.50	319.75		4.5	\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300107	Refrigerator	450.00	675.25		4.5	\$
300131	Security Cage, Large, without Lock	630.00	944.75		4.5	\$
300132	Security Cage, Small, without Lock	419.25	628.50		4.5	\$
300120	Sign Holder, Bell Base	103.50	155.75		4.5	\$
300108	Sign Holder, Chrome, 22"x28"	103.50	155.75		4.5	\$
300211	Tackboard, 4'x8'	225.50	338.00		4.5	\$

↳ Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300113	Wastebasket	25.25	37.75		4.5	\$
300118	Waterfall Stand	113.00	169.00		4.5	\$

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# Furniture and Accessories Order Form

Page 3 of 3

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:  
April 24, 2017

Company Name

Email

Phone Number

Booth Number

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/022601083/electrical/esm>



### Reminder

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 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.

## 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/022601083/logistics\\_Quote](https://e.ges.com/022601083/logistics_Quote)

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## 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, rekrating, 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

## Important Freight Guidelines for AUSA Assn of the US Army ILW LANPAC Symposium & Exposition

1. GES California warehouse: Your shipments for Hawaii should be received at the GES warehouse in Cypress, California for round trip Ocean Shipping for AUSA Assn of the US Army ILW LANPAC Symposium & Exposition as follows:

Beginning: Monday, April 10, 2017

No later than: Monday, May 8, 2017

2. Shipments received at the GES warehouse in Cypress, California include the following:

- Receiving and storage for up to 30 days prior to shipping to Hawaii
- Loading into ocean containers and shipping to Honolulu including all ocean carrier fuel surcharges
- Receiving and unloading at the wharfs in Honolulu, including all wharf fees
- Delivery to the Hawaii Facility and placement in your booth
- Storage of empty containers and return of containers to your booth
- Reloading onto containers and return shipping to the Cypress, California warehouse
- Boxes or envelopes received under 200 lbs will be charged minimum weight

### Do Not Send Frozen Or Refrigerated Foods to the Cypress Warehouse

Note: GES Logistics can provide complete door to door shipping, eliminating your having to make arrangements for a carrier to pick up your materials in California. Contact GES Logistics at 1.888.454.4437 for information regarding your shipments to/from the GES California warehouse.

Oversized freight crates higher than 8 feet will be laid on their side due to container size restrictions. GES will not be liable for any damage to booth properties due to this situation. Please contact JoAnne Zuganelis at 562.356.3756 for quote on oversized freight.

3. Direct to Hawaii Makepono Street Warehouse: Your shipments of Exhibit Property or Dry Goods for Hawaii should be received at the Hawaii Makepono Street warehouse in Honolulu, HI as follows.

Beginning: Wednesday, April 19, 2017

No later than: Wednesday, May 17, 2017

4. Direct to Hawaii warehouse includes:

- Receiving freight from delivering carrier
- Loading on transport, delivery to convention site and placement in your booth
- Storage of empty container/return at show close
- Loading out from show site on your designated carrier

Note: UPS and FedEx overnight shipments require two days to be received from the mainland in Hawaii. You must specify Saturday delivery and should receive a confirmation number to insure Saturday delivery.

5. Direct to Dock at the Sheraton Waikiki

*Due to limited dock access, direct to dock shipments cannot be received and shall be addressed to the Hawaii Makepono Street Advanced Warehouse. ALL freight entering the exhibit site, regardless of shipper/delivery mode will require a GES receiver (weights will be verified). Material Handling fees on form R2 will apply to ALL deliveries regardless of origin entering the exhibit site.*

6. Dismantling and Move Out Schedule:

Thursday, May 25, 2017 12:00 PM - 7:00 PM

Return of empty crates and containers:

GES Bill of Lading (BOL) forms must be turned in at least one hour before move out ends on Thursday, May 25, 2017. If you have shipped directly to Sheraton Waikiki, your selected carrier must check in at least one hour before the ending time for load out on Thursday, May 25, 2017.

Note: Prior to your departure, you must confirm that all proper paperwork for your return shipment has been completed and turned in at the GES Servicenter. A GES Bill of Lading (BOL) can be obtained on site.

