

International Studies Association

Hilton San Francisco Union Square

April 3 - 6, 2013

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GES Information and Order Forms

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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Official Service Provider

Global Experience Specialists, Inc. (GES)	Phone (in USA):	800.475.2098	International Calls:	702.515.5970
7000 Lindell Road	FAX (in USA):	866.329.1437	International Faxes:	702.263.1520
Las Vegas, NV 89118-4702	Contact us Online:	www.ges.com/chat		

GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Information

Booth Size: 8' X 10'
 Backwall Drapes: Royal Blue
 Sidewall Drapes: Royal Blue
 Facility Carpet Color: Multi-Colored
 Table Skirt Color: Blue
 1 - Wastebasket
 6' or 8' Skirted Table*
 2 Plastic contour chairs OR 2 contemporary stools.*
 (1) 6' table and (2) plastic contour chairs are the default package. Exhibitors need to notify ISA by March 5th, if they would prefer the 8' table and/or stools. There will be a charge for the stools.
 1 - One line ID sign (7"x44") provided automatically

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Tuesday, March 12 GES orders must be received with payment by this date.

Installation

Tuesday, April 2 1:00 PM - 6:00 PM
 Wednesday, April 3 8:00 AM - 12:00 PM

Show Hours

Wednesday, April 3 1:00 PM - 6:00 PM
 Thursday, April 4 9:00 AM - 6:00 PM
 Friday, April 5 9:00 AM - 6:00 PM
 Saturday, April 6 9:00 AM - 12:00 PM

Dismantle

Saturday, April 6 12:00 PM - 3:00 PM

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

Empty Container Return

Saturday, April 6 12:00 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Saturday, April 6 2:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Saturday, April 6 3:00 PM All exhibitor materials must be removed.



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Shipping Addresses Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
International Studies Association
(Your Company Name & Booth Number)
YRC
201 Haskins Way
South San Francisco, CA 94080
USA

Shipments should arrive on or between:

February 27 - March 28, 2013
Hours for receiving are Monday - Friday, 8:00 AM - 3:00 PM

Direct Shipments to Exhibit Site:

c/o GES
International Studies Association
(Your Company Name & Booth Number)
Hilton San Francisco Union Square
333 O'Farrell St
San Francisco, CA 94102
USA

Shipments should arrive on:

April 2, 2013, 1:00 PM - 6:00 PM
April 3, 2013, 8:00 AM - 12:00 PM



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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

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. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture & accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, padding and booth cleaning.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

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.

How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/024002737/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer®

The GES National Servicer® provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7050 Lindell Road
Las Vegas, NV 89118
Phone: 800.475.2098 / Fax: 866.329.1437
International Phone: 702.515.5970 / Fax: 702.263.1520
Online Chat: www.ges.com/chat

GES Servicer®

Once you are at the show, the GES Servicer® is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 8' X 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

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.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



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Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (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.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. 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.



STOP. THINK. SAFETY.

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Union Information

To assist you in planning your participation in your San Francisco area 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 Jurisdiction

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your merchandise. Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than thirty minutes (including crating and uncrating) to install, or exceeds ten feet in any direction, shall be installed by employees covered by this Agreement. One full-time company employee may supervise work with the Union crew.

Material Handling Union Jurisdictions

Union jurisdictions prevail over the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move material that can be hand-carried by one person in one trip without the use of dollies, hand trucks, or other mechanical equipment.

Electricians Union - Truss and Lighting

TSE is responsible for supervision, assembly and removal of truss assemblies for lighting, audio-visual equipment & special effects, whether hanging or floor standing. All power, electrical labor orders, and additional requirements for such equipment must be placed through TSE as the electrical contractor. Your representative may be present during the assembly or the installation / removal of your truss or lighting.

Gratuities

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

Work Zone

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

Always Honest Hotline

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



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

I. Definitions

GES: Global Experience Specialists, Inc., is hereinafter referred to as GES and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE) and/or Trade Show Rigging (a/k/a TSR) and their employees; **Agents:** GES' agents, sub-contractors, carriers, and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property, and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier, or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Un-Supervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and Representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
 b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

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

VI. No Liability for Loss or Damage to Goods

a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
 b. **Receipt of Goods:** GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
 c. **Force Majeure:** GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
 d. **Cold Storage:** Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
 e. **Accessible Storage:** GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
 f. **Unattended Goods:** GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
 g. **Empty Storage:** GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
 h. **Forced Freight:** GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to

ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.

i. **Concealed Damage:** GES shall not be liable for concealed loss or damage including but not limited to: glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
 j. **Unattended Booth:** GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
 k. **Hanging items from Booth:** Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

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

VIII. Miscellaneous

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

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

02/02/20

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:
<https://e.ges.com/024002737/esm>

International Studies Association

Hilton San Francisco Union Square

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The following guidelines have been instituted by County Convention Facilities in order to ensure the safe operation of any convention or trade show in these facilities. Please cooperate in abiding by these regulations.

1. The use of the following materials, processes and equipment are prohibited.
 - Liquid petroleum gas [Ref. SFFC Article 82]
 - Gas operated cooking equipment
 - Cellulose Nitrate Motion Picture Film
 - Wood matches with all-surface strikes
 - Portable heating equipment
 - Flammable cryogenic gases
 - Overnight sleeping
 - Aerosol cans with flammable propellants
 - Glitter
 - Smoking in posted "No Smoking" areas
 - Stick-on decals
 - Fueling of motor vehicles
 - Helium balloons
 - Pressurized gas tanks, empty or full

NOTE: Oilpaper, tarpaper, sisal paper, nylon, orlon, and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.
2. Combustion Engines: any autos, trucks, motorcycles, boats, other motorized vehicles or other flammable fueled engines displayed shall conform to the following requirements:
 - a. Fuel tanks, unless never having held fuel, shall be maintained with a quantity not to exceed one quarter of tank capacity or five gallons, whichever is less. Caps for fuel tank fill pipes shall be of the locking type and be maintained locked and sealed in an approved manner to prevent the escape of vapors. No vehicle may be started or operated within any assembly building during show hours. This shall include garden tractors, chain saws, power plants, and other gasoline-powered equipment. Adding or removing fuel, on site, shall be prohibited. LPG fuel tanks shall be removed. Vehicles shall not be moved during show.
 - b. The electrical system shall be de-energized, either by:
 1. Removing the battery(ies); or
 2. Removing the battery cables; or
 3. Disconnecting both battery cables and covering them with electrical tape or other similar insulating material to prevent arcing.
3. Exhibits shall be installed so as not to block emergency equipment, fire exits and equipment, including fire hose and hand fire extinguisher cabinets and fire pull boxes. Exhibits shall be installed so as not to interfere in way with access to or visibility of any required exit or exit sign.
4. All aisle and display areas shall be free of obstruction.
5. The following booth configurations require special approval:
 - a. Platforms exceeding 500 square feet in area (No combustible storage is permitted under platforms)
 - b. Exhibition booths with canopies
 - c. Single level covered exhibition booths
 - d. Booths/exhibits of a height exceeding 12'
 - e. Booths and other structures, constructed within a building equipped with an automatic sprinkler system, shall not be constructed with any roof, ceiling, or other enclosure which would prevent the sprinkler system from protecting the booth area.

6. The following provisions shall be applicable to all shows and/or exhibits:
 - a. All decorative materials, or other combustible materials shall be made from a nonflammable material or shall be treated and maintained in a flame-retardant condition by means of a flame-retarding process approved by the Fire Department and/or the office of the State Fire Marshal.
 - b. Treatments must be renewed as necessary or after cleaning. All treated materials or items must have a tag affixed (or a sign displayed in the booth) showing the date and type of treatment and the name of the firm which applied the treatment.

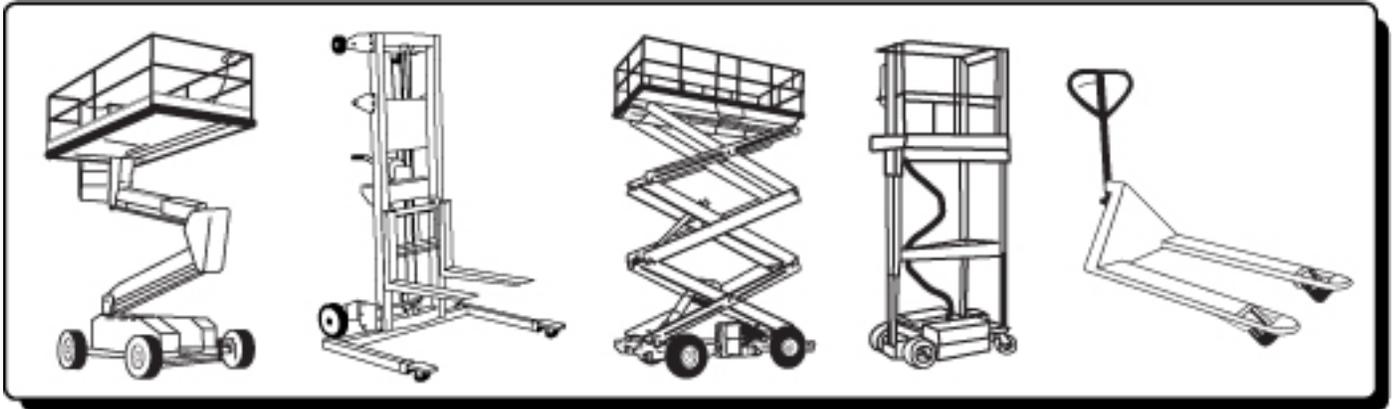
EXCEPTIONS:

 1. Plywood or factory flame proofed cardboard is acceptable.
 2. Tables may be covered with ordinary paper products if the material is attached flat against the table with no overhang.
 3. Objects on display, such as arts or crafts, are not required to be flame retardant.

As a general rule, a material is not flame retardant if, after being ignited, the material continues to burn after the igniting flame has been removed.
 7. If your equipment is flammable, you can either not use it and buy new material that is flame resistant from a company with a California Flame Retardant Certificate, or simply get it treated by a company licensed by the state of California, obtaining a Flame Retardant Certificate at that time. Only California Certificates will be accepted, and they must be prominently attached to the material used so they may be easily seen by the Fire Marshal. This does not apply to your product or any decorations provided by the official decorator. Self treatment of materials is not allowed.
 8. All electrical devices shall meet the following qualifications:
 - a. All electrical equipment, cords, extensions, etc., must be Underwriters Laboratories (UL) approved, and shall meet all city and state codes.
 - b. Flexible extension cords must be of adequate size and type for the equipment/appliances used. These extensions must be of the 3-prong, grounded type.
 - c. Clamp-on types of portable spotlights shall be protected from metal-to-metal contact by having electrical insulating pads or wrapping permanently attached to the lamp holder clamp. Use of ceramic porcelain or molded composition type of neck-shell is the only type approved for use in San Francisco Convention Facilities. On/off switches are usually located in the neck.
 9. Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve quantities shall be kept in closed containers and stored in a neat and compact manner, free and clear of electrical cables or junction boxes.
- Since most crates and cartons are not constructed of non-flame resistant wood and packing materials are not flame retardant, storage of these items are not permitted within Convention Facilities. Storage of any kind is prohibited behind the back drapes or display wall, or inside display area.
- All cartons, crates, containers, packing materials, etc., which are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the floor.

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting 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 material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

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.

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.

Thank you for your complete cooperation.

International Studies Association

Hilton San Francisco Union Square

April 3 - 6, 2013

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.

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

International Studies Association

Hilton San Francisco Union Square
April 3 - 6, 2013

Official Service Provider

Show Organizer, acting on behalf of all Exhibitors and in the best interest of the exposition, has appointed Official Service Providers to perform and provide necessary services and equipment. Official Service Providers are appointed to:

- Ensure the orderly and efficient installation and removal of the overall exposition,
- Assure the distribution of labor to all Exhibitors according to need,
- Provide sufficient labor to satisfy the requirements of Exhibitors and for the exposition itself,
- See that the proper type and limits of insurance are in force, and
- Avoid any conflict with local union and/or exhibit hall regulations and requirements.

