

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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

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AutoMobility LA™ Information and Order Forms



Dear Exhibitor,

On behalf of the entire LA Auto Show team, welcome to the 2018 AutoMobility LA and the LA Auto Show.

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

Featuring AutoMobility LA for the third year, the Technology Pavilion, located on-site at the LA Convention Center, will be home to a number of presentations, panel discussions, keynotes and exhibit spaces. This area will open on Monday, November 26th to host our networking reception and kickoff party.

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

Thank you for your partnership- we appreciate it.

Sincerely,

Terri Toennies
Executive Vice President & General Manager
AutoMobility LA & the LA Auto Show

SHOW INFORMATION

SHOW MANAGEMENT INFORMATION

LA Office (through Nov. 19th)
801 S. Grand Ave., Suite 375
Los Angeles, CA 90017
Tel: 310.444.1850
Fax: 310.444.5971

On-Site Office (Nov. 19th – Dec. 13th)
1201 S. Figueroa St. Room 508
Los Angeles, CA 90015
Tel: 213.743.6250

LOCATIONS

AutoMobility LA™- Technology Pavilion
Los Angeles Convention Center
1201 S. Figueroa St.
Los Angeles, CA 90015
Tel: 213.743.6250

Los Angeles Auto Show®
Los Angeles Convention Center
1201 S. Figueroa St.
Los Angeles, CA 90015
Tel: 213.743.6250

ON-SITE REGISTRATION HOURS

Sunday, November 25th through Thursday, November 29th 2018
6 AM to 7 PM*

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

AutoMobility LA MOVE-IN & MOVE-OUT DATES

Move-in begins Saturday, Nov. 24th
Move-in continues Monday, Nov. 26th
Vehicle Move-in, Monday, Nov. 26th
Move-out Tuesday, Nov. 27th

8:00am – 24 hours
until – 4:00pm
8:00am – 1:00 pm
6:00pm – 12 midnight

SHOW DATES & SHOW HOURS (Final times will be updated on September 10th)

AutoMobility LA™

Monday, Nov. 26 th	5:00pm – 7:00pm 7:00pm – 8:45pm	Exhibits & Networking Reception Kick-off Party
Tuesday, Nov. 27 th	7:00am – 6:00pm	AutoMobility LA Exhibits & Conferences
Wednesday, Nov 28 th	7:00am – 6:00pm	AutoMobility LA & Vehicle debuts
Thursday, Nov. 29 th	7:00am – 5:00pm	AutoMobility LA & Vehicle debuts

IMPORTANT DEADLINES

Due Date:	Item:	Return to:
July 9 th	Meeting room requests & hospitality suites	Mallory Weddon LA Auto Show Tel: 310.444.1850 mallory@laautoshow.com
September 4 th	Certificate of Insurance	Linda Ginoza LA Auto Show Tel: 310.444.1850 linda@laautoshow.com
September 24 th	Submit floor plans for review	Joceline Arnold LA Auto Show Tel: 310.444.1850 joceline@laautoshow.com
October 1 st	Security Form	LA Auto Show boothsecurity@laautoshow.com
October 1 st	Notice of Intent to use Exhibitor Appointed Contractor	Joceline Arnold LA Auto Show Tel: 310.444.1850 joceline@laautoshow.com CC: JZuganelis@ges.com
October 12 th	Porter & Cleaning Services	Trina Tovar United Maintenance Tel: 800.248.8558 ttovar@untitedhq.com
September 30 th	Smart City Internet/Network Service Order Forms	Robbie Bridges Smart City Tel: 213.765.4647 Rbridges@smartcity.com
October 12 th	Exhibitor Parking form	AEG Parking Services Tel: 213.765.4444 eventservices@lacclink.com
November 2 nd	Advance Freight to Decorator: Material Handling Order Form	Joanne Zuganelis GES Tel: 562.356.3756 jzuganelis@ges.com
November 2 nd	Electrical Service Order, Labor Request, Plumbing Service Order & Payment	Mark Witthoeft GES Tel: 562.370.1605 Fax: 562.370.1695 mwitthoeft@ges.com
November 2 nd	Ground Supported Lighting & Rigging Plans, Labor Order & Payment, Hanging Sign/ Truss Labor Order Form	Sonia Trejo GES Tel: 562.356.3796 strejo@ges.com

EXHIBITOR SERVICES & CONTACTS

AUDIOVISUAL & COMPUTER EQUIPMENT

GES:
Barry Ortega
Tel: 972.538.2933
Cell: 214.883.6532
bortega@onservices.com

BRANDED/INFLATABLE SCULPTURES & BACK DROPS

Air Dimensional Design:
Doron Gazit
Tel: 818.765.8100
doron@airdd.com

CAR DETAILING

Cosmetic Car Care, Inc.
Charlene Harris
Tel: 949.453.1200
Fax: 949.453.1207
charris@cosmeticcarcare.com

NDI Group:
Tammy Cramer
Tel: 865.218.9342
Cell: 865.675.9755
tcramer@ndigroup.com

Professional Detailers:
Michael Price
Tel: 949.460.0314
Fax: 949.460.0339
Mike.price@prodetailers.com

CLEANING - PORTER SERVICE

United National Maintenance:
Buddy Linn
Tel: 800.699.7083
ttovar@unitedhq.com

DELIVERY

Clockwork Express
Tel: 310.568.9175

DECORATING, LABOR, DRAYAGE & TRANSPORTATION GES:

Joanne Zuganelis
Tel: 562.356.3756
JZuganelis@ges.com

ELECTRICAL SERVICES

GES:
Mark Witthoeft
Tel: 562.370.1605
mwitthoeft@ges.com

FLORIST

Creative Plant Rentals:
Michael Sommer
Tel: 714.695.0174
Fax: 714.695.0177
Michael@creativeplantrentals.com

Sky Events & Production
Tel: 818-769-9494
Fax: 818-769-9595
www.skyflowers.net

Short Term Plant Rental:
Jane Woodson
Tel: 562.494.7777
Fax: 562.498.3800
shorttermplantrental@gmail.com

FOOD & BEVERAGE

Levy Restaurants:
Ashley Russo
Tel: 213.765.4480
arusso@levyrestaurants.com

INTERNET & TELEPHONE SERVICES

Smart City:
Robbie Bridges
Tel: 213.765.4647
Fax: 213.765.4450
rbridges@smartcity.com

MEETING ROOMS, HOSPITALITY SUITES, JW MARRIOTT MEETING SPACE & SPECIAL EVENT SPACE

LA Auto Show:
Mallory Weddon
Tel: 310.444.1850
Fax: 310.444.5971
mallory@laautoshow.com

PHOTOGRAPHY

Convention Photo by Joe Orlando:
Jeff Orlando
Tel: 626.639.3015
Fax: 626.794.0525
mail@joeorlandophoto.com

Brittany Dixon Photography
Brittany Dixon
Tel: 626.354.1884
Bricketts8@gmail.com

SECURITY

LA Auto Show
boothsecurity@laautoshow.com

TRANSPORTATION

Super Shuttle Los Angeles, Inc.
Adriana Galvan
Tel: 310.222.5500 x 10502
agalvan@supershuttle.net

MSP Towncar Co.
Tel: 310.722.7787

MOVE-IN & MOVE-OUT

Move-in & Information:

Move-in for AutoMobility LA begins on Saturday, November 24th from 8:00am through 4:00pm on Monday, November 26th. A welcome networking reception will take place from 5:00pm to 7:00pm on Monday, November 26th inside the Technology Pavillion. Move-out will begin immediately at 6:00pm on Tuesday, November 27th and must be complete by 12 midnight.

Electrical Installation:

The electrical contractor is GES. All electrical order forms (found on Espresso/GES ordering site) must be submitted directly to GES with payment on or before November 2 to qualify for discount pricing. For further information regarding the ordering process, please contact Mark Witthoef at 562.370.1605 or via email at mwitthoef@ges.com.

Drayage/ Material Handling:

Drayage service is a separate cost to each exhibitor and is not included in the basic space rental. Drayage will be invoiced by GES. See Espresso for additional material handling information and pricing. Because the time available for move-out remains limited, exhibitors will not be assessed any surcharges provided they adhere to the targeted load-out schedule, as has been the practice in previous years. Contact Sonia Trejo at GES for further details at 562.356.3796.

Literature Only Shipments:

Do not ship literature or plastic bags for delivery to the convention center during move-in days. All literature and plastic bags must be shipped to the official decorator's warehouse. See Espresso for shipping information.