If you have shipped inbound through the GES California warehouse, you do not need to make any direct arrangements for ocean transport back to the GES warehouse in California. You simply indicate on your GES Bill of Lading (BOL) that you are ocean shipping back through GES and include the FINAL destination of your shipment on the Mainland. Final disposition of your shipment will be made from the GES warehouse in Cypress, California. If you are using a carrier other than GES Logistics for the return from the GES California warehouse, you must indicate the carrier name that will be picking up. (see pick up schedule below)

7. Disposition from the GES Cypress, California warehouse:

- If you have selected GES Logistics as your carrier, you need to make no further arrangements for disposition of your freight from the Cypress, California warehouse to the final destination on the mainland. Once the ocean containers are unloaded, GES Logistics will automatically load and dispatch your freight to its final destination.
- If you have selected a different carrier, you must designate that carrier on your Outbound Material Handling form. Your selected carrier must be instructed to contact the GES California Warehouse at 562.370.1500 to verify your freight is available for pick up between the hours of 8:00 AM to 3:30 PM between the dates of June 15, 2017 - June 21, 2017. After this date, GES will automatically ship your materials to their final destination via an available carrier. GES will not be liable for any additional costs incurred if your designated carrier fails to pick up by 3:30 PM on June 21, 2017.

8. Avoid Unnecessary Costs:

- Don't miss deadlines. Ship directly to the GES Cypress, California warehouse by Monday, May 8, 2017.
- Complete all necessary paperwork at show site. GES representatives are available to assist you. Don't leave without knowing the proper disposition of your freight. Re-routing as a result of incorrect or no paperwork is an unnecessary and costly expense.
- Your Responsibility: If you have opted to ship directly to Hawaii, either the warehouse or directly to show site, do not leave until you have confirmed your carrier's pick up schedule.
- If you are using a carrier on the mainland other than GES Logistics, follow up to make sure they are scheduled to pick up your shipment by the above deadline date.

To discuss your various shipping options, contact GES Logistics at 1.888.454.4437

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 2017

Company Name Email Phone Number Booth Number



## 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 CA Warehouse (200 lbs. minimum per shipment)

**Advance Shipments to Warehouse:** Advance Shipment to LA Warehouse: \*Boxes and envelopes received under 200 pounds will be charged as minimum weight. Price includes: unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 30 days (any materials stored beyond 30 days will incur additional cost applied to your invoice); round-trip ocean shipping from GES Warehouse LA to Hawaii Convention Center, Hawaii Convention Center drayage; removal, storage and return of empties; loading onto outbound carrier from GES Warehouse LA to your final destination.

	Crated	Special Handling
Straight Time In / Straight Time Out	\$268.00 cwt	\$335.00 cwt
Straight Time In / Overtime Out	\$334.75 cwt	\$418.44 cwt
Overtime In / Overtime Out	\$402.00 cwt	\$502.50 cwt

#### Advance Shipments to Warehouse Dates:

**Mon, Apr 10, 2017:** Advance shipments may begin arriving at warehouse.

**Mon, May 8, 2017:** Last day for shipments to arrive at warehouse.  
Transportation Fuel Surcharge: 5% additional

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$116.00 cwt	\$145.00 cwt	\$174.00 cwt
Straight Time In / Overtime Out	\$144.75 cwt	\$180.94 cwt	\$217.13 cwt
Overtime In / Overtime Out	\$173.75 cwt	\$217.19 cwt	\$260.63 cwt

**Transportation Fuel Surcharge: \$37.00 per shipment surcharge will apply to all Advance HI freight received.**

#### Advance Dates to Hawaii Warehouse:

**Wed, Apr 19, 2017:** Advance shipments may begin arriving at Hawaii warehouse.

**Wed, May 17, 2017:** Last day for shipments to arrive at Hawaii warehouse.

## No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the Sheraton Waikiki. Sheraton Waikiki does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Sheraton Waikiki will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Sheraton Waikiki for any items sent directly to the Sheraton Waikiki.

Form Continues on Next Page



# Material Handling/Drayage Order Form

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

Company Name

Email

Phone Number

Booth Number

## 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 \$53.75. Each additional package will be charged \$27.00.

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$53.75 = \_\_\_\_\_ Total \_\_\_\_\_ +4.5% Tax  
# of additional packages (each) x \$27.00 = \_\_\_\_\_ Total \_\_\_\_\_ +4.5% Tax

### 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. 200 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

#### Shipment Will Be Sent To:

☐ Exhibit Site ☐ HI Warehouse ☐ CA Warehouse

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

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

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

**Oversized freight:** Advance rates apply to crate sizes of 84" L x 72" W x 72" H or smaller. Crate sizes over 84" L x 72" W x 72" H or over 252 cubic feet will be considered oversized freight. Any crate over 72" H with tip scale will be considered oversized freight. Please contact GES for quote at 562.370.1500.

