

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.

E3 2020

Los Angeles Convention Center

June 9 - 11, 2020

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June 9 - 11, 2020

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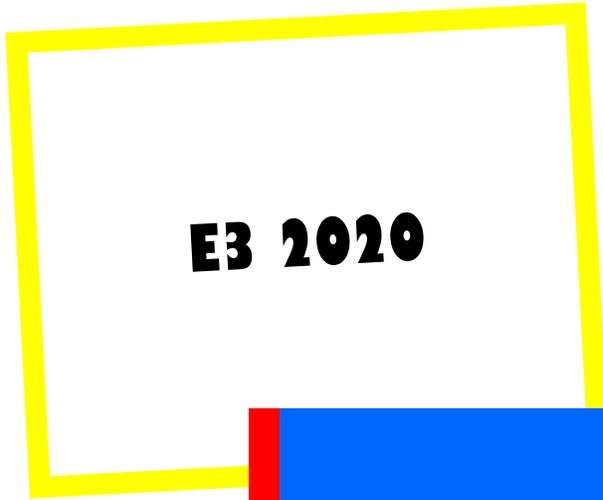
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Show Organizer Information and Forms

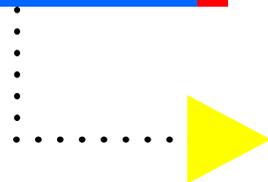




E3 2020



**EXHIBITOR
MANUAL**





February 2020

Dear Exhibitor:

Welcome and thank you for your participation in E3 2020, the world's leading showcase for the interactive entertainment industry. We look forward to seeing you in Los Angeles, California, June 9-11, 2020, and to working with you in the months leading up to the show.

As you prepare for E3, we recommend that you refer to the Exhibitor Manual as an easy-to-use resource. **Please take time to read through this manual and fill out and return all pertinent forms. Please note: This Exhibitor Manual is not intended to limit the Exhibit Space contract.**

In particular, be sure to check out these key informational items:

- General Deadlines & Contact Information
- E3 2020 Management Team and Vendors
- General Information and Rules Governing E3

The entire E3 team looks forward to working with you to maximize the unique opportunities that E3 2020 provides for showcasing your company and its products. In the months ahead, please do not hesitate to contact any member of our team if we can be of assistance by calling the exhibitor hotline at 508-834-6201.

E3 Show Management



Entertainment Software Association (ESA)
 601 Massachusetts Avenue, N.W., Suite 300 West
 Washington, D.C. 20001

The ESA offers a wide range of services to interactive entertainment software companies, including conducting business and consumer research; providing legal and policy analysis and advocacy on First Amendment intellectual property, and technology/e-commerce issues; managing a global content protection program; owning and operating [E3](#); and representing video game industry interests in federal and state government relations. For more information, visit the [ESA's website](#) or follow the ESA on Twitter [@theESA](#).

ESA MEMBERS

- | | |
|-----------------------------|------------------------------|
| 505 Games | Natsume |
| Activision Blizzard | NCSOFT |
| BANDAI NAMCO Entertainment | Nexon |
| Bethesda | Nintendo |
| BUNGiE | NVIDIA |
| Capcom | Paracosma |
| CI Games | Phosphor |
| Deep Silver | PlayStation |
| Disney Interactive Studios | Rebellion |
| EA | Riot Games |
| Epic Games | SEGA ATLUS |
| Focus Home Interactive | 6' SixFoot |
| Gearbox Publishing | Square Enix |
| GungHo | T2 Take-Two Interactive |
| Intellivision Entertainment | Tencent |
| Kalypso | THQNordic |
| Konami | Ubisoft |
| Legends of Learning | WB Interactive Entertainment |
| Magic Leap | Wizards of the Coast |
| Microsoft | MARVELOUS! XSEED Games |
- As of 2/11/2020*





GOOD NEIGHBOR POLICY

Booth Design

Please be considerate of others when designing your booth. Every exhibitor has the right to be visible!

If you build your exhibit to the maximum height allowed across one or more sides of your booth, then you **WILL BE** blocking neighboring exhibitors from being seen. Please feel free to contact show management - we would be happy to help you contact your neighboring exhibitors to discuss design layout of your exhibit space so that everyone can have a positive experience.

The following is E3's "Good Neighbor" policy for all exhibits:

- ◆ All booths, regardless of size or type, should be designed in such a way so as to prevent line-of-sight obstructions from one exhibit to the next. Please avoid adding any unnecessary walls or drapes that may contribute to obstructed views of exhibitors that surround your booth.
- ◆ Show management will be happy to assist you with the contacts and/or communications with your neighboring exhibitors in this effort. Please feel free to call the exhibitor hotline at 508-834-6201 for information.

Show management will review and approve all booth designs and renderings for booths 400 sq. ft. or larger. If show management sees a potential violation to the Good Neighbor Policy, you will receive a phone call and you will be asked to change the design of your booth. Please avoid costly mistakes by complying with this policy.

Audio, Video and Demonstrations

E3's Sound Policy for speakers and video walls can be found under the Booth Construction section.

A maximum level of 85 decibels will be permitted in any exhibit area. This policy is strictly enforced by Show management onsite. Please be considerate to your neighboring exhibitors and adhere to this policy. You **MUST** get approval from show management to have any performances or live demonstrations in your booth. This includes DJs, live bands, etc. (Performances & Live Demonstrations Form is mandatory for all exhibitors having a live performance).

KEY DEADLINES & CONTACT INFORMATION
All Service Order Forms are Available in the Exhibitor Manual



<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> ASAP	EXHIBITOR PROFILES For inclusion in E3expo.com and E3 Mobile App	Alexi Caffelle Marketing Coordinator Dolaher Events T. 508-834-6203 E-mail: acaffelle@dolaherevents.com
<input type="checkbox"/> ASAP To gain maximum exposure	PR CONTACTS	Alexi Caffelle Marketing Coordinator Dolaher Events T. 508-834-6203 E-mail: acaffelle@dolaherevents.com
<input type="checkbox"/> ASAP To gain maximum exposure	SEARCHABLE DATABASE: PRODUCT CATEGORIES	Alexi Caffelle Marketing Coordinator Dolaher Events T. 508-834-6203 E-mail: acaffelle@dolaherevents.com
<input type="checkbox"/> ASAP To gain maximum exposure	NEW PRODUCT SPOTLIGHT For inclusion in E3Expo.com, E3 Mobile App and On-site Signage	Alexi Caffelle Marketing Coordinator Dolaher Events T. 508-834-6203 E-mail: acaffelle@dolaherevents.com
<input type="checkbox"/> ASAP To gain maximum exposure	E3 HAPPENINGS: EVENTS, ACTIVITIES, CELEBRITY APPEARANCES	Alexi Caffelle Marketing Coordinator Dolaher Events T. 508-834-6203 E-mail: acaffelle@dolaherevents.com
<input type="checkbox"/> February 2020	EXHIBITOR REGISTRATION OPENS	Stephen Galeotalanza Director, Registration Dolaher Events T. 508-834.6195 E-mail: sgaleotalanza@dolaherevents.com
<input type="checkbox"/> February 2020	EXHIBITOR HOUSING OPENS	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-mail: bdelaney@cmrus.com Website: www.cmrus.com
<input type="checkbox"/> March 30, 2020	BOOTH APPROVAL DESIGN DEADLINE	LACC Event Services: eventservices@lacclink.com Los Angeles Convention Center (LACC) T. 213-741-1151
<input type="checkbox"/> March 30, 2020	LACC PERMANENT MEETING ROOM SHOW MANAGEMENT/LACC DESIGN APPROVAL DEADLINE	LACC Event Services: eventservices@lacclink.com Show Management: aroberts@dolaherevents.com
<input type="checkbox"/> March 31, 2020	BOOTH SPACE SHARING DEADLINE	Max Roche Sales Manager Dolaher Events T. 508-834.6197 E-mail: mroche@dolaherevents.com



KEY DEADLINES & CONTACT INFORMATION
All Service Order Forms are Available in the Exhibitor Manual

<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> April 17, 2020	EMPLOYEE UNIFORM & COSTUME APPROVAL DEADLINE	Alida Roberts Sr. Operations Manager Dolaher Events T. 508-834-6187 E-mail: aroberts@dolaherevents.com
<input type="checkbox"/> April 17, 2020	SALES TAX PERMIT FORM <i>Mandatory if selling at E3</i>	Alida Roberts Sr. Operations Manager Dolaher Events 508-834-6187 E-mail: aroberts@dolaherevents.com
<input type="checkbox"/> April 17, 2020	INSURANCE FORMS DUE <i>Mandatory for ALL Exhibitors and EACs</i>	Alida Roberts Sr. Operations Manager Dolaher Events T. 508-834-6187 E-mail: aroberts@dolaherevents.com
<input type="checkbox"/> April 17, 2020	EXHIBITOR APPOINTED CONTRACTOR (EAC): Exhibitor Form, Contractor Form & Insurance Certificate Due	Alida Roberts Sr. Operations Manager Dolaher Events T. 508-834-6187 E-mail: aroberts@dolaherevents.com
<input type="checkbox"/> April 28, 2020	ADVANCE SHIPMENTS May begin arriving at Warehouse: Monday- Friday 8:00 AM—3:30 PM	Company Name / Booth # E3 2020 c/o GES 5560 Katella Ave. Cypress, CA 90630
<input type="checkbox"/> May 4, 2020	GES / RIGGING Rigging Plan Submittal Form & Order Deadline	GES Tammy VanHooser T. 562-356-3797 E-mail: tvanhooser@ges.com
<input type="checkbox"/> May 6, 2020	EXHIBITOR HOTEL ROOMING LIST DEADLINE	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-mail: bdelaney@cmrus.com Website: www.cmrus.com
<input type="checkbox"/> May 8, 2020	TELECOMMUNICATION Advance Discount Rate Deadline	Smart City T. 213-765-4647 F. 213-765-4450 Paula Ruiz, Event Coordinator LACC, 1201 S. Figueroa St. Los Angeles, CA 90015 E-mail: pruiz@smartcity.com

KEY DEADLINES & CONTACT INFORMATION
All Service Order Forms are Available in the Exhibitor Manual



<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> May 11, 2020	GES Advanced Discount Order Deadline	GES T. 800-475-2098 Toll Free, U.S. F. 866-329-1437 U.S. T. 702-515-5970 International F. 702-263-1520 International Website: www.ges.com
<input type="checkbox"/> May 11, 2020	ELECTRICAL ORDERS Advanced Discount Rate Deadline	Electrical Services (Exclusive) GES Greg Farley: gfarley@ges.com 5560 Katella Ave Los Angeles, CA 90630 T. 562-356-3739
<input type="checkbox"/> May 11, 2020	AV EQUIPMENT Rental Form Deadline Advanced Discount	Audio Visual Services GES Robert Smith: Rosmith@onservices.com 1425 Greenway Dr., Suite 250, Irvine, TX 75038 C. 972-679-3647 Website: www.onservices.com
<input type="checkbox"/> May 11, 2020	LEAD RETRIEVAL Early Bird Rate Deadline	CompuSystems T. 866-600-5323 F. 708-344-4444 E-mail: exhibitor-support@compusystems.com Website: www.compusystems.com
<input type="checkbox"/> May 15, 2020	SECURITY ORDER FORM Discount Deadline	Show-Time Services 8332 Lambert Drive, Huntington Beach, CA 92647 T. 714-397-3871 Website: www.show-timeservices.com E-mail: Larry@show-timeservices.com
<input type="checkbox"/> May 20, 2020	CATERING ORDERS	Levy Restaurants Los Angeles Convention Center / LACC 1201 South Figueroa St. Los Angeles, CA 90015 Ashley Russo T. 213-765-4469 E-mail: arusso@Levyrestaurants.com
<input type="checkbox"/> May 21, 2020	HOTEL CANCELLATION DEADLINE (without penalty)	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-mail: hdelaney@cmrus.com Website: www.cmrus.com
<input type="checkbox"/> May 22, 2020	EXHIBITOR PARKING (Pre-Order Parking Passes Based on Availability)	LACC Event Services Los Angeles Convention Center (LACC) T. 213-765-4263 E-mail: parking@lacclink.com

KEY DEADLINES & CONTACT INFORMATION
All Service Order Forms are Available in the Exhibitor Manual



<input checked="" type="checkbox"/> Due Date	Item Due	Contact
<input type="checkbox"/> May 26, 2020	INTERNET & NETWORK SERVICE Early Bird Rate Deadline	showNets, LLC 13316 E. Summit Drive Scottsdale, AZ 85259 T. 800-310-4454 F. 425-663-4082 E-mail: orders@shownets.net
<input type="checkbox"/> May 27, 2020	Last day for DISCOUNTED HOTEL RATE Based on Availability	Convention Management Resources, Inc. / CMR T. 800-804-4337 F. 415-293-4072 E-mail: bdelaney@cmrus.com Website: www.cmrus.com
<input type="checkbox"/> May 27, 2020	Last day for ADVANCE SHIPMENT to Warehouse (Mon - Fri, 8:00 AM—3:30 PM PDT)	Company Name / Booth # E3 2020 c/o GES 5560 Katella Avenue, Cypress, CA 90630
<input type="checkbox"/> May 28, 2020	LEAD RETRIEVAL Advanced Discount Deadline	CompuSystems T. 866-600-5323 F. 708-344-4444 E-mail: exhibitor-support@compusystems.com Website: www.compusystems.com
<input type="checkbox"/> May 31 - June 8, 2020 Please contact : Alida Roberts for Targeted Floor plans	DIRECT SHIPMENTS May begin arriving at Exhibit Site 8:00 AM - 4:30 PM (PDT) (All shipments must be checked into the Marshaling Yard by 2:30 PM)	Company Name / Booth # E3 2020 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> May 31, 2020 Please contact : Alida Roberts for Targeted Floor plans	EXHIBITOR MOVE-IN STARTS May 31- June 8, 2020 8:00 AM - 6:00 PM (PDT)	E3 2020 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> June 8, 2020	Last Day for DIRECT SHIPMENTS to Arrive at Exhibit Site by 4:30 PM (PDT) (Checked in by 2:30 PM at the Marshaling Yard)	Company Name / Booth # E3 2020 c/o GES Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015
<input type="checkbox"/> June 11-15, 2020	EXHIBITOR MOVE-OUT June 11, 2020, 6:00 PM - 11:00 PM June 12-14, 2020, 8:00 AM - 4:30 PM June 15, 2020, 8:00 AM - 12 Noon* (ALL TIMES PDT) *Lighting Truss/Rigging properties only by 12 noon.	E3 2020 Los Angeles Convention Center (LACC) 1201 S Figueroa St. Los Angeles, CA 90015

THE E3 2020 MANAGEMENT TEAM

E3 Show Management - Dolaher Events



CEO	Mary Dolaher		mdolaher@dolaherevents.com
Show Director	Mariella Ley	508-834-6183	mley@dolaherevents.com
Executive Vice President	Carolyn Rauch		crauch@dolaherevents.com

OPERATIONS

Senior Operations Manager	Alida Roberts	508-834-6187	aroberts@dolaherevents.com
Director of Registration	Stephen Galeotalanza	508-834-6195	sgaleotalanza@dolaherevents.com

VIP BUYERS PROGRAM

Director of Client Services	Katie Bonarrigo	508-834-6204	cbonarrigo@dolaherevents.com
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SALES

Sales Manager	Max Roche	508-834-6197	mroche@dolaherevents.com
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EVENT MARKETING & SPONSORSHIP SALES

Executive Director of Sales	Carla Rizzo	508-834-6182	crizzo@dolaherevents.com
Event Operations Coordinator	Raquel Goetzinger	508-834-6194	rgoetzinger@dolaherevents.com

MARKETING

Marketing Director	Cindy Hart	508-834-6196	chart@dolaherevents.com
Marketing Coordinator	Alexi Caffelle	508-834-6203	acaffelle@dolaherevents.com

BILLING AND PAYMENTS

Director of Finance	Jennifer LeMay	508-834-6190	jlemay@dolaherevents.com
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EXHIBITOR HOTLINE

508-834-6201

E3 2020 OFFICIAL VENDORS



Air-Freight / Shipping

GES
7050 Lindell Road | Las Vegas, NV 89118-4702
T. 800.475.2098 | Int'l. 702-515-5970
Website: www.ges.com

Audio Visual

On Services/GES
1425 Greenway Drive | Suite 250 | Irvine, TX 75038
C: 972-679-3647
Website: www.onservices.com

Booth Cleaning (Exclusive)

GES
7050 Lindell Road | Las Vegas, NV 89118-4702
T. 800.475.2098 | Int'l. 702-515-5970
Website: www.ges.com

Catering (Exclusive)

Levy Restaurants,
Ashley Russo
Los Angeles Convention Center / LACC
1201 South Figueroa St. | Los Angeles, CA 90015
T. 213.765.4469
E-mail: arusso@Levyrestaurants.com

Decorator/Drayage

GES
7050 Lindell Road | Las Vegas, NV 89118-4702
T. 800.475.2098 | Int'l. 702-515-5970
Website: www.ges.com

E3 Merchandise/Promotional Products

CompanyStuff Marketing
Steve Lindland
324 Belden Hill Road | Wilton, CT 06897
T. 978.525.3400 x 203 | F. 978.535.3401
E-mail: stevel@companystuff.com
Website: www.companystuff.com

Electrical Services (Exclusive)

GES
Greg Farley
5560 Katella Ave | Los Angeles, CA 90630
T. 562.356.3739
E-mail: gfarley@ges.com

Floral

Short-term Plant Rental / 800 Plant It
Telephone: 1-800-PLANTIT (1-800-752-6848)
E-mail: customerservice@800PLANTIT.com
Online Orders: <https://800plantit.boomerecommerce.com/>
Website: 800PLANTIT.com

Hotel

Convention Management Resources, Inc., CMR
Bill Delaney
101 Mission Street | Suite 200 | San Francisco, CA 94105
T. 800.804.4337 | F. 415. 293.4072
E-mail: bdelaney@cmrus.com
Website: www.cmrus.com

Insurance

John Buttine Insurance
Kendra Reilly Monahan
420 Lexington Ave | Suite 2700 | New York, NY 10170
T. 212.867.3642 | F. 212.504.8084
E-mail: kar@buttine.com
Website: www.buttine.com

International Show Shipping

Airways Freight Corporation
International Show Dept.
P.O. Box 1888 | Fayetteville, AR 72702
T. 800-228-4220 | Int'l. 479-442-6301
E-mail: intshows@airwaysfreight.com
Website: www.airwaysfreight.com

Internet Access (Exclusive)

showNets
13316 E Summit Drive | Scottsdale, AZ 85259
T. 800.310.4454 | F. 425-663-4082
E-mail: orders@shownets.net
Website: www.shownets.net

Labor

GES
7050 Lindell Road | Las Vegas, NV 89118-4702
T. 800.475.2098 | Int'l. 702-515-5970
Website: www.ges.com

Lead Retrieval

CompuSystems
2651 Warrenville Rd | Suite 400 | Downers Grove, IL 60515
T. 866.600.5323 | Int'l. 708.786.5565
E-mail: exhibitor-support@compusystems.com
Website: www.compusystems.com

Model/Talent

TradeShow Temps
Gina Viola
445 S. Figueroa Street | Suite 3100 | Los Angeles, CA 90071
T. 888.748.3677
E-mail: gina@tradeshowtemps.net
Website: www.tradeshowtemps.net

Photographer

Cheer Films, Inc.,
Michael Flanagan
2825 26th St | #F | Astoria, NY 11103
T. 508.361.5339
E-mail: flanabrand@gmail.com
Website: www.cheerfilms.com

Registration

CompuSystems
2651 Warrenville Rd | Suite 400 | Downers Grove, IL 60515
T. 866.600.5323 | Int'l. 708.786.5565
E-mail: E3@compusystems.com
Website: www.compusystems.com

Rigging/Hanging Signs (Exclusive)

GES
Tammy VanHooser
5560 Katella Avenue | Cypress, CA 90630
T. 562.356.3797
E-mail: tvanhooser@ges.com

Security

Show-Time Services
Larry Lopez
8332 Lambert Drive | Huntington Beach, CA 92647
T. 714.397.3871
E-mail: Larry@show-timeservices.com
Website: www.show-timeservices.com

Telecommunication (Exclusive)

Smart City
Paula Ruiz, Event Coordinator
LACC, 1201 S. Figueroa St. | Los Angeles, CA 90015
T. 213.765.4647 | F. 213.765.4450
E-mail: pruiz@smartcity.com

Transportation

Production Transport
Karin Keidser
21250 Hawthorne Blvd | Suite 535 | Torrance, CA 90503
T. 877.641.0900 | F. 310.641.0999
E-mail: kkeidser@prodtrans.com



OPERATING SCHEDULE

SHOW DATES

Tuesday, June 9 – Thursday, June 11, 2020

LOCATION

Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015
Tel: 213-741-1151

EXHIBIT HOURS (all times PDT)

Tuesday	June 9, 2020	11:00 AM–6:00 PM	Industry Only*
Wednesday	June 10, 2020	10:00 AM–6:00 PM	All Attendees including Gamer/Consumer
Thursday	June 11, 2020	10:00 AM–6:00 PM	All Attendees including Gamer/Consumer

*Industry, Media, Exhibitor, VIP Buyer, Premium and Industry Pro

REGISTRATION HOURS (all times PDT)

Sunday	June 7, 2020	1:00 PM–6:00 PM
Monday	June 8, 2020	8:00 AM–6:00 PM
Tuesday	June 9, 2020	8:00 AM–6:00 PM
Wednesday	June 10, 2020	8:00 AM–6:00 PM
Thursday	June 11, 2020	8:00 AM–5:00 PM

-- PLEASE NOTE: Exhibitor Registration Counters will be located at show registration in the South Hall Lobby of the Los Angeles Convention Center (LACC).

MOVE-IN HOURS (all times PDT)

Sunday	May 31, 2020 – Monday, June 8, 2020*	8:00 AM - 6:00 PM
Tuesday	June 9, 2020 – Touch-up preparation only	7:00 AM - 8:00 AM

*Please contact [Alida Roberts](#) for Targeted Floor Plans for South Hall, West Hall, Concourse Hall and Permanent Meeting Rooms or contact the exhibitor hotline at 508-834-6201 for questions.

MOVE-OUT HOURS (all times PDT)

West Hall, South Hall, Concourse Hall and Permanent Meeting Rooms (PMRs)

Thursday	June 11, 2020	6:00 PM–11:00 PM
Fri–Sun	June 12–14, 2020	8:00 AM–4:30 PM
Monday	June 15, 2020	8:00 AM–12:00 Noon*

*Lighting and Truss/Rigging properties only by 12 Noon.





SHIPPING DEADLINES & ADDRESSES

Advance Shipment Dates

Tuesday, April 28, 2020

Through

Wednesday, May 27, 2020**

NOTE: Warehouse hours for receiving: Mon - Fri, 8:00 AM - 3:30 PM (PDT)

** Shipments should arrive on or before: May 27, 2020. Please note Advance Warehouse will be closed on May 25 in observance of the holiday.

Advance Shipment Address

Company Name / Booth #
E3 2020
c/o GES
5560 Katella Avenue
Cypress, CA 90630

NOTE: Please use proper labels which can be found in the **GES Section** of the Exhibitor Manual.

Direct Shipment Dates

Sunday, May 31, 2020

8:00 AM - 3:30 PM (PDT)

Through

Monday, June 8, 2020

(All direct shipments must be checked into the Marshaling Yard by 2:30 PM)

(Reference Targeted Floor Plan)

(Direct shipments may begin arriving at exhibit site after 8:00 AM)

Direct Shipments Address

Company Name / Booth #
E3 2020
c/o GES
Los Angeles Convention Center (LACC)
1201 S. Figueroa Street
Los Angeles, CA 90015

NOTE: Please use proper labels which can be found in the **GES Section** of the Exhibitor Manual.



Top 10 Ways to Save at E3 2020

Thank you for participating in E3 2020! Use this handy tip sheet as a guide to help save time and money as you plan your booth at this year's event.

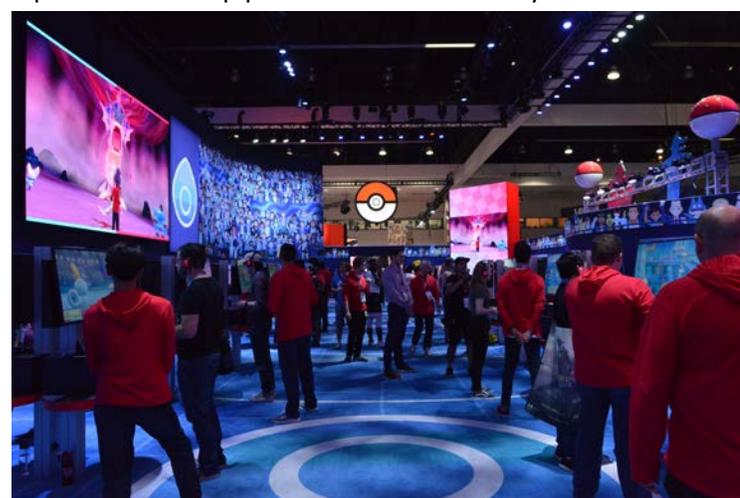
1. Save up to 20% by taking advantage of the Discount and Advanced pricing deadlines from the E3 Vendors. Order all your exhibit needs by the deadline set by each vendor and save up to 20%. In addition to saving you money, making these important decisions in advance will help better prepare you for the show. Preshow estimated invoices are available from all vendors to assist you with project planning.

2. Read the Exhibitor Manual. Read the exhibitor manual thoroughly. The time it takes to read the manual from cover to cover will be time well spent and money well saved. When reading, the manual, take deadlines seriously and adhere to them - this too will save you money!

3. Book your hotel needs through CMR and use the travel discounts provided by E3 when booking travel to the show. Contact CMR, the official housing company for E3 2020 at 800-804-4337 to take advantage of a full range of locations and some of the best hotel rates in Los Angeles in addition E3 has negotiated airline and car rental discounts for exhibitors and attendees. Use these discounts to save money when you book your airline and car rental needs.

4. Set-up your booth during straight time labor hours to avoid overtime labor hour costs. This small change can save you between 20% - 30% on your labor order. For more information about straight time versus overtime hours feel free to contact GES at 800.475.2098.

5. Bring copies of advanced orders and create a booth diagram. Make sure your service contractors and on-site booth staff know exactly what has been ordered and how the booth will be set up. Supply copies of all pre-orders as well as a diagram that details the booth's entire layout, including electrical drops, and furnishing placements. This will help expedite the set-up process and alleviate any confusion on-site.



number of pieces and the actual weight. Send all your materials in one shipment to the show and avoid those last-minute overnight shipments.

9. Order your carpet from GES. When you order carpet directly from GES you avoid additional material handling and installation charges.

10. Make the most of your E3 investment with dozens of unique event marketing programs. You can drive traffic to your exhibit, generate leads and media coverage for your product, build brand awareness for your company, and capture mind share with E3's influential audience. Contact Carla Rizzo at 508-834-6182 or crizzo@dolaherevents.com

6. Rent booth properties to save up to 20% on material handling costs. By renting booth properties directly from GES, you can save on your shipping and material handlings costs. You can also help save yourself some stress on-site by having GES do all the set-up.

7. Booth Designs. Be sure to comply with Fire Marshal and Show Management Rules & Regulations regarding booth design for the construction and design of your exhibit. On-site changes can be costly due to unapproved exhibits.

8. Ship your booth to the Advance Warehouse.

Shipping in advance does cost a bit more; however, the peace of mind is priceless. When you ship to the GES Advance Warehouse you are guaranteed to have your materials in your booth first thing in the morning on your scheduled target move-in date. Additionally, you will receive a confirmation of receipt from GES, including the date the shipment was received, the



Go Green with E3!

E3, the ESA, the Los Angeles Convention Center, GES and other E3 partners work closely to adopt as many sustainable measures as possible to make E3 a green event. Here is how you can help:

- ✓ Choose carpet and padding or other flooring that are made with high recycled content, and that are recyclable; or rent carpeting from GES
- ✓ Make sure that your graphics are printed without harmful VOC in the inks. Print on recyclable substrates like Bioboard, Styrene or Coroplast, and design graphics for re-use whenever possible. Consider electronic signage when practical
- ✓ Consider rental properties, rather than custom builds, for temporary, one-time use areas. Design your booth for re-use, flexibility, and easy updates
- ✓ Place your orders online through GES' Espresso system to save paper, and save your orders electronically
- ✓ Ensure that any packing materials used in shipping are recyclable
- ✓ Use a transportation company that participates in the EPA's SmartWay Transport Partnership
- ✓ Minimize printed materials
- ✓ Use the LACC's labeled trash containers to dispose of small items like paper and food waste
- ✓ If you are disposing of large quantities of items at the close of the show, work with GES to ensure that your items are sorted and disposed of properly
- ✓ Collect and recycle your team's badges and badge-holders post-show, using the labeled receptacles in the lobbies

Have a "green" idea? Send your ideas to aroberts@dolaherevents.com





EXHIBITOR EMAIL NOTIFICATION

Exhibitors are hereby notified that show management and official vendors for E3 2020 may contact exhibitors via email regarding products and services available and/or necessary to help your company maximize its experience and presence at E3 2020; including, but not limited to, electrical, internet, exhibitor registration services, order deadlines and discount reminders.



E3 2020 PROHIBITION ON RECORDING OF SHOW FLOOR PRIOR TO OPENING

E3 2020 Policy: Prohibition on Recording of Show Floor Prior to Opening

The E3 2020 Exhibit Space Contract prohibits photographing, videotaping, or otherwise recording any part of the show floor prior to June 9, 2020 at 11 AM Pacific. If an Exhibitor, its employees, contractors, and/or agents is/are found to have violated this rule, then the following penalties will be imposed:

1. The individual responsible for photographing, videotaping, or otherwise recording any part of the Show floor prior to June 9, 2020 at 11 AM Pacific will be immediately removed from the Los Angeles Convention Center (LACC) and will be prohibited from reentering the LACC through the end of the move-out period for the 2020 E3 show, and will be prohibited from participating in any manner in the 2021 E3 show.
2. If the individual responsible for photographing, videotaping, or otherwise recording any part of the Show floor prior to June 9, 2020 at 11 AM Pacific is a contractor of an Exhibitor (*e.g.*, working through an Exhibitor Appointed Contractor), then the individual's employer (*e.g.*, the Exhibitor Appointed Contractor) will be prohibited from participating in any manner in the 2021 E3 show.

The decisions and judgments made regarding potential violations of any E3 policy shall be made in the sole discretion of ESA, and are final and cannot be challenged.

E3 2020 ATTENDEE POLICY



E3 2020 Attendee Policy:

- ◆ No one under the age of 17 is permitted to enter E3.
- ◆ Photo ID is required. Entertainment Software Association (ESA), E3 Show Management (Dolahr Events), and/or E3 Security may require attendees to show ID at any time.
- ◆ Dolahr Events will send email communications to the email address provided during E3 registration concerning, by way of example, important E3 logistics and updates, hotel information, mobile app instructions, and safety and security information.
- ◆ The E3 badge is non-transferable and is the property of ESA. E3 badge swapping and/or sharing is strictly prohibited. Any attendee found using another attendee's badge will have the badge confiscated and will be removed from the premises. The E3 badge must be worn at all times. It permits admission for only those days and times associated with the E3 badge for which the attendee registered.
- ◆ All registration fees are nonrefundable.
- ◆ Harassment at E3 is not permitted. Cause for removal from E3 includes, but is not limited to:
 - ◇ Verbal harassment;
 - ◇ Intimidation or threats;
 - ◇ Physical violence;
 - ◇ Stalking; and/or
 - ◇ Sexually explicit, suggestive, or provocative behavior.
- ◆ ESA does not tolerate discrimination or abusive treatment in any manner, including, but not limited to, in relation to national origin, ethnicity, gender or gender identity/expression, sexual orientation, marital status, or veteran status.
- ◆ If attendees have concerns or issues about their safety, the decorum of other attendees, or other matters, then they should contact E3 Security or Dolahr Events (located at West Hall Room 509).
- ◆ If ESA and/or Dolahr Events determine that an attendee's attire, including, but not limited to, cosplay, violates E3 policy, then ESA and Dolahr Events reserve the right to require the attendee to change into appropriate attire and/or remove the attendee.
- ◆ No photography, videography, or other recording of the E3 show floors is permitted prior to June 9, 2020 at 11 AM PT.
- ◆ Each E3 attendee assumes all risk and danger in connection with his/her attendance at E3, whether occurring prior to, during, or after E3, including, but not limited to, performances and demonstrations at E3, and agrees to release and hold harmless ESA and Dolahr Events in the event of harm incurred in connection with E3.
- ◆ By entering E3, each attendee consents to release any and all rights such attendee may otherwise have to his/her likeness, and to any photographs, recordings, or other images owned or created by ESA, Dolahr Events, any exhibitor personnel, and/or any member of the media. Each attendee grants ESA, Dolahr Events, all exhibitors, and media the right, permission, and license to use his/her name, voice, image, and likeness, and releases and holds harmless ESA, Dolahr Events, all exhibitors, and media from liability resulting from such use.
- ◆ If an E3 attendee violates this attendee policy, causes any disruption, and/or violates any other E3 rules or policies, then ESA and Dolahr Events reserve the right to remove the attendee, confiscate the badge, and prohibit reentry at future events.
- ◆ The decisions and judgments made regarding potential violations of any E3 policy shall be made in the sole discretion of ESA and are final and cannot be challenged.
- ◆ For guidance on the permissibility of weapons at E3, see the E3 Weapons Policy: <https://www.e3expo.com/e3-weapons-policy>

E3 2020 WEAPONS POLICY



All attendees at E3 2020 must comply with this Weapons Policy.

- Entertainment Software Association (ESA), E3 Show Management Dolaher Events, E3 security and law enforcement have the absolute and immediate right to inspect attendees' belongings, including, but not limited to, costumes, props, and weapons, and may in their sole discretion confiscate the item, require modifications to the item, remove the attendee, confiscate the attendee's badge, and/or prohibit the attendee's reentry at future events. ESA and Dolaher Events and E3 bear no responsibility or liability for any damages and/or injuries incurred as a result of the use of attendees' belongings, including, but not limited to, costumes, props, and weapons.
- No real weapons are allowed at E3 2020. This includes, but is not limited to, firearms (whether loaded or unloaded), handguns, shotguns, rifles, tasers, blowguns, ammunition, knives, blades, live swords, switch blades, axes, hatchets, daggers, clubs, metal/wooden bats, crossbows, arrows, stars, nunchucks, brass knuckles, boomerangs, darts, whips, pepper spray, flame throwers, laser-aiming devices, explosives, and any other item that violates applicable local, state, or federal laws, rules or regulations or that appears, in ESA's and Dolaher Events sole discretion, to be dangerous or to have the potential of harming others.
- Prop weapons may be allowed at E3 2020 if they are inspected, approved, and peace bonded at E3 Weapons Check, and comply with all applicable local, state, and federal laws, rules, and regulations. Prop weapons are inoperable weapons used to enhance the overall look of a costume, and include, but are not limited to, NERF weapons and water guns. Use, handling, and/or display of prop weapons may be revoked at any time without cause or warning, including, but not limited to, if the attendee uses the item inappropriately (*e.g.*, play fighting, swinging the item) or tampers with the peace bonding. Prop weapons may be displayed only as costume pieces, and may not be swung, brandished, or otherwise used in any way that could be considered unsafe or threatening. Prop weapons should be put away when leaving E3 2020. The attendee is solely responsible for the prop weapon and its usage at all times, even if the prop weapon is not in the possession of the attendee and even if the weapon has been inspected.
- Prop weapons must be submitted to E3 Weapons Check for inspection, approval, and peace bonding. E3 Weapons Check is located at the entrances to the Los Angeles Convention Center. Peace bonding is the process of marking and/or binding props. A prop weapon must be rendered permanently inoperable in order to qualify for peace bonding. Even prop weapons that have been inspected may be subject to re-inspection at any time. In addition to being peace bonded, a prop weapon must meet other criteria, including, but not limited to: (i) prop weapons cannot be more than seven feet long or weigh more than 15 pounds; (ii) prop explosives cannot be made out of metal; (iii) swords and other prop blade weapons must be non-metal, blunt-edged, and swords must be tied to the costume in such a way that they are unable to be drawn; (iv) prop bows must be unstrung; (v) prop arrows must have non-metal, blunted tips; and (vi) if the prop weapon looks realistic, then it must either be translucent or at least half covered with solid white or bright red, orange, yellow, green, blue, pink, or purple. ESA, Dolaher Events, and E3 security have the sole discretion to approve prop weapons.

GENERAL INFORMATION & RULES GOVERNING E3 2020



ACCESSIBILITY

If you require accommodations, please contact show management via email to identify your needs at e3expo@e3expo.com. Please include the word "Accessibility" in the subject line. All requests should be received by May 12, 2020 in order to ensure the availability of services.

ADMISSION POLICY

E3 is open to gamers in addition to industry professionals. Industry professionals who are able to document their direct and current professional affiliation to the interactive entertainment industry may qualify for a complimentary industry pass. Registration deadlines apply. No one under the age of 17 is permitted (including infants). This policy is strictly enforced. Show management shall have sole control over admission policies at all times.

ADULT MATERIALS

Nudity, partial nudity, bathing suit bottoms and all other sexually explicit or sexually provocative materials are prohibited on the show floor and all common areas. Show management, at its sole discretion, will determine whether material is acceptable. Please review your **exhibit space contract (Character of Exhibits Section)** for more details.

AERIAL DRONES

Approved use of this technology is limited within the "four walls" of the Los Angeles Convention Center.

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Use and operation of aerial drones at E3 is subject to the advance review and approval of the Fire Marshal, show management, and LACC management. Please refer to the **rules and regulations in the LACC section** of the manual and fill out the drone form in the **General Information section** of the manual.

Operation of aerial drones outside the "four walls" of the Los Angeles Convention Center is strictly prohibited.

AFTER HOURS RECEPTIONS / SPECIAL EVENTS

All exhibitors hosting an event on the exhibit floor after scheduled show hours must complete the "After Hours Receptions/Special Events Form" and submit it to show management by **May 11, 2020**. You can find this form under the **Show Information and Forms section** of the Exhibitor Manual.

BOOTH APPROVAL/GUIDELINES/HEIGHT MAXIMUMS

Booth heights and limits vary according to the size of the exhibit space contracted and the location of the booth. Please refer to the **LACC Temporary Structure & Temporary Structure form** in the Exhibitor Manual. All multi-story exhibits (regardless of whether people will occupy the upper area) and all exhibit features must have drawings available for inspection. Show management, the installation and dismantling contractor, and governmental authority reserve the right to review structure during the time the exhibit is being erected, exhibited and dismantled at show site.

The drawing should include a signature or stamp of reviewing structural engineer indicating that the structure is properly engineered for its proposed use and a signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings. Signs must be posted clearly indicating the maximum number of people the structure will hold. The Los Angeles Convention Center requires additional permits for certain types of building structures used for exhibit purposes. Please refer to the **LACC Information** located in the **LACC section** of the Exhibitor Manual.

Show management must approve all structures 400 sq. ft. or larger and towers exceeding 12' in height. The deadline for submitting a booth approval is March 30, 2020.

Covered structures over 750 sq. ft. must have a sprinkler systems installed.

On Floor Meeting Rooms (OFMR) These meeting rooms come with four (4) standard perimeter GEM walls, a lockable door, standard booth carpet, one round table, four chairs and a waste basket. Each meeting room is provided with a standard identification sign that is hung over the door of the booth on the outside wall. **No hanging signs, banners or promotional material/graphics are allowed over the 8 foot height of the walls or on the exterior of the meeting room walls.**

There are a number of OFMR upgrade options that are available to be ordered through GES Exhibit Design Department, including:

- ◆ Additional internal walls
- ◆ Shelves
- ◆ Internal graphics
- ◆ Lighting
- ◆ Plexiglass perimeter non-shared walls
- ◆ Specialty furniture
- ◆ Open grid ceilings

In-Line booths should refer to the Booth Construction & Set-Up section of the exhibitor manual. Exhibitors must submit requests and show management must approve any exceptions to the guidelines no later than **March 30, 2020**. The Booth Approval Form is located in the **Booth Construction and Set-Up section** in the Exhibitor Manual.

GENERAL INFORMATION & RULES GOVERNING E3 2020



BOOTH PERSONNEL REGISTRATION

Exhibitors are required to officially register their exhibit personnel by clicking on the exhibitor registration link on www.E3Expo.com, and entering their company's personalized password. The password will be provided to your designated exhibitor registration contact by e-mail. Please contact Stephen Galeotalanza sgaleotalanza@dolaherevents.com if you require password assistance.

BOOTH SPACE SHARING

Host exhibitors are required to officially register companies with whom they wish to share exhibit space. A share company must qualify with an interactive entertainment product/service directly relating to the Interactive Entertainment Industry. Official share company benefits include badge allocation, media relations activities and exhibitor listing. Space is limited to one share company per 100 sq. ft. of booth space sold including the host company for a total maximum of 15 companies allowed.

It is the responsibility of the host company to submit an Exhibit Space Share Form to show management to officially register a share. As the host, you will then receive the E3 share contract for each approved sharing exhibitor as well as an invoice for the total payment due for the share(s) submitted. The host company is responsible for coordinating share company payments as well as making sure that the share company completes and submits their share contract to E3 show management.