Literature Storage:

Since there is no storage area inside the convention center, literature, plastic bags, etc., will be stored in trailers outside the convention center. Exhibitors have two options:

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

Carpeting & Floor Coverings:

Flooring will be provided by the show producer. Should exhibitors want different flooring, exhibitors will need to arrange their own carpeting or alternative floor covering (See GES CARPET ORDER FORM in Espresso). United Maintenance is the show's official cleaning contractor and must exclusively handle daily vacuuming/cleaning (see United Maintenance Cleaning Order Form). Installation of carpeting must be complete prior to unloading of freight properties (exception: sub-floor construction).

Overtime Installation Work:

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

Vehicle Move-in:

Vehicle Move-in will begin on Monday, November 26th from 8am – 1pm.

Vehicle Move-Out:

No Exhibitor may attach plates, reconnect batteries or otherwise prepare vehicles for move-out until the halls have been cleared. No vehicle may be moved until Show Management grants permission.

Exhibit Completion:

All exhibits must be completed and "show ready" by 4:00pm on Monday, November 26th.

Exhibit Dismantling & Freight Load-out:

Dismantle will begin at 6:00pm on Tuesday, November 27th.

Working Wristbands:

AutoMobility LA will use wristbands for security and access purposes (during the set-up, tear down and non-show hours). Wristbands can be shipped in advance or picked up on site. A photo ID is required to pick up wristbands or any credentials. A Wristband Request Sheet will be sent out by Show Management at the end of August. The appropriate wristband must be worn and easily visible on the wrist in order to gain access to the exhibit hall.

It will be the responsibility of the supervisor to distribute the appropriate color wristbands to their working personnel.

Wristbands will be handled by Joceline Arnold:

joceline@laautoshow.com

RULES & REGULATIONS

Exhibitor agrees to abide by the Rules and Regulations stated within these Terms and Conditions, Rules and Regulations Included in the Exhibitor/s Kit and Rules and Regulations communicated to Exhibitor by Licensor in writing prior to or during the show. ***Exhibitor must submit floor plans to Licensor for review, in addition to isometric drawings and renderings whenever possible, no later than September 24th.*** Licensor will review floor plans as they relate to Licensor defined rules and regulations. Exhibitor must also submit floor plans to the Fire Marshall and the Los Angeles Convention Center for approval related to emergency egress, structure integrity, etc.

1. EXHIBIT STRUCTURES

All Structures and related sub-assemblies must be designed, assembled and configured so that the entire exhibit project and all related components are "structurally sound" and "seismically stable". Furthermore, all said structures must be designed and built as per all applicable national, state, local building and fire codes. The maximum height for exhibit structures is 12 feet.

2. OVERHEAD COVERING

Exhibitor must comply with Fire Department regulations for overhead coverings, which have been updated to allow for additional overhead scrims. Any fabric covering/canopy must have a CA Fabric Permit submitted to the Fire Marshall.

3. GROUND OR CEILING SUPPORTED LIGHTING & RIGGING

Ground or ceiling available pending approval by Kelly Green/ GES.

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

1. RIGGING, TRUSS ASSEMBLY & DISMANTLE

All rigging, truss assembly and dismantle must be arranged through Sonia Trejo. The date(s) and time of installation shall be prearranged and coordinated by GES.

2. RIGGING PLANS & LOAD CALCULATIONS

Submit all plans, drawings and load requirements to Joceline Arnold for review and approval no later than Monday, September 24th. Joceline Arnold can be reached at Joceline@laautoshow.com or via telephone 310.444.1850. Load requirements are to include the calculated weight at each hang point and the required electrical service (volts, amps, phase).

3. INSTALLATION SCHEDULE

Due to limited space and lift equipment, the installation schedule of said lighting will be

coordinated and established by Sonia Trejo. The date(s) and time of installation shall be determined as the labor requirements are known and on a first- come, first- served basis. Light focusing and ultimate dismantle shall be arranged in the same manner.

4. SIGNS, BANNERS AND PENNANTS

Floor supported branded/corporate signage that exceeds a height of 10 feet and a maximum width of 3 feet must be no closer than 5 feet from an aisle and/or a neighboring exhibit. Depending upon other dimensions and visual impact, hanging and/or floor-supported signs may be considered exhibit properties and subject to the easements outlined in this section. Corporate signage or other branding that goes "into" neighboring exhibits, from walls or structures along exhibit borders, must be identified on floor plans and preapproved by Licensor.

5. MOVING MECHANISMS

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

6. LUBRICATION SYSTEMS

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

7. ELECTRICAL WORK

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

8. EXHIBIT COMPLETION

Exhibits must be completed according to the schedule published by Licensor.

9. STAFFING AND PERSONNEL

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

RULES & REGULATIONS

10. DISPLAY VEHICLES

Contact Licensor for specific fire department regulations pertaining to compressed gaseous (propane, natural gas, hydrogen, etc.) fuel tanks.

- a. Batteries in exhibit vehicles must be, and remain, disconnected and the cables and terminals must be taped to prevent accidental starting of vehicles. In lieu of disconnecting the battery, Exhibitor may utilize an alternative starter prevent method, with prior approval from Licensor.
- b. Fuel tanks must not have more than 1/4 tank of fuel. Fuel tank caps must be securely taped or locking caps or fuel doors must be used. Vendors are to provide proper jacks/ lifting devices to move vehicles through public areas.
- c. Alarm systems must be deactivated.

11. PERFORMANCE OF MUSIC PROTECTED BY COPYRIGHT OR LICENSING AGREEMENTS

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

12. SOUND LEVELS

Show Management reserves the right to regulate and restrict exhibits to a reasonable noise level. No exhibitor shall produce peak or continuous sound levels exceeding 85dB, measured from any adjacent aisle or exhibit. The sound level limitation may be raised or lowered at the discretion of the Licensor.

13. PRESENTATIONS

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

- a. Video presentation content must be devoted exclusively to the business of the Exhibitor. Exhibitors will not be permitted to present live musical shows within their exhibit areas. This

restriction prohibits the use of live musicians and singers, but does not prohibit the use of narrators or dancers to demonstrate product features.

14. SECURITY

Licensor assumes no responsibility for loss or damage to vehicles or property, but may provide guards for general security. Should an exhibitor have a security concern the exhibitor may order security personnel to patrol their area, either during show hours or on a 24-hour basis. All security must be secured through LA Auto Show by contacting boothsecurity@laautoshow.com.

15. FOOD AND BEVERAGE

Levy Restaurants has an exclusive license to sell and handle all food at the LA Convention Center and Technology Pavilion. Exhibitors are not allowed to sell or offer complimentary food or beverage items unless pre-approved in writing by Licensor and arranged through Levy. Drinking fountains and water coolers, other than those permanently installed in the building are not permitted.

16. BALLOONS

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

17. DECALS

Decals and/or stickers may not be offered to attendees free of charge. Exhibitor may sell or include them with purchase of another item.

18. SPECIAL CHANGES

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

19. VIOLATIONS

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

Any matters not covered by these Rules & regulations or any exceptions thereto are subject to the sole discretion of Licensor.

AutoMobility LA™

AutoMobility LA Credentials:

AutoMobility LA will be held at the Los Angeles Convention Center on Monday, November 26th through Thursday, November 29 with a networking reception and open exhibits on Monday, November 26th, from 5pm-7pm and kickoff party from 7pm – 8:30pm inside the Technology Pavilion.

AutoMobility LA will be at the Los Angeles Convention Center on Tuesday, November 27th through Thursday, November 29th. Credentials and validation wristbands are required for admittance to AutoMobility LA. Main contacts for each manufacturer will receive a form to register personnel for credentials.

An additional form should be used to register product specialists. Passes for product specialists will be handled with Show Management directly. All service contractors working on behalf of an exhibitor must wear a wristband at all times.

- Credentialed name badges are valid for AutoMobility LA days only and are not valid during LA Auto Show's Public show days. Credentials are non-transferable. Validated wristbands will be issued on-site upon confirming identity of attendee by security.
- Requests received by the deadline will be sent to the main contact for advance distribution.
- Please request credentials for manufacturer personnel ONLY. No guests, spouses or minors under 18 years of age will be admitted.

Meeting Rooms & Event Space:

We are pleased to offer hospitality suites, meeting rooms, JW Marriot Meeting Space and special event space at the Los Angeles Convention Center. Please contact Mallory Weddon at mallory@laautoshow.com or call 310.444.1850

Insurance Requirements

Auto Exhibitor	\$ 2,000,000 per occurrence public liability \$ 2,000,000 per accident auto Liability
Test Drive Exhibitor	\$10,000,000 per occurrence in public \$10,000,000 per occurrence auto liability
Garage Hall	\$ 2,000,000 per occurrence in public liability
AutoMobility Exhibitor	\$ 2,000,000 per occurrence in public liability

The Certificate of Insurance (COI) must include the additional insured listed below:

ANSA Productions, Inc. DBA: AutoMobility LA; DBA: Los Angeles Auto Show

Greater Los Angeles New Car Dealers Association as Show Endorsers shall be named as additional insured's under each and such policy with respect to all liability coverage's. All Liability coverage's under each such policy shall be primary and non-contributory and include a waiver of subrogation in favor of ANSA Productions, Inc. DBA: AutoMobility LA; DBA: Los Angeles Auto Show Greater Los Angeles New Car Dealers Association as Show Endorsers.

