

# 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.

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

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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.

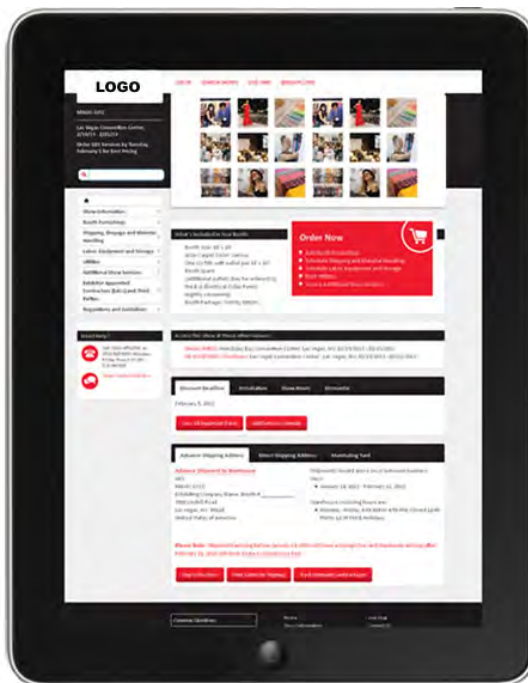
Exhibitors can:

- 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/022601166/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.

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601166/contactus/esm>

## Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

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

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

## Show Information

Backwall Drape:            Black  
Sidewall Drape:         Black  
Aisle Carpet Color:      Custom Roadway

Any manufacturer (or exhibitor) booth carpet left behind at showsite will be discarded by GES and carpet companies supplying the carpet will be invoiced for forklift and labor fees, and possible dumpster rental fees at a minimum of one hour". Please coordinate this with GES in advance.

## Discount Deadline Date

Monday,     September 10    GES orders must be received with payment by this date.

## Exhibitor Move In

Saturday,	September 29	8:00 AM -	8:00 PM	Reference Target Schedule
Sunday,	September 30	8:00 AM -	8:00 PM	Reference Target Schedule
Monday,	October 1	8:00 AM -	10:00 PM	Reference Target Schedule
Tuesday,	October 2	8:00 AM -	10:00 PM	
Wednesday,	October 3	8:00 AM -	10:00 PM	Vehicle Move-In 2:00 pm - 6:00 pm, Visqueen Removal by 7:00 pm, Show Ready by 10:00 pm
Thursday,	October 4	10:00 AM -	1:00 PM	Media Day

## Show Hours

Thursday,	October 4	4:00 PM -	10:00 PM
Friday,	October 5	12:00 PM -	10:00 PM
Saturday,	October 6	9:00 AM -	10:00 PM
Sunday,	October 7	9:00 AM -	7:00 PM

## Exhibitor Move Out

Sunday,	October 7	7:00 PM -	11:00 PM	All Halls (Hall E must be completely out on Sunday)
Monday,	October 8	8:00 AM -	7:00 PM	All Halls
Tuesday,	October 9	8:00 AM -	12:00 PM	Hall D Only - Note: Any Hall D exhibitor choosing to work on Tuesday morning must have approval from Show Management in advance.

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



### Carrier Check-in Post-Show

Monday, October 8 12:00 PM Carriers post-show must be checked-in by this time.

### Facility Clear

Sunday, October 7 11:00 PM All exhibitor materials must be removed from Hall E  
Monday, October 8 7:00 PM All exhibitor materials must be removed from Halls B & C  
Tuesday, October 9 12:00 PM All exhibitor materials must be removed from Hall D

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

### Advance Shipments to Warehouse:

c/o GES  
Orange County International Auto Show  
(Your Company Name & Booth Number)  
5560 Katella Ave  
Cypress, CA 90630  
USA

### Shipments should arrive on or between:

August 29 - September 26, 2018  
Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.  
The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

### Direct Shipments to Show Site:

c/o GES  
Orange County International Auto Show  
(Your Company Name & Booth Number)  
Anaheim Convention Center  
1850 S. West St.  
Anaheim, CA 92802  
USA

### Shipments should arrive on:

September 29, 2018, 8:00 AM - 8:00 PM  
September 30, 2018, 8:00 AM - 8:00 PM  
October 1, 2018, 8:00 AM - 8:00 PM  
October 2, 2018, 8:00 AM - 8:00 PM  
October 3, 2018, 8:00 AM - 8:00 PM  
Reference Targeted Floorplan for Dates & Times.

### Marshaling Yard Site Address:

Orange County International Auto Show  
(Your Company Name & Booth Number)  
4961 Katella Avenue  
Cypress, CA 90630  
USA

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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.

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## What is an Official Service Provider?

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

## GES Show Services

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

## 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/022601166/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/022601166/contactus/esm>

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

## Exhibitor Services

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

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



# Tips for New Exhibitors

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

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## First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of September 10, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022601166/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/022601166/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/022601166/shippinghandling/esm>

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

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

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

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

## Bank ACH/wire transfer payment information

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

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

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

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



## No Tipping

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/022601166/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/022601166/electrical>



**Reminder**

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

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/022601166/LaborandEquipment/esm>

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





# Payment and Credit Card Charge Authorization

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Form Deadline Date:  
 September 10, 2018

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

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
 Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/022601166/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, 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
<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
Expiration Date	MM/DD/YY
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.	
<div style="background-color: #800080; color: white; padding: 5px; display: inline-block;">Please Sign</div> _____ Cardholder Signature	_____ Date
_____ Cardholder Name - Please Print	_____ Date
<div style="background-color: #800080; color: white; padding: 5px; display: inline-block;">Total Check Payment</div>	_____ Check Number
<div style="background-color: #800080; color: white; padding: 5px; display: inline-block;">Total Credit Card Payment</div>	_____ Check Dated
	\$ _____ \$ _____

## Review and Return

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

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



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# 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.

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Form Deadline Date:  
 September 10, 2018

Company Name Email Phone Number Booth Number

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

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

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date  
 MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**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 and have advised all of my AGENTS of the same.

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.

Electrical Outlets  Electrical Labor  Exhibit Systems  GES Logistics  I & D Labor  Forklift Labor  
 Material Handling  Plumbing  Rental Carpet  Rental Furniture  Signs  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number Expiration Date  
 MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X  
 Third Party Cardholder's Signature

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.

Third Party Cardholder's Name - Please Print Date

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

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

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



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# Carpet

## Standard

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

Includes:

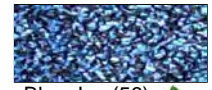
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



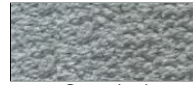
Black (41)



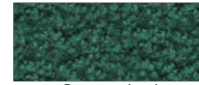
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

## Plush

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

Includes:

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



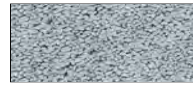
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



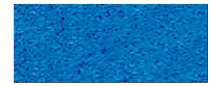
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



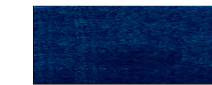
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

# Carpet Order Form

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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



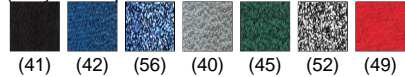
## Easy Ordering Tips:

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

## Carpet

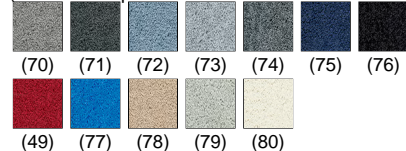
### Standard Color Options

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



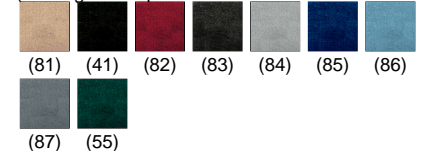
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		170.00	255.50		\$
5002	Pre-Cut Standard Carpet 10'x20'		335.75	503.75		\$
5003	Pre-Cut Standard Carpet 10'x30'		516.00	775.00		\$

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

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		1.15	1.75		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		2.07	3.09		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		2.64	3.96		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.81	2.71		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.91	1.37		7.75	\$

### Electrical or Utilities Under Carpet?

Yes\*  No \*If yes, please order labor on Electrical Floorwork Labor Order Form.