As the host company, an exhibitor will be assessed a share fee on the following basis (if you need clarification regarding the share fees, please contact your account representative): \$1,000 for a foreign pavilion share, \$7,500 for an affiliated share, \$12,000 for an unaffiliated share, and \$30,000 for a non-endemic share.

Please note: Show management reserves the right to determine exhibition eligibility and affiliation status. Show management reserves the right to remove a company found on the exhibit floor without the proper credentials.

Please contact your account representative with any questions regarding exhibit space sharing.

***Please note: Deadline - March 31, 2020.**

CARPET/FLOOR COVERING

In order to ensure that E3 looks as attractive as possible, all booths must be completely carpeted. Carpet/floor covering must be flush against the booth markings as required by show management. Exhibitors not complying with this guideline will be responsible for the cost incurred to fill the space with aisle carpet. Aisles in West & South Halls will be carpeted with Blue Jay. Please refer to carpet order forms in the **GES Information and Forms section** of the Exhibitor Manual.

Exhibitors shipping carpet/floor covering should follow the guidelines established by GES. The guidelines can be found in the **GES section** of the Exhibitor Manual.

PERMANENT MEETING ROOM CARPET COLORS

- ◆ Concourse – 400 Meeting Rooms – Purple carpet with a gray border and gray specks.
- ◆ 300 and 500 Meeting Rooms – Teal carpet with a gray border and gray specks.

CATERING

Levy Restaurants is the exclusive catering contractor for the LACC. All food & beverage orders should be placed through Levy. Please reference the catering menu in the **Catering section** of the Exhibitor Manual. For more information regarding catering please contact Ashley Russo, Los Angeles Convention Center (LACC) T. 213.765.4469 E-mail: arusso@levyrestaurants.com

Exhibitors have two options for food and beverage needs during E3 **move-in** and **move-out**. Food and beverage can be ordered and delivered directly to your exhibit space or meeting room through Levy Restaurants the Los Angeles Convention Center's exclusive catering provider. Alternatively, exhibitors can carry in their own food and beverage to their booth or meeting room space during move-in and move-out only. Please note outside catering companies and/or delivery companies will not have access to the show floor or meeting rooms during move-in and move-out. Any outside food and beverage must be carried in by exhibit staff only. Please note that this option is strictly for move-in and move-out only. All food and beverage ordered and consumed during show days, June 9-11, **MUST** be provided exclusively by Levy Restaurants.

CELEBRITY APPEARANCE

If your company is hosting a celebrity appearance you must notify show management no later than May 29, 2020. Show management will assist you to arrange for celebrities' show access and to make special arrangements for entering and exiting the show. In addition, show management will help you create a plan so that attendee lines do not block public aisles or in any other way obstruct the visibility of another exhibitor.

All celebrity appearance schedules must be coordinated through Cindy Hart no later than May 29, 2020. Please contact Cindy Hart at T. 508.834.619 6, Email: chart@dolaherevents.com

Promote your celebrity appearance:

We are also happy to help you with promoting your celebrity appearance(s) to media and/or attendees.

Media are in constant contact with show management to learn about celebrities who may be attending the



CELEBRITY APPEARANCE (continued)

show and other exhibitor “Happenings.” We maintain and constantly update the “E3 Happenings” calendar of events and activities for media and are happy to work with you under a Non Disclosure Agreement (NDA) to assist you in your planning.

Important: Please keep in mind that your exhibit space must be laid out to accommodate crowds within your booth. The Fire Marshal of Los Angeles prohibits congestion in public aisle space due to celebrity appearances. In the event that any part of your display is responsible for over-crowding within the aisle, show management reserves the right to close down that portion of the exhibit.

CHARACTER OF EXHIBITS

Products or services to be exhibited are limited to software/content for personal computer and game consoles; gaming systems; gaming accessories; in-game advertising; virtual commerce and service providers; academic institutions; wireless carriers; mobile phone manufacturers, gaming peripherals, virtual reality products, augmented reality products, online gaming content and technologies; multimedia products; wireless/mobile/PDA content and technologies; products and packaging services; associated publications; trade association services and qualified business partners. Material or conduct, including live models, that is sexually explicit and/or sexually provocative, including but not limited to nudity, partial nudity and bathing suit bottoms, are prohibited on the show floor, all common areas and at any access points to the show. ESA, in its sole discretion, will determine whether material is acceptable.

Exhibits or conduct by exhibitor, which ESA determines, in its sole discretion, are likely to constitute a violation of state or federal law, are prohibited. ESA has the right, upon such determination, to require immediate removal of the exhibit, or portion thereof. Any exhibitor not utilizing the official service contractor for Models and/or Talent, will be required to follow the procedures for using an Exhibitor Appointed Contractor and furnish the appropriate forms and certificates of insurance to show management before these personnel will be allowed access to the show floor.

CLEANING

GES is the exclusive cleaning contractor for E3 2020. All booths are expected to be cleaned and ready **at the opening** of each show day. You can find the **Cleaning Order Form** in the **GES section** of the Exhibitor Manual.

Exhibitors occupying permanent meeting rooms will be given one complimentary trash pick up for each show day, under the condition that you place your trash outside of your meeting room at the close of each show day. If additional cleaning services are required please contact GES for paid porter service. Exhibitors are **NOT** allowed to empty trash in the Los Angeles Convention Center trash cans.

CRATE REMOVAL/STORAGE

Crates, boxes and packing materials will be removed from exhibit booths and stored by GES at no charge if the exhibitor has shipped through GES. If not, this is a paid service and removal, storage and returns must be arranged through GES. All crates & display cases must be off the show floor by 8:00AM on Tuesday, June 9, 2020 (this includes all I&D houses) - **NO EXCEPTIONS**. Please keep in mind that empty crates and cartons are returned at the end of the show only if they are properly labeled. Please remove all old labels from crates before attaching the “Empty” label supplied by GES. Clearly mark all labels with the correct company name and booth number. At the close of the show, storage items will be returned once aisle carpet as been removed.

DEMONSTRATIONS/DISTRIBUTIONS

Unless you are a contracted Sponsor for E3, all demonstrations or other promotional activities must be confined to your exhibit space. Booth personnel, including models, talent, and contractors are **NOT** allowed to distribute literature or promotional items of any kind outside the confines of your contracted exhibit space.

Any unauthorized booth personnel handing out literature or promotional items outside their contracted exhibit space will be instructed to stop and the exhibitor will be invoiced for an Interactive Distribution sponsorship fee.

To contract for an Interactive Distribution, please contact Carla Rizzo, Executive Director of Sales
T. 508.834.6182 E-mail: crizzo@dolaherevents.com

DRONES

Approved use of this technology is limited within the “four walls” of the Los Angeles Convention Center.

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

Use and operation of aerial drones at E3 is subject to the advance review and approval by Fire Marshal, show management, and the LACC Event Manager. Please refer to **the rules and regulations in the LACC section** of the manual and fill out the drone form in the **General Information section** of the manual.

Operation of aerial drones outside the “four walls “ of the Los Angeles Convention Center is strictly prohibited.

ELECTRICAL SERVICE

Electrical service must be ordered through GES. Complete orders (power, labor, floor plan) must be received by May 11, 2020 in order to receive the discounted rates for power and labor. The order form for electrical service is located in the **GES section** of the Exhibitor Manual.

EXHIBITOR EMAIL NOTIFICATION

Exhibitors are hereby notified that show management and official vendors for E3 2020 may contact exhibitors via email regarding products and services available and/or necessary to help your company maximize its experience and presence at E3 2020, including, but not limited to, electrical, Internet, and exhibitor registration services. Show management and official vendors may also email you regarding order deadlines and discount reminders.

EXHIBITOR UNIFORMS

All exhibitors are required to send to show management the design and/ or photographs of employee uniforms. This includes all booth employee uniforms, model attire and costumes that are planned for the show.

Exhibitor may not display/exhibit any materials (including, but not limited to, products and signage) that infringe upon the intellectual property rights of another entity. Material or conduct, including employee uniforms, live models, or costumes that is sexually explicit and/or sexually provocative, including, but not limited to, nudity, partial nudity, and bathing suit bottoms, are prohibited on the show floor, all common areas, and at any access point at the show. Exhibitor must seek and obtain ESA's prior approval of all costume, model attire and employee uniforms no later than **April 17, 2020**. ESA, in its sole discretion, will determine whether such items are acceptable.

Please email uniform plans by April 17, 2020 to:

Alida Roberts
T. 508.834-6187 - aroberts@dolaherevents.com

EQUIPMENT REMOVAL PASSES

In order to protect the property and equipment of the exhibitors, equipment removal passes will be required for all equipment hand-carried out of the exhibit hall during open show days. All such property and equipment are subject to inspection by show management and security.

The following rules must be strictly enforced in order to ensure the protection of all exhibitor property:

◆ Equipment must remain inside the exhibit hall until the close of the show at 6:00 PM PDT on Thursday, June 11, 2020.

◆ An equipment removal pass must be presented to a security guard upon exiting the exhibit hall with any kind of equipment, including laptop computers and monitors, during open show days.

◆ Equipment removal passes can be picked up at the West & South Security offices at show site.

EXHIBITOR APPOINTED CONTRACTOR

An Exhibitor Appointed Contractor (EAC) is a company other than the official show contractor, which provides a service (e.g., display and installation, florist, photography, audiovisual) and needs access to your booth during the installation and dismantling. If your EAC is registered with show management, they will receive pertinent updates and information.

Due to the necessity of coordinating all activities during move-in and for security purposes, exhibitors who choose to use an EAC must complete the **Notification of Intent to Use Exhibitor Appointed Contractor Form** located in the **Booth Construction section** of this Exhibitor Manual and comply with all rules and regulations. A **Notification of Intent to Use Exhibitor Appointed Contractor Form** signed by the exhibitor must be emailed to show management prior to **April 17, 2020**.

Your EAC must submit a Certificate of Insurance. Please refer to Certificate of Insurance information at the end of this section.

Exhibitor Appointed Contractors are allowed to do exhibit assembly work only. Rigging labor is an exclusive service of GES. This includes supervision, assembly, installation and removal of all items suspended from the ceiling.

Exhibitor Appointed Contractors are allowed to use genie lifts to affix headers to permanent displays only. GES will remove any equipment left in the exhibit hall and the EAC will be subject to any handling charges incurred to remove the equipment.

Exhibitors are responsible for informing their EAC of the above requirements and for ensuring their compliance. If you fail to fulfill any of the above listed requirements, your EAC will not be allowed to obtain wristbands and admission to the exhibit floor and you may be required to use GES contractors.

EACs MUST comply with the pre-show Photography Policy.



FCC REQUIREMENTS

Exhibitors displaying digital devices (e.g., personal computers, printers, monitors, keyboards) must comply with Section 302(b) of the Communications Act and Section 2.803 of the FCC's rules. Specifically, all digital devices on display must have the required FCC certifications. These procedures should be followed by manufacturers prior to the marketing of their devices.

Personal computers and peripherals are defined as Class B digital devices. Those devices that emit radio signals when operating must carry an **FCC Warning Label and ID Number**. Uncertified digital devices may cause harmful interference to important radio communications. For more information, contact your local Federal Communications Commission Office.

FIRE/STRUCTURE REGULATIONS AND PERMIT REQUIREMENTS

Please review the Los Angeles Convention Center (LACC) exhibit structure guidelines found in the **LACC section** of the Exhibitor Manual. It is the responsibility of the exhibitor to ensure compliance with the rules and regulations of the LACC.

All booths with structures exceeding 16 feet in height and all two-story exhibits are required to have both schematic drawings available for inspection at show site throughout installation and show days. The drawings must include a signature or stamp of the reviewing structural engineer indicating that the structure is properly engineered for its proposed use and a signature of an authorized official of the exhibit-building company indicating that the structure is built in compliance with details and specifications set forth on the drawings.

All booths must comply with the fire and safety rules as outlined in the **LACC exhibit structures requiring building and safety permits information**.

GES SERVICE CENTER HOURS

GES will operate a service center at each exhibit hall throughout move-in, move-out and show days. The hours of the service center are (all in PDT):

Sunday, May 31	8:00 AM – 4:30 PM
Monday, June 1	8:00 AM – 4:30 PM
Tuesday, June 2	8:00 AM – 4:30 PM
Wednesday, June 3	8:00 AM – 4:30 PM
Thursday, June 4	8:00 AM – 4:30 PM
Friday, June 5	8:00 AM – 4:30 PM
Saturday, June 6	8:00 AM – 4:30 PM
Sunday, June 7	8:00 AM – 4:30 PM
Monday, June 8	8:00 AM – 6:00 PM
Tuesday, June 9	8:00 AM – 7:00 PM
Wednesday, June 11	8:00 AM – 7:00 PM
Thursday, June 11	8:00 AM – 10:00 PM
Friday, June 12	8:00 AM – 4:30 PM
Saturday, June 13	8:00 AM – 4:30 PM
Sunday, June 14	8:00 AM – 4:30 PM
Monday, June 15	8:00 AM – 12 Noon

GUIDELINES FOR EXHIBITORS ON REPORTING SECURITY RELATED INCIDENTS

All exhibitors that have any show-related incident should report these incidents immediately to show management in Room 509.

If there is a medical-related emergency, security should be notified so that the on-site paramedics can be summoned, or dial extension 3000 on an LACC house phone; **do NOT** dial 911. The paramedics will provide a report to show management. It is requested that the exhibitor follow up with show management to insure that all necessary reports are secured for insurance purposes. There are first aid facilities located on both the west and south sides of the LACC, as well as show security offices on both west and south sides of the LACC.

If the incident is security-related (e.g., loss of personal or booth property, unauthorized personnel in your booth), notify both show management and the show security personnel. If your security-related incident involves a support service contractor, notify such contractor immediately after notifying show management and show security.

LACC security should always coordinate with the official show security supervisor. Contractors and security personnel are required to file reports with show management (and provide copies to the other exhibitors involved for insurance purposes, if applicable).

If you have a security-related incident of any kind, **DO NOT** wait until the end of the show to report this incident to the appropriate parties.

Please report all incidents to the appropriate parties as soon as they occur. Confidentiality is guaranteed.

HOTEL INFORMATION

For a listing of the official E3 2020 hotels, see the **Hotel/Travel Section** of the Exhibitor Manual.

INDUSTRY AFFILIATE (GUEST) PASSES

As an exhibitor at E3 2020, you have the unique opportunity to provide your top clients in the industry with **COMPLIMENTARY** admission to the E3 exhibit halls. Invite your most valuable customers to visit your booth at the industry's most important event.

You will have the ability to issue your Industry Affiliate Passes via email from your company's exhibitor



INDUSTRY AFFILIATE (GUEST) PASSES (continued)

registration portal. Each qualified invitee will receive a complimentary three-day exhibit floor pass.

Please note: *Affiliate Guest Passes should be distributed only to your clients who are members of the interactive entertainment industry.*

INSURANCE

ALL exhibitors are required to carry commercial general liability insurance (Please refer to your Exhibitor Space Contract). This insurance protects your company from claims that could arise if someone were to injure themselves or someone else while in or around your booth. For a complete list of exhibitor insurance requirements please see **Certificate of Insurance Information on page 47**.

INTERNATIONAL FREIGHT FORWARDER

Airways Freight Corporation has been appointed as the official customs broker and international freight forwarder for E3. For additional information on international freight forwarding, please refer to the **Official Vendors section** of the Exhibitor Manual.

ITEMS INCLUDED WITH BOOTH SPACE

Each year show management negotiates, on behalf of exhibitors, services and benefits to enhance the exhibit experience. This year we are pleased to offer:

- ◆ Standard booth ID sign for booths under 400 square feet
- ◆ 24-hour perimeter security on the exhibit floor
- ◆ Industry Affiliate (Guest) Passes for qualified key clients/customers
- ◆ Discount airfare packages
- ◆ Complimentary Official Online Show Directory listing and website listing.
- ◆ Transportation service from E3 official hotels to the Los Angeles Convention Center on show days.
Wristbands distributed to individuals booked within the official E3 hotel block.
- ◆ Monthly newsletters with up-to-date exhibitor information
- ◆ Link from E3 website with company logo stream
- ◆ Promotional and Media Relations Opportunities as outlined in the Exhibitor Only section of www.e3expo.com

LABOR

GES is the official labor contractor for E3. GES will be available to set-up, service, and dismantle your exhibit. Installation of your exhibit may begin as soon as your freight has been delivered to your booth. Please remember that the freight target date refers to when freight will begin to be delivered to your booth.

Rigging Labor is an exclusive service of GES. This includes supervision, assembly, installation and removal of all items suspended from the ceiling.

Union labor is required to set-up your exhibit. If your company plans to use a labor firm other than GES, you must complete the **Intent to Use an Exhibitor Appointed Contractor Form** located in the **Booth Construction and Set-Up section** of the Exhibitor Manual, and return it along with a Certificate of Insurance prior to **April 17, 2020**.

Completed forms and Certificates of Insurance may be mailed to E3 Show Management, P.O. Box, 1798, Centreville, VA 20122 or email to aroberts@dolaherevents.com.

Please note: In the event that notification of your Intent to use an Exhibitor Appointed Contractor and Certificate of Insurance are not received by April 17, 2020, labor must be arranged through GES.

Decorators Union—Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set-up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

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

Electrical Union

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.

LEAD RETRIEVAL

CompuSystems will be providing several options for lead retrieval equipment. Refer to the **Official Vendors section** of the Exhibitor Manual for more information. Please contact CompuSystems directly at 866-600-5323 with any questions.



LIABILITY

Please refer to your **Exhibit Space contract** for further information regarding the E3 liability policy. The use of exhibit space by an exhibitor in any manner which infringes upon public performance or copyright laws is expressly prohibited. Exhibitor acknowledges that show management does not exercise control over the selection of any work which may be used by the exhibitor that is protected by public performance or copyright laws. Exhibitors are responsible for payment of all fees, royalties or fines for use of work that is protected by public performance of copyright laws.

LICENSING / FEES / FINES / TAXES

Show management reserves the right to close down an exhibit which show management decides, in its sole discretion, displays products without the proper licenses.

Exhibitors shall be responsible for obtaining any licenses, permits, or approvals under local or state law applicable to their activity at E3 2020. Exhibitors also shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any governmental authority in connection with their activities at E3 2020.

LIGHTING / LIGHTS OUT REQUEST

Work light (50% of full capacity) is maintained in all exhibit halls during move-in and move-out. During show days, lighting is at the following capacity in the designated areas:

- ◆ **South Hall** - 25% of full capacity – all lights over the aisles **MUST** be left on.
- ◆ **West Hall** - 25% of full capacity – all lights over the aisles **MUST** be left on.

The exhibit hall lighting system is set up in light banks, whereby individual lights cannot be turned off without turning off all the lights in the bank. It may be possible to disable an individual light if it is easily accessible after booth set-up.

All exhibitors located in booths of 400 square feet or greater may request that the lights located directly above their booth be turned off for E3 2020. **The exhibitor requesting lights-out will be responsible for any cost associated with turning off the lights above their booth.** If the request for lights out affects a neighboring exhibitor, the request is subject to the determination/approval of show management. No gel wrap covering over any exhibit hall lights will be permitted by show management.

To review existing exhibit hall lighting pattern grids, please contact Greg Farley, GES, 562.356.3739 or email gfarley@ges.com

LOGO—PERMISSION TO USE E3 LOGO/MARK

Exhibitor shall sign a separate license agreement in order to use the official show logo for the 2020 show.

LOS ANGELES CONVENTION CENTER (LACC)

The Los Angeles Convention Center is privately managed by AEG Facilities, a division of AEG, which owns, operates and provides services to over 100 of the preeminent venues around the world.

- ◆ The address at the Los Angeles Convention Center is 1201 S. Figueroa Street, Los Angeles, CA 90015. T. 213.741.1151, F. 213.765.4266
- ◆ **NO STICKERS** may be applied anywhere within or outside of the facility.
- ◆ The floor of the exhibit hall is concrete (West and South Hall).
- ◆ The floor load capacity in the exhibit halls is 300 pounds per square foot.
- ◆ GES will provide a set location for the Marshaling Yard at a later date. For further assistance about the Marshaling Yard please contact GES at 562.370.1500.
- ◆ Maximum ceiling height in the halls is as follows:

	<u>Max/Build to</u>
*West Hall	36' / 25'
South Hall	39' / 25'
Petree Hall	17' / 14'
Concourse Hall	16'10" / 14'

Any build over 25' will need a variance.

*In West Hall there is a drop ceiling that covers an area 30 feet out from front, sides and back walls creating a "Limited Rig Zone." This drop ceiling is 36' above the floor. In the back of West Hall in front of the freight doors there is a soffit that is 25' above the floor, the maximum height to build a booth in this area is 22'. For questions call Tammy VanHooser at 562.356.3797 or email tvanhooser@ges.com.

Utility service access plates are located throughout the exhibit halls. In order for you to utilize any utility (e.g., electrical, water, drain, air), it will be necessary to complete the appropriate forms in the **GES** section of the Exhibitor Manual. Please note **Smart City** handles telecommunications orders. The form is in the **Vendor section** of the Exhibitor Manual.

- ◆ It is the obligation of each exhibitor to leave the facility, floors and walls in the same condition as they were prior to move-in. It is solely the financial responsibility of the exhibitor for any damage done to the facility.
- ◆ Levy Restaurants is the exclusive contractor for catering service at the Los Angeles Convention Center.

MATERIAL HANDLING/DRAYAGE

The Teamsters are responsible for:

- ◆ Loading and unloading all trucks, trailers, and individual company vehicles
- ◆ Handling empty crates
- ◆ Operating forklift
- ◆ Unloading/loading and un-skidding heavy machinery and equipment





GENERAL INFORMATION & RULES GOVERNING E3 2020

MATERIAL HANDLING/DRAYAGE (continued)

The Teamsters jurisdiction also covers the reverse operations as outlined above for the removal of equipment.

MEDIA RELATIONS

Detailed information is available at www.E3Expo.com, media tab or contact the official Public Relations company for E3, Double Forte at media@e3expo.com.

MINOR ADMITTANCE POLICY

NO ONE UNDER THE AGE OF 17 (INFANTS INCLUDED) IS PERMITTED ON THE SHOW FLOOR. Anyone under 17 will be turned away at the door (no refunds issued).

See the "Minor Admittance Policy" under the **Registration section** of the Exhibitor Manual for more information about this policy.

MODEL & TALENT

The official model & talent vendor is TradeShow Temps. Information regarding this company can be found under the **Vendor section** of the Exhibitor Manual. If you choose not to use the official vendor for E3 your model and talent company **must** be registered as an official Exhibitor Appointed Contractor (EAC). Information regarding using an EAC and required forms can be found in the **Booth Construction and Set-Up section** of the Exhibitor Manual. In addition they must provide show management with a Certificate of Insurance. Every company must comply with the E3 Character of Exhibit policy (Please refer to your exhibit space contract).

MOVE-IN /MOVE-OUT POLICY

All exhibits must be set up by 8:00 AM PDT on Tuesday, June 9, 2020. Booth space not occupied by this time will revert to show management with no refund offered.

Exhibitors may not dismantle any part of their exhibits until the close of the show on Thursday, June 11, 2020 at 6:00 PM. Materials not removed by the end of your specific move-out period may be removed by show management and put into storage at the exhibitor's expense. Show management assumes no liability for any materials that may be placed in storage or left unattended.

OPEN TOE SHOES

OSHA regulations prohibits the wearing of open toe shoes during move-in and move-out by all personnel on the show floor. This rule will be strictly enforced by security for the safety of all E3 participants. Open toe shoes **can** be worn during all open Show hours.

PARKING

In/Out privileges must be made through the LACC Parking Office or on-site at the LACC Customer Service Desk located in West and South lobbies. Please note that the entrances are designated for drop off and pick up only of buses, limousines and media satellite trucks; the parking of vehicles near the entrance is not allowed. All vehicles which do not adhere to this rule will be removed at the owner's expense. For more information please contact 213.765.4263 for LACC Event Services. Please refer to the **LACC section** of the Exhibitor Manual.

PERFORMANCES

ALL EXHIBITOR SPONSORED PERFORMANCES MUST TAKE PLACE WITHIN THE CONFINES OF YOUR ALLOTTED BOOTH SPACE.

When planning for your themed performances, be sure to design an area that can sufficiently hold your audience within the confines of your exhibit space.

No performances will be permitted that interfere with the use of other exhibits or impede the free use of the aisles.

Booth personnel, including demonstrators, talent and models, are required to limit their activities to the confines of your booth space.

Please see the mandatory **Performances and Live Entertainment Form** located in the **Show Information and Forms section** of the Exhibitor Manual.

PRIZE DRAWINGS

Raffles, prizes, and giveaways are the sole responsibility of the exhibitor. If the giveaway is food-related, then it must be coordinated with the exclusive LACC caterer. The exhibitor is responsible for conducting any prize drawing, but all activities must be confined to its booth area. Exhibitors are also responsible for ensuring that the winners of prizes are properly notified and it is the responsibility of the exhibitor to ensure that the winner in fact does receive the advertised prize.

PROMOTIONAL OPPORTUNITIES

Take advantage of great promotional opportunities such as the Website hyperlinks, the Virtual Press Office, Event Marketing opportunities and more.

A complete listing of promotional opportunities can be found in the **Exhibitor Only/Exhibitor Promotional Opportunities section** of the E3 2020 website: www.E3Expo.com

RULES GOVERNING E3 2020

All exhibitors are urged to read their exhibit space contract. For a complete listing of additional E3 rules and regulations, please refer to the **General Information & Rules Governing E3 2020 section** of the Exhibitor Manual. The manual is not intended to limit the exhibit space contract.



SALES ON SHOW FLOOR

Exhibitor shall have the right to sell merchandise within exhibitor's booth during the show so long as exhibitor has obtained and can produce evidence of (upon ESA's request) full, unencumbered rights to sell such merchandise without infringing upon the intellectual property rights of another entity. Exhibitor shall be solely responsible for ensuring that all taxes and fees are paid on all merchandise revenues as well as for obtaining all necessary certificates and permits, and shall furnish proof of the foregoing to ESA on or before April 17, 2020. Please fill out the mandatory Sales Tax form in the **Show Information section** of the Exhibitor Manual.

SECURITY

Security guards will be posted along the **perimeter of the exhibit areas** from the beginning of move-in through the end of move-out. However, **show management is not responsible for any lost, damaged or stolen exhibitor materials. It is strongly recommended that exhibitors hire individual booth security.** For more information on individual security, please contact Larry Lopez, T. 714-397-3871.

Exhibitors who plan to hire private security through an agency other than the official security vendor must fill out the **Contractor Only Form (EAC)** and return it to show management as well as notify the official show security vendor.

Important Show Security Guidelines (please review carefully):

- ◆ Exhibitors are responsible for the security of all items in their display. Show management, facility personnel, and security contractors try to guard against theft, but the ultimate responsibility is the exhibitor's.
- ◆ Do not list the contents of crates or cartons on the shipping label.
- ◆ Do not store extra products or anything of value in empty crates. Empties will not be stored in a secured area.
- ◆ Never display one-of-a-kind items or irreplaceable items unless someone is present at all times to guard them.
- ◆ Do not leave your booth unattended during the hectic and heavily trafficked move-in and move-out times.
- ◆ Business tools such as laptops, mobile devices, and give-away items are the things most often stolen. These items should be guarded or stored safely overnight.
- ◆ Thieves will take personal items such as purses, suit coats and briefcases. Do not leave them unattended in your booth.

SHUTTLE BUSES

Shuttle bus service will be provided from E3 official hotels to the Los Angeles Convention Center during show days. Wristbands will be distributed at the hotel to attendees staying within the E3 official hotel block. More information and a schedule will be available on the E3 2020 website at www.E3Expo.com

SIGNAGE/RIGGING

Regulations regarding signage/rigging vary based on the exhibit hall location. Please refer to the **Booth Construction and Set-Up section** of the Exhibitor Manual for detailed information.

SMOKING POLICY

The Los Angeles Convention Center is a non-smoking facility. This includes smoking or vaporizing of any tobacco and non-tobacco products. This extends to, but not limited to, the use of hookahs, electronic cigarettes and vape pens.

SOUND POLICY

A maximum level of **85 decibels** will be permitted in all exhibit areas. Please refer to the Sound Policy for Speakers & Video Walls under the **Booth Construction & Set-Up section** of the Exhibitor Manual for more information.

TARGETED MOVE-IN SCHEDULE

Please make sure that delivery of your rigging properties and booth freight is in accordance with the targeted floor plan. There are two schedules for deliveries: one for rigging items and one for booth freight. Please refer to the targeted floor plans in the **GES section** of the Exhibitor Manual.

UNION REGULATIONS

To assist you in planning your participation in E3 2020, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union—Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set up your exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one half (1/2) hour, you must use union personnel supplied by the Official Service Contractor.

As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

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

GENERAL INFORMATION & RULES GOVERNING E3 2020



UNION REGULATIONS (continued)

Electrical Union

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.

VIDEOGRAPHY/PHOTOGRAPHY GUIDELINES

No videography or photography is permitted during move-in. All exhibiting companies and EACs MUST comply with the E3 pre-show Photography Policy.

VEHICLES / MOTOR VEHICLE DISPLAYS

Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Exhibitors must provide detailed information on these types of vehicles, including a floor plan and complete manufacturer specifications to show management no later than thirty (30) days prior to move-in.

WIRELESS NETWORK / HIGH-DENSITY WIRELESS ENVIRONMENTS

In an effort to properly set expectations for E3, a technical explanation of "High Density Wireless Environments" is helpful. It is defined as a specific area within a public space where large concentrations of wireless 802.11 capable devices such as laptops, tablets, or smartphones will be present.

There are two frequency bands in which the 802.11 wireless technologies reside - 2.4GHz (less stable) and 5GHz (more stable). Large concentrations of devices in a single area can cause significant interference and over-saturation, which can be perceived as problems with the overall network.

In most cases these issues can be minimized by using only devices utilizing the 5 GHz 802.11a/n/ac space. The 2.4GHz frequency is used and can be affected by common devices like Bluetooth, cordless phones, wireless microphones, wireless cameras, game consoles and even microwave ovens. This causes it to appear as though the network is "down" when in fact the client devices are having issues talking to the wireless router. **showNets recommends only deploying 5 GHz 802.11a/n/ac in all exhibitor spaces.**

We hope that this information will help exhibitors have a better understanding so their experience is positive. Please know that showNets designs and installs the most

reliable wireless network. Show management cannot control interference that may be experienced from outside sources. If you have any questions or would like showNets to help you plan your wireless requirements, please call 800-310-4454.



AFTER HOURS RECEPTIONS / SPECIAL EVENTS

All exhibitors hosting an event on the exhibit floor after scheduled official Show hours must complete this form and submit it to show management by **May 11, 2020.**

- ◆ Invitations are required for admittance onto the show floor for events. Events can only be held June 9-11, 2020. Please submit copy of the invitation to show management.
- ◆ For every 20 people that are attending the events, a security guard, hired by the exhibitor, must be present. Security is required to escort event attendees to and from your booth and the exhibit hall entrance. Show management must receive a confirmation of hired security before approval for events will be granted.
- ◆ Guest lists are required for ALL events and must be submitted to show management by **May 29, 2020.**
- ◆ All planning and costs associated with events are the responsibility of the exhibitor, including notifying customers about the event and coordinating with show management.
- ◆ PLEASE REMEMBER to order 24-hour power in advance for event. The electrical service desk will be staffed until 6:00PM each day.
- ◆ Contact Levy Restaurants, the exclusive LACC caterer, for your catering requirements.
- ◆ Please call 508.834.6201 with any questions

Please email this form by **May 11, 2020.**

E3 show management aroberts@dolaherevents.com | T. 508.834.6187

EVENT DATE AND TIME NUMBER OF ATTENDEES

COMPANY NAME BOOTH NUMBER

CONTACT PHONE

ADDRESS

CITY STATE ZIP

EMAIL ADDRESS



MANDATORY

PERFORMANCES & LIVE ENTERTAINMENT



E3 requires every exhibitor that is planning to have a live performance during the show to complete and submit the Performances & Live Entertainment Form. When planning for your themed performances, be sure to design an area that can sufficiently hold your audience within the confines of your exhibit space. No performances will be permitted that interfere with the use of other exhibits or impede the free use of the aisles. Booth personnel, including demonstrators, talent and models, are required to keep their activities within the confines of their booth space.

Additionally as a reminder, all exhibitors hosting an event on the exhibit floor after scheduled official show hours (“Events”) must complete the After Hours Receptions/Special Events form and submit it to show management by May 11, 2020.

This form must be submitted by April 29, 2020 to Alida Roberts via email at aroberts@dolaherevents.com for approval. If no approval form is submitted Show management reserves the right to shut down your activities. Call 508.834.6201 if you have any questions.

Required Information:

- ◆ Nature of performance, including any special effects (e.g., use of pyrotechnics, live band, DJ, food and beverage, audience participation, any product or service that would require a special permit through the City of Los Angeles).
- ◆ Day, time and duration of performance (please submit a schedule)
- ◆ Models or celebrities that will be performing
- ◆ Layout/set design that will be constructed as part of the performance
- ◆ Autograph signings
- ◆ Information regarding security contracted for crowd control and safety precautions
- ◆ Certificates of Insurance
- ◆ All performance audio presentations must adhere to the E3 Sound Policy limit of 85 decibels at all times.

Yes we are planning to have a Performance and/or Live Entertainment in our exhibit.

Description of Performance/Live Entertainment: _____

COMPANY NAME _____ BOOTH NUMBER _____

CONTACT _____ PHONE _____ EMAIL _____

SIGNATURE _____



Aerial Drone Approval Form



E3 requires every exhibitor that is planning use of an Aerial Drone during the show to complete and submit the Aerial Drone Form. When planning the use of an Aerial Drone exhibitors **MUST** follow the LACC guidelines found in the LACC section of this manual and get the approval from both show management as well as the Los Angeles Convention Center (LACC). Each exhibitor is required to have a designated area for flying the Aerial Drone above the exhibit space and must strictly follow all guidelines put in place by the LACC. Aerial Drones will not be permitted without the prior approval of both parties. Aerial Drones activities must be kept within the confines of the booth space and if filming may only film within the contracted space. **Videography and/or photography is NOT permitted during move-in.**

- ◆ This form must be submitted by **May 8, 2020** (30 days prior to the first show day) to Alida Roberts via email at aroberts@dolaherevents.com for approval. If the approval form is not submitted show management reserves the right to shut down your activities. Call 508.834.6201 if you have any questions.
- ◆ Day, time and duration of flying time (please submit a schedule)
- ◆ Layout/fly-zone design
- ◆ Information regarding security contracted for crowd control and safety precautions
- ◆ Certificate of Insurance

I have read and understand the Aerial Drone Guidelines from the LACC

This is an initial form of contact only. Once received, show management and the LACC will contact you after all LACC requirements have been met. Approval is pending until all parties have reviewed your submission.

Nature of Aerial Drone use: _____

COMPANY NAME	BOOTH NUMBER	
CONTACT	ON SITE CELL NUMBER	EMAIL

SIGNATURE

NOTE: If the LACC Fire Marshal requires a fire safety officer on stand-by this is billable to the exhibitor upon full review of the aerial drone operation plan.



EMPLOYEE UNIFORMS

MANDATORY

All Exhibitors are required to send to show management the design and/or photographs of Employee Uniforms. This includes all booth employee uniforms, model attire and costumes that are planned for the show.

Exhibitor may not display/exhibit any materials (including, but not limited to, products and signage) that infringe upon the intellectual property rights of another entity. Material or conduct, including employee uniforms, live models, or costumes that is sexually explicit and/or sexually provocative, including, but not limited to, nudity, partial nudity, and bathing suit bottoms, are prohibited on the Show floor, all common areas, and at any access point at the show. Exhibitor must seek and obtain ESA's prior approval of all costumes, model attire and employee uniforms by no later than **April 17, 2020**. ESA, in its sole discretion, will determine whether such items are acceptable.

EXHIBITOR INFORMATION

Company: _____ Date: _____

Contact: _____ Booth #: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Yes, we will be utilizing employee uniforms and/or costumes (please submit photos of the uniforms, model attire and costumes for approval)

No, we will not be utilizing employee uniforms and/or costumes

Please email by **April 17, 2020** to Alida Roberts

aroberts@dolaherevents.com | T. 508.834-6187



MEDIA AND PR INFORMATION



Thousands of international and domestic media attend E3, providing exhibitors with access to outlets representing business, consumer, trade, technology, consumer electronics, social media and more.

We have developed a handbook to help public relations professionals make the most of their E3 experience. This handbook includes comprehensive details on all of the PR opportunities available to you as an exhibitor at E3, as well as tools, tips, and resources to maximize your visibility and generate demand for your products and services at the event.

The E3 Exhibitor Public Relations Handbook can be found at the **Exhibitor Only/Exhibitor Promotional Opportunities** section of the E3 2020 website: www.E3Expo.com

If you have any questions, or general PR queries related to the event, please don't hesitate to contact the E3 Public Relations Team:

Clare Redlick
C. 415-840-5251
O. 415-500-0630
credlick@double-forte.com
Double Forte
www.double-forte.com
media@e3expo.com

E3 2020 PROMOTIONAL OPPORTUNITIES



Tens of thousands of people attend E3 each year and millions more tune in for non-stop broadcast, online and social media coverage of the products and companies at the world's premiere event for video games. Maximize your company's visibility through the following complimentary promotional opportunities.

Exhibitor Profile

Create your Exhibitor Profile and **your company will automatically be included in all of E3 2020's media and promotional platforms, including:**

- Listing on the Participating Company page and scroller on E3Expo.com
- Listing on the E3 Mobile App
- Contact information listed in annual E3 Exhibitor PR Contact Guide, which connects your company to thousands of influencers around the globe.
- Information and company location included in on-site information kiosks/maps
- E3's complimentary New Product Spotlight program—have your new products and technologies highlighted throughout the show.

In order to create your Exhibitor Profile and take full advantage of all of E3's promotional opportunities, please follow the instructions below. If you have questions or need assistance, please email Alexi Caffelle (acaffelle@dolaherevents.com).

Login to Exhibitor Only section of the E3 2020 website:

1. Go to E3Expo.com/exhibitor/promotional-opportunities
2. Login using the credentials provided to you by Katie Bonarrigo (cbonarrigo@dolaherevents.com).
3. Select the categories related to the products you'll be showcasing at E3.
4. Hit Submit.
5. You are now inside the Exhibitors Only section of the website. Here you will find important deadlines and information, including how to set up your Exhibitor Profile. Be sure to check back periodically for updates!

Setting up your Exhibitor Profile Including a brief company description, New Product Spotlight and your E3 "Happenings"

1. Scroll through Exhibitor Key Deadlines to find Exhibitor Profile. Click the link and you will be redirected to the E3 2020 Map Your Show website.
2. Login using your credentials provided by Katie Bonarrigo.
3. Select "Complete Your Exhibitor Profile".
4. Go through each section and enter your information.
5. Once approved, click "Approve Data" at the top of the page.
6. Your Exhibitor Profile is now complete and will be included in our online directory and mobile app.

E3 2020 PROMOTIONAL OPPORTUNITIES



[Searchable Database: Product Categories](#)

One of the most important aspects of your success at E3 is to have your target audience find, engage and interact with your products. Showcase the categories of your products, and automatically match them to the interests of E3 attendees including retailers, wholesalers, distributors, gamers, developers, media and many more. (Note: No product names or information needed.) Your product categories will appear in the following programs:

- E3Expo.com
- E3 Mobile App
- E3 PR/Media, Retailer and Social outreach
- On-site Information kiosks / maps

[New Product Spotlight](#)

Make sure you are included in the many promotions that spotlight companies with new products at E3 this year.

Spotlight on Companies with new products and technologies. Even if your product isn't ready yet, E3 will highlight your company name (no product information) in the following programs:

- E3Expo.com
- E3 Mobile App
- Outreach to media, retailers, social media, etc.
- On-site signage
- On-site Information kiosks / maps
- On-site Media Center

Spotlight on New Products. E3 highlights exhibitor's new products and technologies throughout the show. (NDA options available) In addition, new products will be featured in:

- E3Expo.com
- On-site information kiosks/maps
- On-site Media Center
- E3 Mobile App

[Your E3 "Happenings": Events, Activities, Appearances, etc.](#)

E3 will work with your company to help coordinate and promote the special events and activities you are planning for the show. (If your events are private, we will work under NDA).

[PR / Media / Retailer / Social Outreach](#)



E3 2020 PROMOTIONAL OPPORTUNITIES



More than **4,000** journalists qualified and registered for E3 2019, generating millions of stories worldwide and the widest social media reach in the history of the show. The E3 team can help your company reach the media, retailers and social media influencers to generate buzz about your products and build your brand.

- PR Contact Guide for Media - Connects your PR team directly with the thousands of journalists worldwide who follow E3.
- PR Handbook - Resource for E3 exhibitors that outlines the multiple opportunities to team with E3's PR team to maximize your company's visibility with the worldwide media covering E3.
- Virtual Press Office (VPO) - Take advantage of E3's relationship with Virtual Press Office (VPO). VPO is a global leader in online press office management and trade show news distribution solutions. VPO creates interactive online press offices for E3 - from new releases and marketing collateral to multi-media and social media - in order to foster an engaging community experience. As the trade show division of PR Newswire, journalists, targeted media, and bloggers depend on E3's VPO portal as a source of quality event news and multimedia content to inform their stories. [Click here \(http://e3expo.vporoom.com/\)](http://e3expo.vporoom.com/) for more information and to create an electronic Exhibitor Press Kit. For further assistance, please contact the VPO team at sales@vpoinc.com or 973-783-7787.