Show dates are not required to be listed, but if needed, the following text may be used to include Move-Out, and show days: Friday, November 16, 2018- Friday, December 14, 2018.

All exhibitors must also carry Workers Compensation coverage with at least \$1,000,000 for employers liability. Coverage must also include a waiver of subrogation in favor of ANSA Productions, Inc. DBA: AutoMobility LA; DBA: Los Angeles Auto Show Greater Los Angeles New Car Dealers Association as Show Endorsers.

Please submit Certificate of Liability Insurance no later than September 5, 2018

The certificate holder must be listed as:

ANSA Productions, Inc. DBA: Los Angeles Auto Show DBA: AutoMobility LA
ATTN: Linda Ginoza
801 S. Grand Ave. Suite 375
Los Angeles, CA 90017

Each such Insurer shall issue an endorsement adding the Additional Insured's with respect to all coverage's, with 30 days' notice of cancellation to be given by the insurer to each Additional Insured. All-risk property insurance with a waiver of subrogation shall be obtained by Exhibitor's, covering the full value of all personal and business property in the custody of Exhibitor and its agents (including dull placement value, business interruption, and the loss-of-use coverage's). All claims for property damage, business interruption, loss of use of property, and all other similar losses, for which all-risk property insurance is required to obtain by Exhibitor under this Exhibitor Manual and Exhibitor License Agreement, are hereby waived to Licensor; to the Greater Los Angeles New Car Dealers Association



CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

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

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

Re: Friday, November 16, 2018 - Friday, December 14, 2018

ANSA Productions, Inc. DBA: AutoMobility LA; DBA: Los Angeles Auto Show

Greater Los Angeles New Car Dealers Association as Show Endorsers are named as additional insured.

Provisions for additional insured are outlined in the attached additional insured endorsement.

CERTIFICATE HOLDER

ANSA Productions, Inc.
 DBA: Los Angeles Auto Show
 DBA: AutoMobility LA
 Attn: Linda Ginoza
 801 South Grand #375
 Los Angeles, CA 90017

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



FIRE SAFETY: LA AUTO SHOW 2018

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

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

FLOOR PLANS

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

REGISTRATION & LOBBY AREAS

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

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

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

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

AISLES & EXITS

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

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

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

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

Petree Hall C/D / Concourse Hall E/F

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

Kentia Hall

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

Meeting Rooms

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

Technology Pavilion – Exhibits Use

(Valid for 2017 AutoMobility LA & LA Auto Show)

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

Technology Pavilion – Sessions/Non-Exhibit Use

(Valid for 2017 AutoMobility LA & LA Auto Show)

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

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

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

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

EXHIBIT BOOTHS

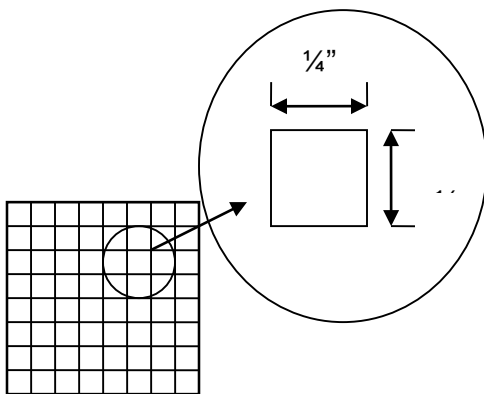
- Covered booths with a cover of at least 100 square feet, but NOT exceeding 750 square feet, shall be protected internally by a smoke detector that will sound a local alarm.
- Covered booths within West Hall AB, South Hall G-K, Technology Pavilion (Valid for 2017 AutoMobility LA & LA Auto Show) and Kentia Hall exceeding 750 square feet shall be protected by a LAFD approved automatic fire sprinkler system. These systems must be installed under permit from the Department of Building and Safety. All portions of the sprinkler system, including the "sprinkler riser" which supplies the water service to the booth, must be installed within the borders of the respective booth space. No portions of the sprinkler system, or any structures or barricades that protect said system are allowed in any portion of an aisle. Sprinkler systems cannot be installed in any other areas of the building. Please refer to Covered Areas and Structure under the LACC Operating Guidelines.
- Vehicles/boats on display that are FOR SALE as part of the particular type of show may not require sprinkler systems. Contact LAFD for permit and approval.
- The total amount of covered area allowed in any separate space such as an exhibit hall, meeting room, or public space is 10% (1/10) of the total usable space.
- Exhibitor booths are prohibited in corridors or lobbies.
- Booths that exceed 750 square feet of space with enclosed perimeter walls will require at least 2 separate exits. Additional exits may be required on a case-by-case basis. Capacity will be computed at 15 square feet per person.

COVERED AREAS

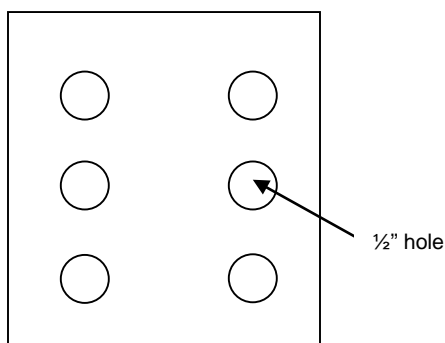
Booths and displays containing structures, canopies, lighting truss, or suspended items that are covered with fabric or solid materials exceeding an accumulated total of 750 sq. ft. may require the installation of an Automatic Fire Sprinkler System (AFSS). The following information will assist you in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

Defining Covered. The term “covered” is defined as any item consisting of covered elements in which the material used for creating the covering has cross sectional openings of less than ¼ inch in two dimensions, and/or a construction that results in less than 50% of the material being open.

Materials/components that are considered covered include standard scrim, sharks-tooth, smoke-out, deck structures, stairs, acoustic ceilings, etc. These common components are considered covered because the cross sectional opening of the material is less than ¼ inch.

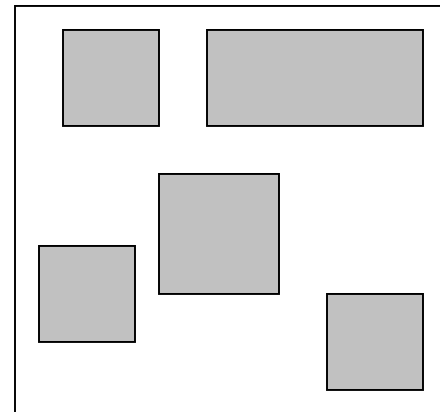


The unobstructed openings in the material must be at least ¼ inch in two directions.

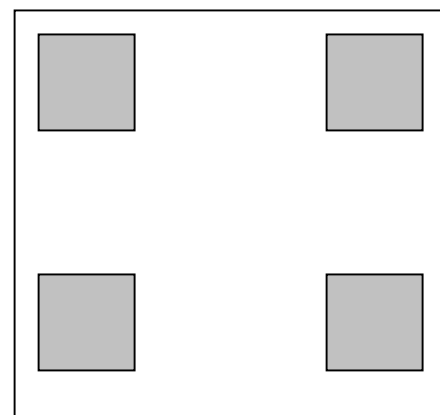


This is an example of steel plating with ½ inch holes. Even though the openings are greater than ¼ inch, this material is considered “covered” due to the majority of the material being covered (less than 50% is open).

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

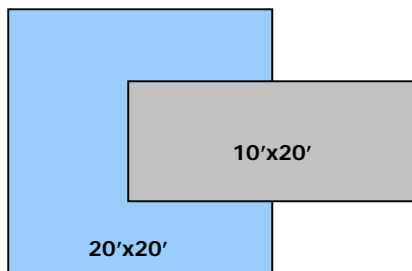


One (1) Covered Area
Covered structures with less than 10 feet of separation.



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

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



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

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

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

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

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

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

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

COVERED AREAS EXCEPTION – LA AUTO SHOW

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

This exception is valid for 2017 AutoMobility LA & LA Auto Show and is not valid for future events or bookings, unless specifically extended in writing by the Los Angeles Convention Center. This exception to the standard Covered Areas guideline is subject to change at any time.

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

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

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

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

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

SPECIAL PERMITS

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

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



- Use open flame and candles.