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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



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

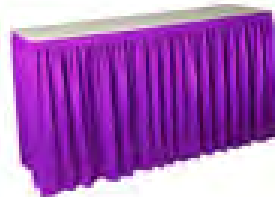
## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



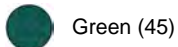
Black (41)



Blue (42)



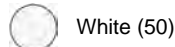
Gray (40)



Green (45)



Red (49)



White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View



Vertical

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

# Furniture and Accessories Order Form

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Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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



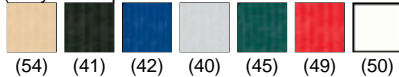
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/022601166/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	78.50	118.50		\$
300052	Padded Chair	101.00	151.75		\$
300053	Padded Stool	126.00	189.50		\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	230.50	345.75		\$
300058	Table, Starbase, 40" Diameter x 30" High	230.50	345.75		\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		134.75	202.50		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		151.75	228.25		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		165.75	248.75		\$
3007	Table, Skirt 4th Side		54.00	81.25		\$
Select size: 6' Table _____ 8' Table _____						

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	107.50	161.50		\$
300600	Table 6', Unskirted, 24" x 30" High	120.50	180.75		\$
300800	Table 8', Unskirted, 24" x 30" High	133.50	200.50		\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		151.75	228.25		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		173.50	260.50		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		198.25	297.00		\$
3017	Counter, Skirt 4th Side		62.25	93.25		\$
Select size: 6' Counter _____ 8' Counter _____						

### Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	120.50	180.75		\$

Form Continues on Next Page





# Furniture and Accessories Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name	Email	Phone Number	Booth Number
301600	Counter 6', Unskirted, 24" x 42" High	<b>138.75</b>	209.00
301800	Counter 8', Unskirted, 24" x 42" High	<b>158.25</b>	238.25

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>54.00</b>	81.25		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>38.75</b>	58.25		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>69.75</b>	105.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>54.00</b>	81.25		\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>16.10</b>	24.15		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>19.45</b>	29.00		\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	<b>559.00</b>	838.75		\$
300074	Display Case 4', Full View	<b>542.75</b>	814.00		\$
300075	Display Case 4', Half View	<b>542.75</b>	814.00		\$
300076	Display Case 4', Quarter View	<b>542.75</b>	814.00		\$
300078	Display Case 5', Full View	<b>559.00</b>	838.75		\$
300079	Display Case 5', Half View	<b>559.00</b>	838.75		\$
300080	Display Case 5', Quarter View	<b>559.00</b>	838.75		\$
300082	Display Case 6', Full View	<b>574.00</b>	861.50		\$
300083	Display Case 6', Half View	<b>574.00</b>	861.50		\$
300084	Display Case 6', Quarter View	<b>574.00</b>	861.50		\$
300088	Display Case 7', Vertical	<b>750.75</b>	1,130.75		\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>4.77</b>	7.20		\$
300127	Aisle Stanchion, Tensa	<b>43.00</b>	43.00		\$
300123	Aisle Stanchion, without Chain	<b>46.50</b>	69.75		\$
300103	Aluminum Easel	<b>62.25</b>	93.25		\$
300111	Bag Stand	<b>86.25</b>	129.25		\$
300102	Coat Rack	<b>86.25</b>	129.25		\$
300104	Garment Rack	<b>86.25</b>	129.25		\$
300106	Literature Rack	<b>137.75</b>	206.50		\$
300201	Pegboard, White, 4'x8'	<b>151.75</b>	228.25		\$

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

300107	Refrigerator	<b>343.75</b>	515.50		\$
300228	Rope Velvet, per foot	<b>4.56</b>	6.90		\$
300131	Security Cage, Large, without Lock	<b>478.25</b>	717.00		\$
300132	Security Cage, Small, without Lock	<b>318.75</b>	478.25		\$
300120	Sign Holder, Bell Base	<b>78.50</b>	118.50		\$
300108	Sign Holder, Chrome, 22"x28"	<b>78.50</b>	118.50		\$

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
# 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:  
September 10, 2018

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

## Accessories

300211	Tackboard	158.25	238.25		\$
	Select alignment: Horizontal _____ Vertical _____				
300112	Ticket Tumbler, Small, Table Top	134.75	202.50		\$
300113	Wastebasket	19.45	29.00		\$
300118	Waterfall Stand	86.25	129.25		\$

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/022601166/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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# Column Cover Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



## Easy Ordering Tips:

- Order coverings for columns within your booth. Prices include delivery, installation, rental and removal.
- Orders received after the discount deadline date are subject to availability and/or substitutions.
- Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.
- Cloth price available upon request.

## Step 1. Column Cover Color Options

### Color Selection

Black will be provided if no color is indicated below:

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Beige (54)    | <input type="checkbox"/> Black (41)         | <input type="checkbox"/> White (50)      |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gold (46)       |
| <input type="checkbox"/> Gray (40)     | <input type="checkbox"/> Green (45)         | <input type="checkbox"/> Light Blue (62) |
| <input type="checkbox"/> Mauve (47)    | <input type="checkbox"/> Purple (48)        | <input type="checkbox"/> Teal (55)       |
| <input type="checkbox"/> White (50)    | <input type="checkbox"/> Red (49)           |  |



## Step 2. Order Coverings for Columns Within Your Booth

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3027	Column Wrap, 16', Vinyl	<b>630.50</b>	804.50		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	<b>976.25</b>	1,435.75		\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

# Specialty Furniture



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



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



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

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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

## Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture



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



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



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



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



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



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

## Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



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



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



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H



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



305069 - Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H



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



305313 - Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H

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# Specialty Furniture

## Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



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



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



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



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



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



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



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



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



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



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



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



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



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



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Chrome Base, 36" Round 29"H

## Tables - Bar



305315 - 30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou



305083 - Bar Table w/ Hydraulic Base, 30" RND 45"H



305082 - Bar Table w/ Standard Black Base, 30" RND 42"H



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



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



305162 - Rustique Square Metal Bar Table, 23.75" L 23.75" D 41.25" H



305139 - Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H



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



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



305142 - Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H



305145 - Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H



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



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



305143 - Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H



305146 - Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H



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



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Chrome Base, 30" Round 45"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Chrome Base, 36" Round 45"H



305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25" L 26.25" D 42"H

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# Specialty Furniture



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H  
 305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H  
 305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H  
 305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H  
 305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H  
 305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

## Tables - Cocktail



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



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



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



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



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



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



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



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



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

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# Specialty Furniture

## Tables - End Tables



305431 - Alondra End Table, Glass, 20\"L 20\"D 20\"H



305432 - Alondra End Table, Wood, Chrome, 20\"L 20\"D 21\"H



305254 - Edge Table, LED Lighted w/AC Plug, 20\"L 20\"D 20\"H



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



305258 - Luna Pedestal, LED Lighted w/AC Plug, 16\"L 16\"D 20\"H



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



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



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



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



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



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



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



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



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

## Conference Tables



305402 - 10' Madison Table, 120\"L 48\"D 29\"H



305231 - 10' Table, Conf., Granite, 120\"L 46\"D 29\"H



305400 - 5' Madison Table, 60\"L 48\"D 29\"H



305230 - 6' Table, Conf., Granite, 72\"L 36\"D 29\"H



305401 - 8' Madison Table, 96\"L 60\"D 29\"H



305026 - 8' Table, Conf., Granite, 96\"L 44\"D 29\"H



305001 - Atomic Table, 36\"RND 30\"H



305002 - Atomic Table, 42\"RND 30\"H

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# Specialty Furniture



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



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



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



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



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



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



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H

## Tables - Martini Bar



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



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

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# Specialty Furniture

## Product Display



305415 - Madison Bookcase, 36"L 12"D 72"H



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 36"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L 18"D 72"H

## Office and Utility Furniture



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



305416 - Madison Credenza, 60"L 20"D 29"H



305417 - Madison Executive Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H



305128 - Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered, Black Metal, 60"L 30"D 30"H

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# Specialty Furniture

## Lamps



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



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

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# Specialty Furniture Order Form

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Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/022601166/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	858.75	1,193.50		\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,284.75	3,172.25		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	793.50	1,101.50		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	316.25	438.50		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	593.50	890.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	636.50	955.50		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	713.75	1,066.25		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	771.00	1,071.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,907.50	2,652.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,098.00	1,646.75		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,266.75	1,900.25		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,266.75	1,900.25		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,541.25	2,312.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	721.25	1,076.75		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	846.50	1,266.75		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	700.00	1,050.25		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	717.75	1,076.75		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	771.00	1,071.00		\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305225	Baja Chair, 36"L 30.5"D 28"H	697.75	969.00		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	570.25	855.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	852.00	1,277.25		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	931.00	1,393.50		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	598.50	898.25		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	499.25	749.50		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	388.50	582.75		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	501.25	752.75		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