E3expo.com

Maximize your company's impact on E3Expo.com, where millions of viewers learn about E3 and the companies and products showcased at this global event.

Exhibitor Opportunities include:

- Your Exhibitor Profile
- Your Product Categories - searchable by attendees. (No specific product names or information needed).
- New Product Spotlight - Highlights companies that plan to show new products or technologies at E3 2020. (Specific product names and/or details are optional. NDA options available).
- Your E3 "Happenings" - Promote your events, activities and celebrity appearances to build buzz and attract attendees to your booth at E3. (NDA options available.)
- "Featured" listing - Move your company to the top of the E3 Exhibitor List, in the "Featured" section - driving traffic to your company's listing.

[E3 Mobile App](#)

The E3 Mobile App is downloaded by thousands of industry watchers and gamers each year, as a quick directory of all the companies and products showcased at E3.

Exhibitor opportunities include:

- Advertising/sponsorship opportunities. Contact Carla Rizzo crizzo@dolaherevents.com.
- Exhibitor Profile - automatically loaded, and includes:
 - ◆ Company Description
 - ◆ Your Product Categories
 - ◆ New Product Spotlight
 - ◆ Exhibitor "Happenings" at E3: Events, activities, appearances and more.

Please remember to set up your Exhibitor Profile.

This is crucial to your participation in all promotional opportunities available at E3.

EVENT MARKETING



Enhance your brand presence with a customizable marketing experience, and utilize a unique opportunity to deliver your message, your way. It all starts here with new opportunities and unlimited, global exposure by partnering with the E3 Event Marketing team.

E3 Event Marketing is the most effective way to reach video game professionals, the biggest video game fans, and influential insiders.

With on-site experiences targeting the tens of thousands at the event, and marketing vehicles targeting the global audience captivated by E3 online and beyond, capturing your exact audience has never been easier.

From bold signage, large and small, to completely customizable experiential Event Marketing opportunities, allow the E3 Event Marketing team to develop an event blueprint that will leave a lasting impression.

Customize a strategy that amplifies brand exposure, secures attendee attention, and influences your audience's actions by utilizing the expertise of the E3 Event Marketing team.

For more information please call Carla Rizzo, 508-834-6182 or E-mail:

crizzo@dolaherevents.com

PRE-REGISTERED ATTENDEE LIST



Email Marketing through E3

E3 is excited to offer E3 exhibitors the ability to have an email sent to the E3 audience, directly promoting your company, brand, and message. **Exhibiting at E3 is the only way to directly email to the official E3 email lists.** There is no better way to reach your most motivated customers - take advantage of this exclusive E3 exhibitor benefit today!

Two unique email lists are available:

- ◇ 2020 registered attendees: Appropriate for 2020 show specific messaging.
- ◇ 2-year opt-in list: Appropriate for general messaging.

The E3 email lists include individuals who have opted in and have requested the opportunity to receive information directly from E3 exhibitors. Supplemental email statistics will be provided after your message is sent, making it easy for you to see the results of your outreach and integrate into your overall marketing plan.

Please note:

- You, the exhibitor, will need to provide the following information: HTML for email message and sender from name.
- The email will be sent via a secured independent email service sent directly from the sender name you provide.
- If you receive any correspondence from other companies and/or list brokers claiming they have the official E3 email lists, please be aware these claims are false. **The only opportunity to email to the official E3 lists is through this exclusive service provided to E3 exhibitors by E3 show management.**

For more information on email marketing through E3, availability/usage of the lists, and pricing, please contact:

Cindy Hart
Marketing Director
Dolaher Events
chart@dolaherevents.com
508-834-6196

PRE-REGISTERED ATTENDEE LIST



Direct Mail through E3

Take advantage of this special offer available only to E3 exhibitors! Beginning May 6, 2020, the E3 pre-registered attendee list will be available to exhibitors for direct mail, FREE of charge. List selects include Industry, Title, Hardware Platform, and Market Segment. This list is for **one-time, direct postal mail use only, and does not include email addresses**. Additional lists can be purchased for \$200 per thousand names.

List broker information will be forwarded separately.

Please Note:

1. A sample of your mail piece is required for approval.
2. The list will only be shipped to a bonded mail house or Service Bureau.
3. Telemarketing is not allowed.
4. Delivery time is 5-7 days from receipt of complete written order and sample mailing piece.
5. The E3 2020 Pre-Registered list will not be available before May 6, 2020.

If you are interested and/or need more information, please contact:

Cindy Hart
Marketing Director
Dolaher Events
chart@dolaherevents.com
508-834-6196

PERFORMANCE OF COPYRIGHTED MATERIAL



You are responsible for obtaining all necessary licenses and permits to use all copyrighted materials in your display. You may not play, broadcast or have performed any copyrighted materials, such as videos or photographs, without first obtaining the necessary licenses from the copyright owner or licensing agency representing the copyright owner.

For your information only, ESA holds blanket licenses for the public performance of music licensed by the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music Inc. (BMI). This, however, does not relieve you of the obligation to ensure that you have permission to use ASCAP and BMI music, in addition to all other copyrighted materials. This also does not relieve you of the obligation to indemnify ESA for any claims brought in connection with your unauthorized use of copyrighted materials (including, but not limited to, ASCAP and BMI music), as provided in the Indemnity Section of the Exhibit Space contract.

The proper license(s) must be posted in your booth and available for inspection at the request of Show management or the properly authorized licensing agency. Show management reserves the right to remove from the exhibit hall your display, or any part of your display that incorporated any copyrighted material for which you fail to produce proof that you hold all required licenses.

Adherence to these federally mandated copyright licensing laws is of critical importance. It is your responsibility to ensure that all licenses have been obtained. If you encounter any difficulty in your attempt to obtain a license, please contact the show management team: Alida Roberts at aroberts@dolaherevents.com.



MANDATORY

INSURANCE INFORMATION

ALL Exhibitors are required to carry commercial general liability insurance. This insurance protects your company from claims that could arise if someone were to injure themselves or someone else while in or around your booth.

E3 and the ESA require that each company hold a personal property damage liability policy valued at a minimum of \$1,000,000 per occurrence with a general aggregate valued at a minimum of \$2,000,000. **You must provide specific documentation indicating insurance coverage at or above these levels, or your company will not be allowed to set up a booth at E3.**

Exhibitors must provide Show management with a document called a Certificate of Insurance. This document must be obtained through your company's insurance carrier. When contacting the insurance carrier please be sure to the following information is included on the document:

- ◆ ESA, C/O Dolaher Events, P.O. Box 1798, Centreville, VA 22122 is listed as the certificate holder
- ◆ AEG Management, LACC, LLC, the City of Los Angeles, GES, ESA, and Dolaher Events, LLC, as well as their respective parents, subsidiaries, affiliates, licensees, lenders, contractors, partners, members, shareholders, officers, agents, representatives, directors, employees, successors and assigns are listed as additional insured
- ◆ Each occurrence is valued at least \$1,000,000
- ◆ The general aggregate is valued at least \$2,000,000
- ◆ The certificate is valid May 31 - June 15, 2020

Please upload your Certificate of Insurance to the Exhibitor Dashboard no later than **April 17, 2020**.

If your company does not hold a commercial general liability insurance policy that is valued at the minimums listed above, show management has negotiated rates with an insurance broker who can assist your company in obtaining a policy that will be valid only at E3.

Please contact:

John Buttine Inc., Insurance | Contact: Kendra A. Reilly
T. 212.867.3642 | F. 212.504.8084

Email: kar@buttine.com | Website: www.buttine.com

Apply online at <http://www.buttine.com/eventExhibitor.html>

If you have any questions please contact us at the exhibitor hotline: 508-834-6201



MANDATORY

EXHIBITOR SALES TAX

Under California State Law, show management is required to keep a record of each exhibitor’s sales tax information for inspection upon demand by the State or be subject to a fine of \$1,000.00 per exhibitor. This fine will then in turn be levied against the exhibitor in violation.

Therefore, in order to comply with this law, we require ALL exhibitors to complete and return this form to the address below. Please be advised that failure to return this Sales Tax Form with all the relevant information provided may result in the delay of your participation in the event. **Show management will not allow any exhibitor to set-up their booth without this form on file.** Due to the significant nature of the fines, this policy will be strictly adhered to without exception.

Not planning on selling at the event?

Simply check off that you are not selling on the show floor and send the form back to us.

Planning on selling at the event?

We will need a completed Sales Tax Form with your California Seller’s Permit Number (mandatory if selling).

For questions and to apply for a California Sellers Permit:

<http://www.cdtfa.ca.gov/services/permits-licenses.htm>

EXHIBITOR INFORMATION

Company: _____ Date: _____

Contact: _____ Booth #: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

I WILL NOT BE SELLING ANY PRODUCTS ON THE SHOW FLOOR

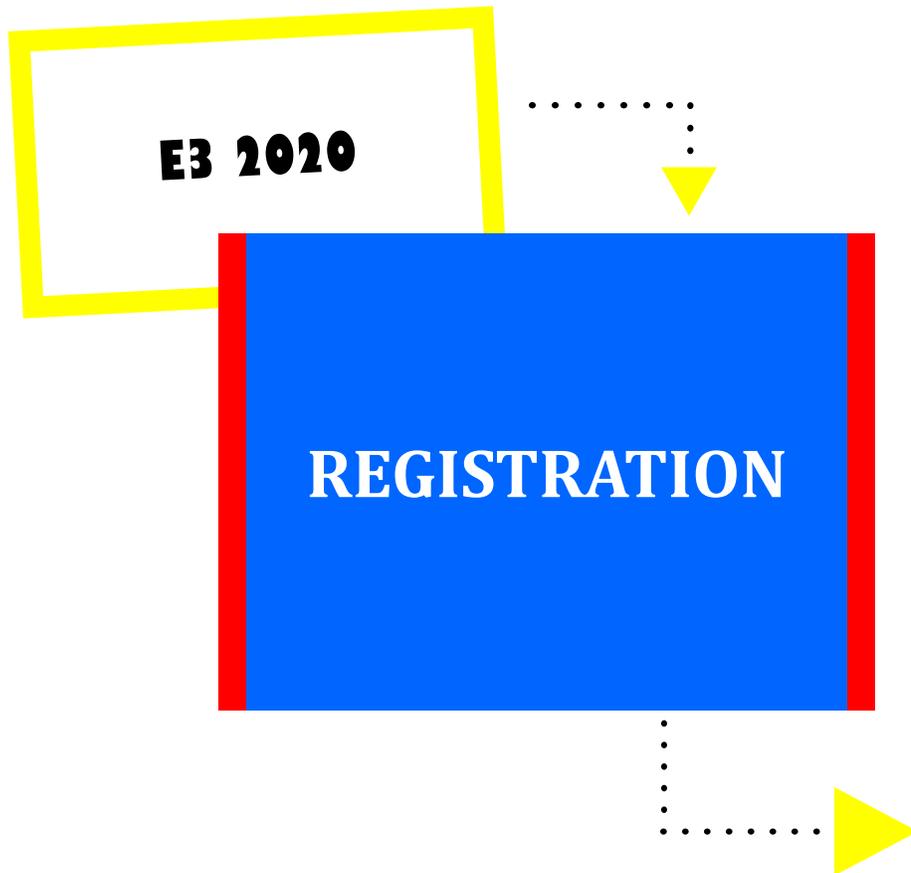
I WILL BE SELLING PRODUCTS ON THE SHOW FLOOR

California Seller’s Permit Number (mandatory if selling): _____

Please upload your Sales Tax Permit form to the Exhibitor Dashboard no later than **April 17, 2020.**

If you have any questions please contact us at the exhibitor hotline: 508-834-6201





EXHIBITOR REGISTRATION INFORMATION



E3 Registration for Booth Personnel is available online through the E3 website www.E3Expo.com.

The E3 Exhibitor Registration site will allow you to continuously manage your allotment, and your staff list will always be available for you to review and make changes.

Exhibitor badges will NOT be mailed pre-show. All Exhibitor staff badges can be picked up at any badge pickup counter outside both the South and West Lobbies of the Los Angeles Convention Center. Exhibitor badges can also be picked up in Exhibitor Registration located in the South Hall Lobby at the Los Angeles Convention Center. Onsite Registration opens Sunday, June 7 at 1pm.

Who should receive an Exhibitor Badge?

- 1. Exhibitor Badges should be used only for personnel who will staff your booth during show days.** Exhibitors can pick up their Exhibitor badges onsite beginning Sunday, June 7 at 1 pm. Exhibitors requiring access to the show floor before this time should pick up a wristband at any one of the E3 Security offices located on both the South and West side of the Los Angeles Convention Center.
- 2. Do not register non-employees and clients as booth staff.** Providing non-employees or clients with exhibitor badges allows them access to the show during set-up and tear down as well as during non-show hours. In turn, this creates both security and safety issues for your exhibit space as well as other exhibitors. **Your company will be responsible for the actions of all persons included on your exhibitor registration list.**
- 3. Do not include children under the age of 17** on your exhibitor registration list, as they will not be allowed to pick up an E3 badge onsite.
4. Non-employees should register themselves as general attendees via the E3 website www.E3Expo.com.
5. Your important **clients should be issued invitations for Industry Affiliate (Guest) Passes** via email from your company's exhibitor online Dashboard. Industry Affiliate (Guest) Pass invitations should be distributed only to your clients who are members of interactive entertainment industry.
6. All Exhibitors should be prepared to provide proper **company** ID when collecting their badge at badge pickup counters.

If you have questions concerning Exhibitor registration, please contact Stephen Galeotalanza at sgaleotalanza@dolaherevents.com.



EXHIBITOR REGISTRATION INFORMATION (cont'd)

How do we order Exhibitor Badges?

After your company secures exhibit space at E3, a Registration ID will be issued to your company's E3 contact via an email from Show Management. You will need this ID in order to register your booth staff via the E3 website www.e3expo.com.

Once you have entered the Exhibitor Only section of the E3 website, click on Exhibitor Registration. If your company's Exhibitor contact has trouble locating your company's exhibitor registration ID, please contact Stephen Galeotalanza at sgaleotalanza@dolaherevents.com.

How does our company receive our Exhibitor Badges?

Exhibitor badges will NOT be mailed pre-show.

Exhibitor staff badges can be picked up at any badge pickup counter outside both the South and West Hall Lobbies. Exhibitor badges can also be picked up in **Exhibitor Registration located in the South Hall Lobby at the Los Angeles Convention Center.**

A government-issued photo ID will be required for badge pickup.

Exhibitor badges will be printed with the name of the company as stated on the Exhibit Space Contract. Exhibitor badges will **NOT** be issued to Exhibitor staff from Exhibiting companies who have failed to file their Certificate of Insurance with Show Management.

What if our Exhibitor badge list is not complete prior to the Show Dates?

If you would like to make additions to your Exhibitor badge list, you may do so throughout the event by logging onto the E3 website, www.e3expo.com.

How many Exhibitor Badges are allotted to our company?

Your company's badge allotments are listed on your Exhibitor Registration Dashboard. The number of Exhibitor badges allotted to your company is based on your booth's square footage. Four Exhibitor badges are allotted per 100 square feet of exhibit space with a maximum of 600

The badge allotment table is listed below:

SQUARE FEET	# of BADGES	SQUARE FEET	# of BADGES	SQUARE FEET	# of BADGES
100	4	800	32	3,000	120
200	8	1,000	40	5,000	200
400	16	1,200	48	10,000	400
600	24	1,500	60	12,000	480
				15,000	600

EXHIBITOR REGISTRATION INFORMATION (cont'd)



If our booth staff changes daily, can our staff share badges?

All E3 badges, exhibitor and attendee, are non-transferable and **badge swapping or badge sharing is strictly prohibited**. Show management continuously monitors the transfer of badges and any person found using another person's badge will have their badge confiscated and will be asked to leave the premises. In order to avoid this frustrating consequence, please make certain that your employees and booth staff are aware of this policy.

We are an international exhibitor; how do we request Visa Letters?

Please contact Brighid Orlando borlando@dolaherevents.com to request your visa letter(s).

Exhibitor visa letters are issued only to the booth staff of a contracted E3 exhibiting company. The number of visa letters is limited to the exhibiting company's badge allotment. (For example: if your company's allotment is ten exhibitor badges, you can request ten Visa Letters).

When requesting a Visa Letter please include the following information for each person:

Name:

Date of Birth:

Passport Number:

Company Name: *The company name must be the name that appears on the signed Exhibitor Contract.*

Address: *The address provided should be the same as the company address that appears on the signed Exhibitor Contract.*

Telephone: *The company telephone number should be the same as the company phone number that is provided on the signed Exhibitor Contract.*

How will our company's Exhibitor-Appointed Contractors (EACs) gain access to the Los Angeles Convention Center?

All EAC workers will be issued EAC wristbands for Move-In and Move-Out. Exhibitors should NOT order Exhibitor or Attendee badges for EAC personnel; as they will not be allowed access to the show floor with these badges. EAC workers must display the official EAC wristband in order to enter the show floor daily. Workers can pick up their wristbands daily at security desks located in both the South and West Hall Lobbies. Security desks will be open from May 31, 2020 through June 15, 2020.

The following forms must be submitted to show management before any EAC wristbands will be distributed onsite:

- Notice of Intent to use an EAC to GES (provided in the GES Section of the Exhibitor Manual)
- Notice of Intent to use an EAC to show management (provided in the Booth Construction & Set-Up Section of the Exhibitor Manual)
- EAC Contractor Information Form (provided in the Booth Construction & Set-Up Section of the Exhibitor Manual)
- An original Certificate of Insurance from both the EAC and the exhibiting company.

If you have any questions concerning this policy, please contact the E3 Exhibitor Hotline at 508-834-6201.

EXHIBITOR REGISTRATION INFORMATION (cont'd)



Does our company have the opportunity to invite our important clients to E3?

All exhibiting companies are entitled to 8 Industry Affiliate (Guest) Passes per 100 square feet of booth space. There is a maximum of 400 passes allotted.

You will have the ability to issue your important clients Industry Affiliate (Guest) Passes via email from your company's exhibitor registration Dashboard. Each qualified invitee will receive a complimentary three-day exhibit floor pass.

We urge you to issue your Industry Affiliate (Guest) Passes early, so that recipients will have adequate time to pre-register for the event.

Do NOT issue an Industry Affiliate (Guest) Pass to:

Minors under the age of 17

Booth staff

Anyone who is not a member of the interactive entertainment industry

Our company uses children to demonstrate our products at E3. How will they receive badges?

E3 strongly discourages anyone under 17 on the exhibit hall floor. If you have minors under the age of 17 demonstrating products in your booth, then you must obtain prior approval from Show Management. Upon approval, each minor will receive a special 'Underage Badge'. All Underage Badge requests must be submitted to Stephen Galeotalanza sgaleotalanza@dolaherevents.com prior to May 29, 2020 Only a limited number of Underage Badges will be available, and Show Management reserves the right to refuse admission to underage attendees.

Can Meetings Be Held in our Booth Pre- or Post - Show Hours?

For security and safety reasons, unauthorized personnel and/or events will not be permitted on the show floor before show hours. For after hour events, please complete and submit the After-Hours Reception/Special Events Form located in the **Show Information and Forms Section** of the Exhibitor Manual.



MINOR ADMITTANCE POLICY

NO ONE UNDER THE AGE OF 17 (INFANTS INCLUDED) IS PERMITTED ON THE SHOW FLOOR. Anyone under 17 will be turned away at the door (no refunds issued).

Show policy states that attendees under the age of 17 are not permitted on the exhibit floor. The E3 Exhibitors have requested that this policy be strictly enforced.

The ESA has adopted a policy that establishes a daily maximum of approved underage guests. Once the maximum is reached, all additional requests for that day will be denied.

If an Exhibitor has booth personnel under the age of 17, an exception to this policy may be requested in writing. The written request should list the name of the exhibiting company and booth number, the names(s) and ages of each underage person(s) and the exact times the underage person(s) will need admittance to the exhibit floor.

If the request is approved by show management, the Exhibitor will receive email confirmation in the minor's name sent to the company contact this must be presented at exhibitor or attendee registration in the South Hall Lobby.

The Exhibitor **MUST** provide ONE chaperone per minor. The minor(s) must be supervised at all times and escorted to the exhibit floor and exit upon completion of the approved time period. Show security will check and turn away any minor who does not hold the appropriate badge and badge holder.

Please note: These special underage badges and badge holders are not part of your Exhibitor badge allotment. Please DO NOT include minors when you register your booth personnel.

Registering minors as part of your exhibitor allotment will NOT provide the appropriate badge and badge holder for the minor, and security will turn the minor away at the entrance to the show floor. These misused allotted badges and badge holders will NOT be replaced.

All written requests must be submitted no later **May 29, 2020**.

Email requests to: Stephen Galeotalanza at sgaleotalanza@dolaherevents.com

Under Subject Line: E3 2020 Underage Request



INDUSTRY AFFILIATE (GUEST) PASS INFORMATION

Industry Affiliate (Guest) Passes

Invite your top prospects and customers to see you at E3 June 9-11, 2020

As an Exhibitor at E3 2020, you have the unique opportunity to provide your top clients in the industry with COMPLIMENTARY admission to E3. Invite your most valuable customers to visit you at the industry's most important event!

All Exhibitors are entitled to 8 Industry Affiliate (Guest) Passes per 100 square feet of booth space. There is a maximum of 400 passes allotted.

You have the ability to issue your Industry Affiliate (Guest) Passes via email from your company's online Exhibitor Registration Dashboard. Each qualified invitee will receive a complimentary three-day pass.

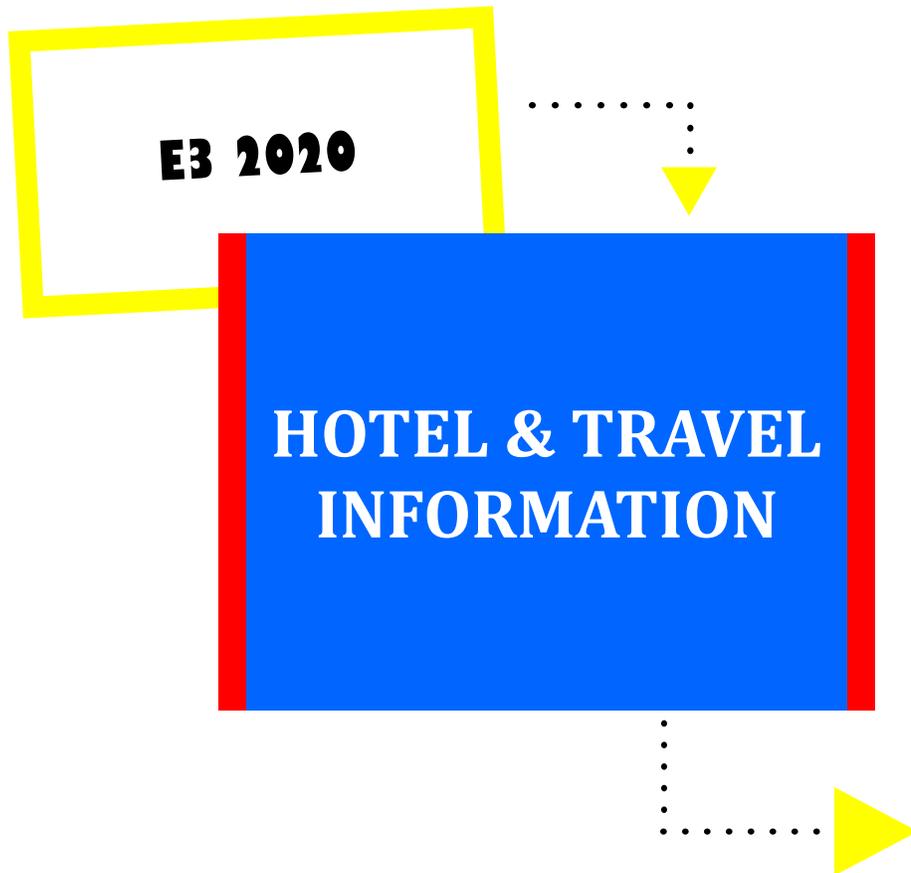
We urge you to issue your Industry Affiliate (Guest) Passes early so that recipients will have adequate time to pre-register for the event.

Do NOT issue an Industry Affiliate (Guest) Pass to:

Minors under the age of 17

Booth staff

Anyone who is not a member of the interactive entertainment industry





TRAVEL INFORMATION

AIRLINE AND CAR RENTAL DISCOUNTS

Airline discounts are available for United Airlines and Delta Airlines. Reservations can be booked by making your reservation on-line or by calling the phone number listed below. Be sure to note the discount numbers below to take advantage of these E3 fares, or provide this information to your travel consultant. *Please note that airline discounts for international travel (from outside the U.S. and Canada) are available on United Airlines and Delta Airlines.*

<u>Company</u>	<u>Phone</u>	<u>Discount Code</u>	<u>Website</u>
United Airlines	800.426.1122 *	ZJ3A278261	www.united.com/meetingtravel

*Monday – Friday 8:00 AM – 10:00 PM EST and Saturday – Sunday 8:00 AM – 6:00 PM EST
Travel dates June 6 – June 14, 2020

Delta Airlines	800.328.1111	NMTYX	www.delta.com/meeting
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Please click link to book your flights
 You may also call Delta Meeting Network® at 1.800.328.1111* Monday–Friday, 7:00 AM – 7:30 PM. (CST) and refer to Meeting Event Code **NMTYX**
Travel dates June 4 – June 16, 2020

Car Rental

Special rates have been arranged with Enterprise Rent-A-Car. For on-line reservations click the link below:

http://www.enterprise.com/car_rental/deeplinkmap.do?bid=002&cust=32C6606

For telephone reservations contact Enterprise Rent-A-Car at 800-593-0505 and mention discount code: **32C6606**

AIRPORT SHUTTLE

Airport shuttle from the Los Angeles Convention Center (LACC) to the Los Angeles International Airport (LAX) will be offered on the last day of the show on June 11th for **\$20.00**. Tickets can be purchased outside West Lobby at the Shuttle Bus Information Desk.

NEW AT LAX - LAX-IT

LAX-it to Provide a More Efficient and Easy Ride App and Taxi Pickup Experience. Guests can walk or take a fast & free shuttle to the LAX-it, adjacent to Terminal 1, which will include great amenities and a fast exit. Located adjacent to terminal 1, it's a centralized area for guests to pick up a taxi or ride app service.

Find a set of Frequently Asked Questions (FAQs) [here](#).



Exhibitor Housing Guidelines

EXHIBITOR FORMS

E3 Exhibitor Housing offers a full range of locations and some of the best hotel rates in Los Angeles. Please complete the online Housing Request Form found at:

<https://hsg.cmrus.com/E32020/Housing/Info>

Your request will be processed in the order it is received. All exhibitor block assignments will be subject to availability.

GENERAL INFORMATION

E3 Housing will process your request and send you a Group Block contract by email. Please be sure e3support@cmrus.com is on your Address Book, Trusted Sender List, or Company White List.

Rooming List Deadline: Rooming list is due no later than **Wednesday, May 6, 2020**.

Cancellation Policy: Must cancel on or before **Thursday, May 21, 2020** in order to avoid penalties.

QUESTIONS

Please contact us at:

Mail:

E3 Housing,
425 California Street, Suite 810
San Francisco, CA 94104

Phone:

(*Mon-Fri, 9am-9pm EST*)
(800) 804-4337 (US& Canada)
(415) 979-2295 (International)

Fax:

(415) 293-4072





E3 Hotel Function Space Release Form

I. CONTACT INFORMATION

Hotel: _____

Contact Name: _____

Company: _____

Address: _____

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

Phone / Ext*: _____ Email: _____

Client: _____

If above is a Third Party or Event Planning Company, please provide name and active website URL of client.

II. FUNCTION TYPE

FUNCTION TYPE	DATE(S)	ESTIMATED ATTENDANCE
<input type="checkbox"/> Meeting	_____	_____
<input type="checkbox"/> Reception	_____	_____
<input type="checkbox"/> Hospitality	_____	_____
<input type="checkbox"/> In a Meeting Room <input type="checkbox"/> In a Suite	_____	_____
<input type="checkbox"/> Breakfast	_____	_____
<input type="checkbox"/> Lunch	_____	_____
<input type="checkbox"/> Dinner	_____	_____

Does the company require assignment of sleeping rooms?

YES

NO

If yes, please detail: _____

III. CONFIRMATION

E3 will approve the function space release with the hotel contact upon processing of the completed form.
Send the completed Function Space Release Form to:



Carolyn Rauch
T: 602-955-0050
crauch@dolaherevents.com



Name of Hotel	Distance to Convention Center	Room Type	Rate
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 <p>Hotel #1</p>	<p>Ace Hotel Los Angeles 929 South Broadway</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1 MILE</p> <p>ROOM 1 KING</p>	<p>\$409.00 / \$409.00 single/double</p> <p>No triple/quads</p>
 <p>Hotel #2</p>	<p>Courtyard by Marriott L.A. Live 901 West Olympic Avenue</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>2 BLOCKS</p> <p>ROOM 1 KING ROOM 2 QUEENS</p>	<p>\$341.00 / \$341.00 single/double</p> <p>\$365.00 / \$365.00 single/double</p> <p>+\$20 each</p>
 <p>Hotel #3</p>	<p>Doubletree LA Downtown 120 South Los Angeles Street</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>2 MILES</p> <p>ROOM</p>	<p>\$309.00 / \$329.00 single/double</p> <p>+\$20 each</p>
 <p>Hotel #4</p>	<p>Freehand Los Angeles 416 West 8th Street</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1.2 MILES</p> <p>ROOM 1 KING ROOM 4 TWINS (2 Bunk Beds)</p>	<p>\$369.00 / \$369.00 single/double +\$20 triple</p> <p>\$299.00 / \$299.00 single/double/ triple/quad</p>
 <p>Hotel #5</p>	<p>Hilton Checkers 535 South Grand Avenue</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1.2 MILES</p> <p>ROOM</p>	<p>\$340.00 / \$340.00 single/double</p> <p>+\$30 each, triple/quad</p>
 <p>Hotel #6</p>	<p>Hotel Figueroa 939 South Figueroa Street</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>2 BLOCKS</p> <p>ROOM SUITE</p>	<p>\$432.00 / \$432.00 single/double +\$20 triple</p> <p>\$479.00 / \$479.00 single/double No triple/quads</p>



Name of Hotel	Distance to Convention Center	Room Type	Rate
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 <p>Hotel #7</p>	<p>Hotel Indigo LA Downtown 899 Francisco Street</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>3 BLOCKS</p>	<p>ROOM</p>	<p>\$359.00 / \$359.00 single/double</p> <p>+ \$25 each, triple/quad</p>
 <p>Hotel #8</p>	<p>Hotel Normandie 605 South Normandie Avenue</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>3.1 MILES</p>	<p>1 KING 2 BEDS</p>	<p>\$255.00 / \$265.00 single/double</p> <p>\$265.00 / \$275.00 single/double + \$20 each, triple/quad</p>
 <p>Hotel #9</p>	<p>InterContinental LA Downtown 900 Wilshire Boulevard</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1 MILE</p>	<p>ROOM CLUB ROOM</p>	<p>\$345.00 / \$345.00 single/double</p> <p>\$445.00 / \$445.00 single/double + \$30 each, triple/quad</p>
 <p>Hotel #10</p>	<p>JW Marriott at L.A. Live 900 West Olympic Boulevard</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1 BLOCK</p>	<p>ROOM</p>	<p>\$377.00 / \$387.00 single/double</p> <p>+ \$30 each, triple/quad</p>
 <p>Hotel #11</p>	<p>Kawada Hotel 200 South Hill Street</p> <p><i>100% Non-Smoking Hotel</i> <i>Rooms with two beds are twin/twin.</i></p>	<p>2 MILES</p>	<p>ROOM</p>	<p>\$167.00 / \$167.00 single/double</p> <p>No triple/quads</p>
 <p>Hotel #12</p>	<p>LA Grand Hotel Downtown 333 South Figueroa Street</p> <p><i>100% Non-Smoking Hotel</i></p>	<p>1.1 MILES</p>	<p>ROOM</p>	<p>\$279.00 / \$289.00 single/double</p> <p>+\$20 each, triple/quad</p>



Name of Hotel	Distance to Convention Center	Room Type	Rate
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 <p>Hotel #13</p>	<p>The Line – Los Angeles 3515 Wilshire Boulevard</p> <p><i>100% Non-Smoking Hotel</i></p>	3 MILES	ROOM	<p>\$365.00 / \$385.00 single/double</p> <p>+\$20 each, triple/quad</p>
 <p>Hotel #14</p>	<p>Los Angeles Athletic Club 431 West Seventh Street</p> <p><i>100% Non-Smoking Hotel</i> <i>Two persons maximum per room.</i> <i>Rooms with two beds are limited,</i> <i>based on availability at check-in.</i></p>	1.1 MILES	ROOM 1 BED	<p>\$243.00 / \$243.00 single/double</p> <p>No triple/quads</p>
 <p>Hotel #15</p>	<p>Luxe City Center 1020 South Figueroa Street</p> <p><i>100% Non-Smoking Hotel</i></p>	1 BLOCK	ROOM	<p>\$305.00 / \$305.00 single/double</p> <p>+\$20 each, triple/quad</p>
 <p>Hotel #16</p>	<p>Mayfair Hotel Los Angeles 1256 West Seventh Street</p> <p><i>100% Non-Smoking Hotel</i></p>	1.1 MILES	ROOM	<p>\$219.00 / \$229.00 single/double</p> <p>+\$20 each, triple/quad</p>
 <p>Hotel #17</p>	<p>Millennium Biltmore 506 South Grand Avenue</p> <p><i>100% Non-Smoking Hotel</i></p>	1.2 MILES	ROOM CLUB ROOM	<p>\$288.00 / \$288.00 single/double</p> <p>\$328.00 / \$328.00 single/double +\$30 each, triple/quad</p>
 <p>Hotel #18</p>	<p>NoMad Los Angeles 649 South Olive Street</p> <p><i>100% Non-Smoking Hotel</i> <i>Two persons maximum per room.</i> <i>Rooms with two beds are limited,</i> <i>based on availability at check-in.</i></p>	1.2 MILE	ROOM 1 KING	<p>\$465.00 / \$465.00 single/double</p> <p>No triple/quad</p>



	Name of Hotel	Distance to Convention Center	Room Type	Rate
 <p>Hotel #19</p>	<p>Residence Inn Downtown L.A. Live 901 West Olympic Avenue <i>100% Non-Smoking Hotel</i></p>	<p>2 BLOCKS</p>	<p>STUDIO 1 KING STUDIO 2 QUEENS</p>	<p>\$357.00 / \$377.00 single/double \$381.00 / \$401.00 single/double +\$20 triple/quad</p>
 <p>Hotel #20</p>	<p>Ritz-Carlton Los Angeles 900 West Olympic Boulevard <i>100% Non-Smoking Hotel</i></p>	<p>1 BLOCK</p>	<p>ROOM</p>	<p>\$595.00 / \$595.00 single/double No triple/quad</p>
 <p>Hotel #21</p>	<p>Sheraton Grand 711 South Hope Street <i>100% Non-Smoking Hotel</i></p>	<p>1 MILE</p>	<p>ROOM</p>	<p>\$307.00 / \$307.00 single/double +\$25 each, triple/quad</p>
 <p>Hotel #22</p>	<p>Standard Downtown LA 550 South Flower Street <i>100% Non-Smoking Hotel.</i> <i>Two persons maximum per room.</i> <i>No rooms with two beds.</i></p>	<p>1 MILE</p>	<p>ROOM 1 KING</p>	<p>\$329.00 / \$329.00 single/double No triples/quads</p>
 <p>Hotel #23</p>	<p>USC Hotel 3540 South Figueroa Street <i>100% Non-Smoking Hotel</i></p>	<p>1.6 MILES</p>	<p>ROOM</p>	<p>\$215.00 / \$215.00 single/double +\$20 each, triple/quad</p>
 <p>Hotel #24</p>	<p>Wayfarer Downtown LA 813 South Flower Street <i>100% Non-Smoking Hotel</i> <i>Two persons maximum per room.</i></p>	<p>1 MILE</p>	<p>ROOM 1 BED ROOM 2 BEDS</p>	<p>\$309.00 / \$309.00 single/double \$359.00 / \$359.00 single/double No triples/quads</p>

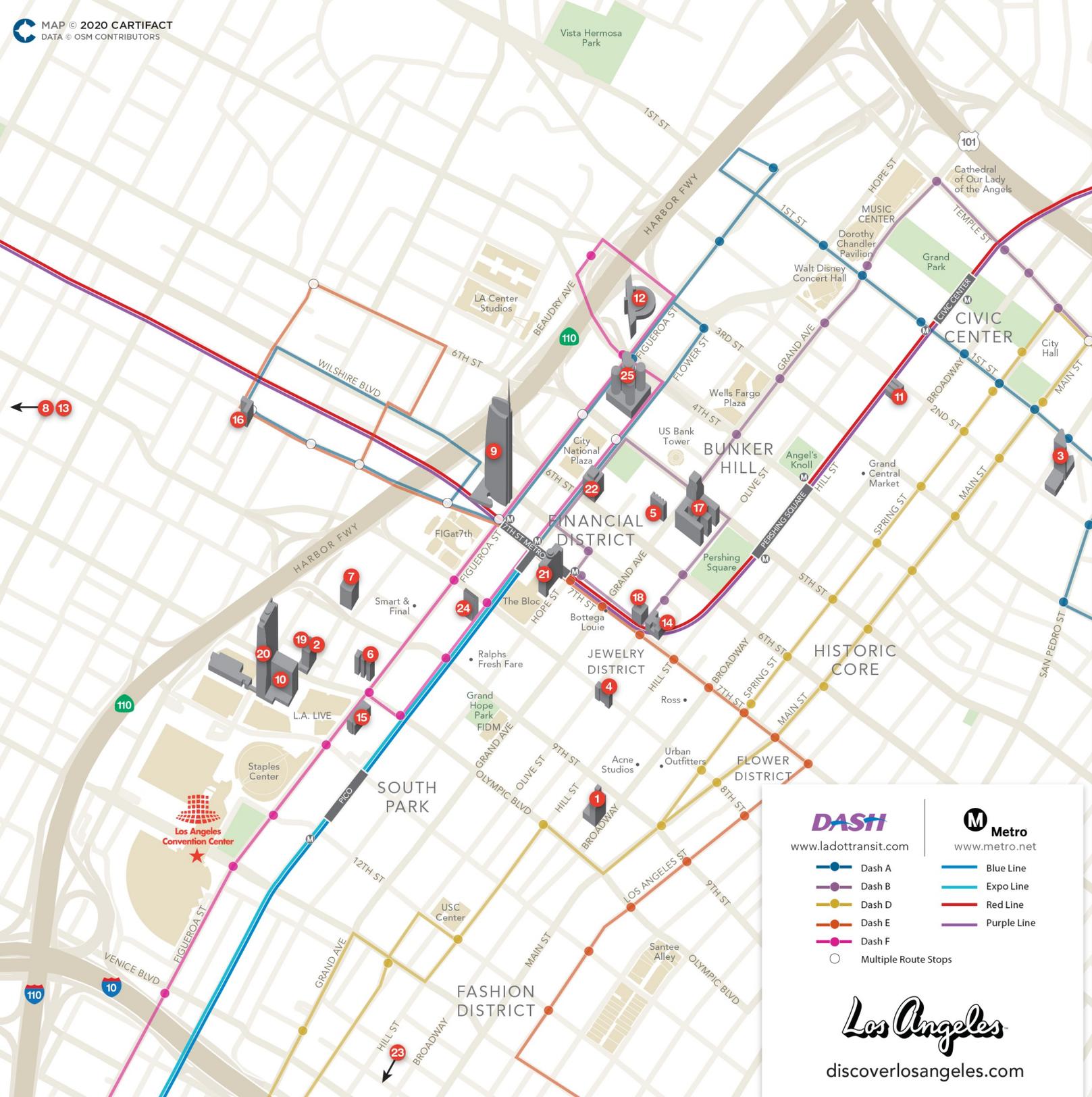


Name of Hotel	Distance to Convention Center	Room Type	Rate
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	<p>Westin Bonaventure Hotel 404 South Figueroa Street</p> <p><i>100% Non-Smoking Hotel</i></p>	1.1 MILES	ROOM	<p>\$327.00 / \$347.00 single/double</p> <p>+\$20 each, triple/quad</p>
Hotel #25				



www.e3expo.com



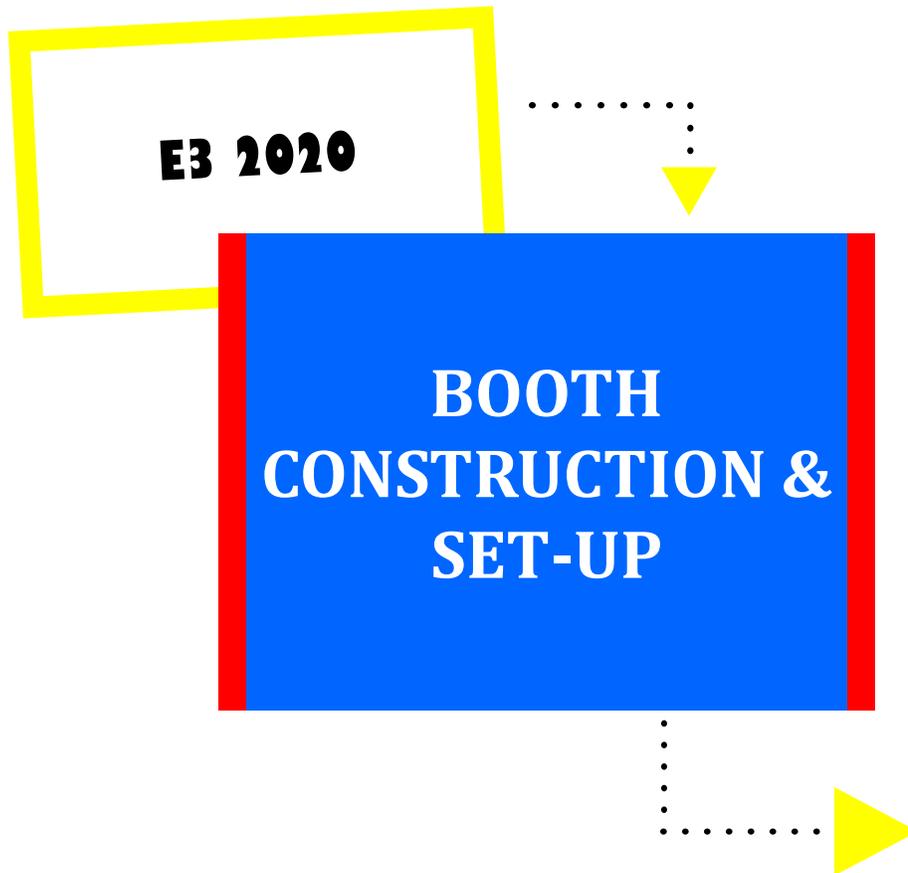
- ★ **Los Angeles Convention Center**
1201 South Figueroa Street
- 1 **Ace Hotel Los Angeles**
929 South Broadway
- 2 **Courtyard by Marriott L.A. Live**
901 West Olympic Boulevard
- 3 **DoubleTree LA Downtown**
120 South Los Angeles Street
- 4 **Freehand Los Angeles**
416 West 8th Street
- 5 **Hilton Checkers Hotel**
535 South Grand Avenue
- 6 **Hotel Figueroa**
939 South Figueroa Street
- 7 **Hotel Indigo LA Downtown**
899 Francisco Street
- 8 **Hotel Normandie**
605 South Normandie Avenue
- 9 **InterContinental LA Downtown**
900 Wilshire Boulevard
- 10 **JW Marriott at L.A. Live**
900 West Olympic Boulevard
- 11 **Kawada Hotel**
200 South Hill Street
- 12 **L.A. Grand Hotel Downtown**
333 South Figueroa Street
- 13 **The Line - Los Angeles**
3515 Wilshire Boulevard
- 14 **Los Angeles Athletic Club**
431 West Seventh Street
- 15 **Luxe City Center**
1020 South Figueroa Street
- 16 **Mayfair Hotel Los Angeles**
1256 West Seventh Street
- 17 **Millennium Biltmore**
506 South Grand Avenue
- 18 **NoMad Los Angeles**
649 South Olive Street
- 19 **Residence Inn Downtown L.A. Live**
901 West Olympic Boulevard
- 20 **Ritz-Carlton Los Angeles**
900 West Olympic Boulevard
- 21 **Sheraton Grand**
711 South Hope Street
- 22 **Standard Downtown LA**
550 South Flower Street
- 23 **USC Hotel**
3540 S Figueroa Street
- 24 **Wayfarer Downtown LA**
813 South Flower Street
- 25 **Westin Bonaventure**
404 S Figueroa Street

DASH
www.ladottransit.com

- Dash A
- Dash B
- Dash D
- Dash E
- Dash F
- Multiple Route Stops

M Metro
www.metro.net

- Blue Line
- Expo Line
- Red Line
- Purple Line



MANDATORY

PROTOCOLS FOR SUBMITTING DESIGN PLANS AND SEEKING BOOTH APPROVALS



In an effort to expedite the review, comment, and approval process for E3 booth/project designs, please use the following protocols. **The deadline to submit Booth Approvals is March 30, 2020.**

South Hall, West Hall

For projects in South Hall, West Hall, that are 400 sq. ft. or larger, please email drawings & information to **BOTH** the LACC and show management.