AUTOMOBILES / MOTOR VEHICLES

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

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

TENTS / CANOPIES

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

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

CANDLES / OPEN-FLAME

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

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



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

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

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

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

DÉCOR / COMBUSTIBLES

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

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

Combustibles. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

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

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

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



FLOOR PROTECTION: LA AUTO SHOW 2018

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



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

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



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



LASERS / FOGGERS: LA AUTO SHOW 2018

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

FOG & HAZE MACHINES

Please provide the following to your Event Manager:

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

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

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

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

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

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

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

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

LASERS

Please provide the following to your Event Manager:

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

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

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

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

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

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

For additional information, please contact:

LACC Event Services
Tel: 213.765.4656 / E-mail: eventservices@lacclink.com



TEMPORARY STRUCTURES: LA AUTO SHOW 2018

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

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

TEMPORARY STRUCTURE CRITERIA

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

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

DESIGN PLAN REQUIREMENTS

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

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

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

SUBMISSION PROCESS

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

STEP (2). Submit engineered plans, floor plan and concept designs to eventservices@laccink.com.

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

INSPECTIONS

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

GENERAL DESIGN GUIDELINES

Structural elements to consider include, but not limited to, the following. Please visit www.ladbs.org for complete information.

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

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

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

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

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

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

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

MOVING VEHICLES: AUTOMOBILITY LA 2018

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

It is the exhibitor's responsibility to design press productions and related elements in a manner that assures attendee safety. Exhibitors requesting to have moving vehicles during their press event must submit production designs to the Fire Marshal and Event Services for review and approval. Please note that moving vehicles are only allowed during the official AutoMobility LA 2017 dates.

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

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

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

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

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

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

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

Frank Keefer, Event Manager – fkeefe@lacclink.com
Clinton Pruiet, Fire Marshal – clinton.pruet@lacity.org
Lane Bensko, LA Auto Show – lane@LAautoshow.com

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



INDUSTRIAL LIQUID & CHEMICAL MSDS: LA AUTO SHOW 2018

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

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

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

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

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

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

SHOW NAME

EXHIBITING COMPANY

BOOTH #

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

CONTACT EMAIL

CONTACT CELL #

NAME OF LIQUID OR CHEMICAL (A):

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF MSDS ATTACHED? ☐ YES ☐ NO

NAME OF LIQUID OR CHEMICAL (B):

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF MSDS ATTACHED? ☐ YES ☐ NO

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

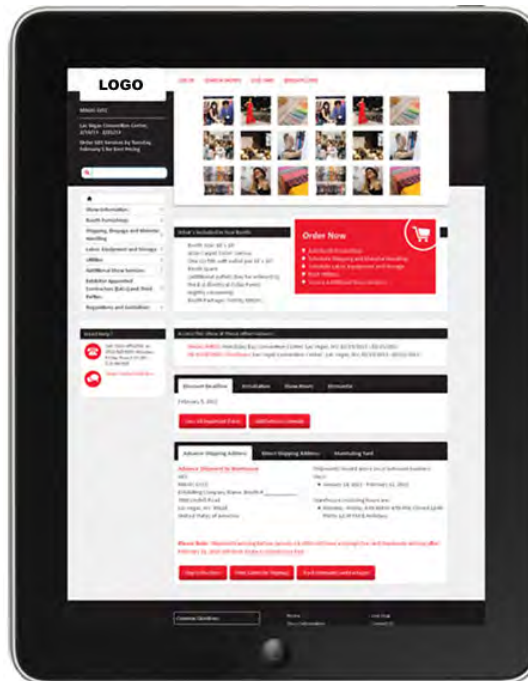
Exhibitors can:

- 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 ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/022601172/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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601172/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

Booth Size: 10' x 10', custom sizes available at an additional cost

Hardwall Booth: White

Facility Carpeted: No

Exhibit hall will be covered with special flooring, but exhibitors are allowed to order carpet or bring their own

Discount Deadline Date

Friday, November 2 GES orders must be received with payment by this date.

Exhibitor Move In

Saturday, November 24 8:00 AM - 4:30 PM
Sunday, November 25 8:00 AM - 4:30 PM
Monday, November 26 8:00 AM - 1:00 PM

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

Show Hours

Monday, November 26	5:00 PM - 7:00 PM	Exhibits & Networking Reception
	7:00 PM - 8:45 PM	Kick-Off Party
Tuesday, November 27	7:00 AM - 6:00 PM	AutoMobility LA Exhibits & Conferences
Wednesday, November 28	7:00 AM - 6:00 PM	AutoMobility LA & Vehicle debuts
Thursday, November 29	7:00 AM - 5:00 PM	AutoMobility LA & Vehicle debuts

Exhibitor Move Out

Tuesday, November 27 6:00 PM - 11:59 PM Technology Pavilion Exhibitor Move-Out

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

Empty Container Return

Tuesday, November 27 6:00 PM Start time for Empty Container Return.

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



Facility Clear

Tuesday, November 27 11:59 PM All exhibitor materials must be removed.

Carrier Pick Up Post-Show from Warehouse

Tuesday, December 4 8:00 AM Carrier pick-up post show from warehouse begins.

Wednesday, December 12 3:30 PM Carrier pick-up post show from warehouse ends.

In addition, carriers must be directed to pick up outbound shipments at the GES warehouse. Shipments that are loaded at the facility will be charged a surcharge.

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

Advance Shipments to Warehouse/ Post Show Pickup:

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

Shipments should arrive on or between:

October 22 - November 19, 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.

No Direct Shipping Notification:



Attention

Direct to showsite shipments **will not** be accepted at the Los Angeles Convention Center.

All exhibit materials must be sent in advance to the GES warehouse. Los Angeles Convention Center does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Los Angeles Convention Center will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Los Angeles Convention Center for any items sent directly to the Los Angeles Convention Center.

Important Freight Information

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the Los Angeles Convention Center absolutely no Direct Shipments are permitted to this facility.

Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at 5560 Katella Ave, Cypress, CA 90630, starting October 22, 2018 until November 19, 2018.

Outbound Freight

For Outbound shipments, carriers must pick up all shipments at the GES Advanced Receiving Warehouse at 5560 Katella Ave, Cypress, CA 90630, starting December 4, 2018 at 8:00 AM.

All Shipments must be picked up no later than December 12, 2018 by 3:30 PM or they will be re-routed via GES Logistics.

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

If you have any questions regarding this procedure, please call the GES National Servicer or contact us:
<http://e.ges.com/022601172/contactus/esm>

30% (\$50 minimum) surcharge will apply for shipments inadvertently delivered directly to the facility.

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General Information

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

AutoMobility LA
Los Angeles Convention Center
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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/022601172/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 Servicer® 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/022601172/contactus/esm>

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

Exhibitor Services

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

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



Tips for New Exhibitors

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of November 2, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022601172/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/022601172/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/022601172/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	CHIPS Address: 0959	
(702) 914-5112		

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at 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/022601172/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/022601172/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/022601172/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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 2018

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

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/022601172/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

GES
Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

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

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check

Payment

Total Credit

Card Payment

MM/DD/YY

Check Dated

\$
\$

Review and Return

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

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



Domestic Third Party Billing Request

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 2018

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

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

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

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

Please Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print

Date _____

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

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

☐ Audio Visual ☐ Booth Cleaning ☐ Electrical Outlets ☐ Electrical Labor ☐ GES Logistics ☐ I & D Labor
☐ Material Handling ☐ 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

[illegible]

Expiration Date

MM/YV

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

**Please
Sign**

X

Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print

Date _____

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

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

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



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

Form Deadline Date:
November 2, 2018

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

Exhibiting Company Name

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

Exhibiting Company Authorized Signature

Date _____

Third Party Company Name _____

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

Cardholder Name - Please Print

Third Party Cardholder's Signature

Date _____



Carpet

Standard

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

Includes:

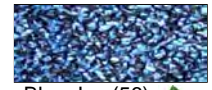
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



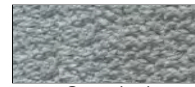
Black (41)



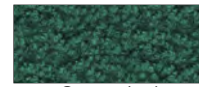
Blue (42)



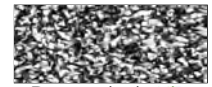
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



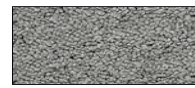
Red (49)

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:

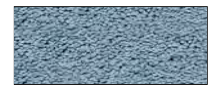
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



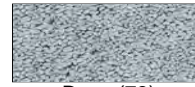
Cement (70)



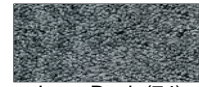
Charcoal (71)



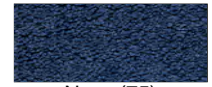
Cobalt (72)



Dove (73)



Lava Rock (74)