Company Name	Email	Phone Number	Booth Number
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## Seating - Club Chairs

305102	Munich Corner Chair, 26"L 27"D 28.5"H	610.00	846.50		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	819.25	1,224.50		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	819.25	1,224.50		\$

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	324.00	486.75		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	128.75	193.25		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	128.75	193.25		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	159.50	239.75		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	134.25	201.75		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	94.00	141.50		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	156.25	234.25		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	568.00	852.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	585.00	877.25		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	217.50	326.25		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	393.75	591.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	158.25	237.50		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	587.50	816.00		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	242.75	336.50		\$
305442	Laguna Chair, 18"L 19"D 34"H	310.25	430.75		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	238.75	331.50		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	230.50	320.25		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	610.00	846.50		\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	116.25	161.25		\$
305441	Zenith Chair, 19"L 22"D 32"H	294.75	410.00		\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	532.50	739.50		\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	532.50	739.50		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	532.50	739.50		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	532.50	739.50		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	532.50	739.50		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	532.50	739.50		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	532.50	739.50		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	532.50	739.50		\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	446.50	670.50		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	446.50	670.50		\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	346.25	519.50		\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	346.25	519.50		\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	381.50	530.50		\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	242.75	336.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
September 10, 2018

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

## Seating - Ottomans

305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	242.75	336.50		\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	242.75	336.50		\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	242.75	336.50		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	268.25	402.25		\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	142.75	199.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	165.25	229.50		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	165.25	229.50		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	165.25	229.50		\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	165.25	229.50		\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	165.25	229.50		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	128.75	193.25		\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	165.25	229.50		\$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	150.00	225.00		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	495.75	688.50		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	381.25	572.25		\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	367.25	510.00		\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	367.25	510.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	305.00	458.25		\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	363.00	505.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	596.50	895.25		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	446.50	670.50		\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	319.75	480.50		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	319.75	480.50		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	319.75	480.50		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	319.75	480.50		\$

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Discount Deadline Date:  
September 10, 2018

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

Seating - Barstools					
305012	Barstool, Banana, Black, 21"L 22"D 30"H	174.25	262.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	174.25	262.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	152.00	228.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	152.00	228.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	152.00	228.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	152.00	228.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	316.75	475.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	316.75	475.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	193.25	290.50		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	410.50	616.50		\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	373.75	560.50		\$
305259	Christopher Barstool, 19"L 15"D 41"H	325.25	487.75		\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	337.50	469.25		\$
305006	Syntax Barstool, Chrome/Black , 23"L 19"D 43.25"H	378.50	525.25		\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	245.75	341.75		\$
305440	Zenith Barstool, 19"L 20"D 44"H	384.50	534.50		\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	451.75	627.25		\$

Tables - Cafe					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou	337.50	469.25		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	467.25	648.75		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	337.50	469.25		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	349.75	486.50		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,203.50	1,805.25		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	544.75	756.75		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	392.75	545.75		\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H	244.75	367.50		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	325.25	487.75		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	281.75	423.25		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	325.25	487.75		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	386.25	579.50		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	244.75	367.50		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	281.75	423.25		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	325.25	487.75		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	386.25	579.50		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	244.75	367.50		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	307.25	461.25		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	393.75	591.00		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	281.75	423.25		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	386.25	579.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	392.75	545.75		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	392.75	545.75		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	337.50	469.25		\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	464.00	645.75		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	561.50	780.00		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	392.75	545.75		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	332.50	499.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	252.25	379.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	311.25	467.75		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	332.50	499.25		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	390.75	586.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	337.50	469.25		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	311.25	467.75		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	332.50	499.25		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	390.75	586.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	252.25	379.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	326.25	489.75		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	402.25	603.75		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	311.25	467.75		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	382.25	573.25		\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H	1,060.75	1,479.00		\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H	1,060.75	1,479.00		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,060.75	1,479.00		\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,060.75	1,479.00		\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,060.75	1,479.00		\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H	1,428.00	1,984.00		\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H	1,428.00	1,984.00		\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	487.50	678.25		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	422.25	586.50		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	369.25	513.00		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	440.75	612.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	495.25	743.25		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	495.25	743.25		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	263.00	394.75		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	257.50	386.25		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	308.25	462.25		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	357.75	537.25		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	357.75	537.25		\$

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## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	466.25	647.75		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	353.00	489.50		\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	337.50	469.25		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	327.50	455.00		\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	330.50	459.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	393.75	591.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	190.00	285.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	180.50	271.25		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	230.25	345.25		\$
305211	Table, End, Oliver, 22" Round 22"H	224.00	335.75		\$
305046	Table, End, Silverado, 24" Round 22"H	290.50	436.00		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	262.00	392.75		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	262.00	392.75		\$
305275	Table, Timber, Wood, 16" Round 17"H	224.00	335.75		\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,005.75	1,397.50		\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	863.00	1,198.50		\$
305400	5' Madison Table, 60"L 48"D 29"H	677.25	941.50		\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	624.25	867.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	822.00	1,142.50		\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	789.50	1,096.50		\$
305001	Atomic Table, 36"RND 30"H	418.25	581.50		\$
305002	Atomic Table, 42"RND 30"H	418.25	581.50		\$
305410	Madison Conference Table, 42"RND 29"H	616.00	855.75		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	104.25	156.25		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	271.25	407.50		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	462.25	693.50		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	288.25	432.75		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	462.25	693.50		\$
305027	Table, Conf., Graphite, 42" Round 29"H	379.00	569.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	467.75	702.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	377.00	565.75		\$

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,399.50	5,099.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,277.25	1,921.50		\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	504.00	700.75		\$

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# Specialty Furniture Order Form

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Product Display					
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	633.50	950.25		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	755.75	1,129.75		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	633.50	950.25		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	755.75	1,129.75		\$
305045	Posh Shelving, 36"L 18"D 72"H	510.00	709.00		\$

Office and Utility Furniture					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	469.75	705.25		\$
305416	Madison Credenza, 60"L 20"D 29"H	851.75	1,183.25		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	770.00	1,071.00		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	697.75	969.00		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H	661.00	918.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	220.25	306.00		\$

Lamps					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	304.00	456.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	226.00	339.00		\$

## Electrical Outlets Not Included



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

**Reminder**

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

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

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

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

**Total Payment Enclosed**

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

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Orange County International Auto Show  
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We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

## Graphics

- Avoid setting type in Photoshop - instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
  - a. Import the Illustrator type into Photoshop
  - b. Add effects to the type
  - c. Separate the effects onto a layer
  - d. Delete the type layer
  - e. Assemble the type and photo in a vector program
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Use gradients carefully and sparingly. Gradients often “band,” and little can be done to correct the problem. Look at your high res file at 100% if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

## Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

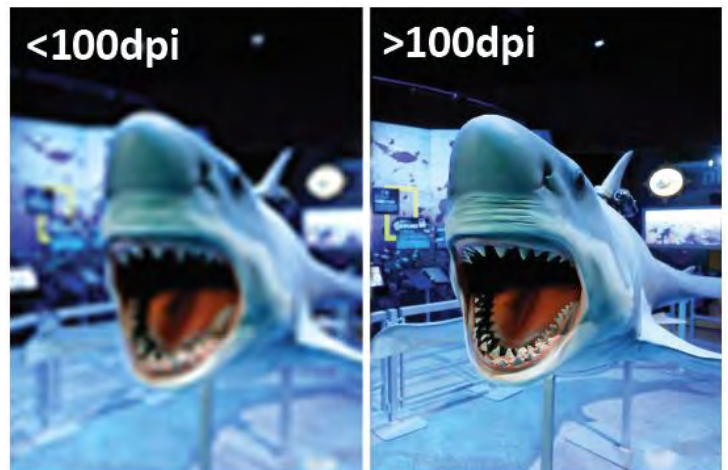


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/022601166/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number (e.g. ABC Company\_SHOW\_Booth 1234.zip)

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



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## Text

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts) are preferred.