The Official Service Providers will provide all usual trade show services, including labor. Exceptions are:

- a. Supervision may be provided by the Exhibitor.
- b. The Exhibitor may appoint an exhibit installation contractor or display builder.

In both such instances, GES shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. Exhibitor is responsible for the actions of its third party contractors.

Exhibitor Appointed Contractors

Exhibitors may employ the service of independent contractors to install and dismantle their display, providing the Exhibitor and the installation and dismantling contractor comply with the following requirements:

1. The Exhibitor must notify Show Management in writing and Global Experience Specialists, Inc. (GES) of the intention to use an independent contractor no later than 30 days prior to the first move-in day furnishing the name, address and telephone number of the firm.
2. The Exhibitor shall provide evidence that the Exhibitor Appointed Contractor has proper insurance by submitting a certificate of insurance prepared by the "Exhibitor Appointed Contractor's" insurance agent with a minimum of coverage and limits as described below.
 - a. Commercial General 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.
 - b. Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence.
 - c. 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.
 - d. Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - e. The Commercial General Liability Policy shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), International Studies Association (Show Management), International Studies Association (Show) and Hilton San Francisco Union Square (Facility) as additional insureds on a primary and non-contributory basis. See attached sample certificate of insurance.
3. Any Exhibitor who has identified an Exhibitor Appointed Contractor must ensure that the Exhibitor Appointed Contractor has a current Certificate of Insurance on file with GES or Show Management evidencing the correct coverage at least 10 days prior to the first move-in date for the show or the Exhibitor Appointed Contractor will not be able to have access to the facility to perform any work.
4. 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.

For your safety, be aware of the following:

- a. Do not enter dock areas in search of empty crates. Entry into these areas is at your sole risk.
 - b. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
 - c. Be aware of vehicle traffic inside and outside of the facility. All attendees are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
5. 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 is to be used in their exhibit space.
 6. Exhibitor Appointed Contractor compliances:
 - a. Must agree to abide by all rules and regulations of the show as outlined in this exhibitor kit including all union rules and regulations.
 - b. Must have all business licenses, permits and Workers Compensation Insurance required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance complying with all requirements in paragraph 2 above must be submitted to GES at least 10 days prior to the first date of move in.
 - c. Will be responsible for all reasonable costs related to its operation including, but not limited to, overtime pay for stewards and restoration of exhibit space to its initial condition.
 - d. Must furnish Show Management and Global Experience Specialists, Inc. (GES) with the names of all on-site employees who will be working on the exposition floor and see that they have and wear at all times necessary identification badges as determined by Show Management.
 - e. Shall be prepared to show evidence that it has a valid authorization from the Exhibitor for services. The Exhibitor Appointed Contractor may not solicit business on the exhibit floor.
 - f. Must confine its operations to the exhibit area of its clients. 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. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
 - g. Shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The Exhibitor Appointed Contractor 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.
 - h. Must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
 - i. Must comply with all reasonable rules and regulations of the venue, Show Management and/or 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 if the condition cannot be corrected.
 - j. May not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
 7. All information must be received in the Global Experience Specialists, Inc. (GES) office no later than 10 days prior to the show.

Need Assistance?

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ACORD		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/13	
1. PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE				
2. INSURED Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819		INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES						
THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	GENERAL AGGRREGATE				\$2,000,000	
	PRODUCTS-COMP/OP AGG				\$2,000,000	
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/13	01/01/14	COMBINED SINGLE LIMIT	\$1,000,000
	(Ea accident)					
	BODILY INJURY				\$	
	(Per person)					
	BODILY INJURY				\$	
	(Per accident)					
	PROPERTY DAMAGE				\$	
(Per accident)						
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/13	01/01/14	AUTO ONLY-EA ACCIDENT	\$1,000,000
	OTHER THAN AUTO ONLY:				\$	
					\$	
					\$	
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	A4145-SS-PJ37	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
	AGGREGATE				\$1,000,000	
					\$	
					\$	
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/13	01/01/14	X WC STATU- ORY LIMITS	OTHER
	E.L. EACH ACCIDENT				\$1,000,000	
	E.L. DISEASE-EA EMPLOYEE				\$1,000,000	
	E.L. DISEASE -POLICY LIMIT				\$1,000,000	
D	OTHER Professional Liability	000P98298-A11	01/01/13	01/01/14	Each Occurrence & Aggregate	\$1,000,000 \$3,000,000
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), International Studies Association (Show Management), Hilton San Francisco Union Square (Facility), and International Studies Association (Show) are hereby named as additional insureds, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignors are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: April 3 - 6, 2013 at city of San Francisco.						
6. CERTIFICATE HOLDER		X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION
Global Experience Specialists, Inc. (GES) Exhibitor Services 460 B Grandview Dr. South San Francisco, CA 94080				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS AUTHORIZED REPRESENTATIVE John Smith, CIC		

- PRODUCER: Insurance Agent / Broker who issues certificate.
- NAME OF INSURED: Must be the legal name of contracting party.
- TYPES OF INSURANCE: Must include types required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual).
- FORM OF COVERAGE: Must be "occurrence" form of coverage.
- NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), International Studies Association (Show Management), International Studies Association (Show) and Hilton San Francisco Union Square (Facility) as additional insureds on a primary and non-contributory basis.
- CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
- POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
- POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
- LIMITS OF INSURANCE: Must be the same or greater than required by contract. See Official Services Provider Information (form L-3) in this exhibitor manual.
- NOTICE OF CANCELLATION: 30 days notice must be provided.
- AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

International Studies Association

Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
 March 3, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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An Exhibitor Appointed Contractor is a company other than the "general or official" service provider on the show, or third party service provider designated by the show organizer in the exhibitor manual as the provider of a specific service and requires access to your booth during installation and dismantling. The Exhibitor Appointed Contractor may only provide services in the venue, which are not designated by the venue as "exclusive" to a venue provider, or by the show organizer in a contract as an exclusive service for the "official" or "general" service provider or other third party. If an Exhibitor Appointed Contractor attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor 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.

Due to the necessity of coordinating all activities during the move-in and for security purposes, Exhibitors who choose to use these contractors must complete this form, comply with all rules and regulations (listed below) and supply GES with all necessary information by the deadline date indicated above.

Exhibitor Appointed Contractor _____	
Street Address _____	
City, State, Zip _____	
Phone (_____) _____	Fax (_____) _____
On-Site Phone (_____) _____	
Contact: _____	E-mail Address: _____
Description of Proposed Service for Exhibitor: _____	

This form will only be accepted if filled out by an authorized representative of the exhibiting company. Below are the Rules and Regulations regarding Exhibitor Appointed Contractors. Everyone must abide by these rules, which are accepted industry rules that were drafted by the International Association for Expositions & Events.

Rules & Regulations

- All Exhibitor Appointed Contractors must comply with show rules and regulations, and accept appropriate liability for any negligent actions.
- The Exhibitor Appointed Contractor acknowledges that the show site and surrounding areas are active work zones and the Exhibitor Appointed Contractor, its agents, employees and representatives are present at their own risk.
- The Exhibitor Appointed Contractors shall be prepared to show evidence to the Official Service Provider that it possesses applicable and current contracts.
- The Exhibitor Appointed Contractors shall be prepared to show evidence it has authorization from the contractor.
- The Exhibitor agrees that he is ultimately responsible for all services in connection with his exhibit, including freight, drayage, rentals and labor.
- The Exhibitor Appointed Contractor shall provide certificates of insurance and must agree in writing no later than 10 days prior to show opening.
- The Exhibitor Appointed Contractor 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 Exhibitor Appointed Contractor/ Exhibitor depending upon the billing arrangement set up with GES. (Based upon Exhibitor Appointed Contractor not number of booths)
- The Exhibitor Appointed Contractor will not be permitted on the exhibit floor during the show days unless provided a proper registration badge by the exhibiting company.
- The show aisles and public spaces are not part of the Exhibitor's booth. Therefore, the Exhibitor Appointed Contractor is required to confine all activities to the exhibit space of the Exhibitor who has given the valid order for services. Exhibitors may be charged for costs related to movement of its property if the Exhibitor Appointed Contractor does not contain its operations within the confines of the booth.
- Solicitation on the exhibit floor is prohibited. Any Exhibitor Appointed Contractor or Non-official contractor engaged in any solicitation on the exhibit floor including the distribution of official company literature will be removed from the exhibit floor, unless pre-approved in writing by Show Organizer or GES Management.

- During show hours Exhibitor Appointed Contractors only with exhibit badges will be permitted on the exhibit floor. No installation and dismantling crew members will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. These badges should be ordered through the complimentary allotment of registration forms sent to each exhibiting company.
- The Exhibitor Appointed Contractor shall indemnify and hold Show Management and Global Experience Specialists, Inc. (GES) harmless from and against any and all negligent acts or omissions of Exhibitor Appointed Contractor, its agents, employees and representatives.

For insurance and safety reasons, the Official Service Provider designated in this service manual must be used for services such as:

Electrical	Plumbing	Booth Cleaning	Decorator Labor
Telephone	Rigging	Millwright Work	Material Handling

No exceptions will be made

Tips to Exhibitor Appointed Contractors

- 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.
- Take steps to protect your client's product in the booth by arranging for booth security and/or cages.
- Please stay out of adjacent booths during set-up. Exhibitor Appointed Contractors must stay within the confines of the booth.
- Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
- Do not store empty cartons inside of empty crates. Cartons are returned from storage first so Exhibitors may begin packing their product.
- Keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," you or your client depending upon your billing arrangements with GES, will be charged a one hour minimum for forklift rental and labor.
- Turn in outbound freight bills to 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 Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:
<https://e.ges.com/024002737/esm>

024002737

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International Studies Association

Hilton San Francisco Union Square
April 3 - 6, 2013

Material Handling is the unloading of your exhibit materials, 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.

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at:
GESLogistic_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

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. For a rate quote please call GES Logistics at 1.888.454.4437.

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/everything/logistics/tracking/.

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 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.

Estimating Material Handling Charges, *continued*

- **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 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & 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 In-Booth 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.

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 & Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your Goods be insured.

Work Zone

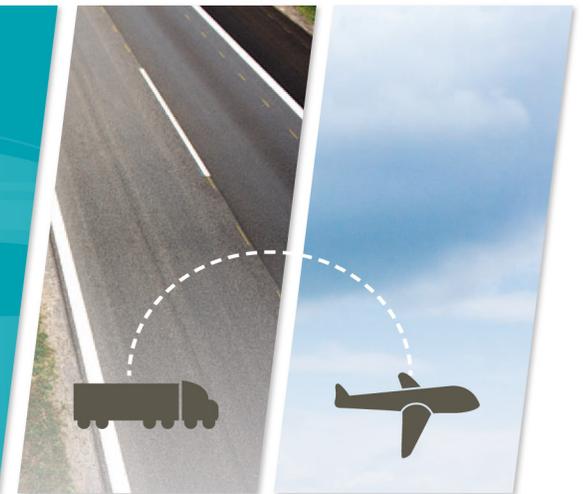
Customer acknowledges that the show site and surrounding areas are active work zones. Customer, its agents, employees and representatives are present at their own risk.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get *GES Transportation Plus* and
Save 10%
On *Material Handling*



With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
March 12, 2013

Go to below link to view images and information:
<http://ges.com/ecomm/info/specialhandling.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with **Transportation Plus** for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. **Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List **Important Information**

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 197.50 cwt	\$ 177.75 cwt	ST/OT \$ 246.88 cwt	\$ 222.19 cwt
OT/OT \$ 243.00 cwt	\$ 218.70 cwt	OT/OT \$ 303.75 cwt	\$ 273.38 cwt

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 188.00 cwt	\$ 169.20 cwt	ST/OT \$ 235.00 cwt	\$ 211.50 cwt
OT/OT \$ 231.00 cwt	\$ 207.90 cwt	OT/OT \$ 288.75 cwt	\$ 259.88 cwt

Uncrated Materials	
Standard Rates	Transportation Plus Saving Rates
ST/OT \$ 282.00 cwt	\$ 253.80 cwt
OT/OT \$ 346.50 cwt	\$ 311.85 cwt

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per 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.