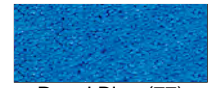
Navy (75)



Onyx (76)



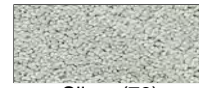
Red (49)



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)



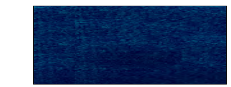
Cabernet (82)



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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



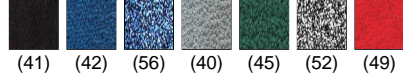
Easy Ordering Tips:

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

Carpet

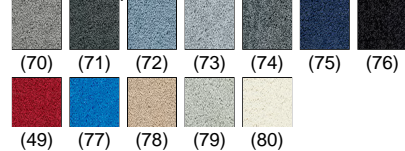
Standard Color Options

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



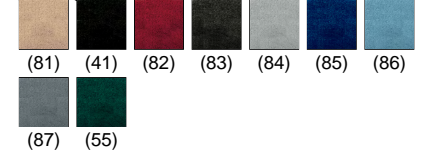
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		196.00	294.00		\$
5002	Pre-Cut Standard Carpet 10'x20'		385.00	578.00		\$
5003	Pre-Cut Standard Carpet 10'x30'		594.00	891.00		\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total	
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		3.73	5.60		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		5.20	7.80		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		6.30	9.45		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.07	3.10		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		1.06	1.59		9.5	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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



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

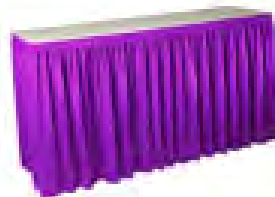
Skirted Tables



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)



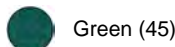
Black (41)



Blue (42)



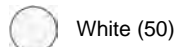
Gray (40)



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

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/022601172/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	92.50	139.00		\$
300052	Padded Chair	119.00	179.00		\$
300053	Padded Stool	148.00	222.00		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	273.00	410.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	273.00	410.00		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		160.00	240.00		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		176.00	264.00		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		197.00	296.00		\$
3007	Table, Skirt 4th Side		63.50	95.25		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	128.00	192.00		\$
300600	Table 6', Unskirted, 24" x 30" High	142.00	213.00		\$
300800	Table 8', Unskirted, 24" x 30" High	158.00	237.00		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		176.00	264.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		206.00	309.00		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		234.00	351.00		\$
3017	Counter, Skirt 4th Side		73.75	111.00		\$



Select size: 6' Counter _____ 8' Counter _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	142.00	213.00		\$

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
November 2, 2018

Company Name	Email	Phone Number	Booth Number
301600	Counter 6', Unskirted, 24" x 42" High	165.00	248.00
301800	Counter 8', Unskirted, 24" x 42" High	188.00	282.00

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	63.50	95.25		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	46.00	69.00		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	83.00	125.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	63.50	95.25		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		19.15	28.75		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		23.10	34.75		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	662.00	993.00		\$
300074	Display Case 4', Full View	642.00	963.00		\$
300075	Display Case 4', Half View	642.00	963.00		\$
300076	Display Case 4', Quarter View	642.00	963.00		\$
300078	Display Case 5', Full View	662.00	993.00		\$
300079	Display Case 5', Half View	662.00	993.00		\$
300080	Display Case 5', Quarter View	662.00	993.00		\$
300082	Display Case 6', Full View	679.00	1,020.00		\$
300083	Display Case 6', Half View	679.00	1,020.00		\$
300084	Display Case 6', Quarter View	679.00	1,020.00		\$
300088	Display Case 7', Vertical	888.00	1,330.00		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	5.65	8.50		\$
300123	Aisle Stanchion, without Chain	55.50	83.25		\$
300103	Aluminum Easel	73.75	111.00		\$
300111	Bag Stand	102.00	153.00		\$
300102	Coat Rack	102.00	153.00		\$
300104	Garment Rack	102.00	153.00		\$
300106	Literature Rack	163.00	245.00		\$
300201	Pegboard, White, 4'x8'	176.00	264.00		\$



Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	405.00	608.00		\$
300228	Rope Velvet, per foot	4.70	7.05		\$
300131	Security Cage, Large, without Lock	566.00	849.00		\$
300132	Security Cage, Small, without Lock	377.00	566.00		\$
300120	Sign Holder, Bell Base	92.50	139.00		\$
300108	Sign Holder, Chrome, 22"x28"	92.50	139.00		\$
300211	Tackboard	187.00	281.00		\$

A-1 032618 092818 022601172



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:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

	Select alignment: Horizontal _____ Vertical _____				
300112	Ticket Tumbler, Small, Table Top	160.00	240.00		\$
300113	Wastebasket	23.10	34.75		\$
300118	Waterfall Stand	102.00	153.00		\$

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/022601172/electrical/esm>



- 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.

092818 022601172

A-1 032618

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

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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



305043 - Stool,
Drafting, 25"L 26"D
34"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



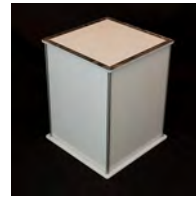
305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



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

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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/022601172/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	842.00	1,170.00		\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,240.00	3,110.00		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	778.00	1,080.00		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	310.00	430.00		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	562.00	843.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	603.00	905.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	362.00	543.00		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	756.00	1,050.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,870.00	2,600.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,040.00	1,560.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,200.00	1,800.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,200.00	1,800.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,540.00	2,310.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	721.00	1,080.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	553.00	830.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	698.00	1,050.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	468.00	702.00		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	756.00	1,050.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305225	Baja Chair, 36"L 30.5"D 28"H	684.00	950.00		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	569.00	854.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	852.00	1,280.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	928.00	1,390.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	372.00	558.00		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	332.00	498.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	386.00	579.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	475.00	713.00		\$

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Specialty Furniture Order Form

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

Discount Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Club Chairs

305102	Munich Corner Chair, 26"L 27"D 28.5"H	598.00	830.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	776.00	1,160.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	776.00	1,160.00		\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	322.00	483.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	128.00	192.00		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	128.00	192.00		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	160.00	240.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	116.00	174.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	77.00	116.00		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	156.00	234.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	377.00	566.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	389.00	584.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	160.00	240.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	241.00	362.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	116.00	174.00		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	576.00	800.00		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	238.00	330.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	294.00	408.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	226.00	314.00		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	226.00	314.00		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	598.00	830.00		\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	114.00	158.00		\$
305441	Zenith Chair, 19"L 22"D 32"H	289.00	402.00		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	522.00	725.00		\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	522.00	725.00		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	522.00	725.00		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	522.00	725.00		\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	423.00	635.00		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	423.00	635.00		\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	94.00	141.00		\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	94.00	141.00		\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	374.00	520.00		\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	238.00	330.00		\$

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Seating - Ottomans

305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	238.00	330.00		\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	238.00	330.00		\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	238.00	330.00		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	268.00	402.00		\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	140.00	195.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	162.00	225.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	129.00	194.00		\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	162.00	225.00		\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	151.00	227.00		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	486.00	675.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	260.00	390.00		\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	360.00	500.00		\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	360.00	500.00		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	289.00	434.00		\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	356.00	495.00		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	565.00	848.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	423.00	635.00		\$
305043	Stool, Drafting, 25"L 26"D 34"H	207.00	311.00		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	303.00	455.00		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	303.00	455.00		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	303.00	455.00		\$

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Seating - Barstools

305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	303.00	455.00		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	174.00	261.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	174.00	261.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	106.00	159.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	106.00	159.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	106.00	159.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	106.00	159.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	317.00	476.00		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	317.00	476.00		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	137.00	206.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	409.00	614.00		\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	372.00	558.00		\$
305259	Christopher Barstool, 19"L 15"D 41"H	308.00	462.00		\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	331.00	460.00		\$
305006	Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H	371.00	515.00		\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	241.00	335.00		\$
305440	Zenith Barstool, 19"L 20"D 44"H	377.00	524.00		\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	443.00	615.00		\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou	331.00	460.00		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	458.00	636.00		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	331.00	460.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	343.00	477.00		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,140.00	1,710.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	534.00	742.00		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	385.00	535.00		\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H	242.00	363.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	325.00	488.00		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	283.00	425.00		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	325.00	488.00		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	385.00	578.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	242.00	363.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	283.00	425.00		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	325.00	488.00		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	385.00	578.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	242.00	363.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	173.00	260.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	220.00	330.00		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	157.00	236.00		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	212.00	318.00		\$