### Editable Text



### Outlined Text - preferred\*

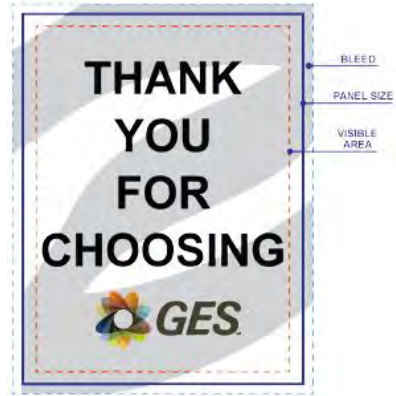


## Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



# Graphics and Signage Order Form

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Orange County International Auto Show  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Order graphics and **upload artwork files** directly online: <https://e.ges.com/022601166/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	251.25	377.00		7.75	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	194.25	291.50		7.75	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	204.75	307.25		7.75	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	371.50	557.50		7.75	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	228.00	342.00		7.75	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	485.50	728.50		7.75	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	342.00	513.00		7.75	\$
601099	Printed Cardboard Base for Freestanding Boards	22.35	33.50		7.75	\$

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

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

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

\_\_\_\_\_  
 Date

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

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

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





# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 24" Ad Board



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

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



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

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

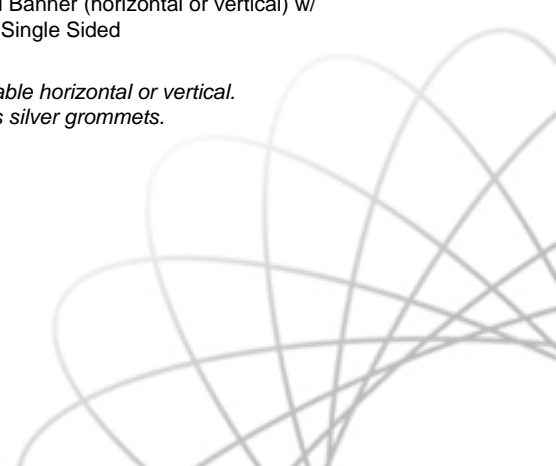
*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



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

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



# Material Handling/Drayage Information

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## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

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

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours; make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/022601166/logistics\\_Quote](https://e.ges.com/022601166/logistics_Quote)

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



## Estimating Material Handling Charges

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

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

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

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

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

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## Measure of Damage

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

## Insurance

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

## Work Zone

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

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







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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition

022601166

BOOTH NUMBER

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

Shipment Should Arrive on or Between:

Wednesday, Aug 29, 2018 - Wednesday, Sep 26, 2018

The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.30 fee will be charged per shipment.

Carrier \_\_\_\_\_
Number \_\_\_\_\_ of \_\_\_\_\_ pieces GES logo

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition

022601166

BOOTH NUMBER

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

Shipment Should Arrive on or Between:

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Carrier \_\_\_\_\_
Number \_\_\_\_\_ of \_\_\_\_\_ pieces GES logo

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition 022601166

BOOTH NUMBER

C/O GES
Anaheim Convention Center
1850 S. West St.
Anaheim, CA 92802 USA

Shipment Should Arrive on or Between:

Saturday, Sep 29, 2018 after 8:00 AM - Wednesday, Oct 3, 2018 by 8:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.30 fee will be charged per shipment.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces GES logo

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition 022601166

BOOTH NUMBER

C/O GES
Anaheim Convention Center
1850 S. West St.
Anaheim, CA 92802 USA

Shipment Should Arrive on or Between:

Saturday, Sep 29, 2018 after 8:00 AM - Wednesday, Oct 3, 2018 by 8:00 PM

Reference Targeted Floorplan for Dates & Times.

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.30 fee will be charged per shipment.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces GES logo



# Target Move-In and Freight Information

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018



## Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



Attention

## Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: 30% (\$30 minimum) will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

## Important Reminders



Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide Bills of Lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

Correct:



Incorrect:



## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601166/contactus/esm>

R-21/R-22 012118 091118 022601166

# Request for Variance to Assigned Target Time

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Form Deadline Date:  
September 10, 2018

Company Name Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City State Zip Country

Current Assigned Target Date/Time

New Requested Target Date/Time

## Reason for request:

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## Important information

- All change request forms due by September 10, 2018.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to Rick Goldammer at [RGoldammer@ges.com](mailto:RGoldammer@ges.com).

### Off Target - Late/Early to Show Site Surcharge:

A 30% (\$30 minimum) surcharge will apply to all inbound shipments arriving OFF TARGET.

## Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601166/contactus/esm>

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# Request for Pre-Printed Outbound Material Handling Release/Labels

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Form Deadline Date:  
September 10, 2018



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by September 10, 2018.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/022601166/prePrint/esm>

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

Company/Consignee	Attention			
1850 S. West St.	Anaheim	CA	92802	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

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

### Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

### Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

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

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

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

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

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



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# Warehouse Storage - Before and After Show

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

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Company Name	Email	Phone Number	Booth Number
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## Full Service Advantages Before and After Shows:

GES has available storage space in the Anaheim area with facilities and services to:

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

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

## Storage Rates Are As Follows:

Monthly Storage (does not include Return to Warehouse charges)                      minimum charge of \$81.50 per month or                      \$8.15 cwt.

## Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling                      (1000 lb. minimum)                      \$17.45 cwt.

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

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

## Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601166/contactus/esm>

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# Freight Service Questionnaire

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Form Deadline Date:  
September 10, 2018

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



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/022601166/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

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

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

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

3 List carrier name(s):

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

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

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

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

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

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

### Direct Shipments Only

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

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

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



# Marshaling Yard and Direct Deliveries Information

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## Tips For New Exhibitors



Tips

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

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

## Attention



Attention

- The per shipment fee for this Marshaling Yard service is \$ 31.50

## Marshaling Yard Site Address:

4961 Katella Avenue  
Cypress, CA 90630  
USA

## Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Anaheim Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Anaheim Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the marshaling yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$16.30 fee will be charged per shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601166/contactus/esm>

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



# Show Site Storage Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Access Storage

### Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicenter.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, Per Skid	<b>84.50</b>		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705044	Storage, ST	<b>83.00</b>	103.75	124.50			\$
705044	Storage, OT	<b>123.25</b>	154.00	185.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601166/labor/esm>

## Step 2. Schedule Additional Deliveries

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

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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	<b>129.25</b>	161.50	194.00			\$
705200	5,000#, OT	<b>170.50</b>	213.25	255.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601166/labor/esm>

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# Show Site Storage Order Form

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

Discount Deadline Date:  
September 10, 2018

Company Name

Email

Phone Number

## Step 3. Schedule Forklift for Storage Deliveries

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

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

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

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

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$



# Cartload Service Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Form Deadline Date:  
 September 10, 2018

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

## Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van




SUV



Small Pickup

### Important Reminders

-  **Reminder**
- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- Up to three (3) loads allowed per booth.

### Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for up to three (3) loads.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for up to three (3) loads. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. Three (3) loads allowed per booth.

Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.

To receive this service, go to the Marshaling Yard and watch for the Cartload Service signs.

Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicerter.

### Cartload Services

Item Code	Description	Rate (\$)	Per Load (up to 3 per booth)	Total
200506	Cartload Service, Straight Time	51.00		\$
200506	Cartload Service, Over Time	51.00		\$

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

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

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

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

**Total Payment Enclosed**

R-14 072717 cstm 091118 022601166



# 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.

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one (1) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Any manufacturer (or exhibitor) booth carpet left behind at showsite will be discarded by GES and carpet companies supplying the carpet will be invoiced for forklift and labor fees, and possible dumpster rental fees at a minimum of one hour". Please coordinate this with GES in advance.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	83.00	103.75	124.50			\$
705000	Install & Dismantle, ST Move Out	83.00	103.75	124.50			\$
705000	Install & Dismantle, OT Move In	123.25	154.00	185.00			\$
705000	Install & Dismantle, OT Move Out	123.25	154.00	185.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601166/labor/esm>

## Step 2. Please Indicate Service



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

### Option 1 (A 30% ( \$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/022601166/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% ( \$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

022601166  
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L-1 082018

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.

