

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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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:

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.

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
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Need Assistance?

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