A. Event Services: eventservices@lacclink.com

Please include the following drawings/information when you email the LACC team:

1. Plan view drawing of the entire booth space.
2. Two or three perspective view (Isometric view) drawings or renderings of the entire booth space. For larger projects, send more views.
3. A covered area plan indicating all covered elements within the booth and the respective size and dimensions of each covered area. See the LACC information regarding "Covered Areas and Structures" document for further guidance.
4. A booth exit plan that shows via use of arrows all exit pathways in which attendees can exit the booth. Exit plans should also show exit paths from 2nd level decks and any enclosed areas you may have within the booth such as theaters, conference room complex, etc.
5. Stamped Engineered Drawings (SEDs) for all 2-story structures and for all other "Category-II" type structures as defined in the LACC "Temporary Structures and Temporary Structure Form" document.
6. Details concerning any dynamic performance or element you are proposing (i.e., skateboarding or biking, moving simulators, aerial performances, etc.). Basically any moving elements or performances.
7. **IMPORTANT:** The above outline renderings must be sent to the LACC along with the Exhibit Structure Building Permit Form. Los Angeles Convention Center, Attn: Event Services – Exhibit Structure Review, 1201 S. Figueroa Street, Los Angeles, CA 90015. Exhibit booth renderings will not be reviewed without these documents.

In the subject line of your email write the following: E3/Name of Booth, Booth Number/Plan Review. As an example: If a company were exhibiting in booth 101 as Tom's Games, the subject line would read: **"E3/Tom's Games, Booth #101/Plan Review"**

B. In addition to the LACC you also **must submit a copy of design/artistic renderings/drawings* to show management.**

Show management will send a personalized email with a secured link and instructions on how to upload your files. Please do not email your files, due to the large size of these design renderings they cannot be received through regular E-mail. If you have any questions please do not hesitate to contact us:

Alida Roberts, aroberts@dolaherevents.com or 508.834.6187

*** Show management does not require the Stamped Engineering Drawings (SEDs)**

MANDATORY

PROTOCOLS FOR SUBMITTING DESIGN PLANS AND SEEKING BOOTH APPROVALS



LACC Permanent Meeting Rooms

In an effort to expedite the review, comment, and approval process for E3 booth/project designs, please use the following protocols. **The deadline to submit Booth Approvals is March 30, 2020.**

For projects in LACC permanent meeting rooms, please email drawings & information to **BOTH** the LACC and show management.

A. Event Services: eventservices@lacclink.com

Please include the following drawings/information when you email the LACC team:

1. Plan view drawing of the entire meeting room/space.
2. Two or three perspective view (Isometric view) drawings or renderings of the entire room/space. For larger projects, send more views.
3. A covered area plan indicating all covered elements within the room/space and the respective size and dimensions thereof. See the LACC information regarding "Covered Areas and Structures" document for further guidance.
4. An exit plan that shows via use of arrows all exit pathways in which attendees can exit the room/space. Exit plan should also show exit paths from any enclosed areas you may have within the meeting room or exhibit space such as theaters, conference room complex, etc.
5. Details concerning any dynamic performance or element you are proposing (i.e., skateboarding or biking, moving simulators, etc.), basically any moving elements or performances.

In the subject line of your E-mail write the following: E3/Name of Exhibiting Company, Room or Space Number/Plan Review. As an example: If a company were exhibiting in LACC meeting room 310 as Tom's Games, the subject line would read: "**E3/Tom's Games, PMR 310/Plan Review**"

B. In addition to the LACC you also **must submit a copy of design/artistic renderings/drawings* to show management.**

Show management will send a personalized email with a secured link and instructions on how to upload your files. Please do not email your files, due to the large size of these design renderings they cannot be received through regular email. If you have any questions please do not hesitate to contact us:

Alida Roberts, aroberts@dolaherevents.com or 508.834.6187

*** Show management does not require the Stamped Engineering Drawings (SEDs)**



SHOW MANAGEMENT RULES AND REGULATIONS REGARDING THE SUBMISSION OF BOOTH DESIGN/LAYOUT APPROVALS FOR E3

All structures, display components, stunt-related or dynamic performances, and/or special effects must be approved by show management prior to the construction, display, or exhibit thereof. The City of Los Angeles requires a building permit for certain types of building structures used for exhibit purposes. Please refer to “LACC Temporary Structures and Temporary Structures Form” in the **LACC Information and Forms section** of the Exhibitor Manual. In addition to the information listed in the **LACC Information and Forms section** of the Exhibitor Manual and in the exhibit space contract, the following requirements shall also apply.

1. All design/layout drawings and specifications must be sent to the LACC and show management no later than **March 30, 2020**. NO EXCEPTIONS.
2. Each exhibitor that contracts for **400 square feet** or more of booth space must submit a booth design drawing. If your booth falls under the Temporary Structures criteria you must submit design plans, **wet-stamped by a structural engineer**, for review by LACC Fire Marshal as directed in the “LACC Temporary Structures & Temporary Structures Form” which can be found in the **LACC Information and Forms section** of the Exhibitor Manual. The layout must include renderings and isometric drawings that clearly define the size and shape of the structures, identify all covered areas, indicate exit plan for all internal spaces, identify any performance areas and the scope of the performance, identify any dynamic or moving elements use within the display, and state the intended use of said dynamic/moving elements.
3. All structures built to accommodate dynamic performances or presentations, such as half-pipe structures, basketball courts, boxing rings, moving scenery or elements, shall be designed and built so they are structurally sound and seismically stable. For more information, refer to LACC Temporary Structures information within the **LACC Information and Forms Section** of the Exhibitor Manual.
4. All structures or spaces that will be used for any performance or activity, such as skateboarding, biking, rollerblading, or basketball, shall be designed and built in such a fashion as to provide a protective barrier surrounding the entire performance area to assure that all items and activity are contained within said barrier.
5. The height of barriers shall extend at least 8 feet higher than the maximum height of any items within the display, including the maximum height that any skateboard, bike, person, ball, etc. would have the potential to travel (including stunts in which the item gets away from the performer). The minimum height of the barrier shall extend at least 25 feet above any platform(s) at the top of a structure, and/or the barrier must be designed with a ceiling for complete containment where necessary. Any openings in the barrier, such as netting, etc. shall be sized so that NO items within the performing area can pass through the barrier. Rigging points in the ceiling may be used (where available) to suspend netting, ceilings, etc. to achieve the required height and/or containment. Please contact Tammy VanHooser at tvanhooser@ges.com if you have any questions related to rigging.
6. The exhibit space for structures/performance areas using barriers made of flexible material, such as netting, shall be designed to create a “Buffer Area” between the netting and the area that the public can access, in order to prevent contact with the public when items/performers go into the net. The buffer shall be a minimum of 3 feet beyond the maximum travel (stretch) of the netting. Some types of performances or dynamic elements will require an increased “Buffer Area”. Actual distance will be determined when plans and scope of performance are reviewed by show management. No portion of such structures/performance areas can be within 15 feet of any aisle.

SHOW MANAGEMENT RULES AND REGULATIONS REGARDING THE SUBMISSION OF BOOTH DESIGN/LAYOUT APPROVALS FOR E3



7. The overall exhibit space and the respective location of all dynamic displays and performances must be designed so that attendees have adequate space within the booth to gather for viewing the performance. Further, the design must be such that no attendees gather in the aisles to view the performance.
8. All designs/layouts are subject to a review and approval process by Los Angeles Fire Department (LAFD) and show management.
9. Exhibitor shall abide by all regulations set forth by the ESA, the LACC, local safety and fire regulations. The exhibitor's compliance with regulations does not guarantee ESA approval of the structural safety of the display. ESA does NOT allow inflatable booth displays. Exhibitor and its display company shall be solely liable for the safety of the exhibit.
10. All requests for stunts, special performances, or special effects must be submitted to LAFD, and show management for review and approval.
11. If at any time during the review process it is discovered that the exhibitor must make mandatory modifications, a notice will be sent to the exhibitor.
12. Upon satisfactory completion of all review processes by LAFD and show management, show management will provide written notice to the exhibitor.

NOTE: Failure on the part of LAFD and/or show management to identify an unapproved or unacceptable condition during the review process will NOT waive the right to deny approval on-site. LAFD and/or show management shall not be responsible for any costs associated with any corrective action required to eliminate an unsafe or otherwise unacceptable condition, including conditions that may have been missed during the review period. Any condition(s) found during construction and/or on-site inspections that are determined to be unsafe will require corrective action on the part of the exhibitor to remove and correct the respective hazard. Any failure on the part of the exhibitor to comply with the requirements stated in "LACC Temporary Structure and Temporary Structure Form" found in the **LACC Information and Forms section** of the Exhibitor Manual, and/or any failure to comply with the above stated show management rules and regulations governing the submission of booth design/layout approvals, will result in the booth not being set-up, and /or the respective performances or effects not being permitted. The construction and/or use of exhibit structures, dynamic elements, special effects, or performances will not be permitted without written approval from show management.



LOS ANGELES CONVENTION CENTER (LACC) HALLS MAXIMUM CEILING HEIGHTS

The maximum ceiling height in the halls at the Los Angeles Convention Center (LACC) is as follows:

	<u>Max/Build to</u>
*West Hall	36' / 25'
South Hall	39' / 25'
Petree Hall	17' / 14'
Concourse Hall	16'10" / 14'

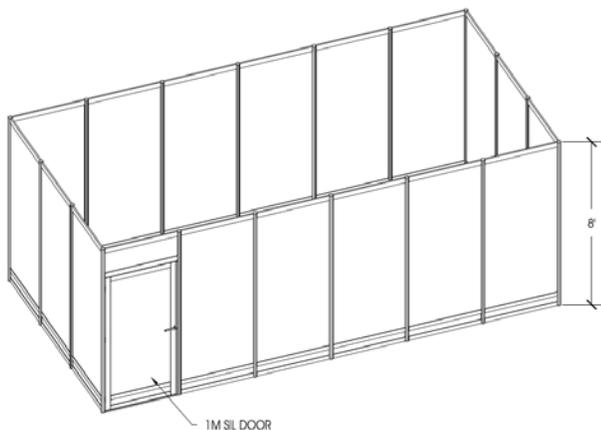
Any build over 25' will need variance.

*In West Hall there is a drop ceiling that covers an area 30" out from front, sides and back walls creating a "Limited Rig Zone." This drop ceiling is 36' above the floor. In the back of West Hall in front of the freight doors there is a soffit that is 25' above the floor, the maximum height to build a booth in this area is 22'. For questions call Tammy VanHooser 562.356.3797 or E-mail tvanhooser@ges.com.

ON FLOOR MEETING ROOM RULES AND REGULATIONS OFMR(s)



- ◆ All On Floor Meeting Rooms are constructed out of 8 feet high GEM Braelock panels in metal framing with a lockable door. Exterior walls can be upgraded to plexiglass panels at the exhibitor's cost. Contact Chris Pullen or Hope Nielsen for this upgrade service at E3OnFloorMeetingRooms@ges.com. Soundproof meeting room walls that exceed the 8 feet height must have show management approval prior to installation.
- ◆ No overhead signage or any **exterior** signage, posters, or graphics are allowed, with the exception of the one company identification sign that is provided as part of the meeting room packaging and is hung over the door. Interior signage is permitted with the use of Velcro to attach signs to meeting room interior walls.
- ◆ On Floor Meeting Rooms are carpeted. Any exhibitor wishing to change carpet color or upgraded carpet should contact GES. There will be an additional charge to the exhibitor for renting carpet from GES.
- ◆ Exhibitor has the option to request placement of entrance/exit door locations.
- ◆ **Please note all doors must open into the booth. If the exhibitor does not contact GES for door placement, standard door placement will be installed.**
- ◆ No lighting fixtures are provided as part of the meeting room package.
- ◆ On floor meeting room exhibitors are required to follow rules and regulations pertaining to General Liability Insurance requirements.
- ◆ All on floor meeting rooms are 10 feet x 20 feet in size with gray panels.
- ◆ All On Floor Meeting Rooms include a round table, four chairs and a waste basket.
- ◆ Nothing can be placed outside of any OFMR, including furniture and signage. Show management will remove anything placed outside the OFMR immediately.



***The panels for the OFMRs are gray**



MANDATORY

LOS ANGELES CONVENTION CENTER RULES AND REGULATIONS GOVERNING THE CONSTRUCTION OF COVERED STRUCTURES WITHIN LACC MEETING ROOMS

1. The total aggregate amount of covered area in any LACC meeting room shall **NOT** exceed the LESSER of the following two parameters: 70% of the total area of the LACC meeting room, or 750 square feet.
2. All existing sprinkler heads are to be unobstructed. Ceilings and other display components are not allowed to be within 36 inches of any sprinkler head.
3. Covered areas exceeding 100 square feet shall be outfitted with audible smoke detectors. The number and location of smoke detectors will be determined when the room plans are reviewed by the LAFD.
4. Fire extinguishers shall be located in areas of the meeting room where they will be visible and accessible. The number and location will be determined when the room plans are reviewed by Los Angeles Fire Department (LAFD).
5. Nothing can be attached or adhered to the walls or ceilings in the LACC Meeting Rooms. In addition, existing carpet in the LACC Meeting Rooms must be protected if any covering is being placed on top of the existing flooring. Any damage to an LACC Meeting Room is the responsibility of the exhibitor including the cost to repair.
6. Assigned Security may be required in the meeting room during non-show hours acting in the capacity of a "Fire Watch". The LACC will notify you after the Fire Marshal has reviewed your room design if a Fire Watch is required. This person shall have telephone communication with the building security. The cost for the Fire Watch and phone line shall be paid for by the exhibitor.
7. The installation of temporary fire sprinkler systems in LACC meeting rooms is not allowed.
8. Exhibitors shall submit plans to LAFD for any covered area within a LACC meeting room. These plans shall have accurate measurements for both the existing LACC meeting room, as well as planned temporary room(s), exhibits, and structures. The plans shall clearly show how much of the space is covered, and the respective square footage thereof.
9. Information regarding electrical service available in the meeting rooms will be emailed to each permanent meeting room occupant. Exhibitors are urged to review their power requirements. Approval for additional power is based on power availability, satisfactory conditions regarding a safe installation, LAFD regulations, security concerns, and the timeliness of the request. Requests for additional power must be made by **May 11, 2020** to Greg Farley, GES, at 562-356-3739 or email ghfarley@ges.com
10. See Protocols for Submitting Design Plans and Seeking Booth Approvals.

The deadline to submit this form to Event Services at the Los Angeles Convention Center is March 30, 2020.

I have read and agree to abide by the above stated rules and regulations

Company Name/ Booth Number

Signature/Name/Date

***** Please email this document to Event Services at eventservices@lacclink.com*****



BOOTH EXCEPTION/VARIANCE APPROVAL REQUEST FORM FOR IN-LINE BOOTHS



To ensure equal visibility for all exhibitors at E3, exhibitors occupying **400 square feet or less of In-Line exhibit space** requesting an exception/variance to E3 guidelines, must complete and return this form along with a detailed drawing or schematic diagram of your booth layout for approval. All forms and drawings/schematics must be returned to the address listed below by **March 30, 2020**. **All booth designs must follow the E3 guidelines for Booth Regulations & Configurations.**

Company Name: _____

Contact: _____

Address: _____

City: _____ State: _____ ZIP: _____

Telephone: _____ Fax: _____ EMAIL: _____

Booth Number: _____ Booth Dimensions: _____ x _____

STRUCTURE INFORMATION:

Please include on your drawing/schematic diagram of the exhibit layout, the height and width of structure towers, graphic panels, truss, graphics (including hanging signs), and lighting specifications. Booth approval requests will not be approved unless this information is provided to show management.

FOR OFFICE USE ONLY

- Booth Approved by show management Booth Not Approved by show management
 Booth Approved Pending Modifications as Noted Below

Terms of Variance Review:

Show Management Signature: _____ Date: _____

*Please note: All variance requests will be acknowledged in writing by show management within ten (10) days after receipt of request. Verbal approvals will not be granted. On-site, show management will inspect all booths receiving advanced approval. In the event the actual booth does not comply with the approved specifications, the exhibitor will be required to alter or remove the booth at its own expense. Booth approvals are valid only for E3 2020.

RETURN DEADLINE **March 30, 2020** email to: aroberts@dolaherevents.com,

*NOTE: All booths must comply with the LACC Exhibit Structure and Regulations, and may be required to have a building permit.

EXHIBIT HALL LIGHTING POLICY



- ◆ There must be a minimum of one (1) GES electrician for every one (1) of the contractor's staff that is working on electrical/lighting. See GES electrical rental information in the **GES section** of the Exhibitor Manual for more details.
- ◆ Lighting fixtures must be directed toward properties within your booth space.
- ◆ Lighting fixtures and logos cannot be projected onto facility walls, into aisles, or onto any space outside of your booth space.
- ◆ Intelligent lighting fixtures must be programmed to travel within the confines of your booth space only.
- ◆ Lighting fixtures installed on pipe intended for booth perimeter lighting cannot exceed or extend more than 3' beyond your booth space.
- ◆ The practice of extending lighting into the aisle shall be limited to allow for only the projection of light onto exterior walls or properties on the perimeter of your exhibit.
- ◆ Lighting fixtures installed outside of your booth space under the conditions as set forth above must have a steel safety capturing all components and terminating back to the main truss.
- ◆ Lighting fixtures installed on pipe perpendicular to the main truss will create a twisting force on the main truss. This twisting effect must be considered and eliminated by counterbalance, shackle offset, or other similar techniques. Twisted truss will not be allowed to go to trim.
- ◆ Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national, state, and local electrical codes and ordinances.
- ◆ In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If violations are found, then GES will be available to correct the problems. This work will be performed on a time and material basis and is the financial responsibility of the exhibitor.

LIGHTING/LIGHTS OUT REQUEST



The Exhibit Hall lighting system is set-up in light banks, whereby individual lights cannot be turned off without turning off all the lights in the bank. It may be possible to disable an individual light bulb if it is easily accessible after booth set-up.

Work light (50% of full capacity) is maintained in all exhibit halls during move-in and move-out. During show days, lighting is at the following capacity in the designated areas:

- South Hall 25% of full capacity – all lights over the aisles MUST be left on.
- West Hall 25% of full capacity – all lights over the aisles MUST be left on.

Any exhibitor located in a booth of 400 square feet or more may request that the lights located directly above its booth be turned off for E3 2020. **The exhibitor requesting lights-out will be responsible for any cost associated with turning off the lights above their booth.** If the request for lights out affects a neighboring exhibitor, the request is subject to the sole determination/approval of show management. **If complaints arise after the lighting pattern is set, and show management determines that additional lighting should be added, then exhibitor must pay for the additional lighting promptly or lighting patterns may be restored to normal patterns until payment is made.**

No gel wrap covering over any exhibit hall lights will be permitted.

To review existing exhibit hall lighting pattern grids, please contact Greg Farley, GES, at 562.356.3739 or email at gfarley@ges.com

Any exhibitor wishing to turn off lights must submit the complete form below and email to show management at aroberts@dolaherevents.com. Show management will notify the exhibitor on-site if the request has been granted after obtaining approval from the LACC.

Please complete information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Tel: _____

Location and number of lights requested to be turned off:



INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR



If your company plans to use a firm other than an “Official Show Vendor”, please submit the completed form with your EAC information to the show management contact listed below no later than **April 17, 2020.**

After completing this form please give each of your non-official vendors the “Contractor Only—EAC” form to complete (also due to show management by **April 17, 2020.**)

****Please note that an EAC form is not required from exhibitors who plan to setup and dismantle their 10 foot x 20 foot booth with their own full-time bona-fide company employees.**

Exhibitor Information

Company: _____

Contact: _____ Booth #: _____ Total Sq. Ft.: _____

Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Email: _____

Exhibitor Appointed Contractor Information

Please list below your Exhibitor Appointed Contractor’s information:

COMPANY	CONTACT NAME	PHONE #	EMAIL
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Please email or mail this form by April 17, 2020 to:

Alida Roberts
E3 2020
 c/o Dolaher Events
 P.O. Box 1798
 Centreville, VA 20122
aroberts@dolaherevents.com | T: 508.834-6187

If an exhibitor plans to use a firm other than the “Official Show Vendor,” **the contractor** must complete and return this form no later than **April 17, 2020.**



CONTRACTOR ONLY—EAC



The Exhibitor Appointed Contractor must submit its Certificate of Insurance (COI), valid for E3 2020, to show management by **April 17, 2020**. The COI must name AEG Management ,LACC, LLC, the City of Los Angeles, Global Experience Specialists, Inc. , ESA, and Dolaher Events, as well as their respective parents, subsidiaries, affiliates, licensees, lenders, contractors, partners, members, shareholders, officers, agents, representatives, directors, employees, successors and assigns along with the exhibiting company and booth number. All EAC companies must fill out this form and return to show management.

If show management has not received your insurance certificate prior to move-in, the EAC will not be allowed access to the exhibit floor.

Exhibitor Appointed Contractor Information

Please check type of EAC you represent:

- Audio-Visual/Computer Company
- Model/Talent Agency
- I & D Contractor
- Security Company
- Design house (including I&D)
- Other _____

Independent Contractor/Display House: _____
 Contractor Contact Name: _____
 On-site Contact Name (if different): _____
 Address: _____
 City: _____ State: _____ Zip: _____
 Telephone: _____ Email: _____

Please provide show management with a list of your supervisors' names for on-site contacts:

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____

Exhibitor Information

Company: _____ **Booth #:** _____ **Total Sq. Ft.:** _____

Please email or mail this form by April 17, 2020 to:

Alida Roberts
E3 2020
 c/o Dolaher Events
 P.O. Box 1798, Centreville, VA 20122
aroberts@dolaherevents.com | T. 508.834.6187



EAC REGISTRATION



All EAC workers (including supervisors) will be issued EAC wristbands for move-in and move-out. Exhibitors should **NOT** order **exhibitor** or **attendee** badges for EAC personnel, as they will not be allowed access to the show floor with these badges. EAC workers must display the official daily EAC wristband in order to enter the show floor. Workers can pickup their wristbands daily at security desks in both the South and West Hall Lobbies. Security desks will be open from May 31 through June 15, 2020.

The following forms must be submitted to show management before any wristbands will be distributed:

- ◆ Notice of Intent to use an EAC to GES (provided in the **GES Information and Forms section** of the Exhibitor Manual)
- ◆ Notice of Intent to use an EAC to show management (provided in the **Booth Construction & Set-Up section** of the Exhibitor Manual)
- ◆ EAC Contractor Information Form (provided in the **Booth Construction & Set-Up section** of the Exhibitor Manual)
- ◆ An original Certificate of Insurance from both the exhibiting company and their EAC.

Note: Supervisors will be using wristband to access the exhibit halls on show days as well as move-in and move-out.

MOVE-IN/MOVE-OUT WRISTBAND INFORMATION



MOVE-IN/MOVE-OUT

In addition to your exhibitor badges, you will be eligible to receive move-in/move-out wristbands for your exhibit staff to use prior to June 7, 2020 and for Exhibitor-Appointed Contractors (EACs) to use at all times. Wristbands for exhibitor staff will allow access to the floor during move-in/move-out. These wristbands will be available in the security offices located in both the South & West Hall lobbies in the Los Angeles Convention Center.

Move-In Hours (all times PDT):

Sunday, May 31, 2020 – Monday, June 8, 2020*	8:00 AM - 6:00 PM
Tuesday, June 9, 2020 – Touch-up preparation only	7:00 AM - 8:00 AM

****Move in is Targeted, please contact Alida Roberts, aroberts@dolaherevents.com to obtain a targeted move in floor plan.***

Move-Out Hours (all times PDT):

West Hall, South Hall, Concourse Hall and Permanent Meeting Rooms (PMRs)

Thursday, June 11, 2020	6:00 PM–11:00 PM
Fri–Sun, June 12–14, 2020	8:00 AM– 4.30 PM
Monday, June 15, 2020	8:00 AM–12:00 Noon*

***Lighting and Truss/Rigging properties only by 12 noon.**

RIGGING / HANGING SIGN AND TRUSS REGULATIONS INFORMATION



ALL RIGGING MUST ADHERE TO THE FOLLOWING REGULATIONS:

- ◆ **South and West Halls:** The maximum height for hanging signs and graphics is **25 feet** (measured from the top of the sign to the floor) where available, and subject to approval. The maximum height for truss/lighting is **30 feet**. The maximum allowable beam load (A&B combination on GES RCP) is **800 lbs.**

APPROVAL OF RIGGING:

- **All rigging/hanging signs require prior written approval by GES and show management.** Exhibitors who plan to hang signs, truss/lighting, audio, and or video walls must fill out and submit the Rigging Plan Submittal Form along with a Rigging Plot (.DWG) plan to GES. This form is located in the **GES section** of the Exhibitor Manual. Deadline to submit your final floorplan is **May 4, 2020** to receive the lowest review fee. Exhibitors who return this form **after May 4, 2020** may not be eligible to hang signage, truss/lighting, or audio/video, and **will not** be eligible for advanced pricing. The hanging sign/truss labor order form is due on **May 11, 2020**.
- Self-climbing round supported truss must be installed by GES.
- All requests for rigging/hanging sign approval must be accompanied by a detailed .DWG plan to be reviewed by GES. This must include a plan view showing the sign's location within the booth, elevation and orientation with neighboring booth numbers.
- Approvals for rigging/hanging signs are pending the allowable load limits of the Los Angeles Convention Center.

Important Rigging deadline dates:

May 4 - Rigging approval form deadline

May 4 - Floorplan deadline (.DWG) including all rigging elements (signage, truss/lighting, audio, and LED walls). If you are not utilizing GES for your truss and hoist, you must submit your drawings with point load calculations, and load distribution to the ceiling.

May 11 - Hanging Sign/Truss Labor Order Form deadline

May 11- Credit Card Authorization for Rigging, located in the **GES section**

***Important Note:** Should there be any discrepancy between what GES and show management approved and what is actually hung on-site, the sign will be removed at the exhibitor's expense. Please see the Rigging Approval Request Form on the following page. This form must be returned prior to **May 4, 2020**.

RIGGING/ HANGING SIGN APPROVAL REQUEST FORM



The purpose of this approval form is to gather enough data to calculate the total weight of all the elements suspended above your booth. Please have the person with this knowledge complete and return this form.

PLEASE NOTE: Should the diagram approved by GES and/or show management differ from the actual structure on-site, the structure may be required to be either altered or removed at the exhibitor's expense. The rigging approval and rigging plot must be returned to the address listed at the bottom of this form no later than **May 4, 2020**. If this deadline is not met, approval is not guaranteed and exhibitors will not be eligible for advanced pricing. Please refer to the **GES section** of the Exhibitor Manual.

EXHIBITOR INFORMATION:

Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Contact Name: _____ Email _____
Phone: _____ Fax: _____
Booth Number: _____ Booth dimensions: _____

Please include the exact location of signage, truss/lighting, audio, and or LED wall within the booth. Include height, width and weight, and denote areas that will have print or graphics a .DWG file must accompany all requests. Rigging/Hanging Sign Approval Requests cannot be approved unless a .DWG file, including all rigging elements, sizes, elevation and weights are provided. Self-climbing ground supported truss must be installed by the authorized show rigging contractor.

Hanging Sign Information: Deadline date: May 11, 2020

Height: ____ Width: ____ Weight: ____ lbs.
Number of rigging points ____
Height from top of sign to show floor: ____ft. ____in.

Brief Description of Sign: _____

Truss/Lighting Information: Deadline date: May 11, 2020

Truss Mfg.: _____ Truss Specs ____" x ____" (box) (tri)
Truss Dimension: ____ ft. x ____ ft. Trim Height/Elevation ____ft. ____ in.
Heaviest Single Point Load: ____ lbs.

Audio Information:

Speaker/Cluster Weight: ____ lbs. Number of rigging points: ____
Trim Height/Elevation: ____ ft. Heaviest Single Point Load: ____ lbs.

Video Wall Information:

FOR OFFICE USE ONLY

Video wall Mfg.: _____ Number of rigging points ____ Number of Panels: ____
Total Video Wall Dimension: ____x ____ Total Video Wall Weight: ____ lbs.
 Approved Approved pending Modifications Noted Below Not Approved As Noted Below

Terms of Rigging Request: _____

Attn: Tammy VanHooser

E-mail: .DWG plans and approval form to: tvanhooser@ges.com

Or mail the plans and form to: E3 2020, GES Attn. Tammy VanHooser
5560 Katella Avenue, Cypress, CA 90630 Questions? Please contact Tammy VanHooser at 562.356.3797



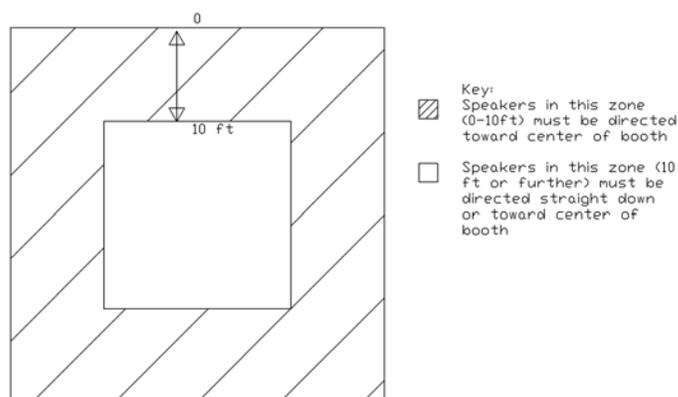
SOUND POLICY FOR SPEAKERS & VIDEO WALLS

All speakers must be installed in accordance with the following guidelines:

- ◆ A maximum level of 85 decibels will be permitted in any exhibit area.
- ◆ Speakers installed within 0-10 feet of the exterior booth line must be directed towards the center of your booth space.
- ◆ Speakers installed 10 feet or more from the exterior booth line must be directed straight down or towards the center of your booth space.
- ◆ Decibel readings will be conducted by Show management from the closest aisle to the speaker source or speaker direction.
- ◆ All speakers must be installed with immediate access to the audio power supply.
- ◆ Power supplies for audio should be identified for specific speaker locations. *It is recommended that each area speaker have its own power source.*
- ◆ **All speakers and video walls must be included on rigging plot plans that are presented for approval to GES and LACC. In addition to the speaker placement, plans must reflect readily accessible power locations for the audio system.**
- ◆ **Show management will conduct decibel meter readings on Monday, June 8, 2020 from 12 noon to 6:00 PM.** It is recommended that the exhibitor or its audio contractor have a decibel meter on hand so that the show management decibel meter and the exhibitor decibel meter can be synchronized during the sound test.

Any exhibitor found in violation of this policy will receive ONE verbal warning. If a second violation occurs, a written violation notice will be issued. If a third violation occurs, show management will disconnect exhibitor's power for the remainder of the show and ESA shall not be liable for any refund of exhibitor expense.

This sound policy will be **STRICTLY ENFORCED**. The information above should be shared with your audio design personnel prior to installation of your sound system in order to get the desired audio effects from your sound system.



BOOTH REGULATIONS & CONFIGURATIONS

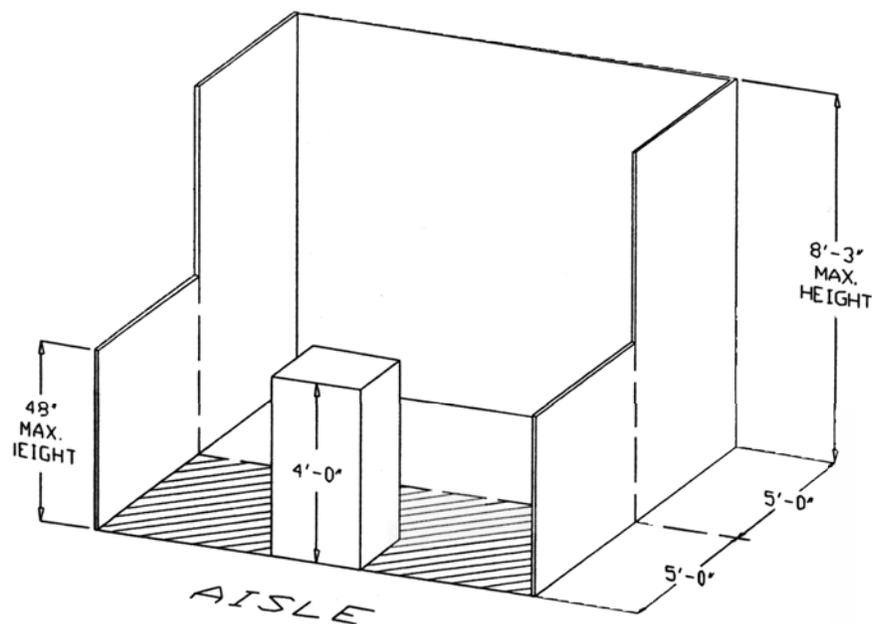
Linear Booth

Following are the regulations outlining booth construction. Please keep in mind that the following information is a guideline for determining the configuration of your booth. If you find that you cannot stay within these guidelines, you must seek show management approval. For consideration, please contact: Alida Roberts at aroberts@dolaherevents.com.

Linear booths have only one side exposed to an aisle and are usually arranged in a straight line.

Linear booths are 10 feet wide and 10 feet deep with a back wall height limitation of 8 feet 3 inches which includes all fixtures and signs.

The maximum height of 8 feet 3 inches is allowed only in the rear half of the booth space, with a 4 feet height restriction imposed on all materials in the remaining space forward to the aisle. This ensures that the sightlines of neighboring exhibits are not obstructed.



No hanging signs are permitted in linear booths.

Important:

Space dimensions shown on floor plan are from the centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance and for utility service at the rear of the booth.

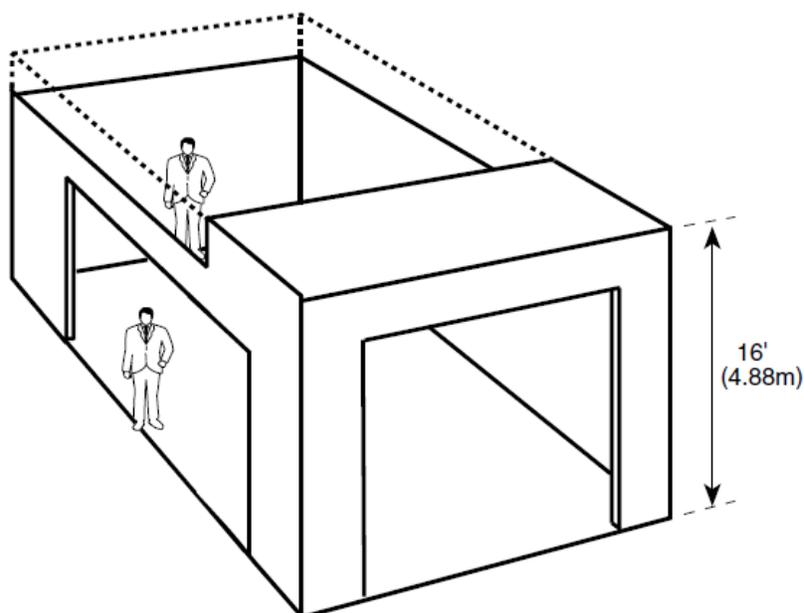
BOOTH REGULATIONS & CONFIGURATIONS (cont'd)

Island Booth

An island booth has 1 or more display levels in 4 or more standard units with aisles on all 4 sides.

Because an island booth is automatically separated by the width of an aisle from all neighboring exhibits, full use of the floor plan is permitted. **If you have any type of interactive display, you must have a 3 feet clearance from the aisle(s), to allow for crowds.**

Signs, graphics and/or structures **may not exceed 25 feet** where available. Please refer to the floor plan and ceiling height chart in the **Show Information and Form** section of the Exhibitor Manual for the ceiling height of your booth location, or contact Show management for more information.



Hanging signs are permitted in island booths. Please refer to the rigging regulations information and rigging approval request form located in the **Booth Construction & Set-Up** section of the exhibitor manual.