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

**Please Sign**

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

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

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

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

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# Forklift Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



### Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Please see Labor Information form for additional requirements regarding labor.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	129.25	161.50	194.00			\$
705200	5,000#, ST Move Out	129.25	161.50	194.00			\$
705200	5,000#, OT Move In	170.50	213.25	255.75			\$
705200	5,000#, OT Move Out	170.50	213.25	255.75			\$
705201	8,000#, ST Move In	148.50	185.75	222.75			\$
705201	8,000#, ST Move Out	148.50	185.75	222.75			\$
705201	8,000#, OT Move In	206.25	257.75	309.50			\$
705201	8,000#, OT Move Out	206.25	257.75	309.50			\$
705202	10,000#, ST Move In	246.00	307.50	369.25			\$
705202	10,000#, ST Move Out	246.00	307.50	369.25			\$
705202	10,000#, OT Move In	346.75	433.50	520.25			\$
705202	10,000#, OT Move Out	346.75	433.50	520.25			\$

### Forklift 4-Stage with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705240	5,000#, ST Move In	206.25	257.75	309.50			\$
705240	5,000#, ST Move Out	206.25	257.75	309.50			\$
705240	5,000#, OT Move In	332.50	415.75	498.75			\$
705240	5,000#, OT Move Out	332.50	415.75	498.75			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	83.00	103.75	124.50			\$
705030	Freight, ST Move Out	83.00	103.75	124.50			\$
705030	Freight, OT Move In	123.25	154.00	185.00			\$
705030	Freight, OT Move Out	123.25	154.00	185.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022601166/labor/esm>



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

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

## Step 2. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- Uncrating       Unskidding       Positioning  
 Leveling       Dismantling       Recrating  
 Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

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

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

### Move In

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

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

### Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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# Hanging Sign / Truss Labor Information

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by September 10, 2018.

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

## Hanging Signs:

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

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include show site Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Truss and Hoists:

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

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

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# Hanging Sign / Truss Labor Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



## Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Supplied rigging hardware is chargeable and will be added to invoice.
- 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

### Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705300	High Lift, ST	496.75	750.75	900.75
705300	High Lift, OT	646.00	975.00	1,173.00
705301	Scissor Lift, ST	362.00	452.75	543.25
705301	Scissor Lift, OT	453.00	566.00	679.25

### Ground Crew

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705020	Ground Rigger, ST	84.50	105.75	126.75
705020	Ground Rigger, OT	141.75	177.25	212.75

Supplied rigging hardware is chargeable and will be added to invoice

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601166/labor/esm>



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

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

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Form Continues on Next Page



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

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

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_

### Type of Sign

- Banner                       Structural Signage  
 Systems                         Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
 Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

Please note: Any sign weighing over 200 lbs will require an electric chain hoist.

### Height

Number of feet from floor to top of sign:  
 \_\_\_\_\_ Feet  
 Must be compliant with Show Rules and Regulations.

### Electrical

Is your sign electrical?  
 Yes                       No

How much power is required for the sign?  
 \_\_\_\_\_

Are rotators required?  
 Yes                       No

If yes, How many? \_\_\_\_\_  
 Exhibitor Owned     GES Rental

### Shape of Sign

- Square                       Rectangle  
 Triangle                       Circle  
 Serpentine                       Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_  
 Weight at each pick point \_\_\_\_\_  
 Have you submitted your structurally engineered drawing, indicating the location of rigging points?  
 \_\_\_\_\_  
 Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
 Yes                       No  
 If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

Are hoists required?  
 Yes                       No  
 if yes, how many? \_\_\_\_\_  
 Exhibitor Owned     GES Rental  
 Number of feet from floor to top of hoist: \_\_\_\_\_ Feet  
 Must be compliant with Show Rules and Regulations.

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes                       No  
 If yes, schedule the date you would like the sign to be hung in Step 3 of this form.  
 If yes, what date would you like the sign to be hung?  
 \_\_\_\_\_  
 Please provide \_\_\_\_\_ with a contact name and number to discuss  
 \_\_\_\_\_  
 \_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

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

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

## Truss Options

### Type of Truss

- Plated (end plates)     Spigot

### Size of Truss

- 12"                       20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_

### Height

Number of feet from floor to top of truss:

\_\_\_\_\_ Feet

Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

- Yes                       No

How much power is required for the truss?

\_\_\_\_\_

Please provide a diagram for electrical drop and placement with your order and send order to the attention of the electrical department.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. If you provide the truss you are responsible for nylon slings, wire rope safeties and shackles between the provided truss and the lower hook of the hoist. GES can provide this gear at an additional cost.

If you provide the hoist you are responsible for wire rope, shackles, and any deck chain above the upper hook of the hoist. GES can provide this gear at an additional cost.

### Assembly

GES is required to assemble your suspended truss prior to installation. See Step 1 of this form for rates.

### Truss Design

- Suspended                       Ground Supported

### Hoists

Are hoists required?

- Yes                       No

if yes, how many? \_\_\_\_\_

- Exhibitor Owned                       GES Rental

Exhibitor owned hoists must have records available indicating the hoist being used within the booth have been maintained and tested by a competent person.

A structural engineer stamp may be required at GES' discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

Please submit all truss designs in a .dwg, Imperial Unit, in a scaled format. Please indicate surrounding booth numbers for correct orientation.

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# Hanging Sign / Truss Labor Order Form

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

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

	Schedule Date(s)	Schedule Start Time	Schedule End Time	Quantity	Total ST Hours	ST Rate	Sub Total ST Qty x ST Hrs	Quantity	Total OT Hours	OT Rate	Sub Total OT Qty x OT Hrs	Total ST Sub + OT Sub
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$
High Lift with Crew						\$	\$			\$	\$	\$
Scissor Lift with Crew						\$	\$			\$	\$	\$
Additional Worker(s)						\$	\$			\$	\$	\$
						\$	\$			\$	\$	\$

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# Hanging Sign / Truss Labor Order Form

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

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

## Step 4. Review Below Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** For rigging work starting at times other than 8:00 AM, please have a representative check in at the rigging labor desk to make us aware you are ready for your labor. Equipment and labor cancelled without a 18 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment each day. If Exhibitor fails to use the workers and equipment at the time scheduled, 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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

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

**Please Sign**  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** \$





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



FROM:



FROM:

Please print this label on a color printer if possible

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition 0220601166

Booth Number

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

Shipment Should Arrive on or Between:

Wednesday, Aug 29, 2018 - Wednesday, Sep 26, 2018

The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Orange County International Auto Show

Name of Exhibition 0220601166

Booth Number

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

Shipment Should Arrive on or Between:

Wednesday, Aug 29, 2018 - Wednesday, Sep 26, 2018

The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

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



Please print this label on a color printer if possible

# Electrical Chain Hoist and Truss Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



## Easy Ordering Tips:

- **Sign and/or truss points exceeding 200 lbs. will require a hoist.**
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime. Hoists and truss include: transportation charges and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.
- For custom quotes call Tammy Van Hooser - Sr. TSR Account Manager at (562) 356-3797, tvanhooser@ges.com or Chad Bettge - Rigging General Foreman/Production Sales - Rigging General Foreman Production/Sales at (562) 370-1623, cbettge@ges.com.
- Transportation, drayage and rental are included in price.
- Cancellation Policy: Items cancelled will be charged 100% of original price after move-in and installation begins.



## Order Chain Hoists and Truss

### Chain Hoists

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	<b>296.50</b>	445.50		\$
702132	Hoist, Electric Chain, 1/2 TON	<b>246.00</b>	369.50		\$
702131	Hoist, Electric Chain, 1/4 TON	<b>221.50</b>	332.50		\$
702134	Hoist, Electric Chain, 2 TON	<b>346.25</b>	519.50		\$

### Rotating Motors

- One 5 amp 120V outlet is required for rotating motor. Place order on Electrical Outlets Order Form.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	<b>185.00</b>	277.75		\$
609106	Rotating Motor 250#	<b>246.00</b>	369.50		\$
609105	Rotating Motor 500#	<b>309.25</b>	464.50		\$

### Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	<b>20.40</b>	30.50		\$
608132	Truss, 12" Box, Silver, Per Foot	<b>18.55</b>	28.00		\$
608135	Truss, 12" Corner Block, Black	<b>111.00</b>	166.75		\$
608136	Truss, 12" Corner Block, Silver	<b>99.00</b>	149.00		\$
608133	Truss, 20" Box, Black, Per Foot	<b>23.50</b>	35.50		\$
608134	Truss, 20" Box, Silver, Per Foot	<b>21.60</b>	32.50		\$
608138	Truss, 20" Corner Block, Black	<b>124.75</b>	187.00		\$
608137	Truss, 20" Corner Block, Silver	<b>111.00</b>	166.75		\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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# Electrical Checklist

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work and Equipment Rental)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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# Electrical Safety and Regulation

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

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:

- 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.