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Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	385.00	535.00		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	385.00	535.00		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	331.00	460.00		\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	455.00	633.00		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	532.00	739.00		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	385.00	535.00		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	332.00	498.00		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	254.00	381.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	311.00	467.00		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	332.00	498.00		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	388.00	582.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	254.00	381.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	311.00	467.00		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	332.00	498.00		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	388.00	582.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	254.00	381.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	190.00	285.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	233.00	350.00		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	180.00	270.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	224.00	336.00		\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,040.00	1,450.00		\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H	1,400.00	1,945.00		\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H	1,400.00	1,945.00		\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	478.00	665.00		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	414.00	575.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	362.00	503.00		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	432.00	600.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	469.00	704.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	469.00	704.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	260.00	390.00		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	256.00	384.00		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	309.00	464.00		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	358.00	537.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	358.00	537.00		\$

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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	457.00	635.00		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	346.00	480.00		\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	331.00	460.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	321.00	446.00		\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	324.00	450.00		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	373.00	560.00		\$
305273	Table, Aura, White Metal, 15" Round 22"H	128.00	192.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	122.00	183.00		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	232.00	348.00		\$
305211	Table, End, Oliver, 22" Round 22"H	224.00	336.00		\$
305046	Table, End, Silverado, 24" Round 22"H	289.00	434.00		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	260.00	390.00		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	260.00	390.00		\$
305275	Table, Timber, Wood, 16" Round 17"H	151.00	227.00		\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	986.00	1,370.00		\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	846.00	1,175.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	664.00	923.00		\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	612.00	850.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	806.00	1,120.00		\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	774.00	1,075.00		\$
305001	Atomic Table, 36"RND 30"H	410.00	570.00		\$
305002	Atomic Table, 42"RND 30"H	410.00	570.00		\$
305410	Madison Conference Table, 42"RND 29"H	604.00	839.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	98.75	148.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	272.00	408.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	459.00	689.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	287.00	431.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	459.00	689.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	378.00	567.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	308.00	462.00		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	242.00	363.00		\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,400.00	5,100.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,270.00	1,910.00		\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	494.00	687.00		\$

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Product Display					
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	399.00	599.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	477.00	716.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	399.00	599.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	477.00	716.00		\$
305045	Posh Shelving, 36"L 18"D 72"H	500.00	695.00		\$

Office and Utility Furniture					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	290.00	435.00		\$
305416	Madison Credenza, 60"L 20"D 29"H	835.00	1,160.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	755.00	1,050.00		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	684.00	950.00		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H	648.00	900.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	216.00	300.00		\$

Lamps					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	304.00	456.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	224.00	336.00		\$

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

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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AutoMobility LA

Los Angeles Convention Center

November 26 - 29, 2018

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



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

Graphics

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

Suitable programs for images or logos:

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

Color

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



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



Vector Artwork

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

preferred* AI/EPS (vector)

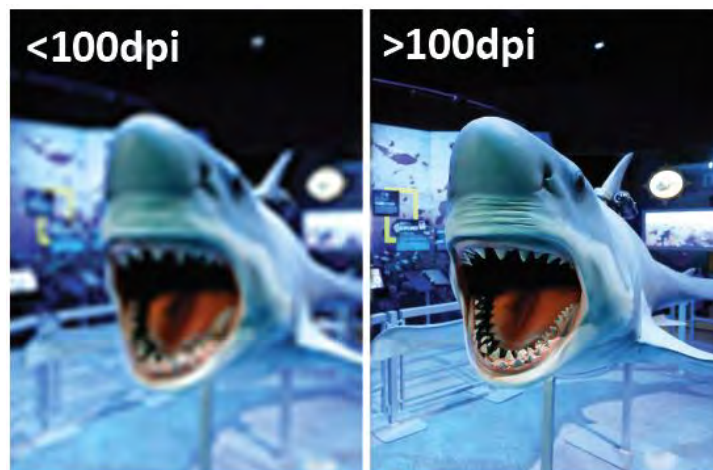


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/022601172/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>



AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Text

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

Editable Text



Outlined Text - preferred*

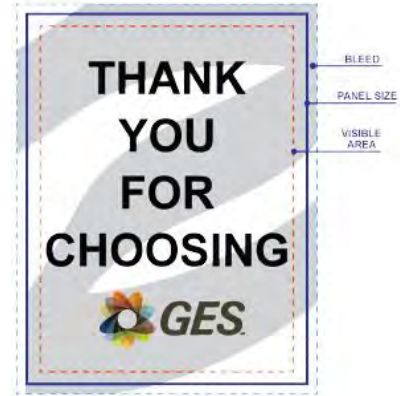


Final Print package should contain:

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

Allow for Frames & Finishing

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



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



Graphics and Signage Order Form

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online: <https://e.ges.com/022601172/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	252.00	378.00		9.5	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	194.00	291.00		9.5	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	205.00	308.00		9.5	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	371.00	557.00		9.5	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	229.00	344.00		9.5	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	486.00	729.00		9.5	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	342.00	513.00		9.5	\$
601099	Printed Cardboard Base for Freestanding Boards	22.35	33.50		9.5	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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



Standard Graphics

38" Ad Board



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

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

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

24" Ad Board



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

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

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

22" x 28" with Sign Holder



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

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

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

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

Material Handling/Drayage Information

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

AutoMobility LA
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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.

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.

Get an instant quote today at https://e.ges.com/022601172/logistics_Quote

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



Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicer[®] 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 Servicer[®]. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

Measure of Damage

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

Insurance

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

Work Zone

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






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Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: https://e.ges.com/022601172/logistics_quote

Discount does not apply to shipments that are considered small packages, local, truckloads, or shipments over 5,000 lbs.

Material Handling/Drayage Order Form

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$95.00 cwt	\$123.50 cwt
Straight Time In / Overtime Out	\$123.00 cwt	\$159.90 cwt
Overtime In / Overtime Out	\$152.00 cwt	\$197.60 cwt

Advance Shipments to Warehouse Dates:

Mon, Oct 22, 2018: Advance shipments may begin arriving at warehouse.

Mon, Nov 19, 2018: Last day for shipments to arrive at warehouse.

Carpet Handling

Straight Time In / Straight Time Out	\$152.00 cwt
Straight Time In / Overtime Out	\$196.80 cwt
Overtime In / Overtime Out	\$243.20 cwt

No Direct Shipping Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to showsite shipments will not be accepted at the Los Angeles Convention Center. Los Angeles Convention Center does not have the capabilities to receive nor have adequate storage space for exhibitor materials. Any materials shipped to the Los Angeles Convention Center will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by the Los Angeles Convention Center for any items sent directly to the Los Angeles Convention Center.

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$50.50. Each additional package will be charged \$25.25.

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Estimate Order

Small Packages

____ 1 1st Small Package Shipment x \$50.50 = _____ Total

____ # of additional packages (each) x \$25.25 = _____ Total

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To Warehouse:

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the advance shipment timeline. This charge will also apply if shipments are sent to the facility. Monthly storage fee of \$7.75 per CWT will apply before published timeline.

Special Handling/Mixed Shipments:

A 30% surcharge will apply to items requiring special handling or mixed shipments.

Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the warehouse by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

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

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

AutoMobility LA

Name of Exhibition

022601172

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, Oct 22, 2018 - Monday, Nov 19, 2018

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

AutoMobility LA

Name of Exhibition

022601172

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Monday, Oct 22, 2018 - Monday, Nov 19, 2018

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:15 PM - 12:45 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 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 November 2, 2018.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/022601172/prePrint/esm>

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

Company/Consignee	Attention			
1201 South Figueroa Street	Los Angeles	CA	90015	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

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

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



Warehouse Storage - Before and After Show

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

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

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

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

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

Storage Rates Are As Follows:

Monthly Storage (does not include Return to Warehouse charges)	minimum charge of \$77.50 per month or	\$7.75 cwt.
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Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling	(1000 lb. minimum)	\$16.50 cwt.
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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/022601172/contactus/esm>

Freight Service Questionnaire

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 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/022601172/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

_____ lbs.

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

_____ lbs.

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

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

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

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



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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one (1) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	150.75	188.50	226.25			\$
705000	Install & Dismantle, ST Move Out	150.75	188.50	226.25			\$
705000	Install & Dismantle, OT Move In	264.00	330.25	396.50			\$
705000	Install & Dismantle, OT Move Out	264.00	330.25	396.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601172/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/022601172/laborchecklist/esm>

GES will supervise labor to:

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

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

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

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Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



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

Option 2

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

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

Move In

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

Move Out

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

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at (866) 225-8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by November 2, 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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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 (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	550.50	688.00	826.00			\$
705300	High Lift, ST Move Out	550.50	688.00	826.00			\$
705300	High Lift, OT Move In	716.00	895.00	1,070.00			\$
705300	High Lift, OT Move Out	716.00	895.00	1,070.00			\$

Supplied rigging hardware is chargeable and will be added to invoice

Ground Crew

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	124.50	156.00	187.00			\$
705020	Sign Assembly, OT Move In Only	193.00	241.00	290.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022601172/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



Hanging Sign / Truss Labor Order Form

Page 2 of 4

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:
November 2, 2018

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 lb will require a 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 rigging plans? _____

Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

Hoists

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? _____

- ☐ Exhibitor Owned ☐ GES Rental

Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES 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.