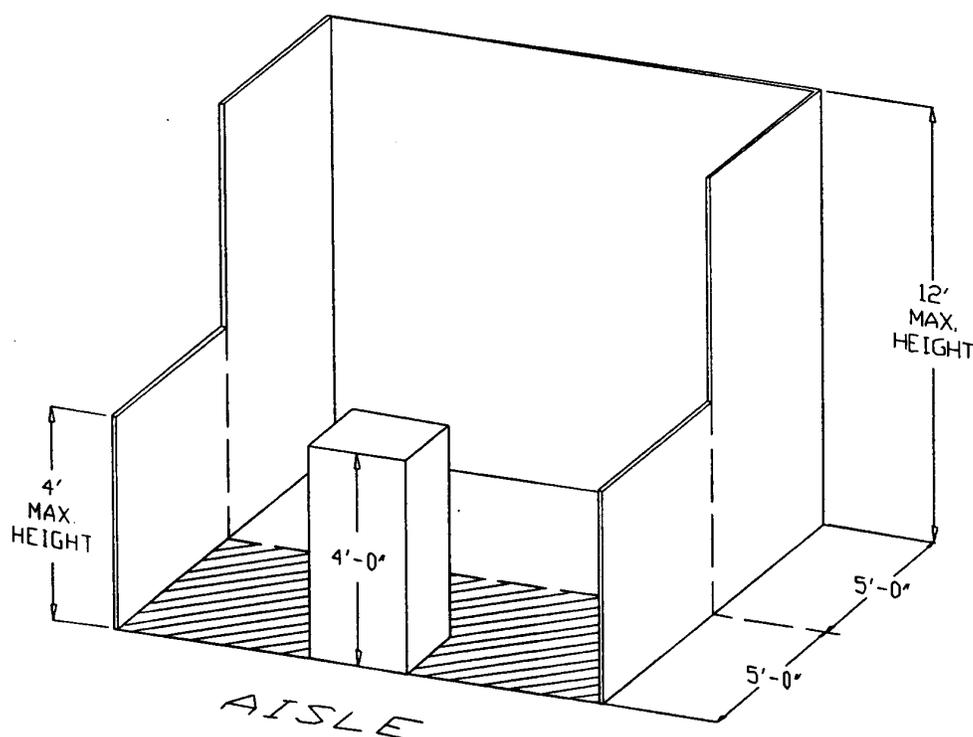
BOOTH REGULATIONS & CONFIGURATIONS (cont'd)

Perimeter Booth

A perimeter booth is a linear booth that backs to a wall of the exhibit facility rather than another exhibit.

Perimeter booths are 10 feet wide and 20 feet deep with a back wall height limitation of 12 feet which includes all fixtures and signs.

The maximum height of 12 feet is allowed only in the rear half of the booth space, with a 4 feet height restriction imposed on all materials in the remaining space forward to the aisle. This ensures that the sightlines of neighboring exhibits are not obstructed.



Important:

Space dimensions shown on floor plan are from the centerline of booth equipment, such as side rails and/or back drape. Exhibit structures must be constructed to allow sufficient tolerance and for utility service at the rear of the booth.

No hanging signs are permitted in perimeter booths.

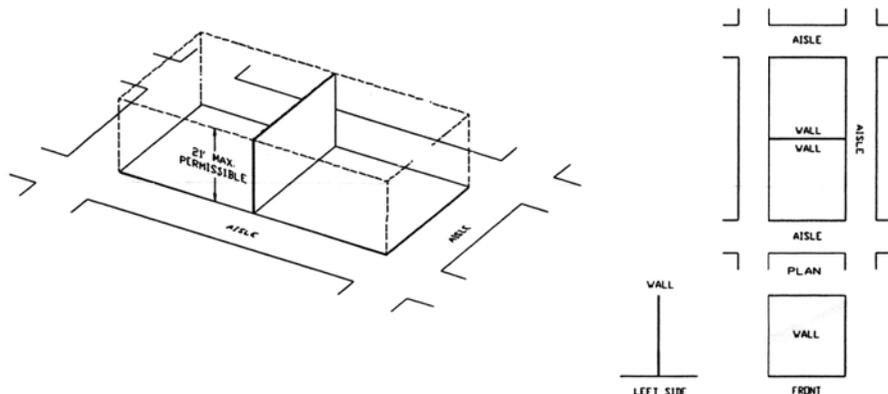
BOOTH REGULATIONS & CONFIGURATIONS (cont'd)

Peninsula Booth

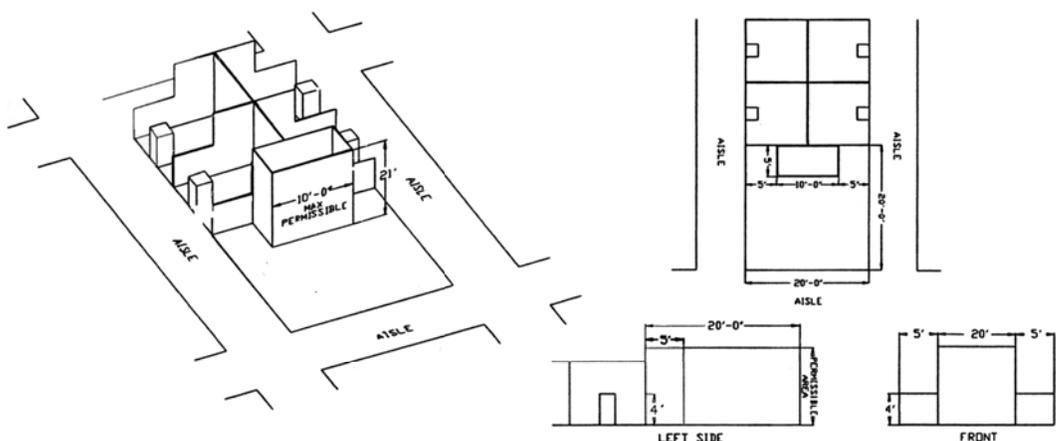
A peninsula booth is 20 feet x 20 feet or larger and is exposed to aisles on 3 sides. There are 2 types of Peninsula Booths:

Peninsula Abutting Linear

A peninsula booth backs up to two linear booths, the back walls of the peninsula booth are restricted to 4 feet high within 5 feet of each aisle. The remaining back wall height restriction is 21 feet high. The back-side of the wall must be finished and not contain signage or logos. This is to ensure that the line of sight into an exhibitor's booth is not obstructed.



Hanging signs are permitted in peninsula booths. Please refer to the rigging regulations information and rigging approval request form located in the **Booth Construction & Set-Up** section of the Exhibitor Manual.

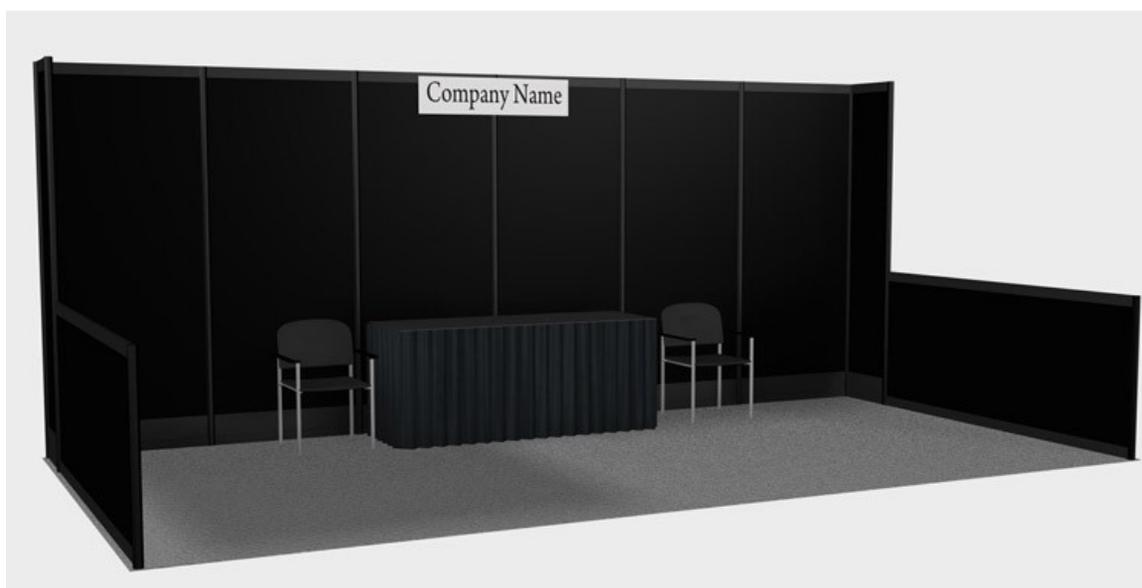


10' x 20' BOOTH - WHAT IS INCLUDED?

All 10' x 20' booths include the following:

- ◆ 8' hard wall and 3' Side Wall
- ◆ 11" x 17" Booth ID Sign

Please note that furniture and carpet **are not** included with the price of your booth. Carpet is mandatory. Carpet and furniture order forms can be found in the exhibitor service manual under the GES section.







E3 2020
Internet and Network Service Order
 June 9 through 11, 2020 at the Los Angeles Convention Center

To place an order for Internet Services, please visit
<https://shows.shownets.net>

Networking Services Price List for E3 2020

Company	Booth Number		
Address	City	State	Zip
On Site Contact	Phone		
E-mail Address	Fax		

Type of Service	Qty.	Rate	Amount
Wired connection for 1 device (ordered by 5-8-20)		1,100	
Wired connection for 1 device (ordered after 5-8-20)		1,400	
3 Wired devices - Internet drop for 3 machines plus (1) switch rental and (3) cable rentals		2,040	
Wireless Special – Wireless 5.0Ghz connection for 3 devices by non-shareable access code		2,200	
Additional Wired Connections or Access Codes		150	
Patch Cable Rental		100	
Switch Rental		150	
Private Network (up to 6 Mb)		7,000	
Each Additional Mb of bandwidth (up to a total of 10 Mb)		1,200	
Private Network (high bandwidth)		Call for Quote	
Expedite Fee (For orders placed after 5-26-20)		300	

IMPORTANT – Your order is not complete unless we receive a diagram of your booth with your drop location(s) and all Internet devices identified. If no map is received your drop will be placed at the center of the back wall. All under carpet cabling must be done by showNets. Please include this information with your order. You can upload an electronic copy of your booth diagram with all internet devices identified through the online order system. Or email it to orders@shownets.net. Our fax number is 425-663-4082.

Online ordering is preferred. Please visit <https://shows.shownets.net>. If you have any questions, or you need help filling in your form, please call showNets Event Support at 1-800-310-4454 and select option 1.

Cancellation Policy: showNets must be notified in writing two (2) weeks prior to show date to cancel Internet Access Orders. Inside the two-week window all orders are non-refundable. Orders placed within 2 weeks of the show are non-refundable. See back of form for Information and Conditions.



Information and Conditions

showNets is the exclusive provider for network services for the E3 event at the Los Angeles CC. This includes all exhibit halls, meeting rooms, exterior areas and temporary structures as well as the wireless RF Spectrum. Only the company (its officers, employees and agents) that orders service is authorized to use the Internet connection. This service cannot be re-sold or distributed to any other company or individual. Our rates are based on a per device charge. Each device attached to the showNets network must pay for networking service.

DISCLAIMER; LIMITATION OF LIABILITY; CUSTOMER'S RESPONSIBILITIES

SUPPLIER'S OBLIGATIONS UNDER THIS AGREEMENT ARE IN LIEU OF ALL WARRANTIES, EXPRESS OR IMPLIED. SUPPLIER WILL NOT BE LIABLE FOR INCIDENTAL, SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES, THIRD PARTY CLAIMS, LOSS OF PROFITS OR INCOME, OR LOSS OF USE OR OTHER BENEFITS, ARISING OUT OF OR IN CONNECTION WITH CUSTOMER'S USE OR INABILITY TO USE THE SERVICE HEREIN REQUESTED, OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS OR PROFITS) WHETHER OR NOT SUPPLIER HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. THE SERVICE IS PROVIDED ON AN "AS IS" BASIS. THIS IS IN LIEU OF ALL OTHER WARRANTIES, INCLUDING WITHOUT LIMITATION, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR ANY PARTICULAR PURPOSE. YOUR EXCLUSIVE REMEDY AND SHOWNETS MAXIMUM LIABILITY SHALL BE THE ACTUAL AMOUNT PAID TO SHOWNETS WITH RESPECT TO THE DEFICIENT SERVICES. THERE WILL BE NO EXHIBITOR REFUNDS FOR ANY INTERRUPTION TO INTERNET SERVICE CAUSED BY AN OUTSIDE INFLUENCES IN EITHER AN EXHIBITOR BOOTH/ROOM OR IN THE PUBLIC DOMAIN OF THE INTERNET. Customers/exhibitors accept responsibility to ensure that all of their files are adequately backed up, duplicated and documented. Supplier is not responsible for Customer's failure to do so, or for the cost of reconstructing data stored on disc files, tapes, memories, etc., lost during the performance of service under this Agreement. Supplier will not be liable for loss of funds contained in, dispensed by, or associated with any Services under this Agreement. Supplier will not be responsible for failure to provide service due to strikes or causes beyond Supplier's reasonable control.

Services order request and payment

- 1. THIS SERVICES ORDER MUST BE RECEIVED WITH FULL PAYMENT AND/OR CREDIT CARD AUTHORIZATION PRIOR TO 5/26/2020.**
2. Orders received after 5/26/2020 will be charged an expedite fee of \$300.00. Checks will not be accepted for on-site orders.
3. Booth location and location of Network Connection must be identified for processing of order.
4. All monies are collected by showNets. All requests for credit or refund should be directed to showNets. Credit cannot be given for service installed and not used.
5. Refunds will not be granted for service installed and deemed inoperative due to faulty exhibitor equipment or off-site service problems.
6. A \$50.00 service fee will be charged for all returned checks.

Services installation and equipment use

1. You receive access to the Internet via a switched Ethernet connection or via a wireless access point utilizing one or more external Internet Service Providers. The available bandwidth is determined by your unique order. Note the Internet is a public domain. showNets has no control over nor is it responsible for the external network performance once the network traffic leaves the showNets network and traverses the outbound ISP's POP router.
2. showNets will provide a single Cat-5 ethernet cable, with a male RJ45 connector, to your booth, room or pedestal. This cable will connect to the ethernet adapter in your computer. All showNets IP addressing is via DHCP (Dynamic Host Configuration Protocol) or NAT (Network Address Translation) You will be assigned and limited to the number of connections you purchase when you place your order. Requests for static or routable addresses must be made in advance. A showNets technical services representative may contact you to review your specific needs prior to the event.
3. All devices you intend to connect to the network, in addition to the Initial Network Connection, require you to order one (1) Additional Network Connection for each device. If you require a switch or Cat-5 cabling you may provide your own or rent either from showNets. If you require assistance with set up or configuration of an item purchased from showNets that can also be purchased. Please see the front of the Order Form for details.
4. **Cancellation Policy: showNets must be notified in writing two (2) weeks prior to show date to cancel Internet Access Order. Orders placed within 2 weeks of the show are non-refundable.**

REMEMBER, ONE (1) CONNECTION MUST BE ORDERED FOR EACH MACHINE TO BE ATTACHED TO THE INTERNET. YOU WILL BE LIMITED TO THE SPECIFIC NUMBER OF CONNECTIONS YOU ORDER. ANY UNAUTHORIZED EQUIPMENT, INCLUDING BUT NOT LIMITED TO, ROUTERS, DHCP SERVERS, NAT SERVERS, PROXY SERVERS, WIRELESS ROUTERS, ACCESS POINTS, STREAMING APPLICATIONS OR VOIP APPLICATIONS WILL NOT BE ALLOWED TO ACCESS THE NETWORK. . THESE VIOLATE SHOWNETS POLICY AND BEST PRACTICES AND WILL BE DISALLOWED FROM THE NETWORK UPON DETECTION UNLESS THERE IS PRIOR WRITTEN AUTHORIZATION FROM SHOWNETS. IF YOU REQUIRE ANY OF THESE SERVICES, WE WILL ACCOMMODATE YOUR REQUEST WITH A WRITTEN QUOTATION AFTER A TECHNICAL REVIEW OF YOUR ORDER.

5. Rental Equipment – all rental equipment is furnished on an "as is" basis. showNets is not responsible for rented patch cables that are installed under the carpet..

For further assistance please contact showNets Event Services at 1-800-310-4454. You may also e-mail inquiries to orders@shownets.net. If calling after normal business hours; please include your telephone number in your message so we may promptly return your call.



BOOTH SECURITY ORDER FORM



Please direct inquiries and orders regarding this service to:

SHOW-TIME SERVICES
8332 Lambert Drive
Huntington Beach, CA 92647
TEL +1. 714. 397.3871
Email: Larry@show-timeservices.com

COMPANY INFORMATION:

Company Name: _____ Booth Number: _____
Contact Name: _____ Location: _____
Address: _____ E-Mail: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
On Site Contact (Name and Cell #) _____

RATES:

Unarmed Officers:

\$40 per hour; applied to all orders *received by May 15, 2020*

\$45 per hour; applied to all orders *received after May 18, 2020 and through May 28, 2020*

\$50 per hour; applied to all orders *received after May 29, 2020*

Onsite changes or additional hours may have an increased rate

Police Officers:

\$85 Per hour; applied to all orders (Please inquire for Availability of Service)

COVERAGE REQUESTED: (Please indicate DAYS, DATES and TIMES of coverage)

Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____
Day/Date: _____ Start: _____ Day/Date: _____ End: _____ Total hours: _____

Note: Please indicate whether or not the guard should be relieved by Company Representative:

Yes

No

Total Hours: _____

Applied Rate: \$ _____

Total Cost: \$ _____

Add 5% Service Charge for Credit Card and Wire Transfer Orders: \$ _____

Total Paid With Order: \$ _____

PAYMENT METHOD:

FULL PAYMENT MUST BE RECEIVED PRIOR TO ACCEPTANCE OF ORDER

ALL REFUNDS WILL BE BY CHECK ONLY

Choose Payment Option: Check VISA MC Amex

If paying by credit card please check: Company Card Personal Card

Card Holder Name: _____ E-Mail: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip: _____

Card #: _____ Exp. Date: _____ Security Code: _____

Signature: _____

I authorize SHOW-TIME SERVICES to charge my credit card account for the amount stated on Page 1.

Note: Should the actual cost exceeds the estimated amount; Please indicate whether you would like Show-Time Services to charge the amount due at the end of the event to the same card:

Yes No

INVOICING INFORMATION:

Please indicate who should receive the final invoice, and check which method to utilize for delivery:

Contact Name: _____ E-Mail: _____

Phone: _____ Fax: _____

TERMS AND CONDITIONS:

- Full payment must be received prior to processing any booth order.
- Show-Time Services recognizes a four-hour minimum shift for all unarmed officers, and a six hour minimum for all police officers.
- All orders received on site will be handled on a case by case basis depending on officer availability
- Client shall protect, indemnify, and hold harmless Show-Time Services and its officers, agents, employees, and subcontractors from and against any and all loss to property and/or personal injuries, not due to the negligence of Show-Time Services, or its subcontractors, agents, servants, or employees. It is expressly understood and agreed that under no circumstances will Show-Time Services be responsible for the theft or other loss of Client's property not directly attributable to theft or loss by Show-Time Services, its agents, servants, or subcontractors.
- Show-Time Services shall not be liable for any damages sustained from delay or non-performance due to events beyond the reasonable control of the parties including without limitation, acts of God, disaster, government regulation, terrorist actions, strikes or other labor disputes, weather, earthquakes, fires, floods, war, riots, civil disorder, failure of power or utilities, government acts.

OFFICE USE ONLY:

Order Received on: _____ Client Confirmed on: _____

CC Original Charge Charged on: _____ Approval code: _____

CC Final Charge Charged on: _____ Approval code: _____

Check Process Deposited on: _____ Check Number: _____

Order submitted to Manager on: _____ Manager Name: _____

Show-Time Services thanks you for your business

EXHIBITOR GENERAL LIABILITY INSURANCE

E3 Exhibitors are required to carry Commercial General Liability Insurance with limits of at least \$1,000,000 per occurrence, \$2,000,000 aggregate. Such policy shall name AEG Mgmt, LACC, City of LA, GES, ESA and Dolaher Events, LLC, as well as their respective parents, subsidiaries, affiliates, licensees, lenders, contractors, partners, members, shareholders, officers, agents, representatives, directors, employees, successors & assigns as Additional Insured. This insurance must be in force during the lease dates of the event, May 30 – June 15, 2020.

Our insurance:

- Protects exhibitors who do not have Commercial General Liability Insurance or who do not want to use their own insurance
- Protects foreign exhibitors whose insurance will not pay claims brought in U.S. courts
- Cost is USD \$65 per exhibiting company - regardless of booth size

IF YOU HAVE YOUR OWN INSURANCE

Certificate Holder:

The ESA, c/o Dolaher Events
PO Box 1798
Centreville, VA 20122

Additional Insured:

Exhibitor's commercial general liability policy shall name AEG Management LACC, LLC, the City of Los Angeles, GES Expositions Services, ESA, and Dolaher Events, LLC, as well as their respective parents, subsidiaries, affiliates, licensees, lenders, contractors, partners, members, shareholders, officers, agents, representatives, directors, employees, successors and assigns as additional insureds, but only to the extent of the contractual liabilities assumed herein. All such insurance shall be primary and non-contributing to insurance maintained by ESA. The insurance is to cover the full period of occupancy in the LACC by Exhibitor, its agents, servants, representatives, employees, guests, and/or invitees.

IF YOU NEED TO PURCHASE INSURANCE -IT'S EASY TO APPLY...

- Apply online at <http://www.buttine.com/eventExhibitor.html>
- Scan below to download our new Mobile App or search *Buttine Insurance* in the App Store.



QUESTIONS?

Please Contact:

Buttine Underwriters Purchasing Group, LLC
Kendra Reilly Monahan at 212-867-3642 or kar@buttine.com

Deadline to apply is April 17, 2020



International Shipping Instructions



International Air, Ocean Shipping & Customs Clearance Services

Airways Freight Corporation is pleased to be appointed as the exclusive official international forwarder & customs broker for the **E3 Show**. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and outbound re-exportation of international shipments. Two of the keys to successful exhibition are early logistical planning and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

KEY DATES:	Show Dates:	June 9 – June 11 , 2020
	Move In (direct to show site & from Advance receiving):	May 31 – June 8, 2020 (According to your target date/time)
	Dates of Receiving at Advance Warehouse:	April 28 – May 27, 2020
	Move Out:	June 11 – June 15, 2020

ARRIVAL DEADLINES:	SEA FREIGHT shipments for advance receiving must arrive port of LONG BEACH/LOS ANGELES, CA no later than:	May 14
	SEA FREIGHT shipments for direct delivery must arrive port of LONG BEACH/LOS ANGELES, CA 10 business days before target delivery date	
	AIRFREIGHT shipments must arrive Los Angeles International Airport (LAX) no later than: (or 5 days before advance warehouse last acceptance date or prior to target delivery date)	May 21

FINAL DESTINATION for SEA shipments: **LONG BEACH/LOS ANGELES**

FINAL DESTINATION for AIR shipments: **LOS ANGELES (LAX)**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.

CONSIGNMENT INSTRUCTIONS (for Ocean Bill of Lading, air waybills, commercial invoices, packing lists, Carnet ATA):

Exhibitor Name E3 2020 C/O Airways BOOTH # _____ Los Angeles Convention Center 1201 South Figueroa Street Los Angeles, CA 90015 USA	Notify:	Airways Freight Corp. PH 1-479-442-6301 FX 479-442-6080 <u>intshows@airwaysfreight.com</u>
--	----------------	---

MARKING INSTRUCTIONS:

All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp.

E3 2020 C/O GES	CASE _____ OF _____
LOS ANGELES CONVENTION CENTER	GROSS WT: _____ KGS
LOS ANGELES CA USA	NET WEIGHT _____ KGS
EXHIBITOR: _____	LIFTING POINTS:
BOOTH NO: _____	MADE IN: (COUNTRY OF ORIGIN)

CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at:

intshows@airwaysfreight.com

DOCUMENTATION REQUIREMENTS

- **1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**
- **1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING** (EXPRESS RELEASE OCEAN BILL OF LADING)
- **ISF FILING INFORMATION 4 DAYS BEFORE SAILING FROM FOREIGN PORT**
- **FOREIGN POWER OF ATTORNEY ISSUED TO AIRWAYS FREIGHT CORP.**

Separate commercial invoices should be provided for temporary and consumable entries (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.

- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Electronic Products capable of emitting radiation, and those devices capable of causing harmful interference** will be subject to further FDA and FCC controls, and have additional documentary requirements. (customs form no. 2877 and 740 respectively). If you are shipping these products, please either include these forms or contact our office for assistance.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents.
- **LITHIUM BATTERY NOTICE:** Lithium batteries of all types, even those packed in small devices, such as laptops, ipads, power drills, etc.. are now considered Dangerous Goods by IATA and the FAA, and are regulated as such. If you are sending these items by air freight, they must be identified, properly marked and declared, as per IATA regulation. Companies not familiar with the transport of these items should consult their forwarder or seek the services of a professional DG packer prior to shipment. You can also get more information from Airways at intshows@airwaysfreight.com
- **IMPORTANT REGULATION FOR SEA FREIGHT SHIPMENTS:**
- 10+2 Importer Security Filings are now mandatory for any ocean shipments entering the United States through any US Seaport. This rule is now in effect and being strictly enforced by US Customs and Border Protection (CBP). Failure to comply 10+2 ISF rules could result in your shipment being delayed and subject you to heavy penalties for late and/or inaccurate data filing. For guidance with proper compliance and/or assistance with your ISF filing, please contact Airways at: intshows@airwaysfreight.com

Further information is also available at CBP web link:

<http://www.cbp.gov/border-security/ports-entry/cargo-security/importer-security-filing-102>

INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in the Global Experience Specialists Inc. instructions once they arrive at the dock of show site or advance receiving warehouse.

DRAYAGE / ON SITE MATERIAL HANDLING:

FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES! Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is Global Experience Specialists, Inc. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways Freight) and the contractor (Global Experience Specialists, Inc.) for all on site material handling. Airways will not assume responsibility for payment of these services without prior arrangement and approval from our office.

PAYMENT REQUIREMENTS

A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.

GETTING TO THE SHOW

Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below and we will introduce you to a selected partner in your country.

If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advise to the address/number listed below. If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:

GENERAL EMAIL:	E3@airwaysfreight.com
USA & CANADA:	800-643-3525 (Toll Free)
INTERNATIONAL PHONE:	479/442-6301
INTERNATIONAL FAX:	479/442-6080
CONTACTS: International Tradeshows	intshows@airwaysfreight.com

COMMERCIAL INVOICE/PACKING LIST



SHIPPER				CONSIGNEE		SHOW / BOOTH # / EXHIBITOR	IMPORT STATUS
				Exhibitor Name E3 2020 Los Angeles Convention Center 1201 South Figueroa Street Los Angeles, CA 90015 USA		E3 2020 Hall Name Booth No. LACC	<input type="checkbox"/> PERMANENT <input type="checkbox"/> TEMPORARY
CASE #	WEIGHT (LBS)	DIMENSIONS L x W x H	QTY	HARMONIZED TARIFF NO	DESCRIPTION IN ENGLISH OF CONTENTS OF EACH CASE#	COUNTRY OF ORIGIN	VALUE (US\$)
X _____ AUTHORIZED SIGNATURE OF SHIPPER/AGENT						TOTAL USD	\$0.00
				PAGE ____ OF ____			

International Exhibition Shipping Quote Request

Show Name

Your Name Company Name
 Address
 City State Postal/Zip Code Country
 Telephone Fax Email

I Will be Shipping From:

City State
 Zip/Postal Code Country

I Will be Shipping To:

City State
 Zip/Postal Code Country

My Shipment will Contain (Check all that apply)

<input type="checkbox"/> Booth/Stand material (booth components)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Equipment (Electronic equipment/hardware samples)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Give-Aways (pens, shirts, hats, etc.)	Value (USD)	<input type="text"/>
<input type="checkbox"/> Other (describe in notes section below)	Value (USD)	<input type="text"/>

Are there dangerous goods in my shipment?

YES NO IF YES: UN#

The contents of my shipment will be imported: (check all that apply)

Permanently Under temporary import bond Under Carnet

I will be sending my shipment(s) by: (check all that apply)

AIR Freight
 LCL (you will ship loose packages)
 FCL (you will load a container) Container Size Quantity (weight)
 Special equipment is needed What type?
 Special routing preferences
 Cargo ready for shipping (YYYY-MM-DD) Delivery Date (YYYY-MM-DD)

The estimated weight and size of my packed pieces will be:

Total estimated number of pieces
 Total estimated weight
 Total volume (If exact dimensions are available, use notes section)

I am requesting pricing for the following services (Check all that apply)

<input type="checkbox"/> Freight to the designated port of Arrival	<input type="checkbox"/> Customs clearance services
<input type="checkbox"/> Delivery to show site	<input type="checkbox"/> Attendance on-site
<input type="checkbox"/> On-site material handling (positioning in stand, removal storage, return of empties)	<input type="checkbox"/> Return Freight Services

At the end of the event, my shipment will be returned to: (if return freight services were requested)

City State Country

I am requesting insurance coverage, for the value amount of (USD)

Notes/Special Instructions:

DEBIT/CREDIT CARD AUTHORIZATION



FOR DEBIT/CREDIT CARD PAYMENT ONLY: Please complete the form below and mail, fax or email to:

Airways Freight Corporation
 P.O. Box 1888
 Fayetteville, AR 72702

FAX: 479.442.6522

EMAIL: JanelleT@AirwaysFreight.com
 Attention: Janelle Tomlinson (Accounts Receivable)

PAYMENT TYPE

	Card number: 4																		
	Card number: 5																		
	Card number: 3																		

Expiration Date: _____ / _____
mm/yy

CVV Code: _____

Authorized Amount: (USD) \$ _____ Shipment Reference Number _____

CARDHOLDER INFORMATION

Print Name (exactly as shown on card) _____

Phone Number: _____ **Fax Number:** _____

CC Billing Address: _____

Company Name: _____

Cardholder Signature: _____
 I hereby promise to pay the authorized amount shown above to Airways Freight Corporation

The Easy Way to Collect Leads and Boost ROI



CompuLEAD® App and Tablet

Develop high-quality sales leads and close more sales.

- Download app on your own phone or rent a tablet
- Capture leads at your booth, networking dinners or anywhere else
- Quickly qualify leads for fast follow-up
- Wireless printer available



atEvent—Global Lead Retrieval Solution

A global lead retrieval solution you can use at all your events.

- Download app on your own phone or rent a tablet
- Drive prospect nurturing and sales conversions
- Transfer leads automatically to your CRM or Marketing Automation systems
- Obtain interaction history across all your events
- Scan badges and business cards



Products run on Apple and Android devices with current operating systems

Quick Comparison

	CompuLEAD	atEvent
Scan badges to collect lead data	✓	✓
Qualify and survey leads	✓	✓
View/edit leads from the device	✓	✓
Add notes to a lead	✓	✓
Real-time access to leads online	✓	✓
Use on multiple devices	✓	-
Send marketing materials to leads	✓	-
Transfer activations among devices	✓	-
Wireless printer option	✓	-
Auto Transfer leads into your CRM	-	✓
Scan business cards	-	✓
GDPR ready	✓	✓

"This is best lead retrieval app I have ever used! It's so simple to use. After my booth staff downloaded it onto their own phones, they were up and running in no time. We will definitely use the CompuLEAD app again next year."

- T. Jacobson

International Exhibitors Have a limited data plan?

You can use the CompuLEAD App in 'Airplane Mode' and sync your leads at the end of the day to avoid using up your data. (Wi-Fi enabled devices only)

Order Online: compusystems.com/order

Questions?

Domestic (toll-free): 866.600.5323 - International: +1 708.786.5565

Email: exhibitor-support@csireg.com



E3 Expo 2020

June 9th – 11th, 2020

Order 21 days prior to the 1st day of the event move-in for incentive rate.

Incentive deadline for the above event is May 8th, 2020

Smart City is the exclusive telecommunications and television service provider for the Los Angeles Convention Center.



Telephone Service

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



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



Television Service

- HD Service

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



Exhibitor Company Name:	Show Name: E3 Expo 2020
Billing Company Name:	Show Dates: 06 / 09 / 2020 To 06 / 11 / 2020
Billing Company Address:	Incentive Order Deadline: May 8th , 2020
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: () -
Contact Email:	Cell Number: () -
On-Site Contact:	On-Site Number: () -

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

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

View complete Terms & Conditions at: orders.smartcitynetworks.com/tc.aspx?center=099

Print Authorized Name Accepting Terms and Conditions:	Authorized Signature Accepting Terms and Conditions:

Additional services available — please contact us at (888) 446-6911 or visit our website

ORDER ONLINE: orders.smartcitynetworks.com/Ordering.aspx

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

1. Voice Services: PBX Service – Domestic LD Included	QTY	Incentive	Base	On-Site	Total
a. Single Line - <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
2. Standard Cable TV Service					
a. Digital Cable TV (a \$150 refundable deposit is required for each service)		\$320	\$400	\$480	
3. Special Quote – Attachment A or Statement of Work (if applicable)					
4. Distance Fee of \$100 for each Telephone line outside the convention venue x (number of lines)					
					SUBTOTAL
Make Checks Payable to SMART CITY NETWORKS Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 csr@smartcity.com					ESTIMATED 10% Tax/FEES
Effective January 1, 2020 – December 31, 2020			Customer No: 2020 – 005 - 465		

▶ tradeshowtemps

Hiring TST to staff your booth is like having a representative from your company

Call 888.748.3677
for a quote today

▶ BOOTH MODEL

TST hires models who are not only attractive, but professional as well.



▶ BOOTH TRANSLATOR

Over 18 languages spoken at TST.



▶ COSTUMED BOOTH STAFF

Specialty talent who are comfortable being somebody else for the day.



▶ BOOTH ASSISTANTS

Customer service with a smile.



▶ BOOTH ORDER WRITING STAFF

TST hires booth staff who are able to work in your booth independently, attract leads and write orders.



▶ DEMONSTRATORS & NARRATORS



CALL OR EMAIL US TO PLACE YOUR ORDER
FOR BOOTH STAFF TODAY

www.TradeShowTemps.net
info@tradeshowtemps.net
Call: 888-74-TEMPS

Our staffing is temporary.
Our dedication is permanent!



SHORT TERM PLANT RENTAL

800 PLANT IT

Live plants. Anytime, anywhere.

800PLANTIT.com



June 9 - 11, 2020

Los Angeles Convention Center

QUALITY AND SERVICE	COST EACH	QUANTITY	TOTAL
RENTAL			
3' Green Plant	45.00		
4' Green Plant	55.00		
5' Green Plant	65.00		
6' Green Plant	75.00		
8' Green Plant	100.00		
Boston Fern	40.00		
Ivy	40.00		
Pothos	40.00		

BLOOMING PLANTS

Mums-Yellow	35.00		
Mums-White	35.00		
Mums-Lavender	35.00		
Potted Orchid	75.00		
Bromeliads	40.00		
Azaleas (seasonal)	40.00		
Kalanchoe	40.00		
Succulents	40.00		

FLOWER ARRANGEMENTS

Cut Flower Arrangement (tabletop, coffee table)	75.00		
Cut Flower Arrangement (reception, countertops, conference room)	95.00		
Custom Succulent Arrangement	100.00-300.00		
Bubble Bowl (for business cards only)	30.00		

TOTAL PLANTS AND FLOWERS _____

ADD 9.75% SALES TAX TOTAL _____

INCLUDING SALES TAX _____

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at End of Show

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS

- WHITE BLACK

PAYMENT POLICY

To complete your order, please visit:

<https://800plantit.boomerecommerce.com>

For all inquiries, please email Customer Service at customerservice@800plantit.com



800PLANTIT.com

Live plants. Anytime, anywhere.

800.752.6848



Car Rental Company for E3 2020 Los Angeles

We are excited to be part of E3 2020 and we look forward to servicing all your rental needs. You may have needs for specialty vehicles for the event.

Besides your basic car rental needs we also offer:

- **Luxury vehicles, drive VIPs and executives in a Mercedes, BMW, Bentley, or a Range Rover**
- **Premium SUVs, arrive in style in an Escalades, Navigators, Range Rover, X5,**
- **Convertibles, Camaro, Mustang, 6 and 3 Series**
- **15 Passenger vans, for shuttling staff around the city**
- **Large cube trucks, 15ft and 24ft**

Vehicles available at LAX and through out Los Angeles

If you have specific makes, models, and colors in mind please let us know.

- **Rated #1 in Customer Service by J.D. Powers' & Associates**
- **Friendly and knowledgeable staff**
- **Free pick up, and delivery upon request**
- **GPS available.**

For additional information please contact Lara Bedrosian at 818-590-9153 or via email at Lara.bedrosian@ehi.com

Corporate Discount Number: 32C6606

Regular vehicles can be booked on the Travel Page for E3 2020

Cheer Films Photography and Video

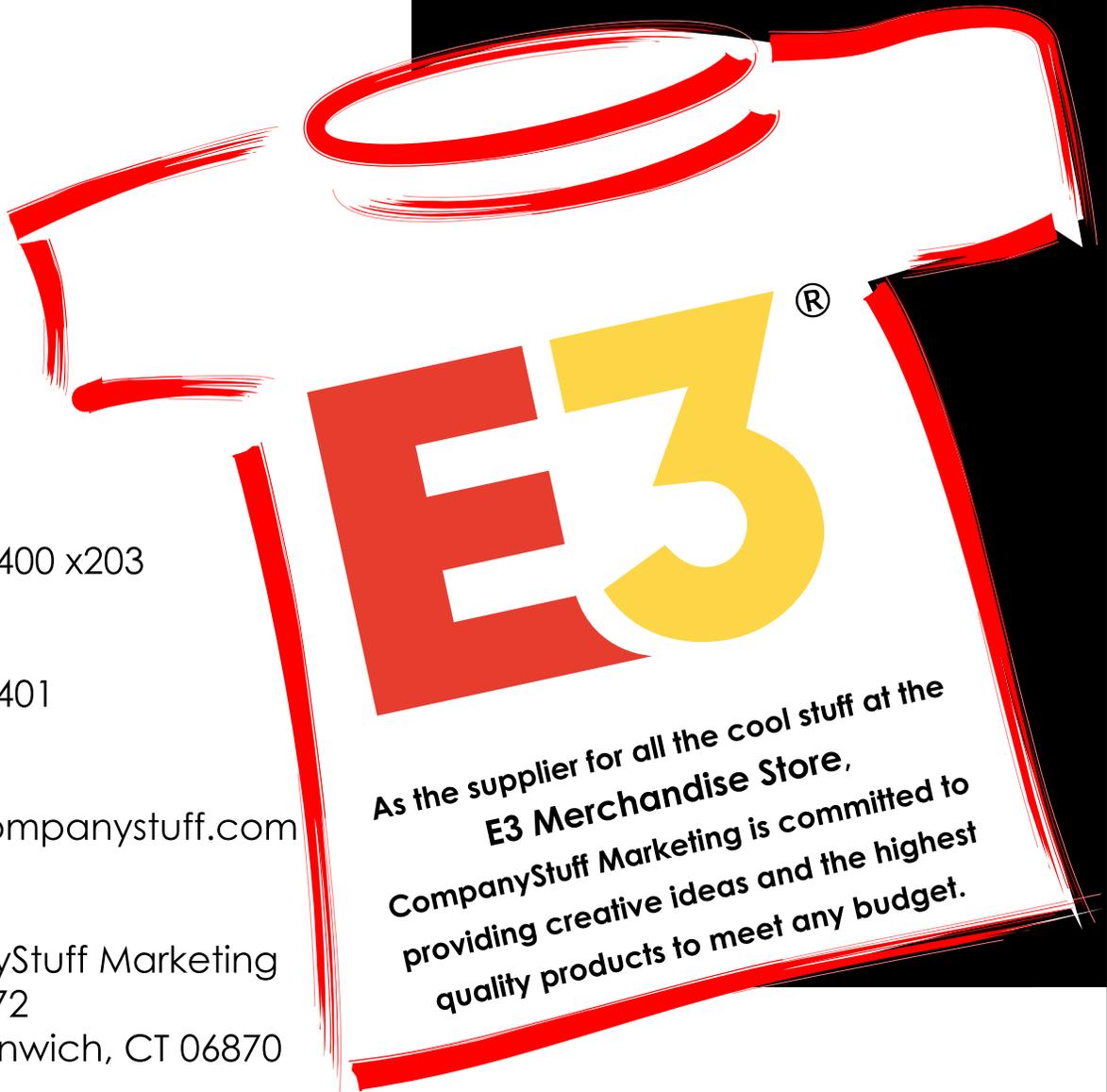
order custom
photos from the only
official E3 Photography Team

Our team of professionals are onsite every day
with special access to the entire
LACC and beyond

online ordering and scheduling at:
www.cheerfilms.com/E3

or call Michael at 347-242-2144

Need Cool Trade Show Giveaways? Need Cool Staff Uniforms?



Call us:
978.525.3400 x203

Fax us:
978.525.3401

E-mail us:
steve@companystuff.com

Write us:
CompanyStuff Marketing
PO Box 772
Old Greenwich, CT 06870

Visit us online:
www.companystuff.com

E3 Merchandise Store:
www.e3expostore.com



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.

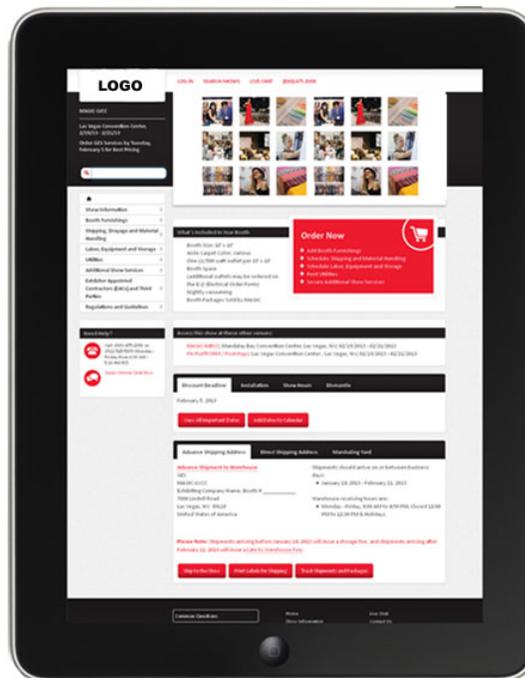
Exhibitors can:

- 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/022601567/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.