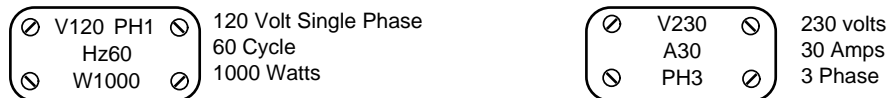
# Electrical Services Frequently Asked Questions

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

## How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.

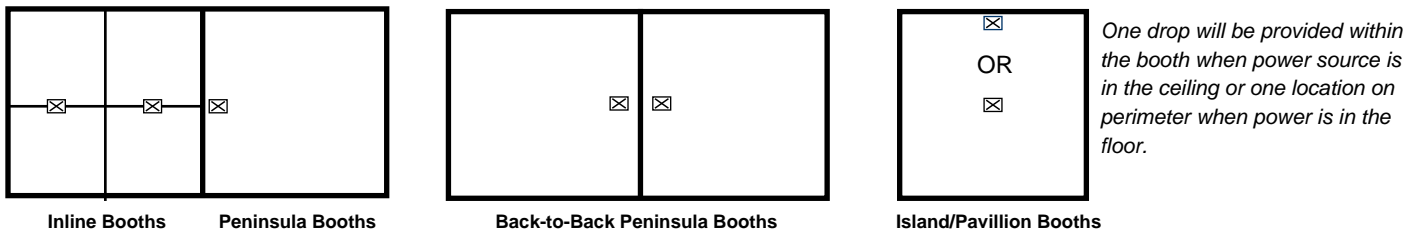


## Is this price listed for power per day?

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.



## 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.

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## 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

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	122.00	183.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	208.50	312.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	269.25	404.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	331.00	496.50		\$

### 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	491.50	738.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	688.75	1,033.25		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	884.75	1,333.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,173.00	1,759.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,524.75	2,292.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,452.25	3,678.75		\$

\* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

### Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.61	6.95		\$

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

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

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

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

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

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

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

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

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# 24 Hour Electrical Outlets Order Form

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



### Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

### 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	244.00	366.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	417.00	625.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	538.50	808.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	662.00	993.00		\$

### 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	983.00	1,476.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,377.50	2,066.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,769.50	2,666.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,346.00	3,518.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	3,049.50	4,585.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,904.50	7,357.50		\$

\* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

### Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.61	6.95		\$

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.

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



### Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

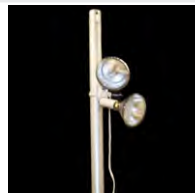
700361



700350



700352



### Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700361	Floodlight, 1000 Watt Overhead**	489.25	734.75		\$
700350	Floodlight, 120 Watt*	121.75	182.25		\$
700352	Floodlight, 120 Watt Double*	208.00	312.50		\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

\* On 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.

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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.

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



### Easy Ordering Tips:

- Electrical Labor is required for all under carpet 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 (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	103.75	129.75	155.75			\$
705060	Electrical, OT	198.25	247.75	297.50			\$

### 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.

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# 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:  
September 10, 2018

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.

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# Electrical Booth Work Labor Order Form

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: 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 (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	103.75	129.75	155.75			\$
705061	Electrical, OT	198.25	247.75	297.50			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705301	Scissor Lift, ST	290.00	362.50	435.00			\$
705301	Scissor Lift, OT	377.50	471.75	566.00			\$
705300	High Lift, ST	395.00	493.75	592.50			\$
705300	High Lift, OT	514.00	642.50	771.00			\$

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps may require electrical labor.
- Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
- Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.

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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:  
September 10, 2018

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

## Step 3. Schedule Electrical Labor for Booth Work

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in 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 (1/2) hour increments per worker.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. 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.

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# Plumbing Services Information

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

## Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

## Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

## Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

## Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
  - Complete valid Payment and Credit Card Authorization
  - Order Plumbing Outlets
  - Schedule Plumbing Labor
  - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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# Plumbing Services Order Form

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Discount Deadline Date:  
September 10, 2018

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_



## Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

### Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	667.00	1,001.00		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price is per CFM)	24.75	37.25		\$
701039	Air Outlet, Connection	240.75	361.00		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	331.50	497.25		\$

### Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701067	Compressed Nitrogen Cylinder	222.75	334.50		\$
701059	Natural Gas Outlet	746.50	1,119.00		\$
701063	Natural Gas Outlet, Connection	241.75	363.00		\$
701064	Natural Gas Outlet, Supplemental (within 10 feet of first outlet)	390.75	586.00		\$
701069	Regulator, Cylinder Gas	167.75	252.25		\$

### Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	667.00	1,001.00		\$
701051	Drain Outlet, Connection	240.75	361.00		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	363.00	544.75		\$

### Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	667.00	1,001.00		\$
701087	Water Outlet, Connection	240.75	361.00		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	363.00	544.75		\$

### Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	500.25	750.75		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	733.75	1,098.00		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	954.50	1,435.75		\$

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

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

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

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

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

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Discount Deadline Date:  
 September 10, 2018

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



### Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	112.50	140.75	168.50			\$
705011	Plumbing, OT	225.25	281.50	337.50			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705301	Scissor Lift, ST	290.00	362.50	435.00			\$
705301	Scissor Lift, OT	377.50	471.75	566.00			\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1

- Exhibitor Supervised
  - You must schedule date & time below as well as # of plumbers and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.

### Option 2

- GES Supervised (OK to proceed without exhibitor.)
  - A 30% (\$50 minimum) surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



# Plumbing Labor Order Form

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

Discount Deadline Date:  
September 10, 2018

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

## Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

### Installation

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

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

### Dismantle

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

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

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

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

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

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

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

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.

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# Notice of Intent to Use EAC and Policies and Procedures

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Form Deadline Date:  
August 30, 2018

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



## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

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

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

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://beta.certfocus.com/expresso>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES

Please Sign

X

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

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

\_\_\_\_\_  
Date

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

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

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# Agreement and Rules and Regulations between GES and EAC

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Form Deadline Date:  
August 30, 2018

Company Name	Email	Phone Number	Booth Number
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Attention:

- **This form must be completed by the EAC.**

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

## Rules and Regulations

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

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# Agreement and Rules and Regulations between GES and EAC

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

Orange County International Auto Show  
 Anaheim Convention Center  
 October 4 - 7, 2018

Form Deadline Date:  
 August 30, 2018

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicerenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

**Please Sign**  \_\_\_\_\_  
 Authorized EAC's Signature

\_\_\_\_\_ Date  
 Authorized EAC's Name - Please Print

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Contact Name at Show Site: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

<b>Official Use Only</b>	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)  
01/01/18

PRODUCER <b>ABC Insurance Agency</b> Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE
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INSURED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349    Fax: (212) 555-9819	INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> INSURER E:
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3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	<b>000P98298-A11</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>				
	MED EXP (Any one person) <b>\$ 5,000</b>				
	PERSONAL & ADV INJURY <b>\$1,000,000</b>				
	GENERAL AGGRREGATE <b>\$2,000,000</b>				
	PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>				
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	<b>SKLS-029499S</b>	<b>01/01/18</b>	<b>01/01/19</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b> (Ea accident)
	BODILY INJURY      \$				
	(Per person)				
	BODILY INJURY      \$				
	(Per accident)				
	PROPERTY DAMAGE      \$ (Per accident)				
<b>A</b>	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	<b>XL1234567</b>	<b>01/01/18</b>	<b>01/01/19</b>	AUTO ONLY-EA ACCIDENT
	OTHER THAN AUTO ONLY:      \$      \$				
	EACH OCCURRENCE <b>\$1,000,000</b>				
	AGGREGATE <b>\$1,000,000</b>				
<b>C</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>A4145-SS-PJ37</b>	<b>01/01/18</b>	<b>01/01/19</b>	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

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**  
 GES (Official Service Provider), Orange County Automobile Dealers Association (Show Management), Anaheim Convention Center (Facility), and Orange County International Auto Show (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: October 4 - 7, 2018 at city of Anaheim.

<b>CERTIFICATE HOLDER</b>	<input checked="" type="checkbox"/>	<b>ADDITIONAL INSURED; INSURER LETTER:</b> <input checked="" type="checkbox"/>	<b>CANCELLATION</b>
<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <div style="text-align: right; margin-top: 10px;">   <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10.</span> </div>

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), Orange County Automobile Dealers Association (Show Management), Orange County International Auto Show (Show) and Anaheim Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be GES
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit Certificate of Insurance for EAC here: <https://www.certfocus.com/expresso/>  
 \*There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES



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# Show Site Work Rules

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## Union Information

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

### Decorators Union - Local 831

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

If your exhibit preparation, installation, or dismantling requires more than one (1) 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.