**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:

A 30% (\$50.00 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility. Monthly storage fee of \$10.20 per cwt will apply before published timeline.

### Special Handling/Mixed Shipments:

A 25% surcharge will apply to items requiring special handling or mixed shipments.

### 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 warehouse 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.





# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

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

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**AUSA Assn of the US Army ILW LANPAC Symposium & Exposition**


Name of Exhibition 022601083

BOOTH NUMBER

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

***Shipment Should Arrive on or Between:***  
***Monday, April 10, 2017 - Monday, May 8, 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.

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**AUSA Assn of the US Army ILW LANPAC Symposium & Exposition**


Name of Exhibition 022601083

BOOTH NUMBER

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

***Shipment Should Arrive on or Between:***  
***Monday, April 10, 2017 - Monday, May 8, 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.

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

Please print this label on a color printer if possible

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:

ADVANCE TO HAWAII  
WAREHOUSE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**AUSA Assn of the US Army ILW LANPAC Symposium &  
Exposition**


Name of Exhibition 0220601083

BOOTH NUMBER

C/O **GES**  
c/o ICES  
1004 Makepono Street  
Honolulu, HI 96819 USA

**Shipment Should Arrive on or Between:**  
**Wednesday, April 19, 2017 - Wednesday, May 17, 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.

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



FROM:

ADVANCE TO HAWAII  
WAREHOUSE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**AUSA Assn of the US Army ILW LANPAC Symposium &  
Exposition**


Name of Exhibition 0220601083

BOOTH NUMBER

C/O **GES**  
c/o ICES  
1004 Makepono Street  
Honolulu, HI 96819 USA

**Shipment Should Arrive on or Between:**  
**Wednesday, April 19, 2017 - Wednesday, May 17, 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.

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

Please print this label on a color printer if possible

Please print this label on a color printer if possible

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Form Deadline Date:  
April 24, 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 April 24, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/022601083/prePrint/esm>

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

Company/Consignee	Attention			
2255 Kalakaua Ave	Honolulu	HI	96815	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 Servicer®. 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



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Form Deadline Date:  
April 24, 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/022601083/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.

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





# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 2017

Discount Deadline Date:  
 April 24, 2017

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-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.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X	# Workers	X	# Hours	Tax %	=	Total
705000	Install & Dismantle, ST Move In	97.25	121.25	145.75					4.5	\$	
705000	Install & Dismantle, ST Move Out	97.25	121.25	145.75					4.5	\$	
705000	Install & Dismantle, OT Move In	157.25	196.50	235.75					4.5	\$	
705000	Install & Dismantle, OT Move Out	157.25	196.50	235.75					4.5	\$	

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601083/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 25% ( \$ 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/022601083/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 25% ( \$ 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

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

\$

# Cleaning and Porter Service Order Form

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AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 2017

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



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.85	1.27		1	4.5	\$
500600	Duration of Show (per sq. ft. per day)	0.62	0.95		3	4.5	\$
500602	Per Day (per sq. ft. per day)	0.82	1.22			4.5	\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.18	1.75			4.5	\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.52	2.28			4.5	\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	159.25	239.00			4.5	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	207.25	311.50			4.5	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	562.75	844.00			4.5	\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

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





# Electrical Checklist

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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May 23 - 25, 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"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Sheraton Waikiki  
May 23 - 25, 2017

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. 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.
3. 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.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks are involved, which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
  - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
  - Cube taps and multi-headed extension cords are not allowed.
  - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
  - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
  - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
    - 5 amp 120 volt: Standard U-ground cord cap
    - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
    - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
    - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

**Reminder****Reminder:**

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

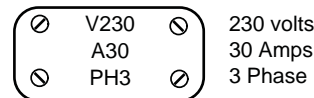
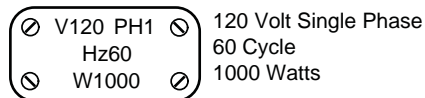
# Electrical Services Frequently Asked Questions

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

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## 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/ampereage 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.

