



Conference: January 28-31 • Expo: January 29 & 30

General Information

INCLUDED IN YOUR SPACE

Please note that the information below is for 10x10 booth space or larger. For a list of what is included in a Tabletop display, or a Demo Station, please refer to your contract.

Event Management is pleased to provide you with the following complimentary items with your contracted exhibit space:

- 8' high black drape back wall (not provided for island booths)
- 3' high black drape side wall (not provided for island or peninsula booths)
- 7" X 44" booth identification sign
- 5 exhibitor booth staff passes per 10x10 booth space
- 1 complimentary All Access Pass to be picked up onsite at the Exhibitor Registration desk. No need to pre-register for this pass. The pass is transferable amongst members of your group.
- 1 company listing in the online exhibitor list
- Up to 3 product listings with images (maximum width 200px) in the online exhibitor list
- Three (3) free HTML emails to be securely deployed to your customer or prospect lists via our partner Exhibitor Invites
- Free use of the press conference room
- Free copy of pre-registered media list
- Promotion of booth drawings & contests on the website

The following items are NOT included in your raw booth space:

- **Carpet/Flooring** - Exhibitors **MUST** provide carpet or flooring for their booth. . Carpet/Flooring must be ordered for safety and aesthetic purposes. If you do not own carpet/flooring for your booth, you can order online at the GES Espresso site. If you need help ordering, please contact GES at 1-800-475-2098.
- **Electricity, Internet and other utilities** - These services can be ordered using the appropriate forms in the exhibitor manual.
 - Electrical – Order from the GES Espresso site
 - Internet – Order through SmartCity in the Vendor section in GES Espresso