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018



Safety is very important for everyone working in the Exhibit Hall.

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

## Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

# Fire Regulations

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

Anaheim Fire Department  
Desiree Johannessen  
Fire Inspector  
201 S. Anaheim Boulevard, Suite 300  
Anaheim, California 92805  
TEL 714.765.4073  
FAX 714.765.4608  
tradeshowsinspector@anaheim.net

All material used in construction and decoration of an exhibit must be flame retardant. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.

All exits and exit aisles must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles. All aisles must be maintained at a minimum of eight (8) feet in width or unless otherwise approved on a floor plan.

Designated "no freight" aisles must be maintained clear of crates and exhibit materials during move-in and move-out. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. This includes fire protection equipment located within exhibits.

Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

Vehicles on display must have fuel filler caps located or sealed to prevent escape of vapors and to avoid tampering. Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected. External chargers are recommended for demonstration purposes. Fuel in the fuel tank shall not exceed one quarter of the tank capacity or five (5) gallons, whichever is less. Combustible materials must not be stored beneath display vehicles. Space beneath vehicles must be clear and visible except for permitted electrical supplies. Vehicles in building for unloading must not be left with engine idling. Exhaust gases present extreme hazards to workers on catwalks. If an engine cannot be shut down, the vehicle must be removed from the building as quickly as possible.

Compressed air cylinders, including LPG, are prohibited unless approved by fire prevention office. Flammable gases, i.e., butane, propane, natural gas, etc. are subject to prior approval. Nonflammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

All 110 volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. Connectors must not be supported by cords. Two wire "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved. Cube tap adapters are prohibited (Uniform Fire Code 8507), multi-plug adapters must be UL approved and have built-in overload protection. Connectors must not be used to exceed their listed ampere rating.

Electrical work under carpets must be done, or supervised, by the decorator's electrical contractor. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against injury or damage.

All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

No storage of any kind is allowed behind booths or near electrical service. Materials for handouts must be limited to one day supply and stored neatly within the booth. Violators will be notified and if not removed by show opening, show decorator will remove and store at Exhibitors Expense.

Areas enclosed by solid walls and ceilings must be equipped with approved smoke detectors.

All empty cartons or crates must be labeled and removed for storage or they will be removed as trash. Crates are not to be used as exhibit supports.

Flammable or combustible liquids are prohibited inside of buildings except as approved by the fire prevention office. Flammable thinners, solvents and paints including aerosol cans are strictly prohibited within the building.

Cooking and warming devices. Cooking and warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M. Cooking, warming devices, and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, ¼ inch thick across the front, and down both sides of the demonstration area.

Decorative candles are not permitted.

Heat producing equipment. Welding, soldering, or any open flame devices are prohibited.

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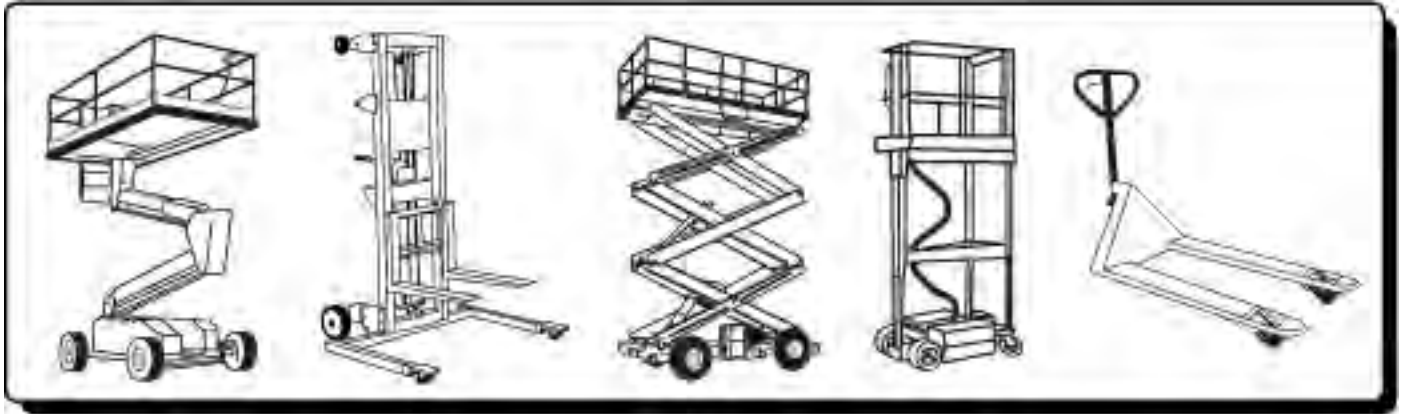




# Operation of All Mechanical Lifts

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018



## Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



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

Thank you for your complete cooperation.

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# 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.

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# GES Terms and Conditions of Contract

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

Orange County International Auto Show  
Anaheim Convention Center  
October 4 - 7, 2018

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

## I. Definitions

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

## II. Scope

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

## III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

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

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

## V. Disclaimer and Limitation of Liability

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

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

- a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. **Sole Relief:** If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. **Labor:** GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. **Insurance:** **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. **Notice of Loss or Damage:** In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. **Filing of Claim:** Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. **Filing of Suit:** Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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## IX. Jurisdiction, Choice of Forum

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

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

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

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**Payment for Services:** GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt:** If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer<sup>®</sup> at 800.475.2098 or visit the GES Servicer<sup>®</sup> at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

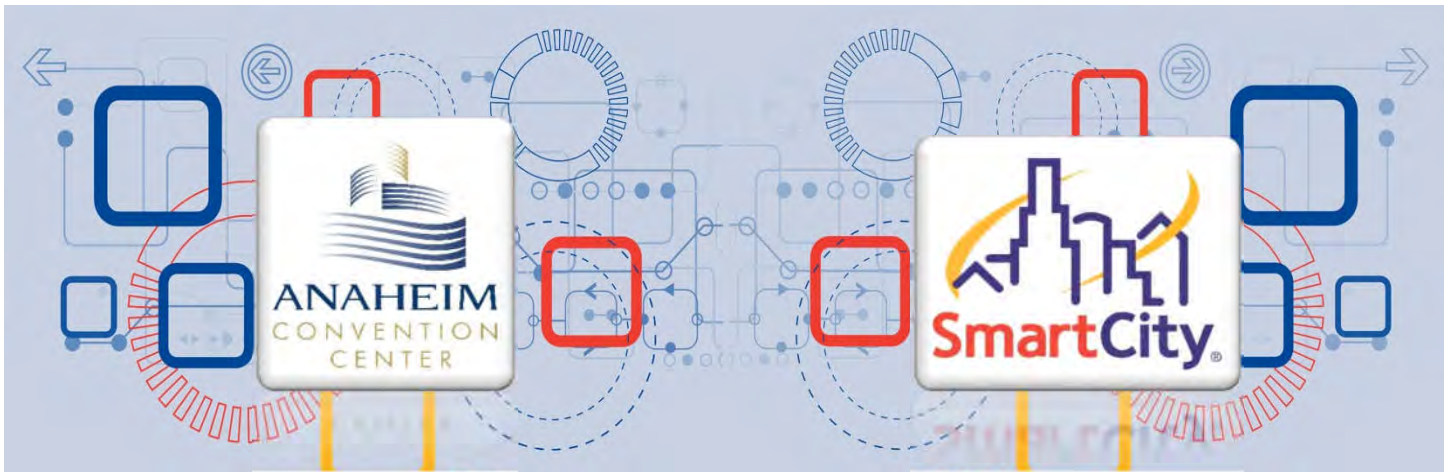
GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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# Additional Service Order Forms



**Orange County Auto Show 2018**

October 4<sup>th</sup> thru October 7<sup>th</sup>, 2018

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

Incentive deadline for the above event is September 14<sup>th</sup>, 2018

Smart City is the exclusive telecommunications and television service provider for the Anaheim Convention Center.