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

Arrival Dates and Surcharges for Shipments: A 30% (\$50.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:
Wed, Feb 27, 2013: Advance shipments may begin arriving at warehouse.
Thurs, Mar 28, 2013: Last day for shipments to arrive at warehouse.
Direct Dates:
Tue, Apr 2, 2013: Direct shipments may begin arriving at exhibit site after 1:00 PM.
Wed, Apr 3, 2013: Last day for shipments to arrive at exhibit site by 12:00 PM.

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

Certified Weight Tickets Are Required For All Shipments:
 Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 24.00 fee will be charged per shipment.

Please Indicate Below **Place Order Here**
 (Please Complete R-8 or R-20 for Using GES Logistics)

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. **200** pound minimum per shipment.)
 _____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:
 Exhibit Site Warehouse

On Date: _____
 By Carrier: _____
 Total Number of Pieces: _____

We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY	= TOTAL PRICE
Small Package, 1st Carton	\$ 47.50	1	\$
Small Package, Each Additional Carton	\$ 23.75		\$

MATERIAL HANDLING DESCRIPTION	PRICE	X	CWT	= TOTAL PRICE
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B		\$
C. Payment Enclosed		A + B = C		\$

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/024002737/esm>



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

International Studies Association

NAME OF EXHIBITION

0240002737

BOOTH NUMBER

C/O **GES**
YRC
201 Haskins Way
South San Francisco, CA 94080
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Wednesday, Feb 27, 2013 - Thursday, March 28, 2013

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

International Studies Association

NAME OF EXHIBITION

0240002737

BOOTH NUMBER

C/O **GES**
YRC
201 Haskins Way
South San Francisco, CA 94080
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Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

International Studies Association

NAME OF EXHIBITION

0240002737

BOOTH NUMBER

C/O GES

Hilton San Francisco Union Square
333 O'Farrell St
San Francisco, CA 94102
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, April 2, 2013 after 1:00 PM - Wednesday, April 3, 2013 by 12:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 24.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

International Studies Association

NAME OF EXHIBITION

0240002737

BOOTH NUMBER

C/O GES

Hilton San Francisco Union Square
333 O'Farrell St
San Francisco, CA 94102
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, April 2, 2013 after 1:00 PM - Wednesday, April 3, 2013 by 12:00 PM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 24.00 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
 March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
333 O'Farrell St		San Francisco	CA	94102	USA
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:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:	

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
PHONE:	FAX:			BOOTH NUMBER:	

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling order form to the **GES Servicercenter®**. Verify the piece count, weight, and that the signature is on the outbound material handling order 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.



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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International Studies Association

Hilton San Francisco Union Square
 April 3 - 6, 2013

COMPANY NAME		EMAIL ADDRESS			BOOTH NUMBER:
SHOWSITE CONTACT		SHOWSITE CONTACT PHONE #		DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)
Pick Up Information					
DATE:		SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
PICK UP CONTACT:		PHONE NUMBER:		FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):					MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information					
DATE:		RECEIVING HOURS:			
DESTINATION:		EXHIBITOR NAME:			
SHOW NAME:		BOOTH NUMBER:			
STREET ADDRESS:		CITY:	STATE:	ZIP:	COUNTRY:
SHOW CONTRACTOR:		CONTACT:		PHONE NUMBER:	

Method of Shipment		
Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)											
Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.											
LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:	Total Weight:	Hazardous Materials Contact Number () _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: X
I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.		AUTHORIZED NAME - PLEASE PRINT DATE

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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

11/09/12

Get *GES Global Transportation Plus* and

Save 10%

On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

International Studies Association
Hilton San Francisco Union Square
April 3 - 6, 2013

Discount Deadline Date:
March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet

Standard Pre-Cut Carpet

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
5001	13 oz. Standard Carpet 10'x10'	235.00	353.00
5002	13 oz. Standard Carpet 10'x20'	473.00	710.00
5003	13 oz. Standard Carpet 10'x30'	710.00	1,070.00

Custom-Cut Carpet

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.	5.90	8.85
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.	9.00	13.50
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.	10.60	15.90

Padding

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	2.59	3.88

Visqueen Plastic Covering for Protection

ITEM CODE	DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
500410	Carpet Plastic Covering, Per Sq.Ft.	8.750	1.27	1.91

Carpet Package

Custom Cut Package

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
400021	13 oz. Carpet Package, Per Sq.Ft. Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 4 Day(s) of Cleaning.	9.33	14.01
400022	26 oz. Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 4 Day(s) of Cleaning.	12.12	18.20
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft. Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 4 Day(s) of Cleaning.	13.56	20.36

Furniture and Accessories

Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	146.00	219.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	138.00	207.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	94.25	141.00
300053	Stool, Contemporary, 17"W 18"D 48"H	158.00	237.00

Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300057	Table, Rectangle, 24"x36"x30" High	121.00	182.00
300056	Table, Square, 24"x24"x30" High	112.00	168.00
300059	Table, Starbase, 30" Diameter x 40" High	260.00	390.00
300058	Table, Starbase, 40" Diameter x 30" High	260.00	390.00

Skirted Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3004	Table 4', Skirted 4 Sides, 24" x 30" High	173.00	260.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	201.00	302.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	227.00	341.00
3007	Table, Skirt 4th Side	50.75	76.25

Skirted Counters

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	209.00	314.00
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	236.00	354.00
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	264.00	396.00
3017	Counter, Skirt 4th Side	50.75	76.25

Risers

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300193	Riser 4', Double Tier, 48"x8"x16" High	65.75	98.75
300191	Riser 4', Single Tier, 48"x8"x8" High	46.00	69.00
300194	Riser 6', Double Tier, 72"x8"x16" High	84.25	126.00
300192	Riser 6', Single Tier, 72"x8"x8" High	65.75	98.75

Custom Booth Drape

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
3001	Drape, 3' High, Per Foot, 4' Minimum	19.45	29.25
3002	Drape, 8' High, Per Foot, 4' Minimum	23.00	34.50

Display Furniture

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300082	Display Case 6', Full View	689.00	1,030.00
300083	Display Case 6', Half View	689.00	1,030.00

Accessories

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
300124	Aisle Stanchion Chain, Plastic, Per Foot	5.50	8.25
300123	Aisle Stanchion, without Chain	55.50	83.25
300103	Aluminum Easel	75.00	113.00
300111	Bag Stand	104.00	156.00
300102	Coat Rack	104.00	156.00
300104	Garment Rack	104.00	156.00
300106	Literature Rack	176.00	264.00
300201	Pegboard, White, 4'x8'	197.00	296.00
305182	Refrigerator, White, 20"L 22"D 33"H	410.00	615.00
300131	Security Cage, Large, without Lock	575.00	863.00
300132	Security Cage, Small, without Lock	382.00	573.00
300120	Sign Holder, Bell Base	94.00	141.00
300108	Sign Holder, Chrome, 22"x28"	94.00	141.00
300211	Tackboard, 4'x8'	207.00	311.00
300112	Ticket Tumbler, Small, Table Top	161.00	242.00
300113	Wastebasket	23.00	34.50
300118	Waterfall Stand	104.00	156.00

Furniture Package

Furniture Package 1

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	371.25	556.65

Furniture Package 2

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	780.30	1,170.45

Specialty Furniture

Seating - Sofas and Loveseats

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305066	Loveseat, Black Leather, 64"L 36"D 34"H	794.00	1,190.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	550.00	825.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H	872.00	1,310.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H	1,730.00	2,600.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,590.00	2,390.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	795.00	1,190.00
305117	Sofa, Astro, 83"L 36"D 29"H	823.00	1,230.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	620.00	930.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	867.00	1,300.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	730.00	1,100.00
305124	Sofa, Memphis, 55"L 31"D 28"H	779.00	1,170.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	925.00	1,390.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	942.00	1,410.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	722.00	1,080.00

Seating - Club Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	625.00	938.00
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	558.00	837.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	880.00	1,320.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	935.00	1,400.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	419.00	629.00
305180	Chair, Globus, 28"L 26"D 28"H	396.00	594.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	604.00	906.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	509.00	764.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	503.00	755.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	567.00	851.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	516.00	774.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	584.00	876.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	425.00	638.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	600.00	900.00

FR032112 B0109713-1402

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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 ADDRESS	BOOTH NUMBER
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Seating - Chairs

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305152	Chair, Altura, Guest, 25"L 20"D 34"H	334.00	501.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	135.00	203.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	135.00	203.00
305110	Chair, Brewer, Black, 20"L 20"D 32"H	167.00	251.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	167.00	251.00
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	208.00	312.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	161.00	242.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	161.00	242.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	161.00	242.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	244.00	366.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	350.00	525.00
305111	Chair, Jetson, 19"L 18"D 31"H	222.00	333.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	369.00	554.00
305113	Chair, Manhattan, 26"L 22"D 34"H	268.00	402.00
305108	Chair, New York, 23"L 32"D 33"H	227.00	341.00
305115	Chair, Panton, White, 20"L 34"D 33"H	242.00	363.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	230.00	345.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	230.00	345.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	230.00	345.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	230.00	345.00
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	343.00	515.00

Seating - Ottomans

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	462.00	693.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	462.00	693.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	121.00	182.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	116.00	174.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	461.00	692.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	461.00	692.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	350.00	525.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	350.00	525.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	366.00	549.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18	276.00	414.00
305090	Ottoman, Square, Black, 40"L 40"D 17"H	384.00	576.00
305091	Ottoman, Square, White, 40"L 40"D 17"H	384.00	576.00
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"	141.00	212.00
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"	141.00	212.00
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"	141.00	212.00
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	141.00	212.00
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"	141.00	212.00
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"	141.00	212.00
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	141.00	212.00

Seating - Office and Utility Seating

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	405.00	608.00
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	386.00	579.00
305114	Chair, Flex with Wheels, 24"L 22"D 31"H	181.00	272.00
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	456.00	684.00
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	415.00	623.00
305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	503.00	755.00
305126	Chair, Task, 25"L 26"D 21"H	163.00	245.00
305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	310.00	465.00
305043	Stool, Drafting, 25"L 26"D 34"H	238.00	357.00

Seating - Barstools

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305012	Barstool, Banana, Black, 21"L 22"D 30"H	179.00	269.00
305013	Barstool, Banana, White, 21"L 22"D 30"H	179.00	269.00
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	230.00	345.00
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	238.00	357.00
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	296.00	444.00
305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	256.00	384.00
305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	256.00	384.00
305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	256.00	384.00
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	327.00	491.00
305008	Barstool, Oslo, White, 17"L 20"D 30"H	327.00	491.00
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34	419.00	629.00
305207	Barstool, Zoocy Swivel, White/Chrome Base, 15"Lx17"Dx	382.00	573.00

Tables - Cafe

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305162	Table, Cafe, Blue/Black, 30" Round 29"H	251.00	377.00
305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	335.00	503.00
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	251.00	377.00

Tables - Cafe

305167	Table, Cafe, Graphite/Black, 36" Round 29"H	294.00	441.00
305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	335.00	503.00
305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	399.00	599.00
305166	Table, Cafe, Grey/Black, 36" Round 29"H	294.00	441.00
305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	399.00	599.00
305165	Table, Cafe, Maple/Black, 30" Round 29"H	251.00	377.00
305168	Table, Cafe, Maple/Black, 36" Round 29"H	294.00	441.00
305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	335.00	503.00
305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	399.00	599.00
305161	Table, Cafe, Red/Black, 30" Round 29"H	251.00	377.00
305153	Table, Cafe, Red/Chrome, 30" Round 29"H	335.00	503.00
305163	Table, Cafe, Silver/Black, 30" Round 29"H	324.00	486.00
305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	407.00	611.00

