



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

Form Deadline Date:
January 6, 2014

MANDATORY FORM*

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

- ☐ Electrical Forms (For Non-Standard Distribution) - Form E-2
- ☐ Hanging Signs/Truss - Form H-2
- ☐ Truss Lighting - Form H-6
- ☐ Display 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 D-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

- 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: _____)

[illegible]

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.**

Need Assistance?

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