**Hardwired Internet Service**

- Shared or Dedicated Bandwidth Services



**Telephone Service**

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



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



**Wireless Internet Service**

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



**Television Service**

- HD Service

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



Exhibitor Company Name:	Show Name: <b>OC Auto Show 2018</b>
Billing Company Name:	Show Dates: <b>10 / 4 / 18 To 10 / 7 / 18</b>
Billing Company Address:	Incentive Order Deadline: <b>9 / 14 / 18</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

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

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

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](http://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
<p><b>Dedicated Wired Internet Routers Allowed</b> Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Broadband Wired Internet No Wired or Wireless Routers</b> Connection speeds 1.5mbps Burstable to 3mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Email</li> <li>• Social Media</li> <li>• Surfing the web</li> </ul> <p><b>Includes 1 Private IP Address</b></p>

**Wireless services are NOT included on this form – please contact us for specific rates**

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

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1140	\$1368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (number of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
			<b>SUBTOTAL</b>		
Send Completed Orders with Payment and Floor Plan To: SMART CITY NETWORKS 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>			<b>ESTIMATED 10% TAX / FEES</b>		
			<b>GRAND TOTAL</b>		
<b>Effective January 1, 2018 – December 31, 2018</b>			<b>Customer No: 2018 - 004 - 719 -</b>		

**INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT**



# Network Security Declaration

Center: Anaheim CC (004) - CA  
Show: OC Auto Show 2018

Company Name: \_\_\_\_\_  
Booth / Room #: \_\_\_\_\_  
Customer / Ref #: 2018 - 004 - 719 -

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

## Network Security Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Printed Name \_\_\_\_\_ Title \_\_\_\_\_



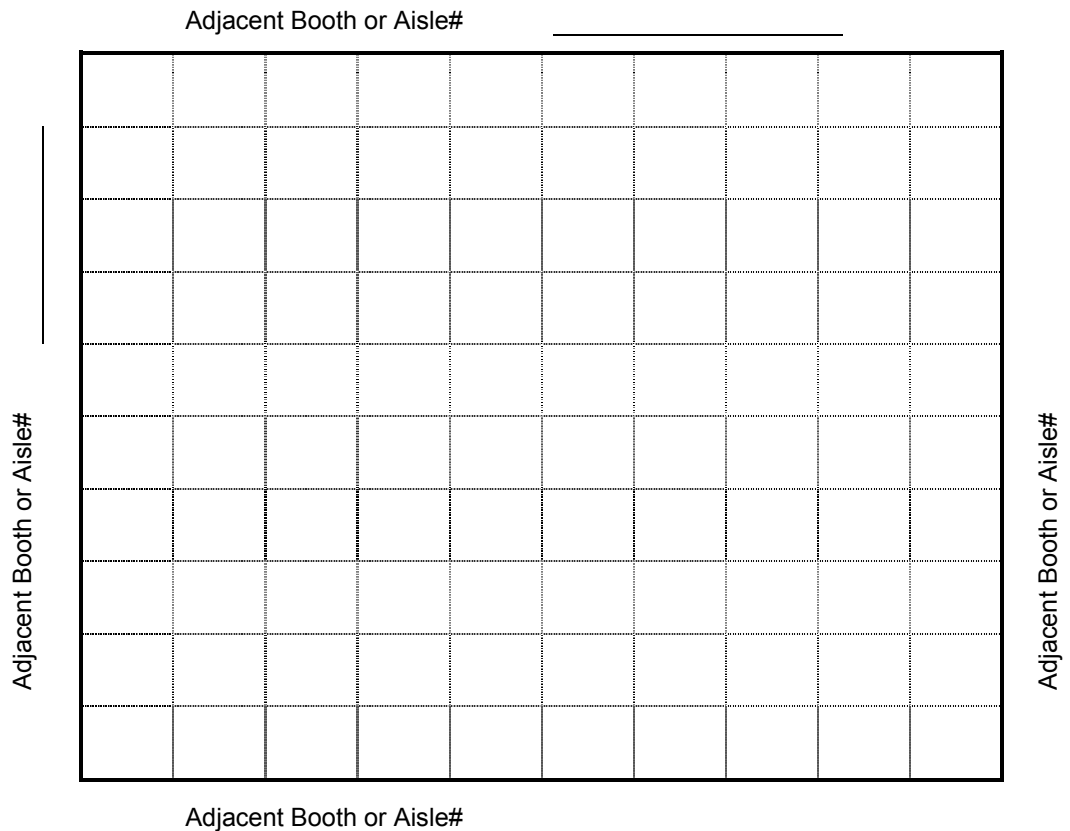
# Floor Plan – Communications Cable

Center: An a h e i m C C ( 0 0 4 ) - C A  
 Show: OC Auto Show 2018

Company Name: \_\_\_\_\_  
 Booth / Room #: \_\_\_\_\_  
 Customer / Ref #: 2018 - 004 - 719 -

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

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



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

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

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

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

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_ . **Scale** = 1 Box is equal to \_\_\_\_\_ ft.



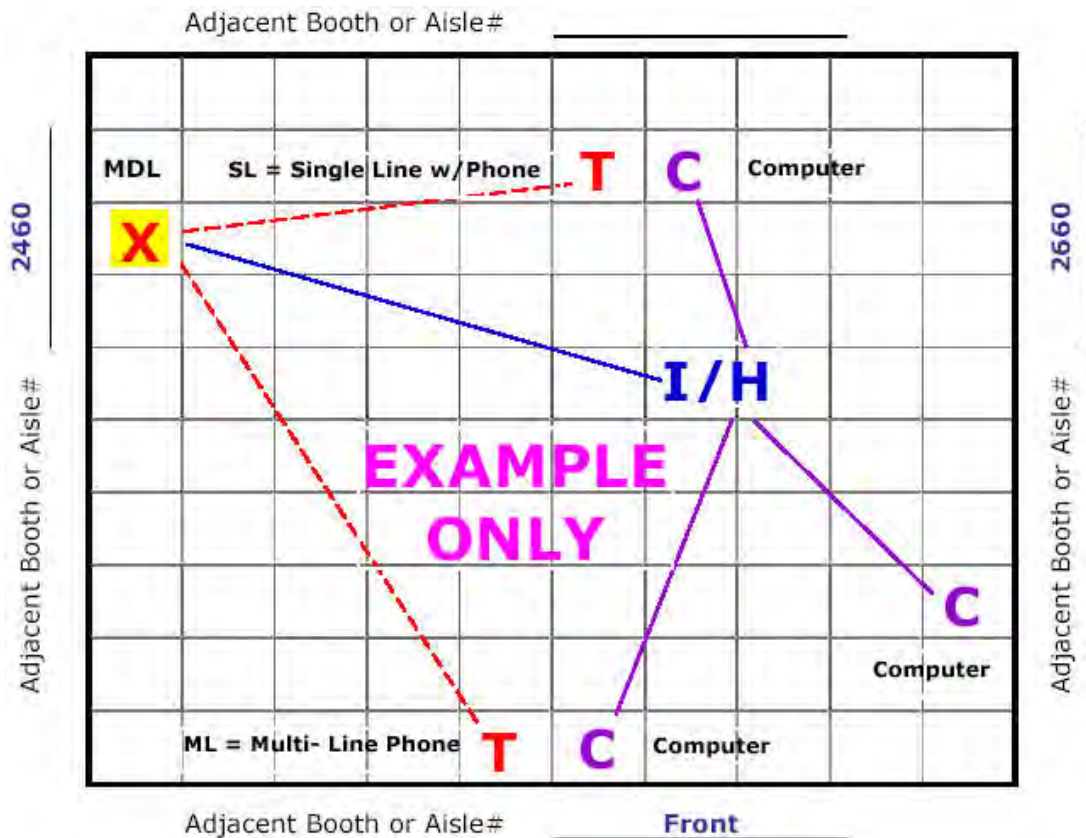
# Floor Plan – Communications Cable

Center: An a h e i m C C ( 0 0 4 ) - C A  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 - 004 - XXX - XXXX

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

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

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



# Hotspot Options



<b>STANDARD</b> (1.5Mbps)			
Device Limit	Incentive	Base	On-Site
5	\$2,339	\$2,807	\$3,368
15	\$4,133	\$4,960	\$5,952
30	\$6,762	\$8,114	\$9,737

<b>PREMIER</b> No User Rate Limit				
Device Limit	Incentive	Base	On-Site	Max Bandwidth
5	\$3,450	\$4,140	\$4,968	2Mbps
15	\$7,245	\$8,694	\$10,433	4Mbps
30	\$10,350	\$12,420	\$14,904	6Mbps

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

Design can be found at:

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

All Hotspot products required a completed Network Security Declaration and Floor Plan when submitting your order.

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

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

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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.

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Anaheim Convention Center  
October 4 - 7, 2018

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