Your hanging sign received in the Advanced Warehouse will be hung prior to your arrival only if GES has all of the required information.

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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Hanging Sign / Truss Labor Order Form

Page 3 of 4

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:
November 2, 2018

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 _____

Total Truss/Lighting Weight _____ lbs

Height

Number of feet from floor to top of sign:

_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

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. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

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

Location of Truss

☐ Aerial/Flown ☐ Ground Supported

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

Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? _____

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, 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.

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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.

Discount Deadline Date:
November 2, 2018

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

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 18 hour notice shall be charged a 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. 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.

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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Booth Layout - Hanging Signs

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

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

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



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



FROM:



TO:

Full Exhibiting Company Name at Show

AutoMobility LA

Name of Exhibition

0220601172

Booth Number

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

Shipment Should Arrive on or Between:

Monday, Oct 22, 2018 - Monday, Nov 19, 2018

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

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

Full Exhibiting Company Name at Show

AutoMobility LA

Name of Exhibition

0220601172

Booth Number

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

Shipment Should Arrive on or Between:

Monday, Oct 22, 2018 - Monday, Nov 19, 2018

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

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Sign and/or truss points exceeding 200 lbs. will require a hoist.**
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.

Step 1. Order Chain Hoists

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	323.00	485.00		\$
702132	Hoist, Electric Chain, 1/2 TON	267.00	401.00		\$
702131	Hoist, Electric Chain, 1/4 TON	240.00	360.00		\$
702134	Hoist, Electric Chain, 2 TON	376.00	564.00		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	203.00	305.00		\$
609106	Rotating Motor 250#	267.00	401.00		\$
609105	Rotating Motor 500#	337.00	506.00		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	22.25	33.50		\$
608132	Truss, 12" Box, Silver, Per Foot	20.20	30.25		\$
608135	Truss, 12" Corner Block, Black	121.00	182.00		\$
608136	Truss, 12" Corner Block, Silver	108.00	162.00		\$
608133	Truss, 20" Box, Black, Per Foot	25.50	38.25		\$
608134	Truss, 20" Box, Silver, Per Foot	23.55	35.25		\$
608138	Truss, 20" Corner Block, Black	135.00	203.00		\$
608137	Truss, 20" Corner Block, Silver	121.00	182.00		\$

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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.

Discount Deadline Date:
November 2, 2018

Company Name

Email

Phone Number

Step 2. Please Indicate Service

Option 1

- ☐ Exhibitor Supervised (Do not proceed)
- 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.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
 - This option is highly recommended so that work can be completed prior to your arrival onsite.
 - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

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.

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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Audio Visual Order Form

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 2018

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- Electrical labor and outlets are not included, please order separately.
- If you order after the discount deadline date we may need to substitute the item, based on availability.
- Please include Booth Layout form for placement of items.
- Orders over \$3,000 require a custom labor quote.
- A 25% (\$125.00 minimum) will be added to the final invoice for handling charges.

Step 1: Order Audio Visual Item(s)

LCD/LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700831	19" 1920 x 1200 LCD Monitor	95.00	143.00		\$
700830	24" 1920 x 1200 LCD Monitor	150.00	225.00		\$
700855	32" 1920 x 1200 LCD Monitor	395.00	593.00		\$
700854	40" 1920 x 1080 LED Monitor	595.00	893.00		\$
700853	46" 1920 x 1080 LED Monitor	745.00	1,120.00		\$
700852	55" 1920 x 1080 LED Monitor	1,045.00	1,570.00		\$
700851	60" 1920 x 1080 LED Monitor	1,595.00	2,390.00		\$
700887	70" 1920 x 1080 LED Monitor	1,800.00	2,400.00		\$
700850	80" 1920 x 1080 LED Monitor	1,995.00	2,990.00		\$
700866	90" 1920 x 1080 LED Monitor	4,050.00	5,400.00		\$

Touchscreen Monitors

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

LED Panel

Item Code	Description	
700870	Barco C5 (5mm)	Call for Quote
700873	Barco i10 (10mm)	Call for Quote
700871	Barco i6 (6mm)	Call for Quote
700872	Barco i8 (8mm)	Call for Quote
700869	Revolution Displays RD3 (3mm)	Call for Quote

LED Panel - Creative

Item Code	Description	
700891	LEDigami Walpaper 10 (10mm)	Call for Quote
700875	PixelFlex 18 (18mm)	Call for Quote
700876	PixelFlex 37 (37mm)	Call for Quote
700874	WinVision 9HD (9mm)	Call for Quote

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Audio Visual Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Monitor Accessories

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

Computers

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

Computer Accessories

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

Printers

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

Booth Speaker Systems

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

Booth Mixers

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

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Audio Visual Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Microphones/Computer Audio

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

Step 2: Calculate Handling Charges Surcharge

Please calculate 25% into your total payment for handling surcharges. This is a required charge and will be added to your final invoice.

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.

Electrical Checklist

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 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.

AutoMobility LA

Los Angeles Convention Center

November 26 - 29, 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

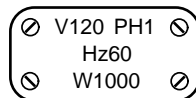
Page 1 of 3

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

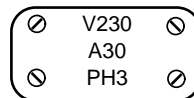
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How do I know how much power I need?

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



120 Volt Single Phase
60 Cycle
1000 Watts



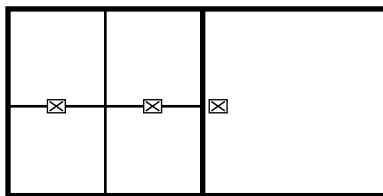
230 volts
30 Amps
3 Phase

Is this price listed for power per day?

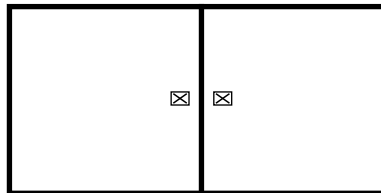
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

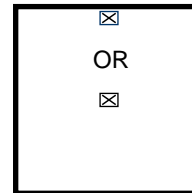


Inline Booths



Peninsula Booths

Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

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

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

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

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

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

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

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

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

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

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

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

How do I know if my Hanging Sign is Electrical?

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

Electrical Outlets Order Form

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AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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	154.00	231.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	203.75	254.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	250.00	375.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	500.00	750.00		\$

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"/>	435.25	652.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	647.00	808.75		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	900.00	1,350.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	943.50	1,179.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,347.75	1,684.75		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	1,768.00	2,431.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,471.00	3,088.75		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	4,852.25	6,065.25		\$

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

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

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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



24 Hour Electrical Outlets Order Form

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AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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	308.00	462.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	407.50	509.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	500.00	750.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	1,000.00	1,500.00		\$

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"/>	870.50	1,305.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,294.00	1,617.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,800.00	2,700.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,887.00	2,358.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,695.50	3,369.50		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	3,536.00	4,862.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,942.00	6,177.50		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	9,704.50	12,130.50		\$

* 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.

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.



Electrical Floorwork Labor Order Form

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AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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	91.50	114.50	143.00			\$
705060	Electrical, OT	183.00	228.75	286.00			\$
705060	Electrical, Night Rate	274.50	343.25	429.00			\$

Step 2. Please Indicate Service



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

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

Floor Work (Under Carpet Electrical Distribution)

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

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

Is there more than one (1) main drop location?

_____ Yes _____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

Form Continues on Next Page



Electrical Floorwork Labor Order Form

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Discount Deadline Date:
November 2, 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.



Electrical Booth Work Labor Order Form

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Los Angeles Convention Center
November 26 - 29, 2018

Discount Deadline Date:
November 2, 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	91.50	114.50	143.00			\$
705061	Electrical, OT	183.00	228.75	286.00			\$
705061	Electrical, Night Rate	274.50	343.25	429.00			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift, ST	406.75	504.50	602.50			\$
705300	High Lift, OT	590.75	721.00	850.50			\$
705300	High Lift, Night Rate	813.25	978.25	1,173.00			\$

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:
November 2, 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 (½) hour increments per worker.

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

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

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

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

Dismantle

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

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

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

Please Sign	X
	Authorized Signature
	Authorized Name - Please Print
	Date

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

Total Payment Enclosed	\$
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By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



Booth Layout - Electrical

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

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
November 2, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V _____ AMPS



208 V Single Phase _____ AMPS



208 V Three Phase _____ AMPS



480 V Three Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: _____)

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate
Adjacent
Booth or
Aisle Number:

Indicate
Adjacent
Booth or
Aisle Number:

Front of (indicate adjacent booth or aisle number: _____)

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

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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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
October 25, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

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

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

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

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://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.