E3 2020

Los Angeles Convention Center
June 9 - 11, 2020

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601567/contactus/esm>

Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
7000 Lindell Road
Las Vegas, NV 89118-4702

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

Servicenter Hours

Sunday, May 31,	8:00 AM - 4:30 PM	Monday, June 8,	8:00 AM - 6:00 PM
Monday, June 1,	8:00 AM - 4:30 PM	Tuesday, June 9,	8:00 AM - 7:00 PM
Tuesday, June 2,	8:00 AM - 4:30 PM	Wednesday, June 10,	8:00 AM - 7:00 PM
Wednesday, June 3,	8:00 AM - 4:30 PM	Thursday, June 11,	8:00 AM - 10:00 PM
Thursday, June 4,	8:00 AM - 4:30 PM	Friday, June 12,	8:00 AM - 4:30 PM
Friday, June 5,	8:00 AM - 4:30 PM	Saturday, June 13,	8:00 AM - 4:30 PM
Saturday, June 6,	8:00 AM - 4:30 PM	Sunday, June 14,	8:00 AM - 4:30 PM
Sunday, June 7,	8:00 AM - 4:30 PM	Monday, June 15,	8:00 AM - 12:00 PM

Show Information

Booth Size: 10' x 20'
Aisle Carpet Color: Blue Jay
Backwall: 8' Solid Black GEM Booth (Braelock Panels)
Sidewall: 3' Solid Black GEM Booth (Braelock Panels)
(1) Booth ID Sign

Discount Deadline Date

Monday, May 11 GES orders must be received with payment by this date.

Exhibitor Move In

Sunday, May 31	8:00 AM - 4:30 PM	(OT rates apply)
Monday, June 1	8:00 AM - 4:30 PM	
Tuesday, June 2	8:00 AM - 4:30 PM	
Wednesday, June 3	8:00 AM - 4:30 PM	
Thursday, June 4	8:00 AM - 4:30 PM	
Friday, June 5	8:00 AM - 4:30 PM	
Saturday, June 6	8:00 AM - 4:30 PM	(OT rates apply)
Sunday, June 7	8:00 AM - 4:30 PM	(OT rates apply)
Monday, June 8	8:00 AM - 4:30 PM	
Tuesday, June 9	7:00 AM - 8:00 AM	Touch-up only

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

Show Hours

Tuesday, June 9	11:00 AM - 6:00 PM	Industry Only*
Wednesday, June 10	10:00 AM - 6:00 PM	All Attendees including Gamer/Consumer
Thursday, June 11	10:00 AM - 6:00 PM	All Attendees including Gamer/Consumer

*Industry, Media, Exhibitor, VIP Buyer and Business Pass Holders

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Exhibitor Move Out

Thursday,	June 11	6:00 PM - 10:00 PM	Move-Out is not Targeted
Friday,	June 12	8:00 AM - 4:30 PM	Move-Out is not Targeted
Saturday,	June 13	8:00 AM - 4:30 PM	(OT rates apply) Move-Out is not Targeted
Sunday,	June 14	8:00 AM - 4:30 PM	(OT rates apply) Move-Out is not Targeted
Monday,	June 15	8:00 AM - 12:00 PM	Lighting and Truss/Rigging properties ONLY. Must be removed by 12 Noon - Move-Out is not Targeted

Empty Container Return

Thursday, June 11 6:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday,	June 12	12:30 PM	Carriers post-show must be checked-in by this time.
Saturday,	June 13	12:30 PM	Carriers post-show must be checked-in by this time.
Sunday,	June 14	12:30 PM	Carriers post-show must be checked-in by this time.
Monday,	June 15	9:00 AM	Carriers picking up Lighting and Truss/Rigging properties.

Facility Clear

Monday, June 15 12:00 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

c/o GES
 E3 2020
 (Your Company Name & Booth Number)
 5560 Katella Ave
 Cypress, CA 90630
 USA

Shipments should arrive on or between:

April 28 - May 27, 2020
 Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM
 The GES Advance Warehouse will be closed Monday, May 25, 2020, in observance of Memorial Day.

Direct Shipments to Show Site:

c/o GES
 E3 2020
 (Your Company Name & Booth Number)
 Los Angeles Convention Center
 1201 South Figueroa Street
 Los Angeles, CA 90015
 USA

Shipments should arrive on:

May 31, 2020, 8:00 AM - 4:30 PM *
 June 1, 2020, 8:00 AM - 4:30 PM *,**
 June 2, 2020, 8:00 AM - 4:30 PM *
 June 3, 2020, 8:00 AM - 4:30 PM *
 June 4, 2020, 8:00 AM - 4:30 PM *
 June 5, 2020, 8:00 AM - 4:30 PM *
 June 6, 2020, 8:00 AM - 4:30 PM *,**
 June 7, 2020, 8:00 AM - 4:30 PM *,**
 June 8, 2020, 8:00 AM - 4:30 PM *

*May 31-June 8: Reference Target Floorplan for Dates & Times

**May 31, June 6 & 7: Off-Target - Overtime charges will apply

Marshaling Yard:

c/o GES
 E3 2020
 (Your Company Name & Booth Number)
 Marshaling Yard Coming Soon
 TBD, TBD TBD
 TBD

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Contact Information

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

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Welcome E3 2020 Exhibitor! If you have specific questions regarding GES services, please contact the following managers to assist you:

MATERIAL HANDLING:

LAfreight@ges.com

GES LOGISTICS:

Iris Park - Regional Logistics Manager
Office: (562) 370-1613
ipark@ges.com

GRAPHICS & SIGNAGE:

Derek Blake
Office: (562) 370-1613
dblake@ges.com

ORDER INFORMATION/EXHIBIT QUESTIONS:

Liana Alpuerto - Exhibitor Sales Coordinator
Office: (702) 550-3545
LAalpuerto@ges.com

PLUMBING:

Greg Farley
Office: (562) 356-3739
gfarley@ges.com

TRUSS/HOIST/LIGHTING RENTALS/PRODUCTION:

Tammy Van Hooser - Director of Rigging
Office: (562) 356-3797
tvanhooser@ges.com

Belen Lopez - Rigging Account Manager
Office: (562) 370-1621
blopez@ges.com

HANGING SIGN/TRUSS LABOR:

Chad Bettge - Rigging General Foreman/Production Sales
Office: (562) 370-1623
cbettge@ges.com

Johanna Evangelista - Rigging Coordinator
Office: (562) 370-1606
jevangelista@ges.com

ELECTRICAL:

Greg Farley
Office: (562) 356-3739
gfarley@ges.com

AUDIO VISUAL:

Robert Smith
Office: (972) 538-3006
rosmith@onservices.com

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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.

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What is an Official Service Provider?

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

GES Show Services

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

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/022601567/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098
- International phone: (702) 515-5970
- Contact us online: <https://e.ges.com/022601567/contactus/esm>

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

Exhibitor Services

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

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



Tips for New Exhibitors

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

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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of **May 11, 2020** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/022601567/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/022601567/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/022601567/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

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

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

Bank ACH/wire transfer payment information

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

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

- 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/022601567/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/022601567/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.

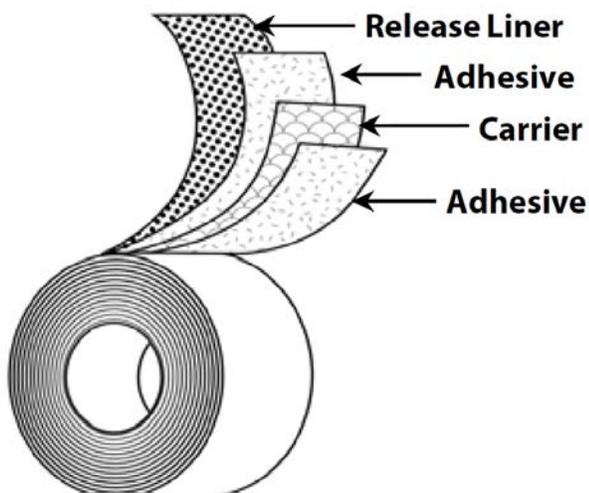
- See Labor Information form for rules specific to the show. Work rules can vary based on show location.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES.
- All rates are subject to change if necessitated by increased labor and material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

Labor Services: <http://e.ges.com/022601567/LaborandEquipment/esm>

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



LACC APPROVED TAPE



Carrier:	Cloth
Adhesive:	Rubber
Liner:	Blue LDPE or White Kraft Paper
Colors:	Natural (adhesive color)
Specifications:	N/A
Standard Sizes:	48mm x 23M, 48mm x 33M, 72mm x 23M

APPLICATIONS

- Carpet hold-down for the convention and entertainment industry
- Hanging, seaming and splicing poly sheeting
- General mounting & holding
- Excellent adhesions
- Leaves no residue
- Blue liner is silicone coated for easy unwind

PHYSICAL PROPERTIES

	Standard UOM	Metric UOM	Test Method
Total Thickness	11 mils	279.4 mic	ASTM D-1000
Adhesion to Steel	40 oz/in	4.38 N/cm	PSTC-101
Tensile Strength	20 lb/in	35.03 N/cm	ASTM D-1000
Operating Temperature	40 to 200°F	4 to 93°C	
VOC Content	<1g/L		

Recommended Storage Conditions: 40-60% Humidity, 60°F-80°
Standard Shelf Life (at 25C): 24 months from date of manufacture.

Stop. Think. Safety.

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

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Safety is very important for everyone working in the Exhibit Hall.

GES values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.

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Show Site Work Rules

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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling.

Decorators Union - Local 831

Members of this union claim jurisdiction over all set-up and dismantling of exhibits including signs and carpet installation. This does not apply to the unpacking and placement of your merchandise. You may set-up your exhibit display if one person can accomplish the task in less than one (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.

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. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show 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 advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

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IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

XI. Personal Data

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

Payment Policy

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

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

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

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

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

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

If you have any questions regarding our payment policy, please call GES National Servicer[®] 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 (800) 443-4113 to report fraudulent or unethical behavior.

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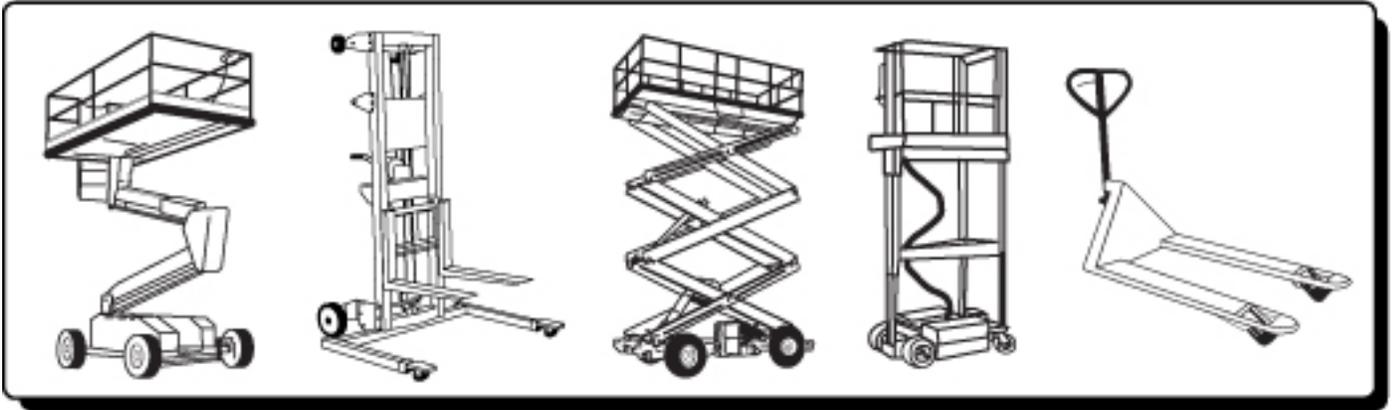
Operation of All Mechanical Lifts

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

E3 2020

Los Angeles Convention Center

June 9 - 11, 2020



Attention all exhibitors:

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

Work Zone



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

Thank you for your complete cooperation.

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



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

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

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

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

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

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

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

Description of proposed service for Exhibitor: _____

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

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

universal

Please Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

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), Dolaher Events (Show Management), E3 2020 (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.

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Agreement and Rules and Regulations between GES and EAC

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

E3 2020
 Los Angeles Convention Center
 June 9 - 11, 2020

Form Deadline Date:
 May 11, 2020

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

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

Authorized Signature of EAC:

Please Sign _____
 Authorized EAC's Signature

_____ Date
 Authorized EAC's Name - Please Print

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

Printed Name: _____
 Title: _____
 Company: _____
 Address: _____ City: _____ State: _____ Zip/Postal Code: _____
 Contact Name at Show Site: _____
 Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only	
Accepted by GES Authorized Representative:	
<input checked="" type="checkbox"/>	
Authorized Signature	_____
Authorized Name - Please Print	_____ Date

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Material Handling/Drayage Information

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

E3 2020

Los Angeles Convention Center
June 9 - 11, 2020

Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

www.ges.com/us/services/exhibition-transportation-tools.

Get an instant quote today at https://e.ges.com/022601567/logistics_Quote

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



Estimating Material Handling Charges

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

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

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

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

Outgoing Shipments

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

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Measure of Damage

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

Insurance

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

Work Zone

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

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



Marshaling Yard and Direct Deliveries Information

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

E3 2020

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Tips For New Exhibitors



Tips

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

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

Savings



Save

- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

Marshaling Yard Coming Soon

TBD, TBD TBD

TBD

Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the marshaling yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the marshaling yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Los Angeles Convention Center as space is available. Waiting time at the marshaling yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the Los Angeles Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Check-in Trailer with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601567/contactus/esm>

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





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/022601567/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.

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Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$63.00 cwt	\$81.90 cwt
Straight Time In / Overtime Out	\$78.75 cwt	\$102.38 cwt
Overtime In / Overtime Out	\$94.50 cwt	\$122.85 cwt

Advance Shipments to Warehouse Dates:

Tue, Apr 28, 2020: Advance shipments may begin arriving at warehouse.
Wed, May 27, 2020: Last day for shipments to arrive at warehouse.
The GES Advance Warehouse will be closed Monday, May 25, 2020, in observance of Memorial Day.

Direct Shipment to Show Site (200 lbs. minimum per shipment)

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$56.75 cwt	\$73.78 cwt	\$90.80 cwt
Straight Time In / Overtime Out	\$71.25 cwt	\$92.63 cwt	\$114.00 cwt
Overtime In / Overtime Out	\$85.75 cwt	\$111.48 cwt	\$137.20 cwt

Direct Shipments to Show site Dates:

Sun, May 31, 2020: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Mon, Jun 8, 2020: Last day for shipments to arrive at exhibit site by 4:30 PM.
***May 31-June 8: Reference Target Floorplan for Dates & Times**
****May 31, June 6 & 7: Off-Target - Overtime charges will apply**

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. Each additional package will be charged \$43.00.

Step 2. Estimate Order

Small Packages

1st Small Package Shipment x \$43.00 = _____ Total
 # of additional packages (each) x \$43.00 = _____ Total

Form Continues on Next Page



SSC 022601567 030420 R-2 061118 Cstm

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

Request for Variance to Assigned Target Time

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

To request a change of your Rigging/Freight Target Day/Time, complete this form and return by May 11, 2020.

Note: While we will attempt to honor all requests, we cannot grant all requests because of logistical considerations, such as booth location equipment operation in area, dock availability, labor demands, etc. All changes are subject to GES Approval. No changes can be made over the phone.

If you have any questions, please contact Tammy Van Hooser - Director of Rigging (562) 356-3797.

Email completed form to Tammy Van Hooser - Director of Rigging tvanhooser@ges.com and copy Chad Bettge - Rigging General Foreman/Production Sales cbettge@ges.com

Company Name Booth Number

Contact Name

Phone Number

Fax Number

Email Address

Address

City

State

Zip

Country

Current Assigned Target Date/Time

New Requested Target Date/Time

Reason for request:

Important information

- To avoid off target charges, provide GES with your daily truck schedule for delivery using the Target Schedule Request Form.
- Upon unloading, all freight will be set in the booth, NO EXCEPTIONS. Freight cannot be placed in the aisles as it will impede operation. Empty crates will be removed daily, please ensure that they are tagged with empty labels after they are empty since this will ensure better overall service throughout the show.
- Truck delivery requests for Saturday, June 6, 2020 and Sunday, June 7, 2020 will be considered off-target and assessed overtime charges.

R-23 030220 Cstm 030420 022601567



Targeted Floor Plans

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

E3 2020

Los Angeles Convention Center

June 9 - 11, 2020

Targeted Floor Plans are available ONLY through Show Management.

Please contact Show Management:

Alida Roberts aroberts@dolaherevents.com

Exhibitor Hotline (508) 834-6201

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

E3 2020

Name of Exhibition 0220601567

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Tuesday, April 28, 2020 - Wednesday, May 27, 2020

The GES Advance Warehouse will be closed Monday, May 25, 2020, in observance of Memorial Day.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:30 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



TO:

Full Exhibiting Company Name at Show

E3 2020

Name of Exhibition 0220601567

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Tuesday, April 28, 2020 - Wednesday, May 27, 2020

The GES Advance Warehouse will be closed Monday, May 25, 2020, in observance of Memorial Day.

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Carrier _____
Number _____ of _____ pieces

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

E3 2020

Name of Exhibition 0220601567

BOOTH NUMBER

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

Shipment Should Arrive on or Between:

Sunday, May 31, 2020 after 8:00 AM - Monday, June 8, 2020 by 4:30 PM

*May 31-June 8: Reference Target Floorplan for Dates & Times
**May 31, June 6 & 7: Off-Target - Overtime charges will apply

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:30 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

E3 2020

Name of Exhibition 0220601567

BOOTH NUMBER

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

Shipment Should Arrive on or Between:

Sunday, May 31, 2020 after 8:00 AM - Monday, June 8, 2020 by 4:30 PM

*May 31-June 8: Reference Target Floorplan for Dates & Times
**May 31, June 6 & 7: Off-Target - Overtime charges will apply

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:30 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces

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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020



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 May 11, 2020.
- Want an easier way? Submit your information online: <https://e.ges.com/022601567/prePrint/esm>

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

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

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

022601567

030420

R-3-011819

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.

E3 2020

Los Angeles Convention Center

June 9 - 11, 2020

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 \$95.00 per month or \$9.50 cwt.

Return to Warehouse:

Transportation to warehouse after show, includes warehouse handling (1000 lb. minimum) \$20.15 cwt.

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

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

Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/022601567/contactus/esm>

030420 022601567

R-4 041519

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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

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/022601567/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

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

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

_____ lbs.

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

_____ lbs.

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

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

Direct Shipments Only

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

030420 022601567

R-7 011819

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



Show Site Access Storage Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Step 1. Order Access Storage

Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicenter. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	511.75		\$
200513	Access Storage, 1/2 Trailer	848.00		\$
200513	Access Storage, Full Trailer	1,346.25		\$

Skid Access Storage

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

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Skid	88.00		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	105.75	131.75	158.25			\$
705044	Storage, OT	158.25	198.25	238.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

022601567
030420
R-11/R-12 101519

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

Form Continues on Next Page



Show Site Access Storage Order Form

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

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Schedule Additional Deliveries

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

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

Rates and Information for Storage Deliveries Requiring Equipment

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

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	176.75	221.00	265.00			\$
705200	5,000#, OT	247.50	309.25	371.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

Step 3. Schedule Forklift for Storage Deliveries

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

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

Total and Sign:

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed

R-11/R-12 101519 030420 022601567

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

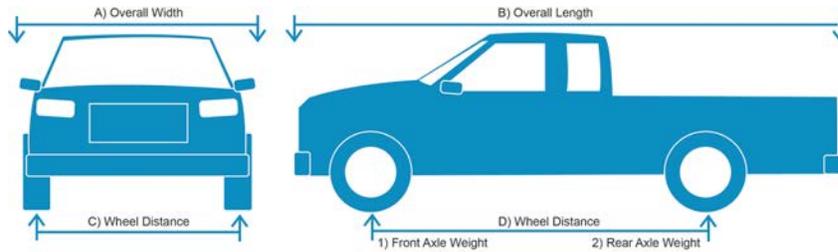


Display Vehicle Placement Order Form

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 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	252.25		\$

Total and Sign:

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

R-15 100819 030420 022601567



Carpet

Standard

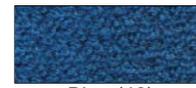
Standard is conventional filament nylon carpet that is re-used for pre-cut sizes and new for custom-cut orders.

Includes:

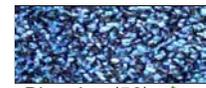
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



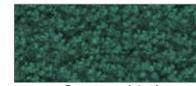
Blue (42)



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



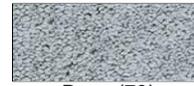
Cement (70)



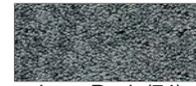
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



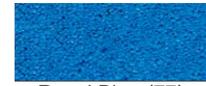
Navy (75)



Onyx (76)



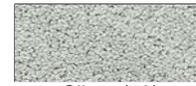
Red (49)



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



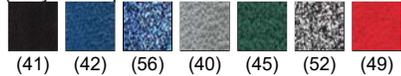
Easy Ordering Tips:

- 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 dye 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)



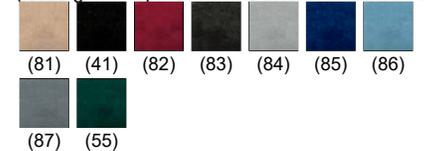
Plush Color Options

(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'		169.75	254.50		\$
5002	Pre-Cut Standard Carpet 10'x20'		332.00	498.25		\$
5003	Pre-Cut Standard Carpet 10'x30'		512.25	768.00		\$

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.		3.06	4.59		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.28	6.35		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.15	7.65		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.75	2.61		\$	
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.91	1.35		9.5	\$
500420	Plastic Covering Per Square Foot, Reinforced		1.21	1.84		9.5	\$

Electrical or Utilities Under Carpet?

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

Total and Sign:

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>



Carpet Package Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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 colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages

Standard Color Options

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



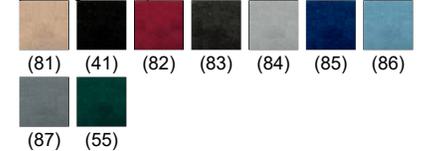
Plush Color Options

(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 (\$)	Sq. Ft.	Total
400021	Standard Carpet Package, Per Sq.Ft.		5.01	7.52		\$
400022	Plush Carpet Package, Per Sq.Ft.		6.11	9.11		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		6.89	10.28		\$

Electrical or Utilities Under Carpet?

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



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

Total and Sign:

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Tips

Easy Ordering Tips:

- All prices include delivery, rental and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/022601567/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	74.00	111.00		\$
300052	Padded Chair	95.00	142.50		\$
300053	Padded Stool	117.50	176.25		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300055	Table, Cocktail, 18" x 36" x 19"H	123.00	185.25		\$
300059	Table, Starbase, 30" Diameter x 40" High	217.00	326.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	217.00	326.00		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		126.75	190.25		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		142.00	212.75		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		156.75	235.00		\$
3007	Table, Skirt 4th Side		51.00	88.25		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	146.50	203.75		\$
300600	Table 6', Unskirted, 24" x 30" High	165.50	230.25		\$
300800	Table 8', Unskirted, 24" x 30" High	181.50	251.25		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		142.00	212.75		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		164.75	246.75		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		187.00	280.50		\$
3017	Counter, Skirt 4th Side		59.00	88.25		\$



Select size: 6' Counter _____ 8' Counter _____

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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:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	165.50	230.25		\$
301600	Counter 6', Unskirted, 24" x 42" High	188.75	263.25		\$
301800	Counter 8', Unskirted, 24" x 42" High	215.25	299.25		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	51.00	76.50		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	36.50	54.50		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	66.50	99.50		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	51.00	76.50		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		15.20	22.65		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		18.30	27.50		\$
3019	Drape, 12' High, Per Foot		22.30	33.50		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	554.00	830.75		\$
300074	Display Case 4', Full View	538.25	807.50		\$
300075	Display Case 4', Half View	538.25	807.50		\$
300076	Display Case 4', Quarter View	538.25	807.50		\$
300078	Display Case 5', Full View	554.00	830.75		\$
300079	Display Case 5', Half View	554.00	830.75		\$
300080	Display Case 5', Quarter View	554.00	830.75		\$
300082	Display Case 6', Full View	569.75	854.75		\$
300083	Display Case 6', Half View	569.75	854.75		\$
300084	Display Case 6', Quarter View	569.75	854.75		\$
300088	Display Case 7', Vertical	744.75	1,117.25		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.47	6.75		\$
300127	Aisle Stanchion, Tensa	87.00	130.50		\$
300123	Aisle Stanchion, without Chain	43.75	65.75		\$
300103	Aluminum Easel	59.00	88.25		\$
300111	Bag Stand	81.25	122.00		\$
300102	Coat Rack	81.25	122.00		\$
300104	Garment Rack	81.25	122.00		\$
300106	Literature Rack	129.25	194.25		\$
300201	Pegboard, White, 4'x8'	142.00	212.75		\$
↳ Select alignment: Horizontal _____ Vertical _____					
300107	Refrigerator	322.00	483.75		\$
300225	Rope Velour, 6' Length, Black	25.25	37.75		\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
May 11, 2020

Company Name	Email	Phone Number	Booth Number
300125	Rope Velour, 6' Length, Red	25.25	37.75
300131	Security Cage, Large, without Lock	451.00	676.50
300132	Security Cage, Small, without Lock	300.00	450.00
300120	Sign Holder, Bell Base	74.00	111.00
300108	Sign Holder, Chrome, 22"x28"	74.00	111.00
300211	Tackboard	148.75	223.25
 Select alignment: Horizontal ____ Vertical ____			
300112	Ticket Tumbler, Small, Table Top	126.75	189.75
300134	Waste Receptacle, 30 Gallon	46.25	69.50
300113	Wastebasket	18.30	27.50
300118	Waterfall Stand	81.25	122.00

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/022601567/electrical/esm>



Reminder

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

Total and Sign:

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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Furniture Package Order Form

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

E3 2020
Los Angeles Convention Center
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Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- 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.

Furniture Package



Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		277.47	416.03		\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						

Skirt Color Options

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



Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	553.77	831.15		\$
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					

Total and Sign:

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



ELEVATE YOUR BOOTH

with our Specialty Furniture Offerings!

GES offers a wide variety of Specialty Furniture.

Chairs • Sofas • Barstools • Coffee tables • Bar tables • Cafe tables • Office Desks & Chairs



Interested in elevating your booth with Specialty Furniture?

Order Online: <https://e.ges.com/022601567/BoothFurnishingsRental/esm>

**Products offered are subjected to change.*



Specialty Furniture Delivery Schedule

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

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Form Deadline Date:
May 11, 2020

Attention Exhibitors placing Specialty Furniture Orders with GES:

All specialty furniture orders will be targeted for delivery as follows:

Thursday, June 4, 2020	Concourse Hall on Floor Meeting Rooms Booths (8000-8900)
Friday, June 5, 2020	West Hall booths (4000-5700) and 500 series meeting rooms
Saturday, June 6, 2020	300 series meeting rooms and 400 series meeting rooms
Monday, June 8, 2020	South Hall booths (100-3300)

The following information is required for any requests for variance to designated delivery target dates.

Company Name: _____ Booth Number: _____

Contact Name: _____ Phone Number: _____

Email Address: _____

Onsite Contact Name: _____ Phone Number: _____

Current Assigned Target Date: _____

New Assigned Target Date: _____

Reason For Request: _____

Return completed form to GES with your furniture order.

All change requests are due by: **May 11, 2020**

This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.

022601567

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Column Cover Order Form

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

E3 2020
Los Angeles Convention Center
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Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Order coverings for columns within your booth. Prices include delivery, installation, rental and removal.
- Includes labor and aerial lift to install. Pricing based on straight time installation. Includes replacement of mandatory LACC building safety signs.
- Orders received after the discount deadline date are subject to availability and/or substitutions.
- Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Step 1. Column Cover Color Options

Color Selection

Black will be provided if no color is indicated below:

- | | | |
|--|---|--|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Green (45) | <input type="checkbox"/> Light Blue (62) |
| <input type="checkbox"/> Mauve (47) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Teal (55) |
| <input type="checkbox"/> White (50) | <input type="checkbox"/> Red (49) | |



Step 2. Order Coverings for Columns Within Your Booth

South Hall

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3027	Column Wrap, 16', Vinyl	918.00	1,101.50		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,211.50	1,273.00		\$

West Hall

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
3027	Column Wrap, 16', Vinyl	918.00	1,101.50		\$
3028	Column Wrap, Floor To Ceiling, Single Column, Vinyl	1,211.50	1,273.00		\$

Total and Sign:

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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Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation and dismantling. For other custom furnishings, hanging signs or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



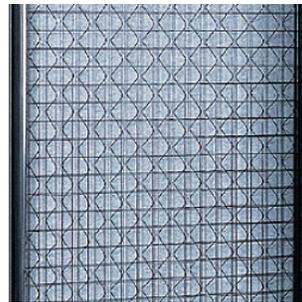
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

Trim and Panel Choices

Panel Type & Color

- Coated: Black (C41)
- Coated: Oxford White (C50)
- Coated: Silver Gray (C79)
- Fabric: Black (F41)
- Fabric: Gray (F40)
- Pegboard: White (P50)

Trim Color

- Black (41)
- Silver (79)

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

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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Los Angeles Convention Center
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Discount Deadline Date:
May 11, 2020

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.
- Arm lights and shelves cannot be placed on pipe and drape.

Standard Exhibits

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	529.75	795.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600110	Exhibit, Armlight Black	78.25	117.75		\$
600103	Exhibit, Counter, 1M Curved	732.00	1,098.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	369.50	554.50		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	506.50	760.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	673.50	1,010.75		\$
600222	Exhibit, Light Box, Medium 37"x56"	531.25	797.50		\$
600223	Exhibit, Light Box, Small 37"x28"	328.00	491.75		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	463.75	695.75		\$
600291	Exhibit, Panel, Wirewall, 1M	453.00	679.25		\$
600243	Exhibit, Shelf, 1M x 10" Deep	61.75	93.00		\$

Total and Sign:

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$

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

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



Special Turnkey Booth Package Order Form

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

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June 9 - 11, 2020

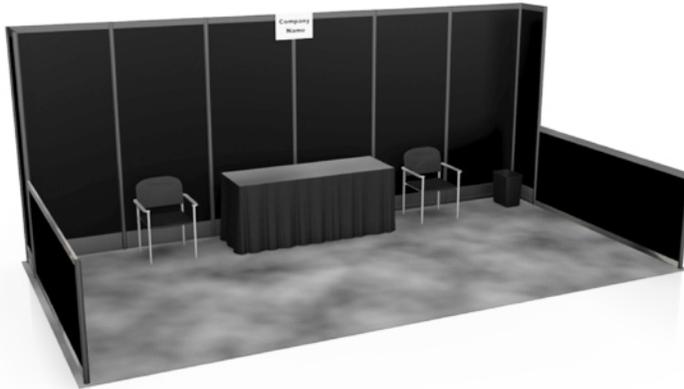
Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Delivery, installation, rental, and dismantling are included in package price.



10' x 20' Booth Option

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
400224	E3 10' x 20' GEM Booth Turnkey Package	416.00	624.75		\$
	↳ Includes: One Booth ID Sign, 10' x 20' Standard Gray Booth Carpeting, One 6' Gray-skirted Table, Two Plastic Contour Side Chairs and One Wastebasket (rate is per 10' x 20' unit)				

Electrical or Utilities Under Carpet?

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

Total and Sign:

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

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

E3 2020

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June 9 - 11, 2020

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)

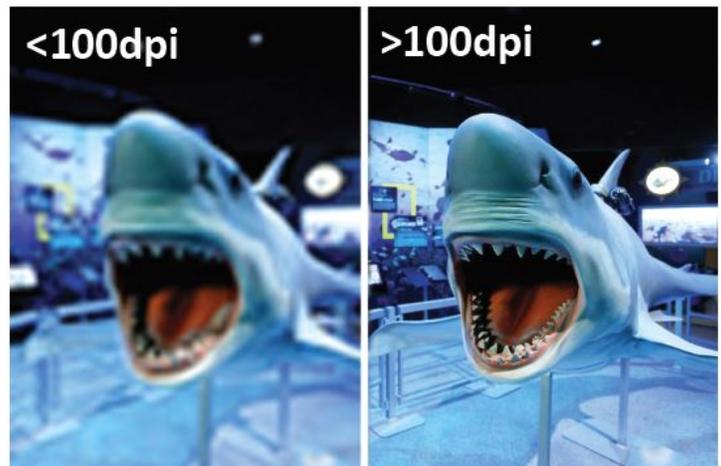


GIF, TIFF, JPEG (raster)



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/022601567/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>



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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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*

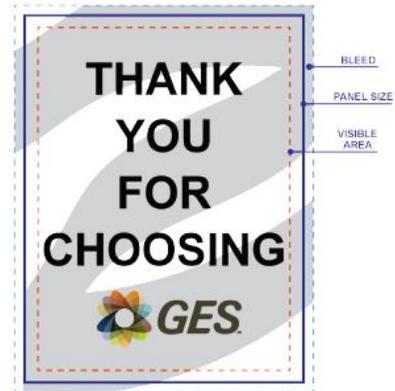


Final Print package should contain:

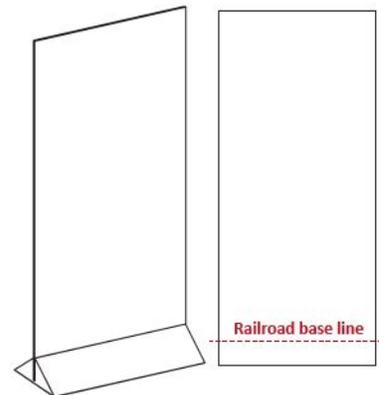
- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or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



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



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online: <https://e.ges.com/022601567/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	271.25	407.00		9.5	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	209.00	314.75		9.5	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	221.00	331.75		9.5	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	400.00	600.50		9.5	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	246.00	369.00		9.5	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	523.00	784.50		9.5	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	369.00	554.25		9.5	\$

Total and Sign:

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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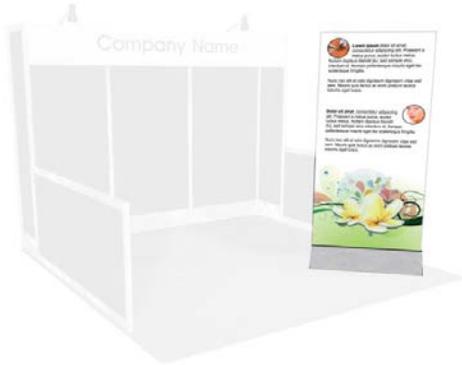
I-1 102617

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



Standard Graphics

38" Ad Board



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

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

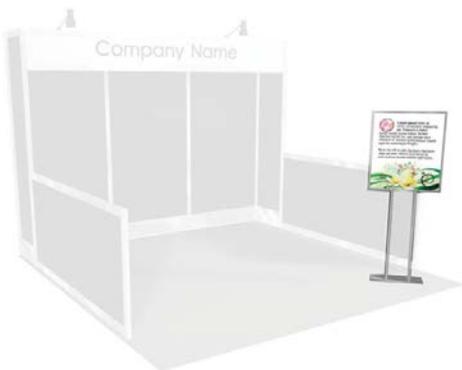


600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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

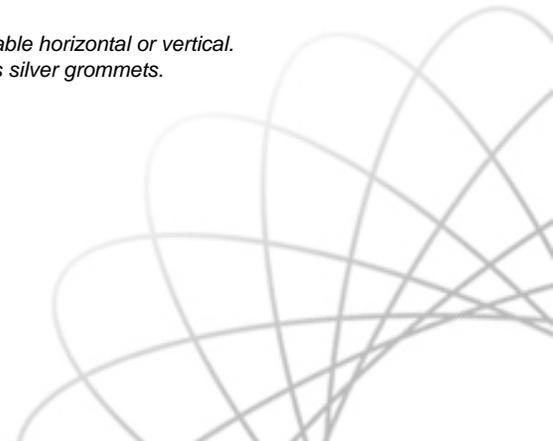
Includes sign holder rental, graphic and delivery.

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.*



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Tips

Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one (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	105.75	131.75	158.25			\$
705000	Install & Dismantle, ST Move Out	105.75	131.75	158.25			\$
705000	Install & Dismantle, OT Move In	158.25	198.25	238.00			\$
705000	Install & Dismantle, OT Move Out	158.25	198.25	238.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

Step 2. Please Indicate Service



Help

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

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

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/022601567/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.

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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. All rates are subject to change if necessitated by increased labor and material costs.

Total and Sign:

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed \$ _____

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Forklift Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Tips

Easy Ordering Tips:

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

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	176.75	221.00	265.00			\$
705200	5,000#, ST Move Out	176.75	221.00	265.00			\$
705200	5,000#, OT Move In	247.50	309.25	371.00			\$
705200	5,000#, OT Move Out	247.50	309.25	371.00			\$

Forklift 4-Stage with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705240	5,000#, ST Move In	196.25	245.50	294.00			\$
705240	5,000#, ST Move Out	196.25	245.50	294.00			\$
705240	5,000#, OT Move In	274.75	305.50	412.00			\$
705240	5,000#, OT Move Out	274.75	305.50	412.00			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	105.75	131.75	158.25			\$
705030	Freight, ST Move Out	105.75	131.75	158.25			\$
705030	Freight, OT Move In	158.25	198.25	238.00			\$
705030	Freight, OT Move Out	158.25	198.25	238.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Labor Information



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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- Uncrating Unskidding Positioning
 Leveling Dismantling Recrating
 Reskidding

Additional labor will be assigned if necessary.

Step 3. Schedule In Booth Forklift Labor

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

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

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

Move In

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

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

Move Out

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

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

Total and Sign:

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- Crane and Labor may be required when uncrating, positioning, and reskidding equipment and/or machinery is too large to be safely managed by an In-Booth Forklift.
- A crane may be required for moving equipment and materials to another level of the facility externally that cannot be transported internally due to size and/or weight.
- If you require a crane, a crew will be assigned consisting of a crane with an operator and rigger. An additional GES Laborer is required.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Crane with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705281	20 Ton, ST Move In	753.50	900.00	1,046.75			\$
705281	20 Ton, ST Move Out	753.50	900.00	1,046.75			\$
705281	20 Ton, OT Move In	900.00	1,095.75	1,260.75			\$
705281	20 Ton, OT Move Out	900.00	1,095.75	1,260.75			\$

Additional Worker, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705031	Rigging, Teamster, ST Move In	112.75	141.25	169.50			\$
705031	Rigging, Teamster, ST Move Out	112.75	141.25	169.50			\$
705031	Rigging, Teamster, OT Move In	197.75	247.25	297.25			\$
705031	Rigging, Teamster, OT Move Out	197.75	247.25	297.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

Step 2. Labor Information



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

Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

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

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

- Uncrating
- Unskidding
- Positioning
- Leveling
- Dismantling
- Re-crating
- Reskidding

Additional labor will be assigned if necessary.

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Crane Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and cranes by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a four (4) hour cancellation fee per worker and crane. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour cancellation fee per worker and crane will apply. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour "No-Show" charge per worker and crane will apply.

The minimum charge for labor is four (4) hour per worker and equipment. Labor thereafter is charged in one (1) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Move In

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

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

Move Out

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

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

Total and Sign:

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

T-2 091218 Cstm 030420 022601567



HANGING SIGN

H	RUSH!
	Hanging Sign

FROM:

HANGING SIGN

HANGING SIGN

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

E3 2020

NAME OF EXHIBITION

0220601567

Booth Number

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

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, April 28, 2020 - Wednesday, May 27, 2020

The GES Advance Warehouse will be closed Monday, May 25, 2020, in observance of Memorial Day.

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 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



HANGING SIGN

HANGING SIGN

H	RUSH!
	Hanging Sign

FROM:

HANGING SIGN

HANGING SIGN

DIRECT SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

E3 2020

NAME OF EXHIBITION

022601567

BOOTH NUMBER

C/O GES

**Los Angeles Convention Center
1201 South Figueroa Street
Los Angeles, CA 90015 USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Sunday, May 31, 2020 after 8:00 AM - Monday, June 8, 2020 by 4:30 PM

*May 31-June 8: Reference Target Floorplan for Dates & Times

**May 31, June 6 & 7: Off-Target - Overtime charges will apply

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:30 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



HANGING SIGN

Hanging Sign and Truss Information

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

E3 2020

Los Angeles Convention Center
June 9 - 11, 2020

The following is a list of important regulations to adhere to when designing your hanging sign / truss / video wall / audio requirements for the E3 2020. Please remember that rigging must be performed exclusively by Global Experience Specialists, Inc. (GES).