Tables - Bar

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305131	Table, Bar, Blue/Black, 30" Round 42"H	260.00	390.00
305140	Table, Bar, Blue/Chrome, 30" Round 42"H	342.00	513.00
305133	Table, Bar, Graphite/Black, 30" Round 42"H	260.00	390.00
305136	Table, Bar, Graphite/Black, 36" Round 42"H	322.00	483.00
305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	342.00	513.00
305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	402.00	603.00
305135	Table, Bar, Grey/Black, 36" Round 42"H	322.00	483.00
305144	Table, Bar, Grey/Chrome, 36" Round 42"H	402.00	603.00
305134	Table, Bar, Maple/Black, 30" Round 42"H	260.00	390.00
305137	Table, Bar, Maple/Black, 36" Round 42"H	322.00	483.00
305143	Table, Bar, Maple/Chrome, 30" Round 42"H	342.00	513.00
305146	Table, Bar, Maple/Chrome, 36" Round 42"H	402.00	603.00
305130	Table, Bar, Red/Black, 30" Round 42"H	260.00	390.00
305139	Table, Bar, Red/Chrome, 30" Round 42"H	342.00	513.00
305132	Table, Bar, Silver/Black, 30" Round 42"H	342.00	513.00
305141	Table, Bar, Silver/Chrome, 30" Round 42"H	422.00	633.00

Tables - Cocktail

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	267.00	401.00
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	275.00	413.00
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	359.00	539.00
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	277.00	416.00
305016	Table, Cocktail, Silverado, 36" Round 17"H	317.00	476.00
305015	Table, Cocktail, Soho, 38"L 38"D 18.5"H	415.00	623.00
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	371.00	557.00
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	371.00	557.00

Tables - End Tables

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305047	Table, End, Geo, Black, 26"L 26"D 20"H	240.00	360.00
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	258.00	387.00
305049	Table, End, Inspiration, 24"L 28"D 22"H	341.00	512.00
305211	Table, End, Oliver, 22" Round 22"H	248.00	372.00
305046	Table, End, Silverado, 24" Round 22"H	297.00	446.00
305045	Table, End, Soho, 26"L 26"D 27"H	355.00	533.00
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	268.00	402.00
305048	Table, End, Sydney, White, 27"L 23"D 22"H	268.00	402.00

Tables - Conference

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	302.00	453.00
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	487.00	731.00
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	320.00	480.00
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	487.00	731.00
305027	Table, Conf., Graphite, 42" Round 29"H	402.00	603.00
305028	Table, Conf., Graphite, 72"L 36"D 29"H	543.00	815.00
305029	Table, Conf., Graphite, 96"L 36"D 29"H	667.00	1,000.00
305170	Table, Conf., Gray, 42" Round 29"H	403.00	605.00
305171	Table, Conf., Gray, 72"L 36"D 29"H	543.00	815.00
305172	Table, Conf., Gray, 96"L 36"D 29"H	667.00	1,000.00
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	728.00	1,090.00
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	411.00	617.00
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	489.00	734.00
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	596.00	894.00
305177	Table, Conf., Manhattan, 42" Round 29"H	366.00	549.00
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	618.00	927.00

Tables - Martini Bar

ITEM CODE	DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,510.00	5,270.00

R032112 B010913-1402

024002737



Order Directly Online:

<https://e.ges.com/024002737/esm>

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM & Q-2: PRICE LIST ORDER FORM TO:

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Tables - Martini Bar

305003 Table, Bar, Martini, 50"L 50"D 47"H	1,320.00	1,980.00
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Product Display

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305002 Bookcase, Graphite, 36"L 13"D 71"H	383.00	575.00
305001 Bookcase, Mahogany, 36"L 13"D 71"H	383.00	575.00
305053 Etager, Black, 30"L 16"D 70"H	352.00	528.00
305052 Etager, Pewter, 30"L 16"D 70"H	352.00	528.00
305215 Pedestal, Black Plastic, 24"L 24"D 36"H	421.00	632.00
305216 Pedestal, Black Plastic, 24"L 24"D 42"H	497.00	746.00
305102 Pedestal, Graphite, 30"L 30"D 42"H	502.00	753.00
305103 Pedestal, Locking Door, Black, 24"L 24"D 42"H	522.00	783.00

Office and Utility Furniture

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305040 Credenza, Graphite, 72"L 24"D 29"H	538.00	807.00
305039 Credenza, Mahogany, 72"L 24"D 29"H	631.00	947.00
305057 Desk, Executive, Graphite, 60"L 30"D 29"H	526.00	789.00
305056 Desk, Executive, Mahogany, 60"L 30"D 29"H	581.00	872.00
305138 Desk, Writing, Graphite, 48"L 24"D 30"H	352.00	528.00
305059 File, Lateral, Graphite, 36"L 20"D 29"H	452.00	678.00
305058 File, Lateral, Mahogany, 36"L 20"D 29"H	486.00	729.00
305106 Kiosk, Black/Maple, 24"L 21"D 42"H	563.00	845.00
305104 Podium, Lecturn, Cherry, 24"L 19"D 50"H	334.00	501.00
305038 Table, Computer, Graphite, 36"L 30"D 42"H	352.00	528.00
305036 Table, Training, Grey, 48"L 24"D 30"H	343.00	515.00

Lamps

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
305204 Lamp, Floor, Mason, Silver, 18" Round 55"H	251.00	377.00
305203 Lamp, Floor, Trovato, LED, White, 7"L 7"D 72"H	421.00	632.00
305205 Lamp, Table, Mason, Silver, 16" Round 26"H	336.00	504.00
305202 Lamp, Table, Trovato, White, 7"L 7"D 26"H	331.00	497.00

Convenience Packages

GEM Package

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
404200 GEM #3 10' x 10' Package Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	4,577.00	6,865.50
404201 GEM #4 10' x 20' Package Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard Contemporary Stools, (1) Wastebasket.	8,749.00	13,128.50

Standard Furniture Package

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
404001 Chair Package A Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) Wastebasket.	575.00	862.50
404023 Display Case Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) 6' Half View Display Case.	1,265.00	1,894.00

Standard Furniture Package B

404024 Display Case Package B Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"x30", (1) 6' Half View Display Case.	1,241.00	1,858.00
404011 Stool Package A Includes: (2) Contemporary Stools, (1) Starbase Table 30"x40", (1) Wastebasket.	599.00	898.50

Standard Furniture Package Skirt

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
404002 Chair Package B Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"x30", (1) Wastebasket.	516.00	774.50
404012 Stool Package B Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"x42", (1) Wastebasket.	575.00	862.50

Specialty Furniture Package

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
404104 Bar Package Includes: (2) White Oslo Barstools, (1) Martini Bar.	1,974.00	2,962.00
404101 Barcelona Club Package Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.	2,101.00	3,152.00
404103 Deluxe Chair Package Includes: (2) New York Chairs, (1) Cafe Table 36"x29".	853.00	1,281.00
404110 Newport Collection Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.	2,145.00	3,223.00
404107 Premium Chair Package Includes: (2) Black Brewer Chairs, (1) Bar Table 36"x29".	733.00	1,101.00
404105 Premium Pedestal Package Includes: (2) Black Banana Barstools, (1) Locking Pedestal.	880.00	1,321.00
404106 Premium Stool Package Includes: (2) White Banana Barstools, (1) Bar Table 30"x42".	700.00	1,051.00

Specialty Furniture Package

404108 South Beach Club Collection Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).	2,051.00	3,082.00
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Standard Exhibits

20x20 Exhibits

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600005 Exhibit System GEM #5, 20'x20' Island	12,500.00	18,750.00

10x20 Exhibits

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600004 Exhibit System GEM #4, 10'x20' Inline	8,410.00	12,620.00

10x10 Exhibits

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600002 Exhibit System GEM #2, 10'x10' Inline	2,030.00	3,050.00
600003 Exhibit System GEM #3, 10'x10' Inline	3,820.00	5,730.00

6ft Table Display

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600001 Exhibit System GEM #1, 6' Tabletop Display	1,900.00	2,850.00

Accessories

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600410 Exhibit, Ad Board, 1M x 8'	660.00	990.00
600110 Exhibit, Armlight Black	98.00	147.00
600111 Exhibit, Armlight White	98.00	147.00
600103 Exhibit, Counter, 1M Curved	911.00	1,370.00
600101 Exhibit, Counter, 1M x 1/2M x 40"H	461.00	692.00
600102 Exhibit, Counter, 2M x 1/2M x 40"H	631.00	947.00
600221 Exhibit, Light Box, Large 37"x85"	840.00	1,260.00
600222 Exhibit, Light Box, Medium 37"x56"	663.00	995.00
600223 Exhibit, Light Box, Small 37"x28"	408.00	612.00
661931 Exhibit, Panel, Slatwall, 1M x 8'	579.00	869.00
600291 Exhibit, Panel, Wirewall, 1M	564.00	846.00
600243 Exhibit, Shelf, 1M x 10" Deep	77.00	116.00

Graphics and Signage

Graphics and Signage

ITEM CODE DESCRIPTION	TAX (%)	DISCOUNT (\$)	REGULAR (\$)
600506 Sign, 11"x14"	8.75	102.00	153.00
600507 Sign, 14"x22"	8.75	133.00	200.00
600510 Sign, 22"x28"	8.75	176.00	264.00
600512 Sign, 28"x44"	8.75	206.00	309.00
600514 Sign, 40"x60"	8.75	355.00	533.00
600501 Sign, 7"x11"	8.75	73.25	110.00
600502 Sign, 7"x44"	8.75	80.75	121.00
600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	8.75	220.00	295.00
600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	8.75	170.00	245.00
600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	8.75	180.00	280.00
600528 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	8.75	325.00	375.00
600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	8.75	200.00	250.00
600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	8.75	425.00	475.00
600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided	8.75	300.00	350.00
601099 Printed Cardboard Base for Freestanding Boards	8.75	19.57	19.57

Easel Back

ITEM CODE DESCRIPTION	DISCOUNT (\$)	REGULAR (\$)
600547 Easel Back	16.05	24.10

R032112 B010913-1402

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COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Carpet Information

Prices include delivery, rental, and removal. Labor to install carpet is included when the carpet is installed on a flat floor space prior to exhibit installation. Labor will be charged at published rates when installation is required for stairs, platforms, risers, meeting rooms, or other installations post exhibit installation.

Precut

Custom-cut carpet is required for all booths larger than 30', or for booths configured as island or peninsula.

Custom Cut

Guaranteed to be high quality carpet, and includes visqueen plastic covering. Custom-Cut carpet orders must be received 14 days prior to move-in to guarantee delivery and color selection. Custom-Cut Carpet can be custom-dyed and we offer discounts for orders exceeding 2,000 square feet (please call for a quote). Custom dye orders require 30 days to process. A minimum of 100 square feet is required for custom-cut carpet orders.

Padding

GES offers the finest padding used in the industry, a 5/8" double-netted rebond pad. We guarantee your satisfaction.

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.

Furniture & Accessories Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items.

Orders received within three (3) weeks prior show move-in 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.

Specialty Furniture Information

Prices include delivery, rental, installation, and removal. Please include Booth Layout Form (H-3) for placement of items. Custom orders are available. Please call for quote.

Orders received within three (3) weeks prior show move-in are subject to availability and/or substitutions.

Cancellation Policy

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

Standard Exhibits Information

Prices include delivery, rental, installation, and removal. For Custom Exhibits, please send a request to email address exhibitdesign@ges.com.

Cancellation Policy

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

Graphics & Signage Information

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- *Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)*
- *Vinyl or Mesh Banners for use in your booth*
- *Backlit graphics for lightboxes and display cases*
- *Custom fit / contour cut / 3D graphics for eye catching effects*
- *Printing on specialized materials*

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

HOST	USER NAME:	PASSWORD:
ftp://csftp.ges.com/West	geswstftp	o8c!x6eq

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

Ultra Plush (50 oz.) 
 50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Plush (26 oz.) 
 26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

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

Padding (1/2 in.) 
 Double-netted rebound pad is 100% recyclable, made with 98% pre & post consumer content.

100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

Ultra Plush Color Codes

- Bisque (81)
- Cabernet (82)
- Iceberg (84)
- Seascape (86)
- Teal (55)
- Black (41)
- Graphite (83)
- Midnight (85)
- Sterling (87)

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

To order contact the GES National Servicer® at 800.475.2098 or fill out and fax the enclosed order form.