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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

Form Deadline Date:
October 25, 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), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), AutoMobility LA (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and GES harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with GES.
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 2018

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

Authorized Signature of EAC:

Please
Sign

X

Authorized EAC's Signature

Authorized EAC's Name - Please Print

Date

Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip/Postal Code: _____

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature


Authorized Name - Please Print

Date

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ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/18	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE				
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000		
	FIRE DAMAGE (Any one fire) \$ 50,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$1,000,000						
	GENERAL AGGREGATE \$2,000,000						
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"/> _____	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT \$1,000,000		
	(Ea accident)						
	BODILY INJURY \$						
	(Per person)						
	BODILY INJURY \$						
C	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/18	01/01/19	PROPERTY DAMAGE \$		
	(Per accident)						
	AUTO ONLY-EA ACCIDENT						
	OTHER THAN \$						
	AUTO ONLY: \$						
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000		
	AGGREGATE \$1,000,000						
	\$						
	\$						
	\$						
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	X WC STATU- ORY LIMITS OTHER		
	E.L. EACH ACCIDENT \$1,000,000						
	E.L. DISEASE-EA EMPLOYEE \$1,000,000						
	E.L. DISEASE -POLICY LIMIT \$1,000,000						
	Each Occurrence & Aggregate						
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES (Official Service Provider), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), Los Angeles Convention Center (Facility), and AutoMobility LA (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: November 26 - 29, 2018 at city of Los Angeles.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118		SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS					
		AUTHORIZED REPRESENTATIVE 					

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), ANSA PRODUCTIONS, INC DBA LA AUTO SHOW (Show Management), AutoMobility LA (Show) and Los Angeles Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be GES

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit Certificate of Insurance for EAC here: <https://www.certfocus.com/expresso/>
 *There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES



Show Site Work Rules

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

AutoMobility LA

Los Angeles Convention Center
November 26 - 29, 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.

AutoMobility LA
Los Angeles Convention Center
November 26 - 29, 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.

AutoMobility LA

Los Angeles Convention Center

November 26 - 29, 2018

The following are the Los Angeles Fire Department's minimum safety requirements for flat trade commercial and other type shows and shall apply whether the exhibit is open or closed to the public.

Fire Department – Applications for a special permit for the following shall be made fifteen (15) days in advance of the show.

1. Display and operate any heater, barbecue, heat-producing or open-flame device, candles, lamps, lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which is deemed hazardous by the Fire Department.
3. Use or store flammable liquids, compressed gases or dangerous chemicals. 4. Display or use any internal combustion engine.

BOOTHS

The Fire Department may require that any booth more than 8 feet in height and employing materials more than ¼ inch in thickness is of plywood, or 3/8 inch of fiberboard, used in the horizontal run of the ceiling construction, be constructed under permit from the Department of Building and safety. This does not apply to peripheral or other framework which provides support for drapery, plastic, or other approved lightweight materials used in the ceiling. Effective June 13, 1977, fire sprinkler systems will be required for covered exhibits over 750 square feet. This was changed from the previous requirement of 300 square feet.

FLAME RETARDANT TREATMENT

All decorations, drapes, signs, banners, acoustical materials, hay, straw, moss, split bamboo, plastic cloth, and similar decorative materials shall be rendered flame retardant and labeled in accordance with the provisions of Title 19. Canvas, cloth, cardboard, leaves, or similar combustible materials shall not be used in construction of ceilings for longer than thirty (30) days, and shall be completely flame retardant.

Combustible wood materials ¼ inch or more in thickness, glass or asbestos cloth may be used without flame retardant treatment.

Oilcloth, tar paper, sisal paper, nylon, Orlon, and certain other plastic materials cannot be made flame retardant, and their use is prohibited.

All flame proofing shall be performed by a person certified by the State Fire Marshal's Office.

No person or firm shall apply a flame-retardant chemical on a job unless the person or firm and the chemical are registered with, and approved by, the State Fire Marshal.

Prior to applying a flame-retardant chemical to any booth or exhibit, the registered Flame Retardant Application Concern shall first notify the manager of the property and show his State Fire Marshal Registration.

After every job of applying a flame retardant chemical by a registered Flame Retardant Application Concern, an approved Certificate of Flame Resistance shall be furnished to the person or concern for what the work was done and shall be displayed in the booth or exhibit until the close of the show.

COMBUSTIBLES

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.

Combustible waste materials, empty cardboard boxes, etc., shall be deposited in metal containers with metal lids until removed from the building. Show management shall assume responsibility for adequate janitorial and rubbish pickup service performed daily. Show management shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

Your cooperation in furnishing this information to all parties whom may be contemplating a show or exhibit will be appreciated. For additional information, contact the Public Safety Section of the Fire Prevention Bureau, (213) 978-3650.

EXHIBIT CONSTRUCTION

All Exhibits must conform to the following regulations as outlined by the Los Angeles Department of Building and Safety

A. Building Permits are required for:

1. Booths, partitions, and displays under the following conditions:

- a) Over 12' in height.
- b) When constructed in a manner, which would restrict or obstruct the proper operation of an existing fire sprinkler system, such as a roof or ceiling.
- c) When plans and/or calculations by a licensed engineer are necessary to insure structural stability.

B. When Building Permits are required:

1. Two (2) sets of construction plans are required which clearly indicated:

- a) The job address.
- b) Location of the proposed exhibit in relationship to the site, adjacent exhibits, and the building (Show Floor Plan).
- c) Plan view, section view elevations and any other specifications necessary to determine the height, type, size, and use of the structure.
- d) The materials used in construction, and how it will be construed to conform to the provisions of the Building Code.

2. The Building and Safety Department may require computations prepared by an engineer or architect licensed by the State of California to accompany the plans.

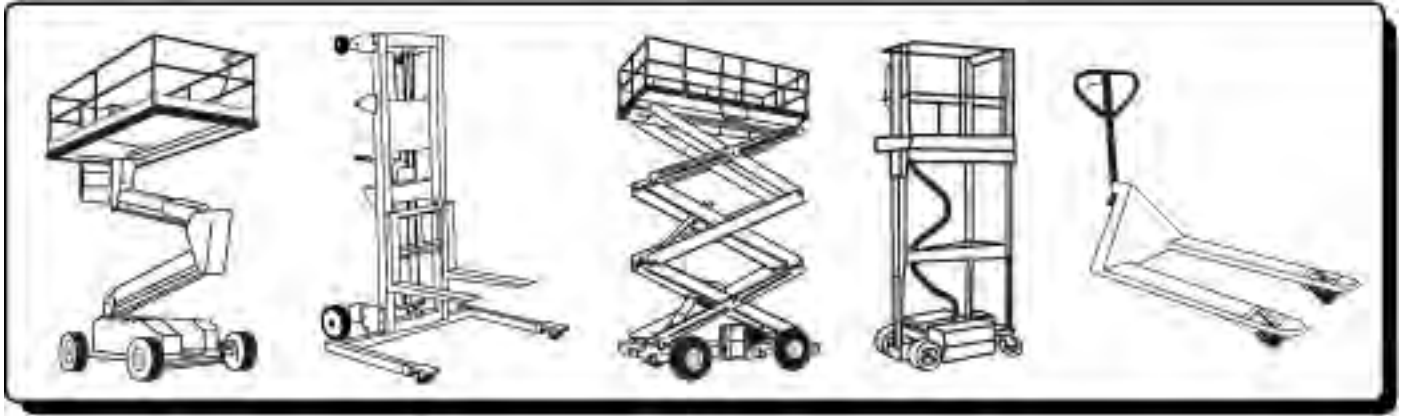
C. To secure a Building Permit:

1. Secure clearance from the Los Angeles Fire Department, Public Assembly Inspector, 9th floor, City Hall East, (213) 485-6048 or 485- 6050.
2. File two (2) sets of plans that bear Fire Department approval stamp with the Department of Building and Safety, Conservation Bureau Plan Check, Room 425, City Hall, 200 North Spring Street, Los Angeles, CA 90012, (213) 485-7811.
3. Plan check hours are 8:00 A.M. to 4:00 P.M. Plans should be filed as early as possible, but at least five (5) days before construction work is to begin. Questions can be directed to: Special Projects Division, Engineering Conservation Bureau (213) 485-7811.

Operation of All Mechanical Lifts

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

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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GES Terms and Conditions of Contract

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

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

I. Definitions

GES: 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).

IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

Payment for Services: GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

Third Party Billing: Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

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