- All hanging signs / truss / video walls / audio require written approval by GES. Please complete the “Rigging Approval Request Form” and email to tvanhooser@ges.com - Tammy Van Hooser and cbettge@ges.com - Chad Bettge. Do not send the approval form to the GES National Servicer. Exhibitors not meeting the deadline date on this form may not be eligible to hang signage, truss/lighting, or audio/video and **will not** be eligible for the advance pricing discounts.

In Order to Receive Discount Rates:

- All requests for Rigging Approval must include a .dwg drawing for review by GES using Imperial Units. Scaled drawings should include plan and elevation views, as well as booth orientation by the deadline date on the approval form.
- Approvals for rigging are dependent upon allowable load limit of structural framework of the Los Angeles Convention Center.
- **South Hall:**
Weight: The maximum allowable load for each purlin beam in South Halls G-K is 800 pounds total load on each span. Bridles are allowed only in plane with the beam. An additional load of 800 pounds can be added to each fixed shackle hang point. Bridles to shackles can only receive 800 maximum tension load.
Height: The maximum allowable height for hanging signs or graphics is 25 ft. (measured from the top of the sign to the floor). If possible and pending approval lighting truss is allowed to trim up to 30 ft.
- **Petree Hall:**
Weight: The maximum allowable load on each of the fixed points in Petree Hall is 400 pounds (Vertical hang only)
Height: Ceiling Height is 17-ft. Low soffit height is 15 ft.
- **Concourse Hall:**
Weight: The maximum allowable load on each of the fixed points in Concourse Hall is 500 pounds (Vertical hang only)
Height: Ceiling Height is 16' 10"
- **West Hall:**
Weight: The maximum allowable load for each purlin beam in West Hall A-B is 800 pounds total load on each span between bracing trusses. Bridles are allowed only in plane with the beam.
Height: The maximum allowable height for hanging signs or graphics is 25 ft. (measured from the top of the sign to the floor). If possible and pending approval. lighting truss is allowed to trim up to 30 ft.
- **Meeting Rooms:** The only attachments allowed in the meeting rooms are to the T-bar ceiling channel. The use of this channel is for very lightweight foam core signs or banners. The maximum allowable load to be attached to the T-bar in these rooms is 2 lbs., attached at 5 ft. intervals.
- **LED Walls:** LED walls are somewhat challenging to suspend to the ceiling due to their inherent weight. Please submit accurate single panel weights, total number of panels, bumper weight, pick point locations, and overall dimensions. Please include the weight of all rigging hardware and brackets.
- Labor to assemble LED suspended or ground supported walls with or without the need of a scissor lift is work performed by Local 831. That labor can be ordered on the Hanging Sign/Truss Labor Order Form. Labor for Ground supported LED walls, requiring the use of a scissor lift, should be ordered using the Hanging Sign/Truss Labor Order Form. Labor to assemble and install LED walls suspended from the ceiling as well as attaching speakers or other AV components i.e. projectors or projection screens to truss or into the ceiling is work performed by the riggers from the official contractor. The Hanging Sign/Truss Labor Order Form should be used to order this labor.
- The load limits to the ceiling are strictly enforced. The loads to the ceiling need to be considered in your design process. GES will be glad to consult with your designer during this process to help them interpret the allowable ceiling loads.

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Important Rigging Deadline Dates:

The following forms are due on **May 4, 2020**.

- Rigging Plan Submittal Form
- Rigging Plot (.dwg) including all rigging elements. (Signage, truss/lighting, audio, and video) point load calculations, orientation, as well as ceiling distributed loads must be included. All plans should be submitted using Imperial Units.

The following forms are due on **May 11, 2020**.

- Hanging Sign/Truss Labor Order Form deadline
- Credit Card Authorization form for Rigging
- Electric Chain Hoist and Truss Order Form

Important Note:

Should there be any discrepancy between what Global Experience Specialists, Inc. (GES) Management approved and what is actually hung on-site; the properties in violation shall be removed at the exhibitor's expense.

- **GES Rigging must suspend all hanging signs/truss. No other contractor or personnel will be allowed to attach any properties to the ceiling or building structure. GES is the sole provider of lift equipment for all public areas & exhibit halls.**
- Assembly: All assembly of hanging signs, suspended video walls and truss must be done by GES Rigging. Additional GES personnel are available upon request for truss or sign assembly. Along with a hanging sign floorplan to include booth orientation, set-up instructions must be provided for signs requiring assembly. Exhibitor or exhibitor's authorized representative may supervise assembly.
- All hanging signs, truss/lighting, audio, video must conform to show management rules and regulations as well as GES/AEG/ Los Angeles Convention Center regulations.
- Hanging signs / video walls may not extend into any part of the aisles or neighboring exhibits. Any properties that have been attached to truss that needs to be relocated must first be approved by GES Rigging.
- All hanging signs / truss / video walls / audio must have structural rigging points.
- GES reserves the right to refuse to suspend any sign and or truss it deems unsafe,
- GES reserves the right to utilize chain hoists to ensure safe sign and truss lifting.
- **GES Electricians:** GES Electricians must be employed to install all lighting instruments, cabling installed on truss, as well as to focus, or adjust these instruments and / or devices. The lighting contractors' licensed and bonded electrician can work on a 1:1 ratio with GES staff. This allowance pertains to installing and removing lighting, cabling and focus on truss only.
- **In order to allow the rigging and electrical crews appropriate time between shifts, all rigging work must be completed by 10:00 P.M. each evening. Night shift crews should be scheduled accordingly.**
- At the close of the show, the exhibitor is responsible for the outbound shipping of their hanging signs. Show management assumes no responsibility and / or liability for the disposition of the hanging signs following the close of the show. Please make all appropriate arrangements for the care and shipment of your hanging sign with GES, and your designated outbound carrier.
- All structural-hanging signs must be reviewed and signed off by a structural engineer with specifications of the hanging properties, including where and how attachments should be made. A rigging/hanging sign plot plan should be included showing booth orientation, as well as, coordinates in feet and inches for proper positioning within the booth space. Also, individual point load calculations must be included. These load calculations must be calculated in pounds and sent to:

Chad Bettge - Rigging General Foreman/Production Sales

cbettge@ges.com

cc: Tammy Van Hooser - Director of Rigging

tvanhooser@ges.com

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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- **Sign and/or truss points exceeding 200 lbs. will require a hoist.**
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime. Hoists and truss include: transportation charges and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.
- For custom quotes contact Tammy Van Hooser - Director of Rigging at (562) 356-3797, tvanhooser@ges.com or Belen Lopez - Rigging Account Manager at (562) 370-1621, blopez@ges.com.
- Transportation, drayage and rental are included in price.
- Cancellation Policy: Items cancelled will be charged 100% of original price after move-in and installation begins.



Order Chain Hoists and Truss

CM Lodestar Chain Hoists

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	425.75	638.25		\$
702132	Hoist, Electric Chain, 1/2 TON	392.00	588.50		\$
702131	Hoist, Electric Chain, 1/4 TON	336.00	504.00		\$
702134	Hoist, Electric Chain, 2 TON	470.50	705.50		\$

Rotating Motors

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

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	280.25	419.75		\$
609109	Rotating Motor 300#	336.00	504.00		\$
609105	Rotating Motor 500#	448.00	672.00		\$

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	24.65	36.75		\$
608132	Truss, 12" Box, Silver, Per Foot	22.40	33.75		\$
608135	Truss, 12" Corner Block, Black	117.50	176.50		\$
608136	Truss, 12" Corner Block, Silver	112.00	168.00		\$
608133	Truss, 20" Box, Black, Per Foot	29.00	43.75		\$
608134	Truss, 20" Box, Silver, Per Foot	26.75	40.50		\$
608138	Truss, 20" Corner Block, Black	128.75	193.25		\$
608137	Truss, 20" Corner Block, Silver	123.25	184.75		\$

Total and Sign:

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



Hanging Sign / 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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- Lift equipment and labor may be required to hang signs, rigging, hanging truss or booth work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.
- Signs weighing over 200 lbs. will require at least one motorized hoist installed by GES Rigging. All hanging signs must be hung by GES Rigging.

Step 1. Order Labor

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705300	High Lift, ST	439.25	549.25	659.00
705300	High Lift, OT	571.50	713.75	856.75
705300	High Lift, Night Rate	742.75	928.25	1,113.75
705301	Scissor Lift, ST	337.00	421.25	505.75
705301	Scissor Lift, OT	446.75	558.25	670.00
705301	Scissor Lift, Night Rate	580.75	725.75	871.00

Ground Crew

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)
705020	Ground Rigger, ST	104.00	130.00	156.25
705020	Ground Rigger, OT	156.25	195.00	234.00
705020	Ground Rigger, Night Rate	208.25	260.00	311.75

Supplied rigging hardware is chargeable and will be added to invoice

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>



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

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

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Form Continues on Next Page



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

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

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

Type of Sign

- Banner Structural Signage
 Systems Moss

Dimensions and Weight of Sign

Width _____ Height _____
 Length _____ Total Weight _____ lbs

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

Height

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

Electrical

Is your sign electrical?
 Yes No

How much power is required for the sign?

Are rotators required?
 Yes No

If yes, How many? _____
 Exhibitor Owned GES Rental

Shape of Sign

- Square Rectangle
 Triangle Circle
 Serpentine Other _____

Pick Points

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

 Dates Submitted _____

Assembly

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

Hoists

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

Supervision

Do you want to supervise the hanging of your sign?
 Yes No

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

Please provide _____ with a contact name and number to discuss

If no, GES will supervise without exhibitor present.

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

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

Location of Sign

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

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

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

Truss Options

Type of Truss

- Plated (end plates) Spigot

Size of Truss

- 12" 20.5"

Dimensions Truss Design

Width _____ Length _____

Height

Number of feet from floor to top of truss:

_____ Feet

Must be compliant with Show Rules and Regulations.

Electrical

Do you require an electrical drop to the truss?

- Yes No

How much power is required for the truss?

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

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

Pick Points

Number of structural pick points _____

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

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

Assembly

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

Truss Design

- Suspended Ground Supported

Hoists

Are hoists required?

- Yes No

if yes, how many? _____

- Exhibitor Owned GES Rental

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

A structural engineer stamp may be required at GES' discretion. GES reserves the right to not hang any signage/structure that, in our opinion, is not deemed structurally sound.

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

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Hanging Sign / Truss Labor Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

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

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Hanging Sign / Truss Labor Order Form

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

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

Step 4. Review Below Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** For rigging work starting at times other than 8:00 AM, please have a representative check in at the rigging labor desk to make us aware you are ready for your labor. Equipment and labor cancelled without a 18 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment each day. If Exhibitor fails to use the workers and equipment at the time scheduled, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

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

Total and Sign:

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$

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Rigging Plan Submittal Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 4, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

All rigging plans with combined loads in excess of 300 lbs need to be reviewed and approved by GES. Final plans received on or prior to May 4, 2020 will be reviewed at \$185.75 .

E3 2020 Plan Deadline Date: May 4, 2020

Plan or plan revisions received May 5 thru May 11, 2020 - \$546.25 per booth space

Plan or plan revisions received May 12 thru May 18, 2020 - \$819.50 per booth space

Plan or plan revisions received May 19 thru May 25, 2020 - \$1,092.75 per booth space

Plan or plan revisions received May 26 thru Show, 2020 - \$1,639.00 per booth space

Plans revised on site will be charged \$1,639.00 plus the showsite hourly rate for the GES Production Rigger to evaluate load to ceiling and redesign if necessary.

Plans must be sent via Email for review.

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

tvanhooser@ges.com
copy: cbettge@ges.com

Submit Rigging Plan

Description	Date Sent	Price (\$)	Qty	Total
Rigging Plan Submitted BEFORE Deadline Date		185.75		185.75
Rigging Plan Review (submitted after Deadline Date)				\$

Total and Sign: Please return to: blopez@ges.com and copy tvanhooser@ges.com

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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Shrouding Request Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- GES is responsible for all shrouding.
- Shrouding of lights (fabric hung) to screen light from certain areas.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	= Total
705300	High Lift, ST Move In	439.25	549.25	659.00			\$
705300	High Lift, ST Move Out	439.25	549.25	659.00			\$
705300	High Lift, OT Move In	571.50	713.75	856.75			\$
705300	High Lift, OT Move Out	571.50	713.75	856.75			\$
705300	High Lift, Night Rate Move In	742.75	928.25	1,113.75			\$
705300	High Lift, Night Rate Move Out	742.75	928.25	1,113.75			\$

* Final rate will reflect time and materials used.

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

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

Name: _____ Phone #: _____

Specific Lights to be Shrouded: _____

Number of Lights: _____

Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor scheduled at the start of the working day at 8:00 AM will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day, please have a representative check in at the labor desk and supervise the work being 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 (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

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	

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Form Continues on Next Page



Shrouding Request Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Total and Sign:

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

H-9 011817 Cstm 030420 022601567



Booth and Meeting Room Cleaning and Porter Service Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. Should you require more frequent cleaning services, order Porter Service Labor 705010. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

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

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.49	0.77		1	\$
500600	Duration of Show (per sq. ft. per day)	0.38	0.58		2	\$
500602	Per Day (per sq. ft. per day)	0.47	0.73			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.81	1.23		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501002	Cleaning, Damp Mop & Wax	0.49	0.77		\$

Porter Service

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501010	Porter Service, 0-500 sq.ft., Per Day	73.50	109.75		\$
501010	Porter Service, 501-1500 sq.ft., Per Day	103.00	155.00		\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	133.25	200.00		\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	162.75	244.75		\$

Step 3. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705010	Porter Service, ST	46.25	58.25	69.75			\$
705010	Porter Service, OT	81.00	101.50	122.00			\$

Use for booth wipedown, ice removal, etc. Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day.

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/Item/705010>

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Form Continues on Next Page



Booth and Meeting Room Cleaning and Porter Service Order Form

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

Company Name _____ Email _____ Phone Number _____

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

Step 4. List dates and times Vacuuming Per Day/Periodic Porter Service if ordered:

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

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

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

Total and Sign:

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

\$



Meeting Room Cleaning Schedule

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

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

Meeting Room Cleaning Time Schedule



Attention Exhibitors in On-Floor Meeting Rooms and Permanent Meeting Rooms:
Since GES does not have keys or access to your Meeting Room, please arrange for one of your company representatives to open your Meeting Room. Cleaning for these Meeting Rooms will take place at the hours below. Please complete this form and return to GES.

- Option 1 7:00 AM - 8:00 AM
- Option 2 6:00 PM - 8:00 PM

Review and Return:



PLEASE NOTE THIS IS NOT AN ORDER FORM

Reminder In order to receive cleaning for the above scheduled options, be sure to complete and submit the *Booth and Meeting Room Cleaning, and Porter Service Order Form*.

Post-Show Cleaning Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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



Post-Show Cleaning Information:

- Exhibitors are responsible for insuring that their exhibit area is clean when they leave the Los Angeles Convention Center. Exhibitors are required to remove all booth properties and floor covering from the facility no later than Monday, June 15, 2020 12:00 PM.
- Exhibitors who abandon booth properties and/or floor coverings will be charged labor plus dumpster fees.

Waste Removal:

- Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order Waste Removal and a Dumpster.
- In the event that excessive booth properties and/or floor coverings are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee and labor will be billed to the exhibiting company.
- If E3 2020 show management determines that post show exhibitor debris is excessive and requires GES to remove the materials, the exhibitor will be billed at regular rates for waste removal.

Tape Removal:

- In accordance with E3 2020 and facility rules and regulations nothing may be posted, tacked, nailed, painted, glued or screwed into columns, walls, floors or other parts of the building. Any damage or defacement caused by an infraction of this rule will be remedied and the cost will be charged to the exhibitor.
- Exhibitors leaving excessive amounts of tape on the floor in their exhibit space will be charged for removal of the tape. Your occupied space should be left in the same condition that you received.

Step 1. Order Dumpster for Waste Removal

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
500813	Dumpster	1,762.25	2,449.75		\$



In-Booth Forklift with Operator is required when ordering Dumpsters. Place order on In-Booth Forklift Labor Order Form. Full Dumpster requires Four (4) hours minimum labor and Half Dumpster requires Four (2) hours minimum labor.

Attention

Step 2. Order Tape Removal/Post Show Cleaning Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705010	Porter Service, ST	46.25	58.25	69.75			\$
705010	Porter Service, OT	81.00	101.50	122.00			\$

Hourly rates are listed above. The minimum charge for labor is four (4) hours per worker per day.

Hate math? Let Expresso calculate your rates: <https://e.ges.com/022601567/Item/705010>

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

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

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

Total and Sign:

Please Sign X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed



Audio Visual Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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	195.50	261.00		\$
700830	24" 1920 x 1200 LCD Monitor	391.50	521.75		\$
700855	32" 1920 x 1200 LCD Monitor	521.75	695.50		\$
700854	40" 1920 x 1080 LED Monitor	782.50	1,043.50		\$
700853	46" 1920 x 1080 LED Monitor	1,043.50	1,391.00		\$
700852	55" 1920 x 1080 LED Monitor	1,304.25	1,739.00		\$
700851	60" 1920 x 1080 LED Monitor	1,565.00	2,086.50		\$
700887	70" 1920 x 1080 LED Monitor	2,086.50	2,782.50		\$
700850	80" 1920 x 1080 LED Monitor	3,130.25	4,173.25		\$
700866	90" 1920 x 1080 LED Monitor	4,695.25	6,259.75		\$

Touchscreen Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700828	32" 1920 x 1080 LCD Touchscreen Monitor	912.75	1,217.50		\$
700888	46" 1920 x 1080 LCD Touchscreen Monitor	1,565.00	2,086.50		\$
700889	65" 1920 x 1080 LCD Touchscreen Monitor	3,130.25	4,173.25		\$

4K LED Monitors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700867	65" 3840 x 2160 LED Monitor	4,564.75	6,086.00		\$
700868	84" 3840 x 2160 4K LED Monitor	9,129.50	12,172.50		\$

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

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Audio Visual Order Form

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Company Name _____ Email _____ Phone Number _____ Booth Number _____

LED Panel - Creative

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

Monitor Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700801	Bluray Player	130.50	174.00		\$
700800	DVD Player	65.25	87.00		\$
700860	Shelf for Chrome Pole Stand	65.25	87.00		\$
700859	Spandex Wrapped Monitor Chrome Pole Stand	65.25	87.00		\$

Computers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700890	Intel Core 2 Duo T7300 Windows 7 Laptop	261.00	347.75		\$
700822	Intel i5 2520M Windows 7 Laptop	326.25	434.75		\$
700823	Intel i7 720QM Windows 7 Laptop	391.50	521.75		\$
700878	Mac Mini	261.00	347.75		\$
700892	MacBook Pro 15" Laptop	521.75	695.50		\$
700877	MacBook Pro 17" Laptop	652.50	869.25		\$
700836	iMac 24" Desktop	521.75	695.50		\$
700837	iMac 27" Desktop	652.50	869.25		\$
700861	iPad II 16GB Tablet	391.50	521.75		\$

Computer Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700863	Apple iPad Floor Stand	130.50	174.00		\$
700862	Apple iPad Table Stand	65.25	87.00		\$

Printers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700816	HP 3800N Series Color Printer	261.00	347.75		\$
700815	HP 4000N Series Black & White Printer	130.50	174.00		\$

Booth Speaker Systems

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700879	Anchor AN1000 Powered Speaker (5-10ppl)	65.25	87.00		\$
700880	EV Sxa 100 Speaker System (10-50ppl)	261.00	347.75		\$
700881	EV Sxa 250 Speaker System (pair w/stands) (50-100ppl)	391.50	521.75		\$
700883	MeyerSound UPA-1P Speaker System (pair w/stands) (75-150ppl)	912.75	1,217.50		\$
700882	MeyerSound UPM-1P Speaker System (pair w/stands) (25-75ppl)	652.50	869.25		\$

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Audio Visual Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Booth Mixers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700884	Allen & Heath 10 Channel Mixer	130.50	174.00		\$
700885	Allen & Heath 14 Channel Mixer	195.50	261.00		\$

Microphones/Computer Audio

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700886	Low Profile Skin Tone Headset Microphone (add to wireless)	130.50	174.00		\$
700894	Shure SM58 Microphone	65.25	87.00		\$
700814	UHF Wireless Microphone Kit	326.25	434.75		\$
700893	Whirlwind PCDI	65.25	87.00		\$

Step 2: Calculate Handling Charges Surcharge

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

Item Code	Description	Order Total	+	Surcharge %	=	Grand Total
700700	Audio Visual Handling Surcharge	\$		25%		\$

Total and Sign:

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed

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

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Electrical Checklist

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

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<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, Electrical Outlet Order Form 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.

E3 2020

Los Angeles Convention Center
June 9 - 11, 2020

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, this specifically includes not using facility outlets for any type of power tools.
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 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.
 - 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.

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.

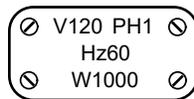
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

E3 2020

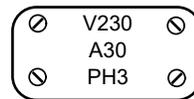
Los Angeles Convention Center
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How do I know how much power I need?

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/ampage 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



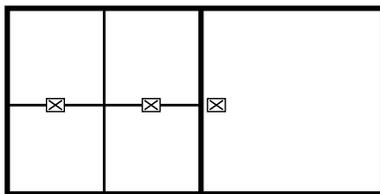
230 volts
30 Amps
3 Phase

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.

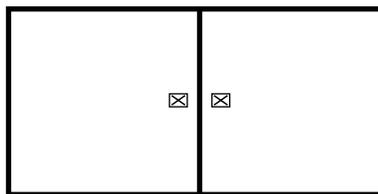
Where will my power be located?

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.

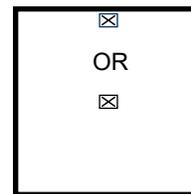


In-Line Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

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

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

How many places do I have to plug into?

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

Do I need 24 hour power?

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

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

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

How do I know if I need to order labor?

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

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

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Electrical Outlets Order Form

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E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Tips

Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	111.50	153.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	157.50	216.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	208.75	288.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	241.00	331.25		\$

1P 208v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700012	010 Amp, 1/2 HP 208V / 1Phase	325.00	446.25		\$
700014	020 Amp, 1 HP 208V / 1Phase	486.75	670.00		\$
700015	030 Amp, 2 HP 208V / 1Phase	602.50	829.00		\$
700016	060 Amp, 5 HP 208V / 1Phase	760.75	1,045.50		\$
700017	100 Amp, 10 HP 208V / 1Phase	973.75	1,339.00		\$
700018	200 Amp, 25 HP 208V / 1Phase	1,623.00	2,231.50		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	472.75	650.25		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	621.00	854.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	667.75	918.25		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	973.75	1,339.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,391.00	1,912.75		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	1,970.75	2,710.25		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	2,550.25	3,507.00		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	5,007.75	6,259.75		\$

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

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Form Continues on Next Page



Electrical Outlets Order Form

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

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____

3P 480v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	881.25	1,211.25		\$
700045	030 Amp, 10 HP 480V / 3Phase	1,020.25	1,402.75		\$
700046	060 Amp, 20 HP 480V / 3Phase	2,040.50	2,805.25		\$
700047	100 Amp, 50 HP 480V / 3Phase	2,967.75	4,080.50		\$
700048	200 Amp, 100 HP 480V / 3Phase	5,564.25	7,651.00		\$

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

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.15	7.75		\$
700464	150 KVA Transformer	1,432.75	1,432.75		\$
700462	75 KVA Transformer	1,003.00	1,003.00		\$

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:

Please Sign _____
 Authorized Signature

 Authorized Name - Please Print

 Date

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

Total Payment Enclosed \$

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

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24 Hour Electrical Outlets Order Form

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

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June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	167.25	229.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	236.25	325.13		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	313.13	432.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	361.50	496.88		\$

1P 208v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700012	010 Amp, 1/2 HP 208V / 1Phase	487.50	669.38		\$
700014	020 Amp, 1 HP 208V / 1Phase	730.13	1,005.00		\$
700015	030 Amp, 2 HP 208V / 1Phase	903.75	1,243.50		\$
700016	060 Amp, 5 HP 208V / 1Phase	1,141.13	1,568.25		\$
700017	100 Amp, 10 HP 208V / 1Phase	1,460.63	2,008.50		\$
700018	200 Amp, 25 HP 208V / 1Phase	2,434.50	3,347.25		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	709.13	975.38		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	931.50	1,281.75		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,001.63	1,377.38		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,460.63	2,008.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,086.50	2,869.13		\$
700023	150 Amp, 35 HP 208V / 3Phase	<input type="checkbox"/>	2,956.13	4,065.38		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,825.38	5,260.50		\$
700029	400 Amp, 208V / 3Phase	<input type="checkbox"/>	7,511.63	9,389.63		\$

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

E-2a24 030320 Cstm 030420 022601567

Form Continues on Next Page



24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____

3P 480v Motor and Equipment Outlets*

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700044	020 Amp, 7.5 HP 480V / 3Phase	1,321.88	1,816.88		\$
700045	030 Amp, 10 HP 480V / 3Phase	1,530.38	2,104.13		\$
700046	060 Amp, 20 HP 480V / 3Phase	3,060.75	4,207.88		\$
700047	100 Amp, 50 HP 480V / 3Phase	4,451.63	6,120.75		\$
700048	200 Amp, 100 HP 480V / 3Phase	8,346.38	11,476.50		\$

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

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	7.72	11.63		\$
700464	150 KVA Transformer	2,149.13	2,149.13		\$
700462	75 KVA Transformer	1,504.50	1,504.50		\$

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:

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed \$

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.

E-2a24 030320 Cstm 030420 022601567



Lighting Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

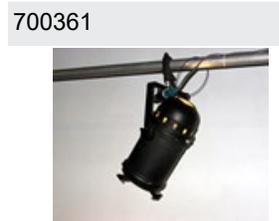
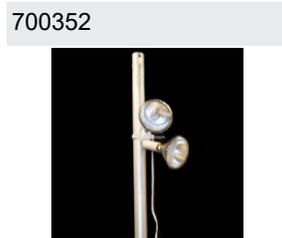
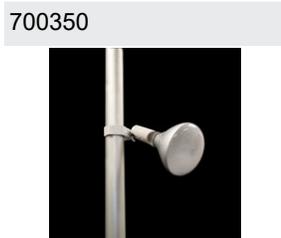
Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities. For custom lighting quotes contact Tammy VanHooser tvanhooser@ges.com 562.356.3797 or Belen Lopez blopez@ges.com or 562.370.1621.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700350	Floodlight, 120 Watt*	125.25	172.75		\$
700352	Floodlight, 120 Watt Double*	325.00	446.25		\$
700361	Floodlight, 1000 Watt Overhead**	544.75	817.25		\$

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

* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

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

Total and Sign:

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

E-21 100518 Cstm 030420 022601567



Electrical Floorwork Labor Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- Electrical Labor is required for all under carpet/flooring distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	93.00	116.00	139.00			\$
705060	Electrical, OT	185.50	231.75	278.50			\$
705060	Electrical, Night Rate	278.50	347.75	417.25			\$

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.

E-3-011817 Cstm 030420 022601567

Form Continues on Next Page



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

Discount Deadline Date:
May 11, 2020

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 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, Monday - Sunday, 8:00 AM - 10:00 PM. Labor thereafter is charged in half (1/2) hour increments per worker. Night Rate minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

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

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

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Place order on Next Page

E-3 011817 Cstm 030420 022601567



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Labor, Booth Work, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	93.00	116.00	139.00			\$
705061	Electrical, OT	185.50	231.75	278.50			\$
705061	Electrical, Night Rate	278.50	347.75	417.25			\$

Lift with Crew, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift, ST	318.75	398.25	478.50			\$
705300	High Lift, OT	417.25	521.75	626.25			\$
705300	High Lift, Night Rate	580.00	724.50	869.25			\$
705301	Scissor Lift, ST	318.75	398.25	478.50			\$
705301	Scissor Lift, OT	417.25	521.75	626.25			\$
705301	Scissor Lift, Night Rate	580.00	724.50	869.25			\$

Step 2. Please Indicate Service

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

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

Form Continues on Next Page



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

Discount Deadline Date:
May 11, 2020

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

Step 3. Schedule Electrical Labor for Booth Work Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 18 hour notice shall be charged a 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, Monday - Sunday, 8:00 AM - 10:00 PM. Labor thereafter is charged in half (1/2) hour increments per worker. Night Rate minimum charge for labor is four (4) hours per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker.

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

Place order on Next Page

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Lighting Focus Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- GES is responsible for all lighting focus.
- A focus crew will consist of a lift and 2 man crew.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	= Total
705305	Lighting Lift w/Operator, ST	439.25	549.25	659.00			\$
705305	Lighting Lift w/Operator, OT	571.75	714.50	857.50			\$
705305	Lighting Lift w/Operator, Night Rate	1,011.00	1,264.00	1,517.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

Step 2. Provide On-Site Contact Information

Name: _____ Phone #: _____

Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day at 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 18 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

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

Move In

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

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

Total and Sign:

Please Sign

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed



E-12 091217 Cstm 030420 022601567

Lights Out Request Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All lights out orders are contingent on final approval by Show Management as they may affect neighboring exhibits.
- Exhibitors requiring "Lights Out" must request this service through GES.
- The Los Angeles Convention Center lighting system is set up in banks and/or individual circuits depending upon the location in the hall.
- Some areas of the exhibit hall may require a lighting lift and crew to turn off lights. Additional charges will apply.
- Please return this form to GES and a GES representative will contact you on-site by June 7, 2020 to finalize your "Lights Out" request. It will be determined at that time how many lights need to be turned off and what the estimated charge for this service will be. Payment for all associated charges will be due at the time of service. The minimum charge for this service is \$58.00 per light. Additional costs may be incurred depending on accessibility, labor and equipment required. Orders for "Lights Out" service may be placed on-site, but GES can not guarantee the completion of orders placed after June 7, 2020.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor and Lights Out

Lights Out

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700104	Lights Out Request	58.00	58.00		\$
700122	Lights Out Turned Out From the Control Room	43.75	43.75		\$

Lighting Lift and Crew

(may be required in some areas of the exhibit hall)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Lift w/ Crew	X # Hours	=	Total
705305	Lighting Lift w/Operator, ST	439.25	549.25	659.00				\$
705305	Lighting Lift w/Operator, OT	571.75	714.50	857.50				\$
705305	Lighting Lift w/Operator, Night Rate	1,011.00	1,264.00	1,517.00				\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/022601567/labor/esm>

Step 2. Provide On-Site Contact Information

Name: _____ Phone #: _____

Services Requested: _____ Number of Lights: _____

E-13 110917 Cstm 030420 022601567

Form Continues on Next Page



Lights Out Request Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Labor

Starting time can be guaranteed only when labor is requested for the start of the working day, at 8:00 AM. All exhibit labor scheduled at the start of the working day, at 8:00 AM, will be dispatched to booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** If labor is not requested for the start of the working day, at 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

Move In

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

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

Total and Sign:

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

\$



Plumbing Services Information

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

E3 2020

Los Angeles Convention Center

June 9 - 11, 2020

Important Conditions and Regulations

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

Compressed Air

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

Water

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

Labor

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

Rates

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

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Plumbing Services Order Form

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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



Easy Ordering Tips:

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

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	510.00	701.50		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price i	25.25	37.75		\$
701039	Air Outlet, Connection	244.75	367.50		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	183.25	252.75		\$

Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701067	Compressed Nitrogen Cylinder	227.25	340.75		\$
701059	Natural Gas Outlet	408.25	561.00		\$
701063	Natural Gas Outlet, Connection	245.75	368.50		\$
701064	Natural Gas Outlet, Supplemental (within 10 feet of first outlet)	306.50	421.00		\$
701069	Regulator, Cylinder Gas	170.50	256.25		\$

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	265.25	365.25		\$
701051	Drain Outlet, Connection	163.25	224.75		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	163.25	224.75		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	408.25	912.00		\$
701087	Water Outlet, Connection	193.75	266.50		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	193.75	266.50		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	123.00	168.00		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	163.25	224.75		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	244.75	336.25		\$

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701001	Fire Sprinkler Connection - Scissor Lift Required	867.00	1,084.00		\$

Total and Sign:

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



K-2 121516 Cstm 030420 022601567

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

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Discount Deadline Date:
May 11, 2020

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



Easy Ordering Tips:

- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM
- Overtime (OT): Monday - Friday 4:30 PM - 10:00 PM, Saturday and Sunday from 8:00 AM - 10:00 PM.
- 15 minute breaks commence at 10:00 AM and 2:30 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.
- Night Rate: Monday - Sunday from 10:00 PM to 8:00 AM.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	93.00	116.00	139.00			\$
705011	Plumbing, OT	185.50	231.75	278.50			\$
705011	Plumbing, Night Rate	278.50	347.75	417.25			\$

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705301	Scissor Lift, ST	318.75	398.25	478.50			\$
705301	Scissor Lift, OT	417.25	521.75	626.25			\$
705301	Scissor Lift, Night Rate	580.00	724.50	869.25			\$

Step 2. Please Indicate Service



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

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

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

K-3 030320 Cstm 030420 022601567



Plumbing Labor Order Form

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

Discount Deadline Date:
May 11, 2020

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

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 booth space. **Confirm labor and equipment by 2:30 PM the day before date requested.** Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

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

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

Move In

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

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

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

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

Total and Sign:

Please Sign _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

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

K-3 030320 Cstm 030420 022601567



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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone		Fax	Name of Secondary Contact (Optional)
Name of Contact at Booth/Show Site		Phone	Secondary Contact Phone
Please indicate if you will be using a Third Party for billing of services:		GES invoice Sent to:	
<input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		<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/022601567/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 (800) 443-4113 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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Sending check to lock box: **(standard mail)** Direct to Bank of America: **(ALL FedEx, UPS, DHL, Express Mail)**
Global Experience Specialists, Inc. GES Bank of America Lockbox 96174
Bank of America, PO Box 96174 540 W. Madison, 4th Floor
Chicago, IL 60693 Chicago, IL 60661

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 _____
Cardholder Signature

_____ MM/DD/YY
Cardholder Name - Please Print Date

Check Number _____
Total Check Payment \$ _____

_____ MM/DD/YY
Total Credit Card Payment \$ _____
Check Dated

Review and Return Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Overnight Delivery: Bank of America Lockbox Services GES-96174 - 540 W. Madison, 4th Floor, Chicago, IL 60661

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



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G-2 013120

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.

E3 2020
Los Angeles Convention Center
June 9 - 11, 2020

Form Deadline Date:
May 11, 2020

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Please Sign X
Exhibiting Company Authorized Signature
Exhibiting Company Authorized Name - Please Print Date

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

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

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

- Booth Cleaning Electrical Outlets Electrical Labor Exhibit Systems GES Logistics I & D Labor
 Forklift Labor Material Handling Plumbing Rental Carpet Rental Furniture Signs
 Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

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

Please Sign X
Third Party Cardholder's Signature
Third Party Cardholder's Name - Please Print Date

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

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.

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GES Payment Policy

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

E3 2020

Los Angeles Convention Center
June 9 - 11, 2020

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. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

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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E3 2020

**LOS ANGELES
CONVENTION
CENTER (LACC)
INFORMATION &
FORMS**

E3 2020 BOOTH AND STAGE LIGHTING

The following outlines the policies and procedures of **E3 2020** at Los Angeles Convention Center (LACC) regarding the installation, adjustment, and dismantle of booth and/or stage lighting projects and stage productions. The following also outlines areas of jurisdiction, mandatory involvement, and minimum requirements.

EQUIPMENT AND PROJECT DESIGN

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

RIGGING

GES, the show's general service contractor, shall be used for all rigging and attachments to the **exhibit halls** during E3. The rigging contractor is responsible for assuring the safety and mechanical/structural integrity of the entire truss system, related equipment and associated rigging. In addition to suspended items, the rigging contractor must be used for the installation of all floor supported truss projects in which a portion of the overall structure is suspended; and/or any floor supported truss structure that employs the use of self-climbing truss (either motor or hand winch operated). A rigging plot (drawing) must be provided to the rigging contractor that states the maximum weight, in pounds, at each hang point. It is highly recommended that all parties (lighting, audio, video, scenic, etc) provide the rigging contractor with respective loads so that all loading can be calculated into the design.

Only the rigging contractor is allowed to raise and lower suspended projects and truss systems in the exhibit halls. Once the rigging contractor has suspended the lighting, truss, equipment, or display pieces, no changes may be made to the weight distribution without the approval of the rigging contractor (i.e., adding or moving equipment). The rigging contractor shall have on site, and be prepared to install, weight measuring devices (Dyno's) where requested by the LACC.

Any rigging and attachment activity in **Petree Hall, Concourse Hall and meeting rooms** is exclusively provided by the LACC's in-house provider, Encore Event Technologies and subject to the same rules and regulations as outlined above. Please contact Encore Event Technologies at 213.765.4625 or at www.encore-us.com.

ELECTRICAL SERVICES

Electrical services for **E3 2020** is provided by GES. No other utility service providers may provide this service during the show. Please contact GES at 562.370.1605.

HOUSE LIGHTING

Encore Event Technologies is the LACC's exclusive operator of house lighting systems in meeting rooms, Petree Hall and Concourse Hall. There is no charge to set the house lighting system provided that lighting needs can be accommodated within the Center's pre-set lighting patterns in the designate area(s). In the event customized lighting patterns are requested in Concourse Hall, Petree Hall and meetings rooms, Encore Event Technologies' prevailing labor rates apply. Please contact Encore Event Technologies at 213.765.4625 or at www.encore-us.com.

Customized house lighting patterns (focusing adjustments, relamping, re-set, etc) in West Hall and South Hall is provided by GES.



AERIAL DRONES

The Los Angeles Convention Center supports the use of cutting-edge technology, such as aerial drones, at events held within the Center. Approved use of this technology is limited within the “four walls” of the Center.

Aerial drones are defined as any remote-controlled, unmanned aircraft device under the operation of one or multiple persons. Aerial drones can be units that take video footage, take static images or provide some type of service.

OPERATION REQUIREMENTS

Use and operation of aerial drones in the Center is subject to the advance review and approval of the LACC Fire Marshal. Terms and conditions of this approval include, but not limited to, the following:

- Aerial drones must be less than 55 lbs.
- Documentation that the drone unit to be operated is registered under the [FAA Small UAS Rule \(Part 107\)](#).
- Drone operator(s) must provide [Remote Pilot Certificate](#) issued by the FAA and must fly within visual-line-of-sight at all times.
- Designation of a separate demonstration area (fly-zone area) away from the general public, enclosed by safety netting or steel mesh. The LACC Fire Marshal may require additional safeguards, including but not limited to use of barriers, creation of safety buffer zones and having a fire safety officer(s) on stand-by. All costs related to establishing the approved fly-zone is the responsibility of the License or exhibitor.
- The fly-zone area must be contained within the exhibitor’s booth or in an area pre-approved by the LACC.
- No other persons, unless authorized by the LACC Fire Marshal, is allowed in the fly-zone area while the aerial drone is in operation.
- Operation of any aerial drone cannot exceed 30’ in height inside exhibit halls and no more than 50’ in tower lobby areas.

To ensure that aerial drone operations are reviewed in a timely manner, please submit the following to your Event Manager no later than **thirty (30) days prior** to the first show day.

- Manufacturer’s specifications of each drone unit(s) to include dimensions, weight, construction material and unit function(s).
- Onsite contact information
- Proposed hours of operation.
- A floor plan of designated fly-zone area to include dimensions of proposed space, height of safety netting proximity of general public viewing area and location of safety buffer zone.



OPERATION OF AERIAL DRONES WITHOUT THE EXPRESSED ADVANCE APPROVAL OF THE FACILITY IS STRICTLY PROHIBITED AND MAY RESULT IN THE DRONE BEING CONFISCATED IMMEDIATELY.

PRIVACY ISSUES

The use of this amazing technology also brings with it additional issues, namely with confidentiality and liability. Exhibitor assumes full responsibility and liability for approved aerial drone operations within its contracted space or approved lobby areas, regardless if such operation is done by an exhibitor, contractor or show management. In addition, exhibitor shall be responsible for properly notifying attendees and the general public to their event that an aerial drone is in operation and may be taking video or images. The LACC may require show management to provide appropriate signage to this end.



FIRE LIFE SAFETY GUIDELINES



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 / LOBBIES / PRE-FUNCTION 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.

In addition, 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.

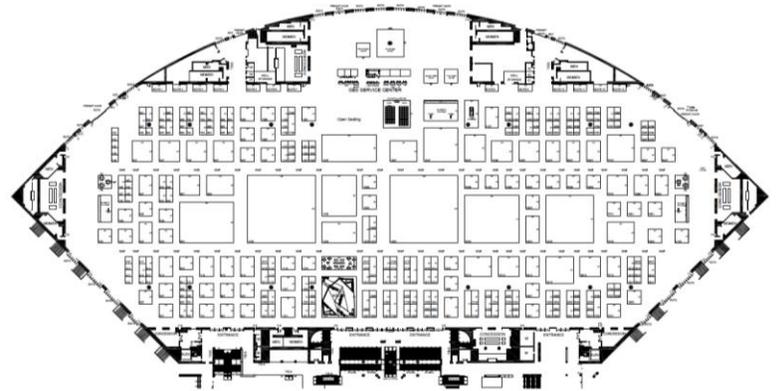


EXHIBIT BOOTHS

- Enclosed, 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 or South Hall G-K 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.



LOS ANGELES FIRE SPECIAL PERMIT

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. LIQUIFIED 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 VEHICLE DISPLAYS

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

- Automobile/motor vehicle displays must be included in all show floor plans and cannot obstruct required aisles or exits and are subject to the approval of the Fire Marshal.
- A special permit from the LACC Fire Marshall is required for all automobile/motor vehicle displays.