Plush

Includes:

- 26 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



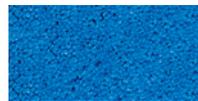
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Standard

Includes:

- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering



Black (41)



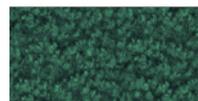
Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

Plush Color Codes

- | | | | |
|-------------------|--------------------|---------------|-------------|
| - 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) |

Standard Color Codes

- | | |
|----------------------|-----------------|
| - Black (41) | - Blue (42) |
| - Blue Jay (56) | - Burgundy (43) |
| - Emerald Green (44) | - Gray (40) |
| - Pepper (52) | - Red (49) |

Chairs



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



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



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



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

Tables



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



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



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



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

Skirted Tables



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



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



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



3007 - Table, Skirt 4th Side

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Mauve (47)



Purple (48)



Red (49)



Teal (55)



White (50)

Display Furniture



Full View



Half View

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



305182 - Refrigerator, White, 20"L 22"D 33"H



300131 - Security Cage, Large, without Lock



300132 - Security Cage, Small, without Lock



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



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.

Seating - Sofas and Loveseats



305066 - Loveseat, Black Leather, 64"L 36"D 34"H



305068 - Loveseat, Key West, Black, 57"L 35"D 33"H



305067 - Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H



305118 - Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H



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



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



305117 - Sofa, Astro, 83"L 36"D 29"H



305125 - Sofa, Key West, Black, 85"L 35"D 33"H



305121 - Sofa, Lisbon, Black Leather, 88"L 36"D 34"H



305116 - Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H



305124 - Sofa, Memphis, 55"L 31"D 28"H



305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H



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



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

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Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36\"/>



305081 - Chair, Astro Light Beige, 36\"/>



305072 - Chair, Barcelona, Black, 30\"/>



305073 - Chair, Barcelona, White, 30\"/>



305074 - Chair, Cappuccino, 29\"/>



305180 - Chair, Globus, 28\"/>



305178 - Chair, Lisbon, Black Leather, 40\"/>



305080 - Chair, Marrakesh, Light Beige, 34\"/>



305127 - Chair, Memphis, 27.25\"/>



305225 - Chair, Mirabel, Brown Leather, 36\"/>



305179 - Chair, Newport, Charcoal Leather, 24\"/>



305220 - Chair, Roma, White Vinyl, 37\"/>



305070 - Chair, Tub, Key West, Black, 31\"/>



305035 - Corner, Charcoal Leather, 34\"/>

Seating - Chairs



305152 - Chair, Altura, Guest, 25\"/>



305041 - Chair, Berlin, Black/White, 18\"/>



305042 - Chair, Berlin, Red/White, 18\"/>



305110 - Chair, Brewer, Black, 20\"/>



305109 - Chair, Brewer, Gray, 20\"/>



305217 - Chair, Casper, Clear, 21\"/>



305231 - Chair, Fusion, Clear/White, 19\"/>



305230 - Chair, Fusion, Green/White, 19\"/>



305232 - Chair, Fusion, Red/White, 19\"/>



305079 - Chair, Ice Transparent/Chrome, 17.25\"/>



305034 - Chair, Iso Mesh Black, 36\"/>



305111 - Chair, Jetson, 19\"/>



305149 - Chair, Luxor, Guest, 27\"/>



305113 - Chair, Manhattan, 26\"/>



305108 - Chair, New York, 23\"/>



305115 - Chair, Panton, White, 20\"/>



305078 - Chair, Stage, Beige, 24\"/>



305071 - Chair, Stage, Camel, 24\"/>



305077 - Chair, Stage, Onyx, 24\"/>



305075 - Chair, Stage, Red, 24\"/>



305069 - Chair, T-Vac Translucent, 25\"/>

Seating - Ottomans



305088 - Ottoman, Bench, Black, 24"L 60"D 17"H



305089 - Ottoman, Bench, White, 24"L 60"D 17"H



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H



305086 - Ottoman, Half Round, Black, 72"L 36"D 17"H



305087 - Ottoman, Half Round, White, 72"L 36"D 17"H



305094 - Ottoman, Oval, Black, 52"L 32"D 19"H



305095 - Ottoman, Oval, White, 52"L 32"D 19"H



305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H



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



305090 - Ottoman, Square, Black, 40"L 40"D 17"H



305091 - Ottoman, Square, White, 40"L 40"D 17"H



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



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



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



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



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



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



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

Seating - Office and Utility Seating



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.



305114 - Chair, Flex with Wheels, 24"L 22"D 31"H



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



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



305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H



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



305112 - Chair, Tilt with Arms, Black, 26"L 25"D 34"H



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

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.

Seating - Barstools



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



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



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



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H



305006 - Barstool, Ohio, Black, 18" Round 31"H Adj.



305007 - Barstool, Ohio, Grey, 18" Round 31"H Adj.



305005 - Barstool, Ohio, Red, 18" Round 31"H Adj.



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

Tables - Cafe



305162 - Table, Cafe, Blue/Black, 30" Round 29"H



305154 - Table, Cafe, Blue/Chrome, 30" Round 29"H



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



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



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



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



305166 - Table, Cafe, Grey/Black, 36" Round 29"H



305158 - Table, Cafe, Grey/Chrome, 36" Round 29"H



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



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



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



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



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



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



305163 - Table, Cafe, Silver/Black, 30" Round 29"H



305155 - Table, Cafe, Silver/Chrome, 30" Round 29"H

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.

Tables - Bar



305131 - Table, Bar, Blue/Black, 30" Round 42"H



305140 - Table, Bar, Blue/Chrome, 30" Round 42"H



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



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



305142 - Table, Bar, Graphite/Chrome, 30" Round 42"H



305145 - Table, Bar, Graphite/Chrome, 36" Round 42"H



305135 - Table, Bar, Grey/Black, 36" Round 42"H



305144 - Table, Bar, Grey/Chrome, 36" Round 42"H



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



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



305143 - Table, Bar, Maple/Chrome, 30" Round 42"H



305146 - Table, Bar, Maple/Chrome, 36" Round 42"H



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



305139 - Table, Bar, Red/Chrome, 30" Round 42"H



305132 - Table, Bar, Silver/Black, 30" Round 42"H



305141 - Table, Bar, Silver/Chrome, 30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H



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



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



305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"H



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



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

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.

Tables - End Tables



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



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



305049 - Table, End, Inspiration, 24"L 28"D 22"H



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



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



305045 - Table, End, Soho, 26"L 26"D 27"H



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



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

Conference Tables



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



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



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



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



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



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite, 96"L 36"D 29"H



305170 - Table, Conf., Gray, 42" Round 29"H



305171 - Table, Conf., Gray, 72"L 36"D 29"H

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.



305172 - Table, Conf., Gray, 96\"/>



305033 - Table, Conf., Mahogany, 120\"/>



305030 - Table, Conf., Mahogany, 42\"/>



305031 - Table, Conf., Mahogany, 72\"/>



305032 - Table, Conf., Mahogany, 96\"/>



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



305208 - Table, Nova, Oval, White/Silver Legs, 71\"/>

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100\"/>



305003 - Table, Bar, Martini, 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.

Product Display



305002 - Bookcase, Graphite, 36"L 13"D 71"H



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305215 - Pedestal, Black Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black Plastic, 24"L 24"D 42"H



305102 - Pedestal, Graphite, 30"L 30"D 42"H



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H

Office and Utility Furniture



305040 - Credenza, Graphite, 72"L 24"D 29"H



305039 - Credenza, Mahogany, 72"L 24"D 29"H



305057 - Desk, Executive, Graphite, 60"L 30"D 29"H



305056 - Desk, Executive, Mahogany, 60"L 30"D 29"H



305138 - Desk, Writing, Graphite, 48"L 24"D 30"H



305059 - File, Lateral, Graphite, 36"L 20"D 29"H



305058 - File, Lateral, Mahogany, 36"L 20"D 29"H



305106 - Kiosk, Black/Maple, 24"L 21"D 42"H



305104 - Podium, Lecturn, Cherry, 24"L 19"D 50"H



305038 - Table, Computer, Graphite, 36"L 30"D 42"H



305036 - Table, Training, Grey, 48"L 24"D 30"H

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.

Lamps



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



305203 - Lamp, Floor,
Trovato, LED, White, 7"L
7"D 72"H



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

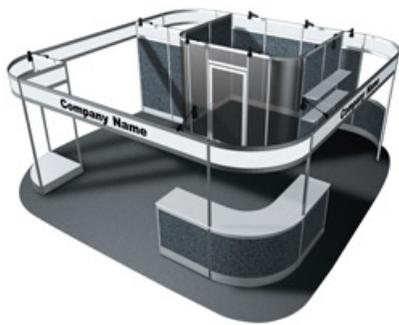


305202 - Lamp, Table,
Trovato, White, 7"L 7"D
26"H

With 5 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.

20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



600004 - Exhibit System GEM #4, 10'x20' Inline Includes:

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- two shelves
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

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.

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"



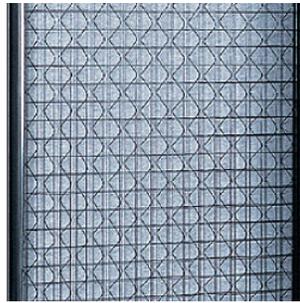
600222 - Exhibit, Light Box, Medium 37"x56"



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

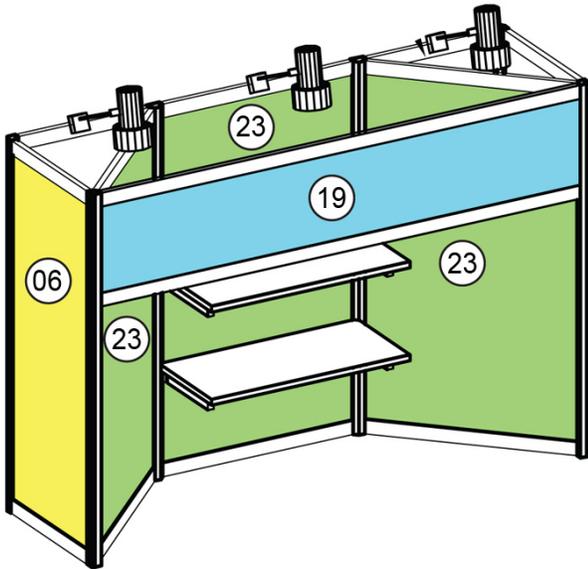
- | | | | |
|---|--|--|---|
|  Coated: Black (C41) |  Coated: Oxford White (C50) |  Coated: Prism Blue (C42) |  Coated: Silver Gray (C79) |
|  Fabric: Black (F41) |  Fabric: Blue (F42) |  Fabric: Gray (F40) | |

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 #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$133.00 /Regular Price - \$199.00

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$55.00 /Regular Price - \$140.00

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$88.00 /Regular Price - \$132.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

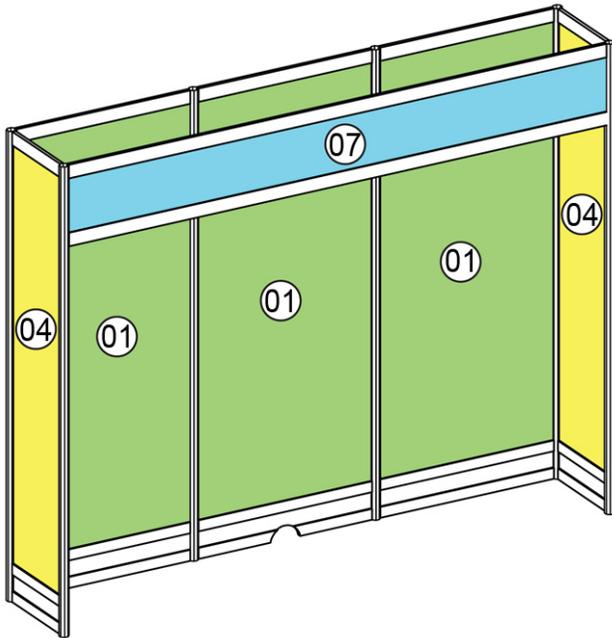
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Lamarr Gill
702.515.5781



Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$365.00 /Regular Price - \$548.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$183.00 /Regular Price - \$275.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$156.00 /Regular Price - \$234.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