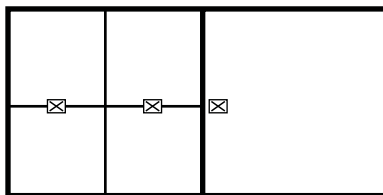


## Is this price listed for power per day?

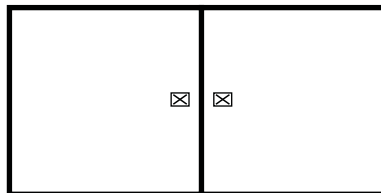
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## Where will my power be located?

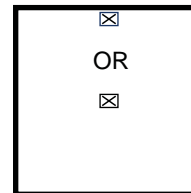
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed 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.



Inline Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

## What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

## How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind 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.

## Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

## 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 your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

## Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

## 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 Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

## How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

## How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

# Electrical Outlets Order Form

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May 23 - 25, 2017

Discount Deadline Date:  
April 24, 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.

## 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	183.00	274.25		4.5	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	331.50	496.75		4.5	\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	407.50	610.75		4.5	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	483.50	725.00		4.5	\$

## 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	670.75	908.75		4.5	\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	940.25	1,272.25		4.5	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,207.75	1,811.25		4.5	\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,609.75	2,180.50		4.5	\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,080.25	2,814.75		4.5	\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,353.50	4,540.25		4.5	\$

\* 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.

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.97	7.50		4.5	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# 24 Hour Electrical Outlets Order Form

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Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 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.

## 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	366.00	548.50		4.5	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	663.00	993.50		4.5	\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	815.00	1,221.50		4.5	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	967.00	1,450.00		4.5	\$

## 3P 208v Motor and Equipment Outlets\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,341.50	1,817.50		4.5	\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,880.50	2,544.50		4.5	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	2,415.50	3,622.50		4.5	\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	3,219.50	4,361.00		4.5	\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	4,160.50	5,629.50		4.5	\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	6,707.00	9,080.50		4.5	\$

\* 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.

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.97	7.50		4.5	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment  
Enclosed**

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.





# Lighting Order Form

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

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 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.

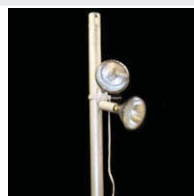
700361



700350



700352



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700361	Floodlight, 1000 Watt Overhead**	667.25	1,001.25		4.5	\$
700350	Floodlight, 120 Watt*	164.00	245.25		4.5	\$
700352	Floodlight, 120 Watt Double*	277.75	416.25		4.5	\$

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 Stanction, 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.



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 2017

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



## Easy Ordering Tips:

- Electrical Labor is required for all under carpet 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.
- 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 electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Tax %	Total
705060	Electrical, ST	117.00	146.00	175.75			4.5	\$
705060	Electrical, OT	234.00	293.00	351.25			4.5	\$

## 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.

### 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.

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:  
April 24, 2017

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

## 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 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.

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. 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 electricians 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 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.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
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 Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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.

**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 Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# Electrical Booth Work Labor Order Form

Page 1 of 2

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

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

Discount Deadline Date:  
April 24, 2017

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: 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.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Tax %	Total
705061	Electrical, ST	117.00	146.00	175.75			4.5	\$
705061	Electrical, OT	234.00	293.00	351.25			4.5	\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Tax %	Total
705300	High Lift, ST	463.00	579.00	695.00			4.5	\$
705300	High Lift, OT	601.00	751.00	902.00			4.5	\$

## 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.

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E-4 100315

Form Continues on Next Page



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
April 24, 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 the booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker.

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. 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 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. 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.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
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 Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
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 Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



041317 022601083

E-4 100315

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

Form Deadline Date:  
April 24, 2017

 Main Drop Location
  120 V \_\_\_\_\_ AMPS
  208 V Single Phase \_\_\_\_\_ AMPS

 208 V Three Phase \_\_\_\_\_ AMPS
  480 V Three Phase \_\_\_\_\_ AMPS

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 2017

Form Deadline Date:  
 April 22, 2017

Company Name	Email	Phone Number	Booth Number
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## 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.

Please  
Sign

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.





# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 2017

Form Deadline Date:  
 April 22, 2017

Company Name	Email	Phone Number	Booth Number
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## Attention:

- This form is to be completed by the EAC

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

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of the United States Army (Show Management), AUSA Assn of the US Army ILW LANPAC Symposium & Exposition (Show) and Sheraton Waikiki (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
 Sheraton Waikiki  
 May 23 - 25, 2017

Form Deadline Date:  
 April 22, 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 Servicer at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

Please  
Sign

X

Authorized 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: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

L-3/L-4 101216 041317 022601083



<b>ACORD</b> <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">1.</span>		<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY) 01/01/17	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>		
<b>INSURED</b> <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">2.</span> <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> <b>INSURER E:</b>		
<b>COVERAGES</b> <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">3.</span> THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
INSR LTR	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">4.</span> TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">9.</span> LIMITS
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">7.</span> <b>01/01/17</b>	<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">8.</span> <b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	<input type="checkbox"/> FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>				
	<input type="checkbox"/> MED EXP (Any one person) <b>\$ 5,000</b>				
	<input type="checkbox"/> PERSONAL & ADV INJURY <b>\$1,000,000</b>				
	<input type="checkbox"/> GENERAL AGGREGATE <b>\$2,000,000</b>				
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/17</b>	<b>01/01/18</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>
	(Ea accident)				
	BODILY INJURY <b>\$</b>				
	(Per person)				
	BODILY INJURY <b>\$</b>				
<b>C</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____ <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/17</b>	<b>01/01/18</b>	PROPERTY DAMAGE <b>\$</b>
	(Per accident)				
	AUTO ONLY-EA ACCIDENT				
	OTHER THAN <b>\$</b>				
	AUTO ONLY: <b>\$</b>				
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	AGGREGATE <b>\$1,000,000</b>				
	<b>\$</b>				
	<b>\$</b>				
	<b>\$</b>				
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/17</b>	<b>01/01/18</b>	X WC STATU- ORY LIMITS OTHER
	E.L. EACH ACCIDENT <b>\$1,000,000</b>				
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>				
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>				
<b>D</b>	OTHER				Each Occurrence & Aggregate
<b>DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS</b> <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">5.</span> Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of the United States Army (Show Management), Sheraton Waikiki (Facility), and AUSA Assn of the US Army ILW LANPAC Symposium & Exposition (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: May 23 - 25, 2017 at city of Honolulu.					
<b>CERTIFICATE HOLDER</b>		<b>X</b>	<b>ADDITIONAL INSURED; INSURER LETTER: X</b>		<b>CANCELLATION</b>
<span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px;">6.</span> Global Experience Specialists, Inc. (GES) Exhibitor Services 5560 Katella Avenue Cypress, CA 90630			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <span style="background-color: #0070C0; color: white; border-radius: 50%; padding: 2px 5px; float: right;">10.</span>		

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See 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), Association of the United States Army (Show Management), AUSA Assn of the US Army ILW LANPAC Symposium & Exposition (Show) and Sheraton Waikiki (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.



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

## 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.

### Teamsters Union

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

### Electrical Union

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

### Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

### Work Zone

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

### Always Honest Hotline

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

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# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
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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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
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## General Fire Prevention Regulations

Nothing may be taped, nailed, tacked or otherwise affixed to ceilings, painted surfaces, fire sprinklers, columns, fabric or decorative walls. All decorative materials must be flameproof in accordance with the public Safety and Fire Regulations. This includes drapes, banners, all decorative fabrics, poster paper, foam core boards, as well as all hanging, curtains, and drops, projection screens, plastics and all other decorative material.

Please abide by the following regulations:

- I. Display coverings and drapery must be flame resistant.
- II. Empty cartons and boxes must be removed from the hall prior to the opening of the exhibit and returned at the conclusion. Empty crates may not be stored behind drapes or under tables. Packing materials should be placed in the empty boxes.
- III. All aisles and fire exits must be clear at all times. Easels, signs, etc. may not be placed beyond the booth area into the aisles.
- IV. No flammable or explosive substance will be permitted in the exhibit hall.
- V. Smoking is prohibited in the exhibit area, freight docks or public areas of the convention facility. Smoking is only permitted in designated areas determined by the facility.
- VI. No holes may be drilled, cored, or punched in the building.
- VII. No painting or signs, displays, or other objects are permitted in the building.
- VIII. No adhesive-backed (stick-on) decals, or similar items may be distributed or used in the building.
- IX. Vehicles must have battery cables disconnected. The gas tank must either be taped shut, or have a lockable gas cap, and may contain no more than a quarter tank of fuel.
- X. No sample food and/or beverage products may be distributed by exhibitors without facility permission.
- XI. No lighter-than-air balloons are permitted in the building.
- XII. No smoke machines, lasers or fog machines are permitted.