- Fuel tanks shall not exceed $\frac{1}{4}$ 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.
- Exhibitor must provide fire extinguisher with a 20BC minimum rating. The quantity and location for extinguishers shall be determined by the Fire Marshal.
- Vehicles fueled by hydrogen gas, fuel cells and other alternative fuel source require special, case-by-case review by the Fire Marshal given the continuous, evolving climate of science & technology in these fields. Exhibitor must provide detailed information on these types of vehicles, including a floor plan and complete manufacturer specifications to your Event Manager no later than thirty (30) days prior to move-in.
- 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

- Tent and canopies must be properly identified on all scaled floor plans.
- Four-walled tents with at least 100 square feet, shall be protected internally by a smoke detector that will sound a local alarm. This stand-alone alarm must be audible within the structure and adjacent areas.
- 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 213.763.6954 or Event Services at 213.765.4444.

SAFETY DATA SHEET (SDS) ON INDUSTRIAL LIQUID & CHEMICALS

The LAFD and the LACC require that the delivery, handling, and removal of all industrial liquids or chemicals be coordinated in a proper and safe manner, and that a Safety Data Sheet (SDS) 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 SDS 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 information below and email to eventservices@lacclink.com along with the SDS for each item 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 #1:

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? YES NO

NAME OF LIQUID OR CHEMICAL #2:

INTENDED USE OF LIQUID/CHEMICAL:

QUANTITY OF LIQUID/CHEMICAL IN THE BOOTH:

COPY OF SDS ATTACHED? YES NO

E3 2020 MEETING ROOM SERVICES

Exhibitor
Dates of Use
Requestor's Name
Email

ROOM KEYS

Re-cored locks are \$75.00 per section, per meeting and include four (4) keys. Additional keys for re-cored rooms are \$15.00 per key. Lost keys are \$100.00 each.

Room #	Comp Keys (4 max)	Add Keys (\$15.00 each)	Cost (\$75.00/section/ meeting room + keys)
TOTAL:			

Special Requests (ie. Multiple rooms on same recore, cleaning instructions, etc)

--

IMPORTANT NOTE:

Re-cored rooms are not accessible by any other party. Please schedule room services (i.e. cleaning and catering) at times when the room is open/accessible.

MEETING ROOM LIGHTING

Encore Event Technologies is the exclusive provider for ALL meeting room house lighting. Please contact Encore directly at 213.765.4626 for specific lighting patterns.

HVAC SERVICE

E3 2020 SHOW DAYS COMPLIMENTARY HVAC PROVIDED

Tuesday June 9
Wednesday, June 10
Thursday, June 11

Use of the meeting rooms includes conditioning (air or heat) of the space during open show days at no charge. Exhibiting company may request to have air conditioning or heating provided in their space during non-show days at fee of \$100.00/hour per section of a meeting room thereof.

Please list dates/time **OUTSIDE** of posted show hours only.

Room #	Date(s)	Hour(s)	Air or Heat	Cost (\$100.00/hr/ section/room)
TOTAL:				

PAYMENT

Please return this form to eventservices@lacclink.com by **Friday, May 8, 2020**. Services are not confirmed until advance payment is received. Requests received after this date may be subject to a service fee. For questions, please contact LACC Event Services Department at 213.765.4656.

Keys may be picked up/dropped off at the LACC Exhibitor Services Desk located in South Hall K Lobby.

**MEETING ROOM SERVICES ORDER & PAYMENT DUE:
FRIDAY – MAY 8, 2020**

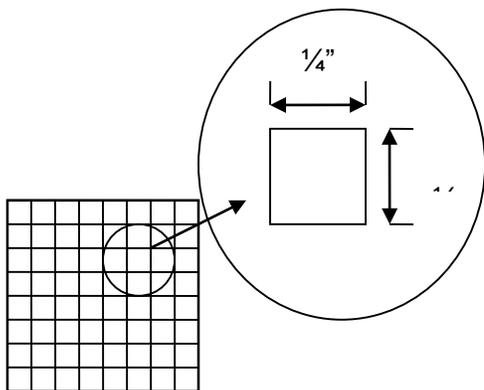
COVERED AREAS

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.

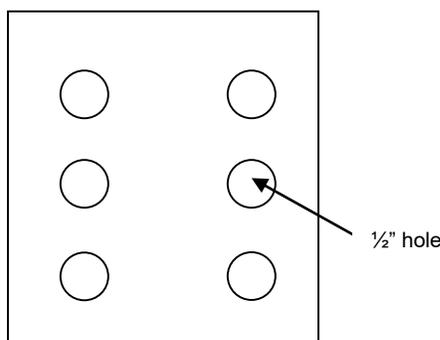
DEFINING COVERED

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.



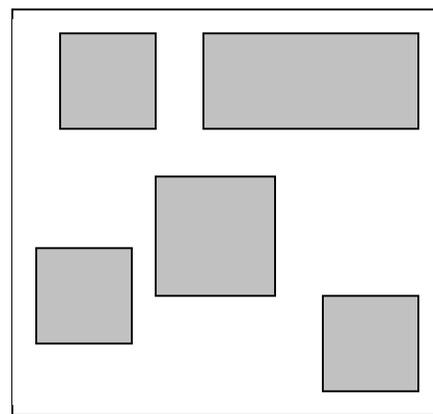
The unobstructed openings in the material must be at least ¼ inch in two directions.



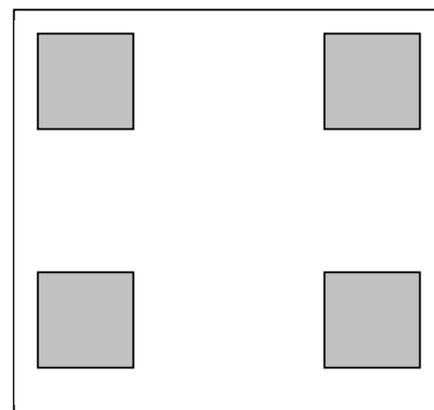
This is an example of steel plating with ½ inch holes. Even though the openings are greater than ¼ inch, this material is considered “covered” due to the majority of the material being covered (less than 50% is open).

DEFINING COVERED AREA

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.



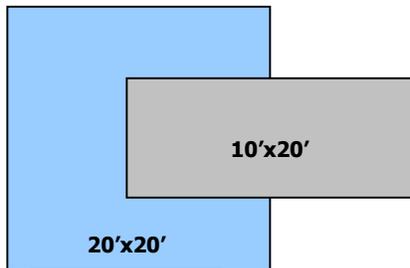
One (1) Covered Area
 Covered structures with less than 10 feet of separation.



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.

DESIGN 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.

For further information, clarification or discussion, please contact:

LACC Fire Marshal
Inspector Clinton Pruiet
Tel: 213.763.6954 / E-mail: clinton.pruiet@lacity.org

LASERS / FOGGERS

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

E3 2020 EXHIBITOR PARKING

Move-In Days | May 30 - June 8
Show Days | June 9 - 11
Move-Out Days | June 12 - 15

For E3 2020, exhibitors will now be able to manage and distribute digital parking passes to their staff and guests at their fingertips!

Once your order is received, each exhibiting company will be issued an exclusive online parking portal which holds the inventory of the parking passes of their order. From the portal, exhibitors will be able to send parking passes to booth staff, clients or invited guests by simply emailing them their parking passes. This means exhibitors can avoid the need to have parking passes mailed in advance or to have to stand in line to pick-up passes at the service desk.

Hard parking passes are still available as an option to exhibitors upon request.

**EXHIBITOR PARKING DEADLINE:
FRIDAY – MAY 22, 2020**

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

EXHIBITOR INFORMATION

COMPANY: _____

**BOOTH/
ROOM #:** _____

CONTACT: _____

PHONE#: _____

EMAIL: _____

FOR ASSISTANCE, CALL: 213.765.GAME (4263)

RATES & FEES

SINGLE-USE DAILY PARKING PASS RATES

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

West or South Garage	\$22.50 / pass
Venice Garage	\$17.50 / pass

FEES

Service Fee – Digital Pass:	\$2.00 / pass
Service Fee – Hard Pass:	\$1.50 / pass
Mailing Fee (For hard passes - 2 weeks advance required):	\$10.00

STEP1: PLACE YOUR ORDER

Each pass is valid for a one-time garage entry over May 30-June 15, 2020. Complete form and return to parking@lacclink.com.

TYPE OF PASS: Digital Pass Hard Pass

WEST GARAGE OR SOUTH GARAGE - \$22.50 / PASS	
TOTAL QUANTITY	TOTAL COST

VENICE GARAGE - \$17.50 / PASS	
TOTAL QUANTITY	TOTAL COST

Digital Pass Fee (# passes x \$2.00/pass)	
Hard Pass Fee: (# passes x \$1.50/pass)	
Mailing Fee (for Hard Passes):	\$10.00
Total Amount Due:	

STEP 2: PAYMENT & LINK

Upon receipt of your order, you will receive an invoice and online payment information by email. After payment is confirmed, we will send your parking portal link to the email address provided on this form



RETURN FORM TO: parking@lacclink.com

E3 2020 TEMPORARY STRUCTURES

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

TEMPORARY STRUCTURE CRITERIA

Does your booth or activation incorporate any of the following structure elements? If it does, then this type of structure requires wet-stamped, engineered plans and is subject to review and inspection by the the LACC Fire Marshal AND the City of LA Building Safety Department.

- 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 exceeding 15'H (single screen) or contains multiple screens.
- Structures that exceed 12' in height or stairs/steps over 30 inches tall constructed in an **exterior area** of the venue.

DESIGN PLAN REQUIREMENTS

In order to be properly reviewed in advance, design plans are to be drawn to scale at a minimum size of 11"x17" are to be developed to include the following.

- Event name
- 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

Submit complete design plans as outlined in the previous section no later than **WEDNESDAY, APRIL 1, 2020**. Please include name of contact(s), email and mobile # in the event of any questions regarding the design plans. Design plans may be sent via email or mailed in.

VIA EMAIL: eventservices@lacclink.com

MAIL-IN: Los Angeles Convention Center
Attn: Event Services
1201 S. Figueroa St.
Los Angeles, CA 90015

**E3 BOOTH DESIGN PLANS DUE:
WEDNESDAY, APRIL 1, 2020**

INSPECTIONS

Final approval of temporary structures is contingent on an onsite inspection conducted by the City of Los Angeles Building & Safety Department AND the LACC Fire Marshal. Inspections for temporary booth structures will be conducted no later than **MONDAY, JUNE 8, 2020** between 8am-3pm.

In the event that the on-site inspection identifies a violation or discrepancy to the building or fire code, exhibitor is solely responsible for making the respective corrections 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.

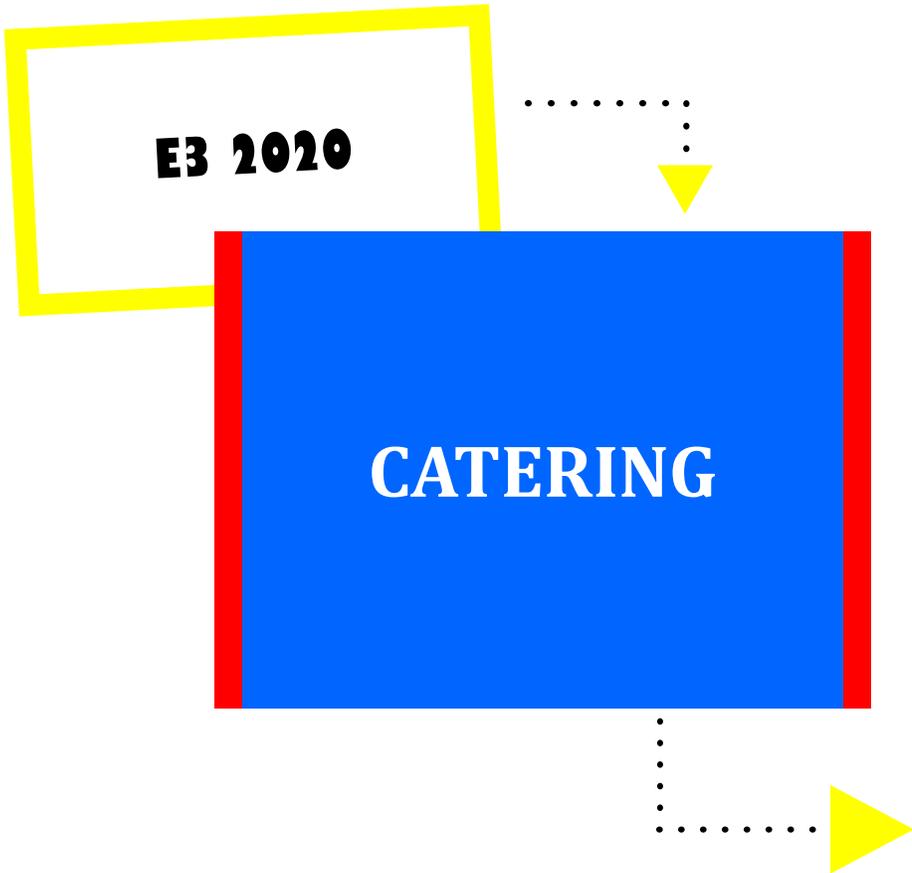


The internal construction and make-up of the guard railing must be such that a 4 inch sphere cannot pass through any portion of the guard railing, and engineered to withstand the force of person(s) falling into said railing, thereby protecting them from falling through. The code requires all stairs taller 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' high, the base dimensions should be at least 5' wide and 5' 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'. 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'. Corridors longer than 20' must be open on both ends to allow exiting. Conference rooms or exhibit spaces that extend beyond a 20' corridor may require a second 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.



2020



CATERING MENU

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



Los Angeles
CONVENTION CENTER

Managed By **AEG**
FACILITIES

PLAN WITH EASE

The Levy Difference: Thousand Detail Dining

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

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

ALL ORDERS ARE DUE 3 WEEKS PRIOR TO THE EVENT

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

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

Guarantees

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

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

Custom Menus

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

China Service

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

Taxes & Fees

Please note that all food and beverage items are subject to a 18.5% Service Charge and a separate 7.5% Administrative Fee, plus applicable sales tax. Tax & Administrative fee is subject to change without notice. Only the Service Charge is distributed to service employees.

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



RISE & SHINE

MADE TO ORDER MORNINGS

12 PERSON MINIMUM

Traditional Continental Breakfast
 Orange Juice & Cranberry Juice

LA Fruit Salad

Assorted Breakfast Breads & Pastries
 Butter & Fruit Preserves

19 per person

The Fairfax
 Orange Juice & Cranberry Juice

Vanilla Yogurt Parfait Jars
 Housemade Granola & Fresh Berries

Breakfast Turnovers
 Mushroom & Leek
 Chicken Sausage & Gravy

French Toast Casserole with Vanilla Glaze

Country Breakfast Potatoes

29.75 per person

Healthy Start
 Orange Juice & Cranberry Juice

Honey Bran Muffins
 Butter & Fruit Preserves

Assortment of Individual Yogurts
 and Housemade Granola

Spinach, Mushroom & Sun-Dried Tomato
 Egg White Scramble
 on a Gluten Free Flatbread

Assorted Whole Fruits

28 per person

Fresh Baked Breakfast Pastries
 Assorted breakfast breads and pastries
 Butter & Fruit Preserves
 52 per dozen

Vegan Raspberry Coconut Scones
 75 per 2 dozen

Assorted Bagels & Cream Cheese
 Butter & Fruit Preserves
 52 per dozen

Assorted Donuts
 52 per dozen

Oatmeal
 Brown Sugar, Dried Fruits
 and Fresh Berries
 6.95 per person

Yogurt Parfait Jar
 Low Fat Greek Yogurt
 Housemade Granola and Fresh Berries
 6.95 per person

Muesli Jar
 Almond Milk, Chia Seeds and Fresh Berries
 6.95 per person

Cold Cereal Bar
 Served with 2% and Almond Milk
 6.75 per person

Individual Fruit Flavored Yogurt
 Assorted Flavors
 3 each

Whole Fresh Fruit
 3 each

Taste of LA Signature Smoothie
 Avocado, Pineapple, Banana, Honey
 Made with Almond Milk
 10.95 each

ASSORTED FRESH PRESSED CLOVER JUICES
 9 each



Prices are subject to change without notice



LUNCH TIME

BOXED LUNCHES

12 PERSON MINIMUM

BOXED LUNCH INCLUDES

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

Sandwich or Salad
32 per person

SANDWICHES

Roasted Turkey & Gouda

Applewood Smoked Bacon, Romaine, Tomatoes,
Herbed Aioli on a Kaiser Roll

Roast Beef & Cheddar

Mixed Greens, Roasted Tomatoes, Horseradish
Cream on a Pretzel Bun

“ZLT” flatbread Sandwich

Grilled zucchini, tomatoes, jalapeño Jack cheese
and sundried tomato pesto

SALAD

California Salad

Mixed Greens, Candied Walnuts, Dried Cranber-
ries, Green Beans, Balsamic Vinaigrette

MINIMUM OF 12 PER SELECTION

LUNCH WITH PERSONALITY

12 PERSON MINIMUM

Sandwich Platters
Includes all three sandwich options
27 per person
Make any Sandwich or Wrap Gluten Free for an additional 2.00

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

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

“ZLT” flatbread Sandwich
Grilled zucchini, tomatoes, jalapeño Jack cheese and sundried tomato pesto
* * *

California Mixed Greens
Assorted Cookies



Prices are subject to change without notice

BOXED LUNCHES

12 PERSON MINIMUM

BOXED LUNCH INCLUDES

Whole fruit, potato salad, bag of kettle style chips
brownie and a bottle of water.

Sandwich or Salad
32 per person

SANDWICHES

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

Classic Italian

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

Caprese Wrap

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

SALAD

Farro Salad

Seasonal Grilled Vegetables
Dijon Mustard Vinaigrette

MINIMUM OF 12 PER SELECTION

LUNCH WITH PERSONALITY

12 PERSON MINIMUM

Sandwich Platters
Includes all three sandwich options
27 per person
Make any Sandwich or Wrap Gluten Free for an additional 2.00

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

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

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

* * *

California Mixed Greens

Chocolate Brownies



Prices are subject to change without notice

BOXED LUNCHES

12 PERSON MINIMUM

BOXED LUNCH INCLUDES

Whole fruit, pasta salad, bag of kettle style chips
Rice Krispy Treat and a bottle of water.

Sandwich or Salad
32 per person

SANDWICHES

Grilled Chicken & Swiss

Mixed Greens, Roasted Red Peppers
Sundried Tomato Aioli on a French Baguette

Cuban

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

Mediterranean

Grilled Vegetable Wrap

Hummus, Lettuce, Cucumber
Tomatoes, Kalamata Olives

SALAD

Tuscan Kale & Tangerine Salad

with Button Mushrooms
and Tangerine Vinaigrette

MINIMUM OF 12 PER SELECTION

LUNCH WITH PERSONALITY

12 PERSON MINIMUM

Sandwich Platters
Includes all three sandwich options
27 per person
Make any Sandwich or Wrap Gluten Free for an additional 2.00

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

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

Mediterranean
Grilled Vegetable Wrap
Hummus, Lettuce, Cucumber
Tomatoes, Kalamata Olives
* * *

California Mixed Greens
Rice Krispy Treat



Prices are subject to change without notice



CHEFS TABLES

CHEF'S TABLES

25 PERSON MINIMUM

DAY ONE

Seasonal Mixed Greens

with Citrus, Radishes, Roasted Beets, Zinfandel Vinaigrette and Green Goddess

Dressing

B&B Salad

Raw Broccoli and Shaved Brussels Sprouts Salad, Sliced Apples, Balsamic Hydrated

Raisins,

White Balsamic and Basil Vinaigrette

Tuscan Chicken

with Sundried Tomatoes and Spinach

Spaghetti Di Zucca

with Organic Squash, Zucchini Blossoms, Campania Tomatoes

Spinach and Vegetable Broth

Roasted Carrots and Parsnips

Parmesan Polenta

Mini Baguettes and Butter

50 per person



Prices are subject to change without notice

CHEF'S TABLES

25 PERSON MINIMUM

DAY TWO

Caesar Salad

Romaine Shaved Parmesan Homemade Croutons and Caesar dressing

Roasted Corn Salad

Vine-Ripened Tomatoes, Roasted Red Bell Pepper and Red Onion

with Poblano Vinaigrette

Herb Roasted Tri-Tip

With Natural Jus

Seasonal Vegetables

Eggplant & Tomato Stack

with Quinoa

Macaroni and Cheese

Freshly Baked Rolls and Butter

50 per person



Prices are subject to change without notice

CHEF'S TABLES

25 PERSON MINIMUM

DAY THREE

Kale and Quinoa Salad

Buffalo Cauliflower Salad

BBQ Beef Brisket

Fried Chicken

Honey Biscuits

Seasonal Grilled Vegetables

Three Cheese Macaroni & Cheese

Vegetarian Baked Beans

LA Fruit Salad

50 per person



Prices are subject to change without notice

PLATED MEALS

25 PERSON MINIMUM

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

ENTREES

Citrus Herb Chicken

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

Airline Chicken Breast

Parmesan Reggiano Risotto
Artichoke Bruschetta ,Tomato Confit
Broccolini

Braised Short Ribs

Garlic Parmesan Polenta, Braised Carrots, Parsnips, Truffle Reduction

Petite Filet Mignon

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

Miso Glazed Salmon

Coconut Jasmine Rice, Baby Bok Choy

Jumbo Shrimp Pappardelle

Artichoke, Arugula, Tomato
Bruschetta, Lemon Parmesan Alfredo

Rigatoni Alla Bolognese

Basil, Ricotta

Waldorf Chicken Salad

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

Farmer's Market Vegetable

Ratatouille Purse

Vegan & Gluten Free

SALADS

House Salad

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

Traditional Caesar Salad

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

California Salad

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

Heirloom Tomato and

Buffalo Mozzarella

Wild Arugula, Aged Balsamic Vinaigrette

Little Gem Wedge

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

DESSERTS

Taste of LA Dessert Trio

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

Crème Brûlée Trio

Traditional, Green Tea, Lavender

Chocolate Ganache Tart

Salted Caramel, Raspberry Crème Fraiche

Rustic Apple Tart

Cinnamon Bourbon Crème Fraiche, Sesame
Brittle

Served with Coffee and a Selection of Hot Teas





BREAK TIME

SWEET & SAVORY SNACKS

12 PERSON MINIMUM

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

LA

FRUIT CART

8 per person

BREAKS

12 PERSON MINIMUM

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



Prices are subject to change without notice



PARTY STARTER

RECEPTION STATIONS

12 PERSON MINIMUM

Bacon Station

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

Downtown Dojo

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

Dipping Station

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

Down South

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

LA Street Tacos

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

Game Day Chili Station

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

Philly Cheesesteak Station

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

Pub

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

Santa Maria BBQ

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

SMALL BITES STATION OR TRAY PASSED

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

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

Hot Hors d' Oeuvres

- Crab Cakes with Homemade Rémolade 6.50
- Cheese Quesadilla with Avocado Crema 6
- Mini Pretzel Bites with Gourmet Mustards 4.50
- Spanakopita 4.50
- Mini Beef Wellington 6
- Vegetable Samosas with Potatoes, Peas in Curry Triangle 5.50
- Coconut Shrimp with Spicy Mango Chutney 7
- Bacon Wrapped Scallops 7.50
- Chicken Pot Stickers 4.50
- Duck Confit Quesadilla with Caramelized Red Onions and Mango Papaya Relish 6.50
- Peppered Tenderloin on Blue Cheese Bread Pudding with Crispy Mushrooms and Romesco Sauce 7.50
- Goat Cheese, Roasted Grapes, Balsamic Figs, and Fresh Herbs in a Phyllo Cup 6.50
- Seared Scallop, Spicy Chorizo, and Roasted Tomato Compote on a Toasted Crostini 7.50
- Braised Pork Belly on a Polenta Cake with Sriracha Hoisin and Pickled Cucumber 7.50
- Jerk Chicken with a Mango Coconut Salsa on a Plantain Chip 6.50

Cold Hors d' Oeuvres

- Cilingini Mozzarella with Sundried Tomato on Focaccia Round 6.50
- Hummus with Kalamata Olive and Red Pepper Diamond in Mini Bouche 6.50
- Smoked Salmon Rose with Cream Cheese, Dill and Caper on Pumpernickel Round 7.50
- Tall Shrimp with Pesto Cheese on Multi-Grain Baguette 7.50
- Chicken Thai Spring Rolls 5.50
- Peking Duck Spring Rolls 5.50
- Beef Tenderloin Cumin, Rubbed and Seared with Seasonal Cream Cheese and Red Pepper Diamond on Focaccia Round 7.50
- Spicy Ahi Tuna Poke in a Seaweed Cone 7.50
- Buffalo Deviled Eggs 5.50
- Endive Spear with Grilled Apples, Ricotta and Blue Cheese and Candied Walnuts 6.50
- Farmer's Market Vegetable Confit with Sundried Tomato Pesto in a Crispy Basil Basket 5.50



Prices are subject to change without notice

PLATTERS

12 PERSON MINIMUM

Garden Fresh Vegetables

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

California Artisan Cheeseboard

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

Antipasti

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

Fresh Fruit

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

DESSERT STATIONS

12 PERSON MINIMUM

Signature Dessert Waffle Sticks

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

Donut Hole Cones

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

Cereal Rice Krispy Bars

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

Pie Bar

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

Mini Dessert Station

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

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

Macarons, Donuts, Injectable Donut Holes

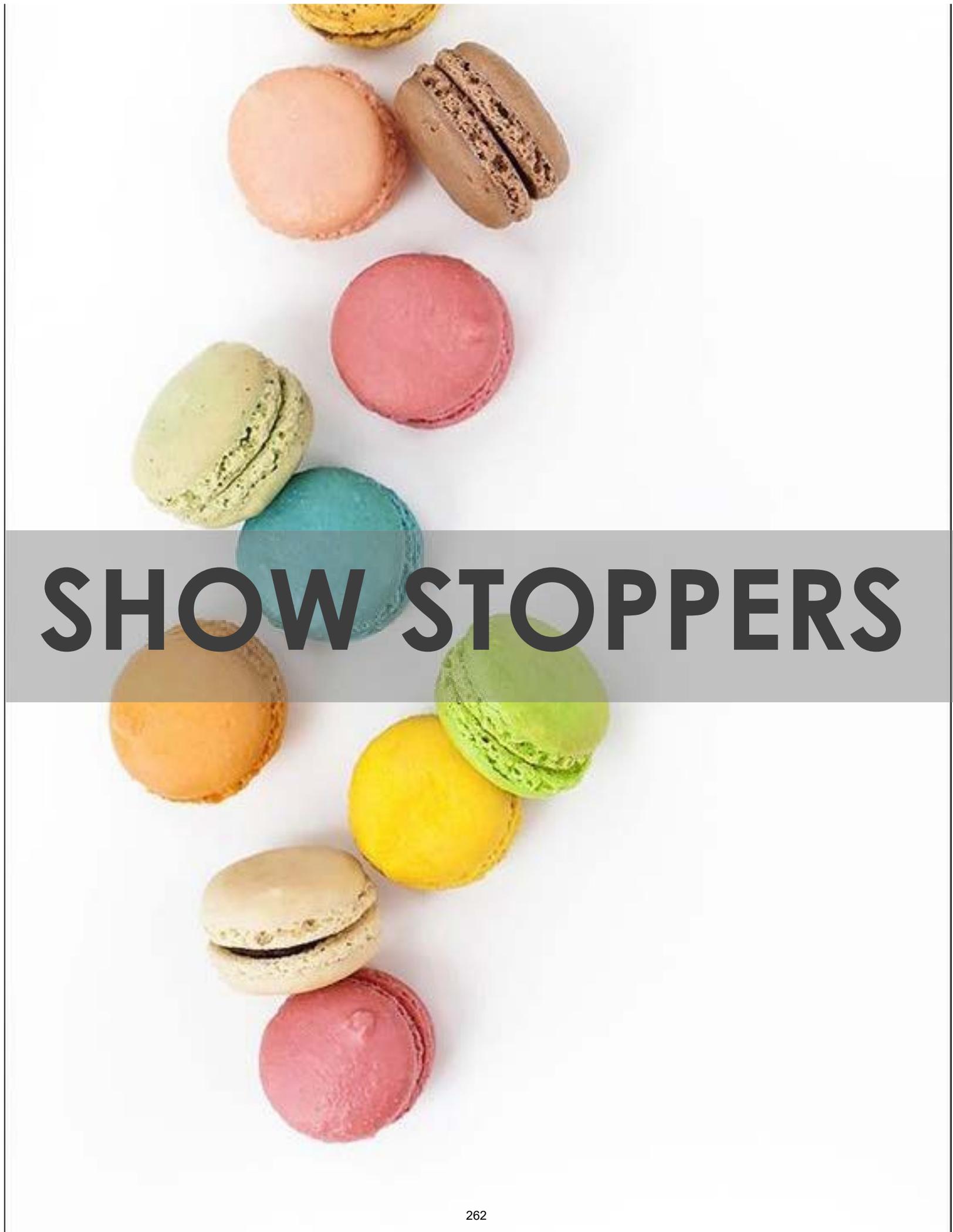
S'mores Cannolis, Cheesecake Bites

Choose 2—12 per person

Choose 4—21 per person



Prices are subject to change without notice



SHOW STOPPERS

SHOW STOPPERS

PLEASE ALLOW 3 WEEKS LEAD TIME FOR ALL SPECIALTY SERVICES.

Espresso Service

6 Hours of Service (attendant included)

3,000 per day (400 - 6 oz. servings)

4.50 per serving after 400

(bought in increments of 100)

Espresso, Cappuccino
Mocha, Latte & Americano

Specifications: 100 lbs

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: TWO
dedicated 110 volt, 20 amp circuits**

Smoothie Service

6 Hours of Service (attendant included)

3,000 per day - (400 - 7 oz servings)

4.50 per serving after 400

(bought in increments of 100)

Strawberry & Mango

Specifications: 50 lbs

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuits**

Milkshake Service

6 Hours of Service (attendant included)

3,000 per day - (400 - 7 oz servings)

4.50 per serving after 400

(bought in increments of 100)

Chocolate & Vanilla

Specifications: 50 lbs

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuits**

Acai Bowl Service

8 Hours of Service (attendant included)

3,000 per day - (200 - 16 oz servings)

15 per serving after 200

A unique, "make your own" bowl bar gives each guest exactly what they want!

Requirements: Electrical and

5' x 6' operating space

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuits**

Single-Cup Gourmet Coffee Brewer

Brew your favorite cup in seconds!

75 rental per day

60 per Box of 24 Cups

Regular Coffees:

Breakfast Blend, or French Roast

Flavored Coffees:

French Vanilla or Hazelnut

Decaffeinated Coffees:

Breakfast Blend

Teas: Earl Grey or Green Tea

**Exhibitor to provide: ONE
dedicated 110 volt, 20 amp circuit**

Logo Sheet Cake

300 Full Sheet (serves 90)

180 Half Sheet (serves 45)

200 Logo Artwork Set-up Fee, two-color artwork

**Custom Cookies, Cake Pops, and Donuts
Starting at 6 per piece**

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





QUENCH

BEVERAGE SERVICE

BILLED BASED ON CONSUMPTION

Hot

Gourmet Regular or Decaf Coffee	80/gallon
Gourmet Hot Tea (includes tea bags)	80/gallon
Add Soy or Almond Milk	5/gallon

Cold

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

Electric Water Cooler

Arrowhead 5-Gallon Water Jug	37/day
	47 each

Infused Water

- Ginger Lemon
- Watermelon Mint
- Lemon Cucumber
- Orange Lime

85/gallon



Prices are subject to change without notice

HOSTED BARS

BILLED BASED ON CONSUMPTION

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

HOUSE BAR SELECTIONS

House Cocktails	10
Svedka, Bombay Dry, Dewars, Jack Daniel’s, Jim Beam, Bacardi Superior, Jose Cuervo Especial	
House Wine – by the glass	10
Calina Chardonnay, Calina Cabernet, Benvolio Prosecco	

PREMIUM BAR SELECTIONS

Premium Cocktails	13
Premium Wine – by the glass	13

BEER SELECTIONS

Local Craft Beer	9
Imported Beer	9
Domestic Beer—Budlight	8

SIGNATURE COCKTAILS

Taste of LA Margarita, Mai Tai, Screwdriver Twist	300 (serves 25)
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ADDITIONAL SELECTIONS

Bottled Water	4.50
Sparkling Bottled Water	5.50
Assorted Soft Drinks	4.25
Glassware Upgrade	3 per person

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



Prices are subject to change without notice

LEVY RESTAURANTS / LACC AUTHORIZATION REQUEST

Sample Food and/or Beverage Distribution



Please complete this form to receive authorization to distribute food or beverages not purchased through Levy Restaurants. Levy Restaurants has exclusive food and beverage distribution rights within the Los Angeles Convention Center (LACC) and has the responsibility to AEG, the venue operator, to strictly regulate any food and beverage activity within the Convention Center. Due to strict regulations, any vendor sampling product within the above mentioned parameters must submit a sampling form to Levy Restaurants for approval.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of expositions and trade shows, and/or their exhibitors, may distribute **SAMPLE** food and/or beverage products **ONLY** upon written authorization and adherence to ALL of the conditions outlined below.

General Conditions - Food Industry Related Shows

1. Items dispensed are limited to products **Manufactured, Processed or Distributed** by exhibiting companies.
2. All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes:
 - a. Non-Alcoholic Beverages limited to **maximum of 4 oz.** Sample Size, served in biodegradable (or plastic) cups. No cans or bottles will be permitted. Levy Restaurants will be happy to provide biodegradable service wares for all services, please contact your Catering Sales Manager for a price list of available items.
 - b. Alcoholic beverage sampling is permitted **only** if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be "sample" sizes (2 oz. for beer/wine, .25 oz for liquor) and can only be served by a licensed Levy Restaurants bartender. Handling fees may apply, please contact your Catering Sales Manager.
 - c. Food items are limited to "bite size", **not to exceed 2 oz.** portions or a 2 oz. prepackaged samples.
 - d. All food/beverage items brought in are required by the Los Angeles Health Department to have a temporary Health Permit. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water.
3. Vendors are responsible for all applicable booth rental fees, electrical, plumbing, drayage and all other Levy Restaurants and/or LACC services and fees.

IF YOU DO NOT MEET THE CONDITIONS LISTED ABOVE, THE FOLLOWING POLICIES APPLY:

TAKE-AWAY ITEMS AND BUY-OUT FEES Any Food and Beverage brought on premises without the Written Authorization from Levy Restaurants, the LACC and **B2B Marketing Show Management** is strictly prohibited.

1. Take-away items will be assessed and approved on a case by case basis by Levy Restaurants. Take-away items are items that are distributed to attendees but are not intended for immediate consumption at the time of receipt. Requests for take-away items must be submitted **AT LEAST 30 DAYS PRIOR TO EVENT.**
2. Requests for all Food or Beverage Products brought on the premises for consumption at hosted banquet/booth events or that do not fall within the Sampling parameters listed above may incur a **Buy-out Fee** by Levy Restaurants. An appropriate buy-out fee will be determined by Levy Restaurants on a case by case basis; however, the buy-out fee will be based on a percentage of the retail pricing for the food and/or beverage item and is subject to all applicable taxes and service charges.

UNUSED FOOD OR BEVERAGE PRODUCT that requires pick-up or shipment after the show/event is the responsibility of the Company that is sampling the product. Absolutely NO REFUNDS of Buy-out Fees will be given for Food or Beverage Product if not consumed during show/event.

FOOD AND BEVERAGE RELATED SERVICES including storage, delivery, or any other service required for Food and/or Beverage products brought from the outside are not the responsibility of and will NOT be provided by Levy Restaurants. If these services are required the following charges will assessed:

1. \$200.00 per day/per pallet storage fee
2. \$200.00 for a small visi cooler
3. \$400.00 for a large double visi cooler
4. \$75.00 per pallet delivery
5. \$25.00 per 20 pound bag of ice

**Both the Refrigerator and Cooler require Stewarding Labor to drop off and retrieve the equipment.*

SHIPPING/RECEIVING Please note that only product you expect to be prepared by, stored by and delivered by Levy Restaurants should be shipped to Levy Restaurants. Please see the Shipping Label, fill it out and ensure it is used properly to ensure proper receiving of your product. You must contact Levy Restaurants prior to shipping items – items not expected will not be received. For all Food and Beverage not purchased through Levy Restaurants, all standard fees mentioned above will be charged where applicable, including 20% Administrative Fee and Applicable Sales Tax.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of such items in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless Levy Restaurants and AEG/Los Angeles Convention Center from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items.

Exhibiting firm must provide Levy Restaurants with a Certificate of Insurance showing evidence of Commercial General Liability with an each occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

Information must be received AT LEAST 30 DAYS PRIOR TO EVENT.

Before returning this document, please sign the "Agreed" indicating you have read and you agree with all conditions.

Company Name _____ Booth No. _____

Company Address _____

Contact Name _____ Telephone () _____ Ext _____

Email _____ Onsite Contact _____ Cell _____

Please include: Item / Distribution Purpose / Quantity / Portion Size / Method of Dispensing

Agreed _____
Exhibiting Firm

Approved _____
Levy Restaurants

Date _____

PLEASE RETURN BOTH PAGES OF FORM AND CERTIFICATE OF INSURANCE TO SHOW MANAGEMENT.

SHOW MANAGEMENT TO SUBMIT TO LEVY SALES MANAGER 30 DAYS PRIOR TO EVENT TO ENSURE CONFIRMATION AND APPROVAL.

Taste of LA by Levy is the exclusive provider of food and beverage operations at the Los Angeles Convention Center. Taste of LA by Levy showcases the freshest, local ingredients and culinary delights that are iconic to the dining experience in the City of Angels. We offer full service catering, café dining, portable food options, exhibit booth service and so much more.

GENERAL GUIDELINES

At E3, no outside food and beverage may be brought in and consumed in the Center at any time without the written approval of Taste of LA by Levy Restaurants on show days of June 9-11, 2020. Outside Food and Beverage may be carried in during move in/out only.

All arrangements related to food and beverage must be contracted directly with Taste of LA by Levy. This includes, but not limited to:

- Sampling
- Demonstrations
- Sponsorships
- Donations

SAMPLING

The first step in considering food sampling at your event at the Los Angeles Convention Center is to get approval from the Taste of LA by Levy, the venue's exclusive food & beverage provider. Sampling is only allowed for tradeshow and exposition events. Please contact Taste of LA by Levy Manager at 213.765.4480 to discuss the scope of your food & beverage sampling program and obtain approval.

Once Taste of LA by Levy Restaurants has approved the event's food & beverage sampling program, the Licensee must pull a health permit with the County of Los Angeles Public Health Division. Please refer to the section below on specific requirements in obtaining this permit and pass the County's onsite inspection.

Each exhibiting company offering food or beverage samples must submit a sampling form along with a certificate of insurance.

A certificate of insurance must show evidence of Commercial General Liability with an occurrence limit of \$1,000,000 and naming Levy Premium Foodservice Limited Partnership and AEG/Los Angeles Convention Center as additional insured.

A sampling program shall be approved based on the following conditions:

- Food and beverage items being samples are limited to products manufactured, processed or distributed by exhibiting companies.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance to Local and State Health Codes.

FOOD ITEMS. Food items being sampled are limited to 2 oz. "bite size" portions, including prepackaged samples.

NON-ALCOHOLIC BEVERAGES. Samples are limited to 4oz. portion sizes, served in biodegradable (or plastic) cups. No cans or bottles will be permitted.

ALCOHOLIC BEVERAGES. Sampling of alcoholic beverages is permitted only if you are the manufacturer or distributor of the beverage. Alcoholic beverages must be sample sizes (2 oz. for beer/wine and .25 oz for liquor) and can only be served by a licensed Taste of LA by Levy Restaurants bartender. Handling fees may apply, please contact your Catering Sales Manager.

- In accordance to LA County Public Health Department, Licensee and exhibitors are jointly responsible for meeting outlined requirements and securing all necessary license, permits, etc. This includes prepackaged food samples, samples not intended for consumption on the show floor, and bottled water. Please refer to the section below.
- Restrooms, concession stands, and/or facility kitchens may not be used as exhibitor clean-up areas.
- Food and beverage sampling may be subject to applicable receiving, storage, utility and labor charges.
- Licensee is responsible for utilities, drayage, equipment needs, permits and the disposal of trash/waste and other related fees to support sampling activities.

LA COUNTY HEALTH PERMIT

The following checklists is provided by this division as a guideline for event organizers to use as navigate through the County's requirements in order to obtain the proper permit and pass onsite inspection.

For the purpose of this checklist the "Temporary Food Facilities (TFF)" refers to the vendor exhibiting at the show.

Please visit www.publichealth.lacounty.gov/eh for complete details or contact for assistance:

Magdy Wahba, REHS
Environmental Health Specialist III
Los Angeles County, Department of Public Health
Bureau of Specialized Surveillance and Enforcement
Specialized Food Services Program
Office: 626.430.5468
Email: mwahba@ph.lacounty.gov



Please contact Taste of LA by Levy at 213.765.4480 for further assistance.

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