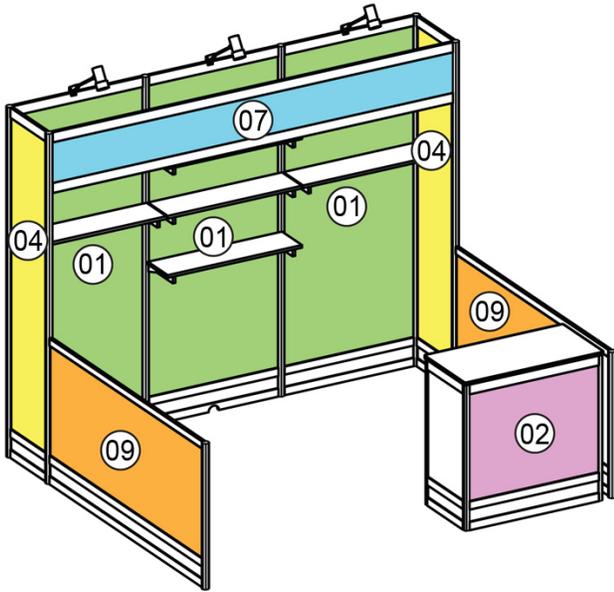
GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Lamarr Gill
702.515.5781



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 #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$365.00 /Regular Price - \$548.00
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$183.00 /Regular Price - \$275.00
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$156.00 /Regular Price - \$234.00
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$128.00 /Regular Price - \$192.00
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$260.00 /Regular Price - \$390.00
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

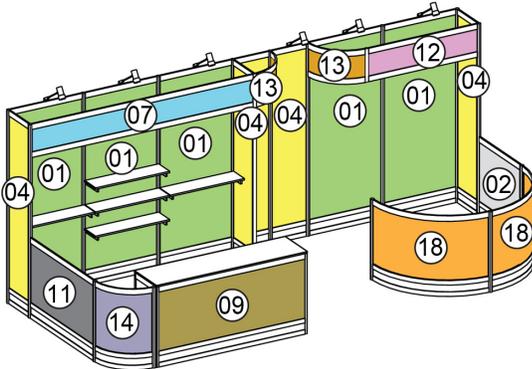
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

*For additional questions, please contact:
Lamarr Gill
702.515.5781*



Exhibit #4, 10 x 20 (600004)



12 608312 57 7/8" wide x 12" tall

Discount Price - \$80.00 /Regular Price - \$120.00

Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall

Discount Price - \$40.00 /Regular Price - \$60.00

Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall

Discount Price - \$204.00 /Regular Price - \$306.00

Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall

Discount Price - \$260.00 /Regular Price - \$390.00

Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall

Discount Price - \$100.00 /Regular Price - \$150.00

Produced on 1/8" Thick White Foamacell

01 608301 38 1/8" wide x 86 1/4" tall

Discount Price - \$365.00 /Regular Price - \$548.00

Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall

Discount Price - \$183.00 /Regular Price - \$275.00

Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall

Discount Price - \$77.00 /Regular Price - \$116.00

Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall

Discount Price - \$128.00 /Regular Price - \$192.00

Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall

Discount Price - \$156.00 /Regular Price - \$234.00

Produced on 3/16" Thick White Foamcore



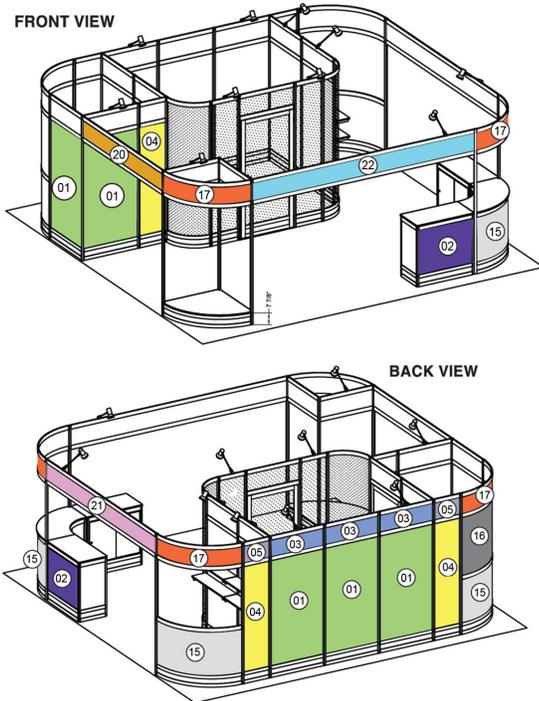
All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

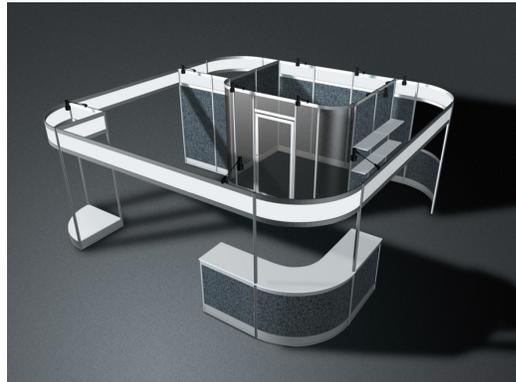
*For additional questions, please contact:
Lamarr Gill
702.515.5781*

Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$120.00 /Regular Price - \$183.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$129.00 /Regular Price - \$194.00
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$149.00 /Regular Price - \$214.00
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$128.00 /Regular Price - \$192.00
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$51.00 /Regular Price - \$76.00
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$40.00 /Regular Price - \$60.00
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$365.00 /Regular Price - \$548.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$183.00 /Regular Price - \$275.00
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$244.00 /Regular Price - \$346.00
Produced on 1/8" Thick White Foamcell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$204.00 /Regular Price - \$306.00
Produced on 1/8" Thick White Foamcell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$207.00 /Regular Price - \$312.00
Produced on 3/16" Thick White Foamcore



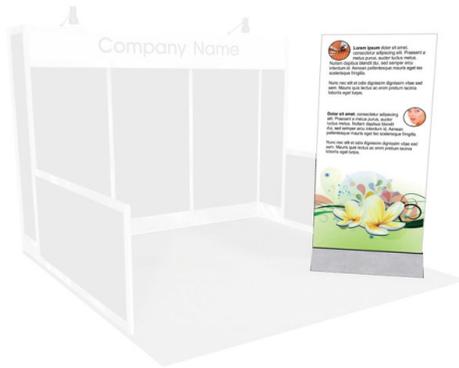
All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Lamarr Gill
702.515.5781

38" Ad Board

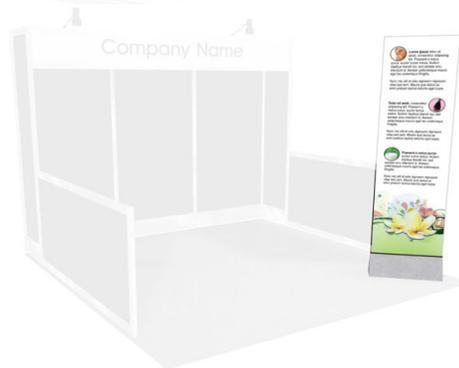


600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

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

24" Ad Board

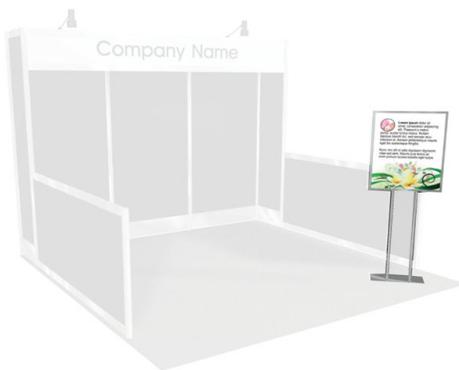


600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600528 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.*

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

International Studies Association

Hilton San Francisco Union Square
April 3 - 6, 2013

Discount Deadline Date:

March 12, 2013

Go to below link to view images and information:
<http://ges.com/ecommm/info/landD.pdf>

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
		CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED. TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.

- Display Labor is required for all installation and dismantling of exhibits, including signs and floor covering installation.
- Exhibitor may unpack and place merchandise.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.

Important Information & Rates

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 119.50	\$ 149.00	\$ 179.00
Install & Dismantle, OT Code: 705000	\$ 209.00	\$ 261.00	\$ 314.00

- Straight Time:** Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

Please Indicate Service

GES Supervised (OK to Proceed)
Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.

A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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 of booth:

- Pop-Up
- Two Story
- Custom
- Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.						A.	Total Labor Ordered	\$
Authorized Signature - Please Sign:						B.	30% (\$50.00 min) GES Supervision	\$
<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT				DATE	C.	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/024002737/esm>

024002737

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
 March 12, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____

Carrier (if known) _____

Contact _____ Phone _____

Number of Crates _____ Shipped By _____ Date _____

Number of Fiber Cases _____ Color _____ Pro Number _____

Target Date _____ Loose Display _____ Crated Display _____

Shipped To: (Check One) Warehouse Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
---	---

Did You Order ---

Electrical Outlets <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Labor/Boothwork <input type="checkbox"/> Yes <input type="checkbox"/> No	Electrical Under Carpet <input type="checkbox"/> Yes <input type="checkbox"/> No
Electrical Drawings <input type="checkbox"/> Attached <input type="checkbox"/> Sent to the Official Electrical Contractor <input type="checkbox"/> With the Exhibit	Booth Cleaning <input type="checkbox"/> Yes <input type="checkbox"/> No	
Furniture <input type="checkbox"/> Yes <input type="checkbox"/> No	Other Items _____	
A/V Equipment <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	
Telephone/Internet <input type="checkbox"/> Yes <input type="checkbox"/> No	_____	

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear- down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
--	---

Outbound Freight Information

Outbound Freight Charges _____

PrePaid Collect (for non-GES Logistics Shipments only)

Bill To _____

GES Storage _____

Method GES Logistics Common Carrier AirFreight Vanline Other _____

Carrier (if known) _____

Contact _____ Phone _____

Exhibitor-completed GES' Outbound Material Handling Form attached: Yes No

Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____

Telephone _____ Cell Phone _____

Other Means of Contacting This Person _____

Contact's Hotel _____ Arrival _____ Departure _____

Purchasing Authorization Yes No

*This Form must be returned to GES for your orders to be processed.

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/024002737/esm>

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Discount Deadline Date:
 March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
--------------	---------------	--------------

Price List			
ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Vacuuming			
<i>Includes emptying your wastebasket nightly.</i>			
500601	Before Show Open Only (per sq. ft.)	\$ 0.65	\$ 0.98
500600	Duration of Show (per sq. ft. per day)	\$ 0.47	\$ 0.71
500602	Per Day (per sq. ft. per day)	\$ 0.62	\$ 0.93
Shampooing			
501004	Cleaning, Carpet Shampoo Before Show Open	\$ 1.04	\$ 1.56
Mopping and Waxing			
501002	Cleaning, Damp Mop & Wax	\$ 1.30	\$ 1.95
Porter service			
<i>GES will empty wastebaskets & wipe down counters at two hour intervals, show hours only. Vacuuming not included. Calculate by your booth size.</i>			
501010	Porter Service, 0-500 sq.ft., Per Day	\$ 199.00	\$ 300.00
501010	Porter Service, 501-1500 sq.ft., Per Day	\$ 217.00	\$ 326.00
501010	Porter Service, 1501-3000 sq.ft., Per Day	\$ 251.00	\$ 377.00

To ensure your booth is show-ready, specify your requirements below. Please call us if you have a special need. GES is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. We offer discounts for orders exceeding 2,000 square feet (please call for a quote).

Cost of vacuuming, shampooing, mopping and waxing will be invoiced on the total area of your booth.

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

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Porter Service, ST Code: 705010	\$ 114.00	\$ 143.00	\$ 171.00
Porter Service, OT Code: 705010	\$ 199.00	\$ 249.00	\$ 299.00

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. Labor thereafter is charged in half (½) hour increments.

- Straight Time:** Monday through Friday from 8:00 AM to 5:00 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site.