## 2017 AUSA ILW LANPAC & Exposition

23-25 May 2017

Sheraton Waikiki | Honolulu, HI

### **Firearms Displays**

No one may display firearms at the Sheraton Waikiki without a valid Federal Firearms License. Anyone planning to display firearms must submit a copy of such license via fax identifying the event at which such weapons are to be displayed by Friday, 5 May 2017.

Please email or fax your **valid Federal Firearms License** to Laura Miller.

You **must** submit a copy of your Federal Firearms License in order to display firearms at the Sheraton Waikiki.

- All firearms must be rendered inoperable during the entire time they are in the Sheraton Waikiki
- At no time shall live ammunition be loaded into any firearm on display in the Sheraton Waikiki
- All firearms must be displayed (Exhibited) in a glass case or secured with a cord for safe handling

#### **FOR QUESTIONS CONTACT:**

Laura Miller

Exhibit Sales Manager

Direct: 703-835-3978

Email: [lmiller@ausa.org](mailto:lmiller@ausa.org)

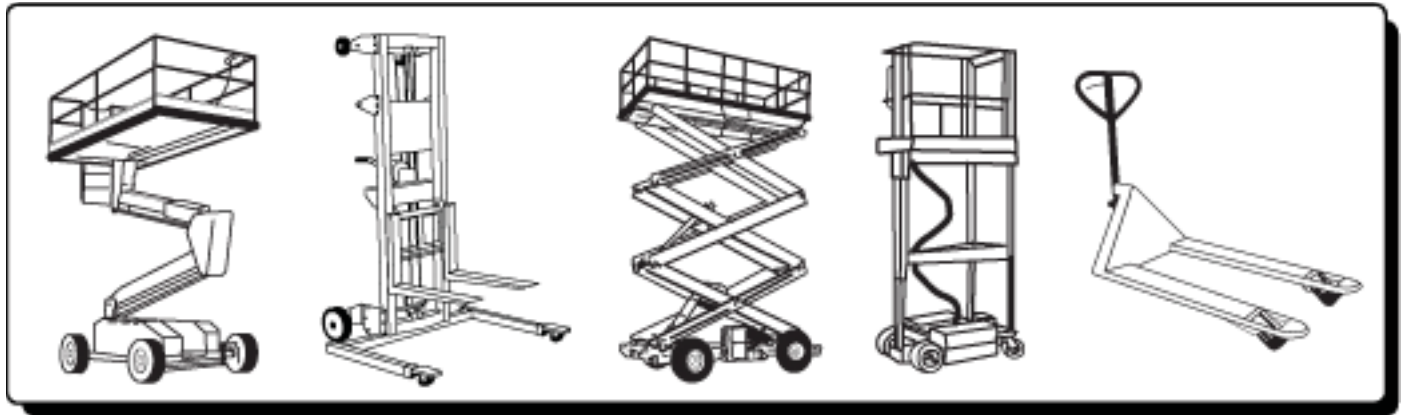
Fax: 703.243.2589



# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
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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.

# GES Payment Policy

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

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
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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.

# 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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
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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.