Please Indicate Service **Place Order Here**

Calculate Total Square Footage
 Width _____ x Length _____ = _____ Square Feet

Would you like us to call you and give you a quote for hourly porter service?
 Yes No

Please list dates and times Vacuuming Per Day/Periodic Porter Service is needed:

ITEM#	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT	X NO. OF DAYS =	TOTAL PRICE
500600	Vacuuming Duration		4	\$
500602	Vacuuming Per Day			\$

ITEM#	DESCRIPTION	TOTAL SQ FT X PRICE/SQ FT =	TOTAL PRICE
500601	Vacuuming Before Show Only		\$
501004	Shampooing Before Show Only		\$
501002	Mop/Wax Before Show Only		\$

ITEM#	DESCRIPTION	PRICE	X NO. OF DAYS =	TOTAL PRICE
	Porter service			\$

DESCRIPTION	TOTAL # OF HOURS X	TOTAL # OF WORKERS X	LABOR RATE	= TOTAL PRICE
Porter Service Labor				\$
A. Total All Items Ordered				\$
B. Petroleum Surcharge Assessment: 3%			A x 3% = B	\$
C. Payment Enclosed			A + B = C	\$

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the **GES Servicenter**. GES will be unable to adjust invoices after the close of the show.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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International Studies Association

Hilton San Francisco Union Square
April 3 - 6, 2013

Electrical Order Checklist

- Save money!** Place your order before the advance rate deadline date and save up to one-third on your electrical order.
- 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.
- Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form. **Listed rates do not include labor and material for hookups, disconnects, and/or distribution.**
- If distribution is required, include a detailed electrical floor plan. Indicate **both** main power location(s) and distribution location(s). You may use the Booth Layout Form for this purpose, or provide your own floorplan. **Labor must be ordered for all under carpet distribution of electrical wiring.**
- You may provide your own power panel distribution system, grounded extension cords, grounded plug strips and/or grounded cube taps within your display area.
- You may pre-wire your equipment to match our receptacles. Plug configuration information is available on the next form. **Labor is required to inspect equipment pre-wired to plug into our system / one half-hour minimum.**
- Avoid code violations. Check the electrical code requirements on the E-1b: Electrical Service Information.
- Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- Payment must be included with your order to secure the advance rate. Include check or credit card authorization.**
- If you require electrical labor, you must provide your credit card information on the G-2: Payment and Credit Card Charge Authorization Form before labor will be performed.**

If you have any questions, please contact us: 800.842.2517

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International Studies Association

Hilton San Francisco Union Square
April 3 - 6, 2013

Electrical Code

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 of the risks involved.

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.

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 convention facilities.

Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, 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.
- 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!**

Use Timesaving Wiring Methods and a Distribution System

Whenever possible, in conformance with the electrical code, use multiconductor interconnecting cables with approved quick-connect plugs or fittings. Here is a list of the plugs that match our equipment receptacles:

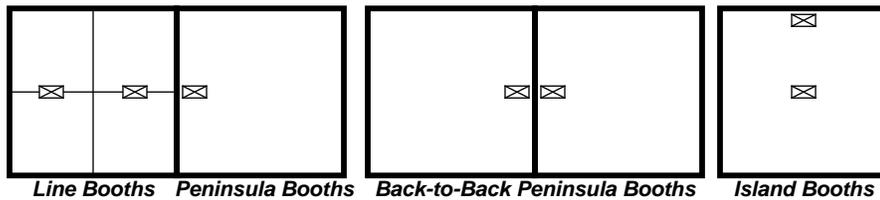
- 15 amp 120 volt: Standard U-ground plug
- 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 plug or equivalent
- 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P plug or equivalent
- 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH plug or equivalent

Exhibitors who require many standard outlets may wish to incorporate a power distribution system into their booth. Please contact our staff if you need more information. **Labor is required to inspect equipment pre-wired to plug into our system.**

Commonly Asked Questions

Where will my outlet be located?

There are four different types of trade show booths: Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol [X] represents the approximate location of power outlets:



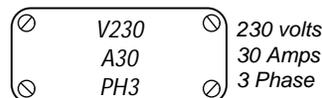
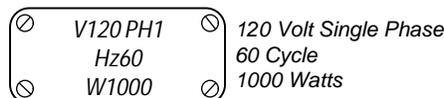
One drop within booth when power source is in ceiling or one location on perimeter when power is in the floor.

Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drupe line.

Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and materials basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit.



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Discount Deadline Date:
 March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List	Important Information
------------	-----------------------

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
120v Motor and Equipment Outlets			
700001	5 Amp/500 Watts, 1/4 HP 120V	\$ 144.75	\$ 217.00
700002	10 Amp/1000 Watts, 1/4 HP 120V	\$ 246.25	\$ 369.25
700003	15 Amp/1500 Watts, 1/4 HP 120V	\$ 318.50	\$ 477.75
700004	20 Amp/2000 Watts, 1/4 HP 120V	\$ 390.75	\$ 586.25
1P 208v Motor and Equipment Outlets			
700012	10 Amp, 1/2 HP 208V / 1Phase	\$434.25	\$651.25
700014	20 Amp, 1 HP 208V / 1Phase	\$607.75	\$911.75
700015	30 Amp, 2 HP 208V / 1Phase	\$781.50	\$1,172.25
700016	60 Amp, 5 HP 208V / 1Phase	\$1,041.75	\$1,563.00
700017	100 Amp, 10 HP 208V / 1Phase	\$1,345.75	\$2,019.00
700018	200 Amp, 25 HP 208V / 1Phase	\$2,170.50	\$3,256.00
3P 208v Motor and Equipment Outlets			
700022	10 Amp, 1 HP 208V / 3Phase	\$582.00	\$872.75
700024	20 Amp, 3 HP 208V / 3Phase	\$814.00	\$1,223.00
700025	30 Amp, 5 HP 208V / 3Phase	\$1,047.00	\$1,570.75
700026	60 Amp, 10 HP 208V / 3Phase	\$1,396.00	\$2,094.25
700027	100 Amp, 20 HP 208V / 3Phase	\$1,803.75	\$2,705.25
700028	200 Amp, 50 HP 208V / 3Phase	\$2,908.75	\$4,363.25
3P 480v Motor and Equipment Outlets			
700044	20 Amp, 7.5 HP 480V / 3Phase	\$977.50	\$1,466.00
700045	30 Amp, 10 HP 480V / 3Phase	\$1,256.50	\$1,885.25
700046	60 Amp, 20 HP 480V / 3Phase	\$1,675.75	\$2,513.25
700047	100 Amp, 50 HP 480V / 3Phase	\$2,164.25	\$3,246.00
700048	200 Amp, 100 HP 480V / 3Phase	\$3,490.25	\$5,235.50

- Dedicated and 24 Hour power will be at double the listed price. Please indicate these requirements under "Please Indicate Choice" at bottom and double the appropriate price.
- 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 the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
- Electricity will be turned on 30 minutes prior to show open and will be turned off approximately 30 minutes after show close.
- **OUTLET LOCATION & DISTRIBUTION**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus to be energized.
- **GES JURISDICTION** (Additional labor and/or material is required) — All under-carpet distribution of electrical wiring, all facility overhead distribution, 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.
- All outlets over 30 amps and/or with a voltage over 150 volts may also require additional labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. 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.

Please Indicate Choices	Place Order Here
-------------------------	------------------

***Do you need dedicated and 24 hour power?**
 Yes No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

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

Power Outlets over 60 amps will require a tunnel pull or overhead distribution (additional charges for lift, labor & materials will apply). Please call 650.333.1692 for more information.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$

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

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/024002737/esm>

103012

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Discount Deadline Date:
 March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.
TO DETERMINE IF YOU NEED ELECTRICAL LABOR. PLEASE READ THIS FORM CAREFULLY.

- Electrical Labor is required for: all under-carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring, all motor and equipment hook-ups requiring hard wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All outlets over 30 amps and/or with a voltage over 150 volts will require electrical labor. Labor is required to inspect equipment pre-wired to plug into our system. 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.

Important Information & Rates

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical 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, and does not need to be scheduled. Overtime rates may apply. 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.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour	Discount	Regular	Show Site
Electrical, ST Code: 705060	\$ 137.75	\$ 173.75	\$ 208.50
Electrical, OT Code: 705060	\$ 232.75	\$ 291.00	\$ 349.50

- Straight Time:** Monday through Friday from 8:00 AM to 3:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

Please Indicate Service

- GES Supervised (OK TO PROCEED)**
 - Power Distribution A 20% (\$25 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Exhibitor Supervised (DO NOT PROCEED)**
 - Exhibitor will supervise.
 - 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.

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

- Yes No

Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied, regardless of when the order was received, if either is not provided with your electrical order.

Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF ELECTRICIAN	LABOR RATE	= TOTAL	3% PSP	= GRAND TOTAL
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$
	AM PM	AM PM						\$

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

Authorized Signature - Please Sign:

<input checked="" type="checkbox"/>	AUTHORIZED NAME - PLEASE PRINT	DATE	A.	Total Labor Ordered	\$
			B.	20% (\$25 min) GES Supervision	\$
			C.	Payment Enclosed	\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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

International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
 March 12, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

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 this authorization 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 price deadline(s).
Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.
Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.
Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.
Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, 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 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.
Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
 c/o Bank of America **Account #:** 7188-1-01819
 901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3
 Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N
 Telephone # 888-715-1000 ext 50118 **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

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- 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.
- 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.
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

____ - ____ - ____ - ____

PROVIDE EXPIRATION DATE MasterCard VISA American Express

____ / ____

*Signature Required Below

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Calculation of Orders **TOTAL**

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
Cleaning	\$
Electrical	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank <small>Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.</small>	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____

Check Number: _____ Dated: _____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X _____

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT

 DATE

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

Order Directly Online:
<https://e.ges.com/024002737/esm>

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International Studies Association
 Hilton San Francisco Union Square
 April 3 - 6, 2013

Form Deadline Date:
 March 12, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm** Credit Card Authorization.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party** Credit Card Authorization.

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 firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information	STEP 2: Exhibiting Firm Credit Card Charge Authorization
EXHIBITING FIRM	CARDHOLDER'S NAME PLEASE PRINT
STREET ADDRESS	CARDHOLDER'S BILLING ADDRESS CITY
CITY STATE ZIP	STATE ZIP COUNTRY
PHONE FAX	
<p><i>The items checked below are to be invoiced to the Exhibiting Firm:</i></p> <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> Other (Please Specify) _____	<p>Account Number</p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> [] - [] - [] - [] </div> <p>EXPIRATION DATE <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express</p>
<p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.</p> <p>PLEASE SIGN X</p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>	<p>All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</p> <p>PLEASE SIGN X</p> <p>_____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>

Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information	STEP 4: Third Party Credit Card Charge Authorization
THIRD PARTY	CARDHOLDER'S NAME PLEASE PRINT
STREET ADDRESS	CARDHOLDER'S BILLING ADDRESS CITY
CITY STATE ZIP	STATE ZIP COUNTRY
PHONE FAX	
<p><i>The items checked below are to be invoiced to the Third Party:</i></p> <input type="checkbox"/> Booth Cleaning <input type="checkbox"/> Electrical Outlets <input type="checkbox"/> Electrical Labor <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____	<p>Account Number</p> <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-between;"> [] - [] - [] - [] </div> <p>EXPIRATION DATE <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express</p>
<p>I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4).</p> <p>PLEASE SIGN X</p> <p>_____ AUTHORIZED SIGNATURE</p> <p>_____ AUTHORIZED NAME - PLEASE PRINT</p> <p>_____ DATE</p>	<p>All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.</p> <p>PLEASE SIGN X</p> <p>_____ CARDHOLDER'S SIGNATURE</p> <p>_____ CARDHOLDER NAME - PLEASE PRINT</p> <p>_____ DATE</p>

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:
<https://e.ges.com/024002737/esm>

024002737

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International Studies Association
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Form Deadline Date:
 March 12, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER	
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