## 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>.

# Additional Service Order Forms



**PSAV Exhibitor Order Form**  
 2255 Kalakaua Ave.  
 Honolulu, HI, 96815  
 (P) 808.931.8670



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EQUIPMENT	Quantity	Daily Rate	Days	Total
<b>VIDEO/DATA DISPLAY PACKAGES</b>				
32" LCD Flat Panel Video/Data Monitor w/rolling stand		\$505.00		
46" LCD Flat Panel Video/Data Monitor w/rolling stand		\$780.00		
70" LED Flat Panel Video/Data Monitor w/rolling stand		\$1,426.00		
DVD Player		\$95.00		
Dell Laptop		\$440.00		
<b>PROJECTION PACKAGES</b>				
Tripod Screen (up to 8') w/ Projector stand & cabling (client to provide projector)		\$322.50		
DLP Projector Package - Projector, tripod screen, stand & appropriate cables		\$827.50		
Various Large Format Screens & Projectors are available		Call for Quote		
<b>SUPPORT PACKAGES</b>				
Flipchart Package		\$92.00		
Sticky Flipchart Package		\$112.00		
3'x4' Whiteboard		\$102.00		
B&W Laser Printer (includes 200pages per day)		\$215.00		
Color Laser Printer (includes 100pages per day)		\$450.00		
<b>AUDIO, RIGGING &amp; LIGHTING PACKAGES</b>				
<i>Audio options, Sign rigging, as well as décor, stage, booth and banner lighting are available. Please call for a customized quote.</i>				
<b>Internet</b>				
Wireless internet (5Mb per device)		\$25.00		
Wired internet (5Mb with cabling & router included)		\$295.00		
<b>EXHIBITOR INFORMATION</b>		Equipment Total:		
Company Name:	Booth:	Service Charge (21%):		
Install/Removal Date:	Contact name:	General Excise Tax (4.712%):		
Contact Phone:	Email:	<b>TOTAL:</b>		
Contact Address:				
<b>SIGNATURE:</b>				
Customer agrees to pay in full for loss or theft of any equipment provided by PSAV. Pre-Payment must accompnay all orders unless prior arrangements have been made. All pricing INCLUDES labor.				
<b>*PSAV maintains a complete onsite equipment inventory.</b>				
<b>Please contact us for additional rental opportunities.*</b>				
<b>To confirm this order, please complete this form &amp; fax or email to PSAV</b>				
<b>Full charges will apply if order is canceled within 48 hours of event set-up.</b>				





# Lead Retrieval Order Form

AUSA ILW LANPAC Symposium & Exposition  
May 23-25, 2017  
Honolulu, HI



## 1. CONTACT INFORMATION:

[Order Online](#)

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_

Contact \_\_\_\_\_

BILLING Address \_\_\_\_\_

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

E-mail for Receipt \_\_\_\_\_

E-mail for Leads (if different from above) \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_

MGL  
iLeads



**Mail To:**  
MGL Management, LLC  
11654 Plaza America Dr., #184  
Reston, VA 20190

**OR**

**Fax To:**  
703-997-1437

**Discount Deadline: Friday, April 21, 2017**

**Order Deadline: Friday, May 12, 2017**

**OPTION 1**

**iLeads Access Code**

(Use your own iPhone, iPad, iTouch, or Android)

By 4/21/17

\$295 each

After 4/21/17

\$345 each

Quantity

Total

\_\_\_\_\_ \$ \_\_\_\_\_

**OPTION 2**

**\*iLeads MGL Rental Device:**

(Rent an iDevice from MGL – Select One:)

\$375 each

\$425 each

\_\_\_\_\_ \$ \_\_\_\_\_

[ ] iTouch (default if nothing is selected)

[ ] iPad Mini (limited supply)

### Additional Options:

Booth Delivery \$95 \_\_\_\_\_ \$ \_\_\_\_\_

Custom Checklist \$95 \_\_\_\_\_ \$ \_\_\_\_\_

Excel Conversion \$95 \_\_\_\_\_ \$ \_\_\_\_\_

\* Unit limitations apply when using your own device to scan.

Must be: iPhone 5 or 6 || iPad 2 or greater || iTouch 5 or 6

**TOTAL DUE: \$ \_\_\_\_\_**

### PAYMENT INFORMATION:

☐ CHECK ENCLOSED CHECK # \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

☐ CREDIT CARD: ☐ VISA ☐ MASTERCARD ☐ AMERICAN EXPRESS ☐ DISCOVER

CARD NUMBER: \_\_\_\_\_

CVV CODE: \_\_\_\_\_

NAME ON CARD: \_\_\_\_\_

EXP DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

BILLING ZIP CODE: \_\_\_\_\_

You may fax or email your order using the information below:

**Fax: 703-997-1437**

**Leads@MGLManagement.com**

**Phone: 703-291-1585**

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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.

AUSA Assn of the US Army ILW LANPAC Symposium & Exposition  
Sheraton Waikiki  
May 23 - 25, 2017

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