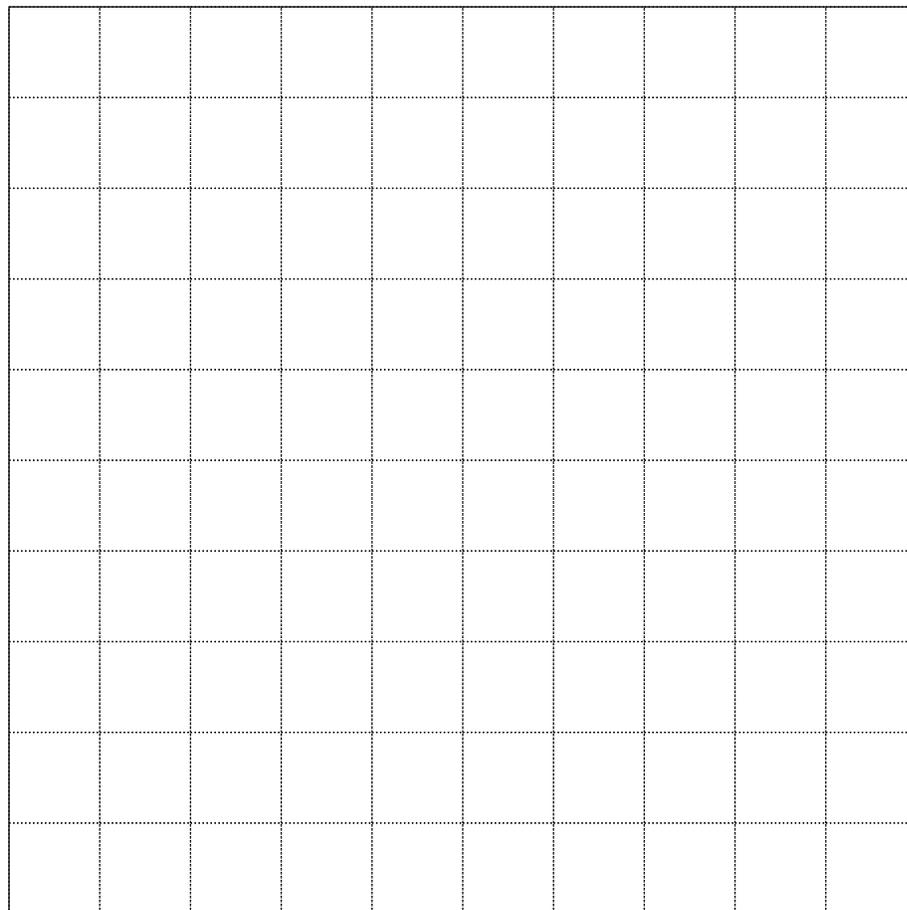
- Electrical Forms (For Non-Standard Distribution) - Form E-2
- Show Cases - Form Q-1
- Pegboard / Tackboard - Form Q-1
- Special Colored Drape - Form Q-1
- Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- Installation & Dismantling - Form L-1

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

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

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)



Indicate
 Adjacent
 Booth or
 Aisle Number:

Indicate
 Adjacent
 Booth or
 Aisle Number:

FRONT OF BOOTH (indicate adjacent booth or aisle number: _____)

***This form must be returned to GES for your orders to be processed.**



Additional Service Order Forms

PSAV Exhibitor Services



NAME OF CONFERENCE:		START DATE:	END DATE:	# SHOW DAYS:
COMPANY NAME:				
ON-SITE CONTACT NAME:			ROOM/EXHIBIT BOOTH #:	
STREET ADDRESS:		CITY & STATE :		ZIP CODE:
TELEPHONE NUMBER:		FAX NUMBER:		
ORDERED BY:		PRINT CARDHOLDER'S NAME:		BILLING ZIP CODE:
<input type="checkbox"/> AMEX	<input type="checkbox"/> MCARD	CHECK #:	ROOM #:	EXP DATE:
<input type="checkbox"/> VISA	<input type="checkbox"/> CHECK	CC #:		
CARDHOLDER'S SIGNATURE:*			EMAIL ADDRESS (PLEASE PRINT):	

➤ TO AVOID REPEAT SERVICE CHARGES SOMEONE MUST BE IN YOUR EVENT ROOM AT THE SPECIFIED DELIVERY TIME TO SIGN FOR THE EQUIPMENT.

ALL RENTAL PRICES ARE BASED ON PER-DAY CHARGES • ALL RENTAL PRICES SUBJECT TO 15% MARK-UP IF ORDERED "DAY OF"

PROJECTION /VIDEO EQUIPMENT	qty	Price	Total
LCD Projector 3000 Lumen		\$590.00	
DLP Projector 5000 Lumen		\$1,120.00	
Overhead Projector		\$140.00	
DVD Player		\$95.00	
DATA/VIDEO MONITORS	qty	Price	Total
17" Flat Screen Data Monitor		\$170.00	
20" Flat Screen Data Monitor		\$170.00	
32" Flat Screen Data / Video Monitor		\$310.00	
46" Flat Screen Data / Video Monitor		\$620.00	
Monitor Floor Stand		\$140.00	
PROJECTION SCREENS	qty	Price	Total
5', 6', 7' or 8' Tripod Screen		\$85.00	
COMPUTER RENTAL	qty	Price	Total
Laptop Computer		\$265.00	
Computer Speaker		\$30.00	
Black & White Laser Printer		\$175.00	
Color Laser Printer		\$450.00	
Desktop Computer w/Monitor		per quote	contact PSAV

MISCELLANEOUS	qty	Price	Total
Flipchart w/Markers		\$70.00	
Whiteboard w/Markers		\$75.00	
Endless Post-it® Flipchart w/Markers		\$90.00	
Wireless Mouse		\$50.00	
Laser Pointer		\$55.00	
AC / Power Strip		\$30.00	
30" Draped Rolling Cart		\$35.00	
54" Draped Rolling Cart		\$55.00	
HIGH SPEED INTERNET ACCESS	qty	Price	Total
Wired HSIA Line (initial)		\$250.00	
Wired HSIA Set-Up (per 5 lines)		\$150.00	
Wireless HSIA (initial)		\$175.00	
Additional (Wired or Wireless)		\$125.00	
Dedicated Bandwidth		per quote	contact PSAV
OTHER	qty	Price	Total

PSAV will email your confirmed order back to you. If you do not receive a confirmed order, please call us at 415.614.9002.

If you require an item not listed, please call and speak with one of our representatives for a complete list of available products and services.

Exhibitors Agreement – Please Read

Prices listed are DAILY RATES – charged on a per room/per day basis. All prices and availability subject to change without notice. Repeat delivery and or pick up will result in additional labor costs. Please be present at meeting room at Specified Delivery Times. Onsite orders are subject to a RUSH CHARGE.

CANCELLATIONS : Any order cancelled with less than 24-hrs notice is subject to labor and 1-day rental charge. Any lost, stolen or damaged equipment is the sole responsibility of the renter and renter agrees to pay the full cost to replace equipment.

PREPAYMENT IS REQUIRED ON ALL ORDERS

**Fax completed form to 415.614.9005
OR return Order Form and Credit Card
Authorization to:**
Attn: PSAV
Hilton San Francisco Union Square
333 O'Farrell St.
San Francisco, CA 94102
Office: 415.614.9002



Technology Meets Inspiration

www.psav.com

TOTAL:	
EQUIPMENT SUBTOTAL:	
# OF SHOW DAYS:	
EQUIPMENT SUBTOTAL: (SUBTOTAL X # OF SHOW DAYS)	
22% SERVICE CHARGE: (TOAL X 0.22)	
SUBTOTAL:	
8.5% SALES TAX (SUBTOTAL X TAX)	
Grand Total (SUBTOTAL + TAX)	

TELECOMMUNICATIONS REQUEST FORM
 333 O'Farrell Street, San Francisco, CA 94102
 (415) 771-1400 Fax (415) 202-7000

HOTEL USE ONLY	
TOTAL POSTED	_____
CHECKED OUT	_____
SERVICE MANAGER	_____

Meeting Name _____ Today's Date _____
 Company/Group Name _____
 Contact Name _____
 Street Address _____
 City: _____ State: _____ Zip: _____
 Contact Phone Number _____ Meeting Room or Booth # _____
 Install Date _____ Install Time _____ Disconnect Date _____ Disconnect Time _____

 Method of Payment Check Guest Room Direct Bill Master Account _____
 Credit Card Visa/Mastercard American Express Discover JCB Diners Club
 Credit Card # _____ Expiration Date _____

D.I.D. (DIRECT INWARD DIAL):	Analog line. One time charge for installation _____ x \$300
Voice _____ Fax _____	Single line set included. Local and Long Distance calls are billed separately.
EQUIPMENT AVAILABLE	
SPEAKERPHONE _____ x \$50	MULTILINE SET _____ x \$200
CONFERENCE PHONE _____ x \$300	FEATURES (per key) _____ x \$50
VOICEMAIL (per line) _____ x \$50	(Hunt, Intercom, Speed Dial, Forwarding, Call Transfer)
LATE CHARGE (on-site orders) _____ x \$300	DELUXE MULTILINE SET _____ x \$300
TOTAL CHARGES _____	

Signature _____

Note: Please return this completed form to the attention of Telecommunications Department c/o Hilton SF 333 O'Farrell Street, San Francisco, CA, 94102-2116. This form must be received 5 days prior to the installation date in order to guarantee availability. Any telephone requests received after the required date may not be accommodated and will be subject to a late fee. Prepayment for all services is required before installation is started. Make checks payable to the Hilton San Francisco Union Square and enclose with this form. All telephone calls are charged at the prevailing hotel rate. In the event of loss or damage to equipment, a replacement cost will be applied.

Exhibit Plant & Floral, Co.

San Francisco, CA

Name of Show: _____

Date: _____

Location: _____

CUSTOM DESIGNED ARRANGEMENTS	DESCRIPTION / COLOR	UNIT PRICE	QUANTITY	TOTAL
SPRING FLORAL ARRANGEMENT		65.00		
TROPICAL FLORAL ARRANGEMENT		75.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:		100.00 or 175.00		
FLORAL ARRANGEMENT HEIGHT: WIDTH:				
TROPICAL PLANT AND BLOOMING FOLIAGE				
MUM PLANTS: Yellow ____ White ____ Lavender ____		30.00		
AZALEAS: Pink ____ Red ____		35.00		
BROMELIAD		35.00		
SMALL Ivy ____ Pothos ____		30.00		
LARGE BOSTON FERN		40.00		
3 FOOT TROPICAL PLANT		49.50		
4 FOOT TROPICAL PLANT		59.50		
5 FOOT TROPICAL PLANT		69.50		
CUSTOM TROPICAL PLANTS				
5 FOOT TROPICAL / TOP DRESSED - SMALL IVY AND BLOOMING		125.00		
6 FOOT FICUS TREE / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
6 FOOT PALM / TOP DRESSED - SMALL IVY AND BLOOMING		169.50		
8 FOOT - 16 FOOT TROPICAL PLANT		Price on Request		
CONTAINERS: <input type="checkbox"/> WHITE <input type="checkbox"/> BLACK			SUB-TOTAL	
			DELIVERY, PICK UP & MAINTENANCE 10%	
			GRAND TOTAL	

ALL LIVE GREEN MATERIAL ON RENTAL BASIS ONLY.
ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE CLOSE OF THE SHOW.
 We accept Checks, VISA, MasterCard, and American Express.

Have Exhibit Plant & Floral's Designer call our booth on the following Date/Time: _____

PAYMENT: VISA MASTERCARD AMEX CHECK
 CREDIT CARD #: _____
 EXP DATE: _____ SECURITY CODE: _____
 CARDHOLDER NAME: _____
 AUTHORIZED SIGNATURE: _____
 CREDIT CARD BILLING ADDRESS: _____

 CITY: _____
 STATE: _____ ZIP CODE #: _____

COMPANY NAME: _____
 BOOTH CONTACT: _____
 PHONE#: (_____) _____
 EMAIL: _____
 EMAIL CONFIRMATION COPY EMAIL STATEMENT COPY

Please Remit to:
 P.O. BOX 27846 • HOUSTON, TEXAS 77227
 (713) 627-3409 • FAX (713) 627-3404
 exhibitorservices@exhibitplant.com

International Studies Association

Hilton San Francisco Union Square

April 3 - 6, 2013

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