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

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Santa Clara Convention Center
October 26 - 27, 2016

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One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

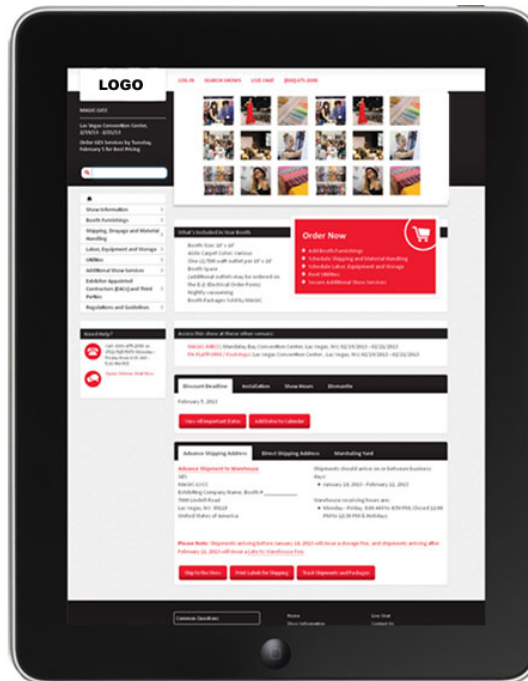
Exhibitors can:

- Order exhibit products and services for multiple booths
- View account order history
- View important show and event information
- Track small packages and inbound shipments
- Download the show schedule into Outlook or iCalendar
- Print shipping labels
- Chat with our award-winning GES National ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/024600474/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process





DEAR EXHIBITOR:

UBM is pleased to produce ARM® TechCon™ 2016. The technical program delivers an at-the-forefront comprehensive forum created to ignite the development and optimization of future ARM-based embedded products. Offering three full days of technical tracks, demonstrations and industry insight from broad and deep levels of industry-leading companies and innovative start-ups.

We are excited to have you participating in our upcoming event at the Santa Clara Convention Center- which is conveniently located in the heart of Silicon Valley and easily accessible via public transportation, including Cal Train and the bus.

WHERE DO I BEGIN?

- **Review Deadlines Section** — Meeting deadlines in a timely manner will help you save money, ensure proper recognition of your participation, and give you the most exposure prior to the event.
- **Read the Rules & Regulations Section** — It is important that **all exhibitors** look over the regulations for the event and the rules regarding booth construction.
- **Event Website & Mobile App-** ALL EXHIBITORS GET TO PUBLISH THE FOLLOWING INFORMATION ON THE EVENT WEBSITE, FOR FREE. THIS INFORMATION IS HOUSED ON THE EXPO TAB, EXHIBITOR LIST.
 - Company name, booth number, address, phone, fax, email, and URL.
 - Company Logo
 - A 50 word company description
 - 3 products description (100 word description for each product) and logo
 - 3 product categories

CLICK HERE TO ACCESS THE EXHIBITOR PORTAL

<https://armtechcon.tech.ubm.com/2016/exhibitorreg>

For reference, don't forget to bring this Exhibitor Service Manual, copies of all your service orders, and proof of payment to the event. If you have any questions about this Exhibitor Service Manual, please contact me. We are excited about the upcoming event and are dedicated to making it successful for everyone! See you in Santa Clara!

Sincerely,

Joey Cruz
Operations Manager
310-445-4206
joey.cruz@ubm.com



	Show Information DEADLINES
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DUE DATE	THINGS TO DO	SECTION	SUBMIT TO
ASAP/varies	Review sponsorship opportunities	Show Information	Your Account Executive
Ongoing	Submit your company and product information for the event website	Show Information	https://armtechcon.tech.ubm.com/2016/exhibitorreg
September 15	EARLY - Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
September 20	Advance shipments may begin arriving at warehouse M-F 8am-3pm	Shipping, Drayage & Material Handling	GES
September 30	Automobile Request Form	Shipping, Drayage & Material Handling	joey.cruz@ubm.com
September 30	Booth Height Variance Request Form	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Submit Hanging Sign Request Form	Labor, Equipment & Storage	joey.cruz@ubm.com & GES
September 30	Submit Peninsula Booth design for approval	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Submit Sellers Permit if selling at event	Regulations & Guidelines	joey.cruz@ubm.com
September 30	Hotel Cut-off Date- Hyatt Regency Santa Clara	Show Information	Hyatt Regency Santa Clara
September 30	Submit Exhibitor Appointed Contractor Forms & Certificate of Insurance if not using GES	Exhibitor Appointed Contractors (EAC's) & Third Parties	joey.cruz@ubm.com & HTTPS://WWW.CERTFOCUS.COM/EXPR ESSO
October 3	Discount deadline-GES orders received with payment	Show Information	GES
October 7	Discount deadline – Computer/Audio Visual Equipment	Additional Show Services	Event Technology Services (ETS)

ARM TechCon

October 11	Discount deadline-Telecom & Internet Service Order Form	Additional Show Services	SmartCity
October 11	Discount deadline - Individual Booth Security	Additional Show Services	Maloney Security, Inc.
October 13	Discount Deadline- Lead Retrieval	Additional Show Services	ITN International
October 19	Last Day for Shipments to arrive at Advance Warehouse without surcharges by 3pm	Shipping, Drayage & Material Handling	GES
October 25	Exhibitor pre-registration closes at 5pm PST	Show Information	https://armtechcon.tech.ubm.com/2016/exhibitorreg
October 24	Direct Shipments can start arriving 1-5pm	Shipping, Drayage & Material Handling	GES



Show Information

GENERAL OVERVIEW

1. EVENT LOCATION

Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054

2. EXPO HOURS

Wednesday, October 26	10:30 am – 6:30 pm
Thursday, October 27	10:30 am – 6:30 pm

3. REGISTRATION HOURS

Monday, October 24	2:00 pm – 7:00 pm
Tuesday, October 25	7:00 am – 6:00 pm
Wednesday, October 26	7:00 am – 6:30 pm
Thursday, October 27	7:30 am – 6:30 pm

4. MOVE-IN OF EXHIBITS

You will be allowed to remain in the hall outside of the hours posted, however there will be no in-and-out privileges.

Monday, October 24	1:00 pm – 5:00 pm
Tuesday, October 25	8:00 am – 5:00 pm
Wednesday, October 26	8:00 am – 9:00 am

All booths must be event-ready by 9:30 am on day of exhibit floor opening. All booths must be in place and all materials must be uncrated and tagged for removal with an “Empty” sticker by 3:00 pm on Tuesday, October 25th so that we may remove empty containers, clean aisles, and lay aisle carpeting. Please see the “Clean Floor Policy” information on the next page.

5. MOVE-OUT/DISMANTLING OF EXHIBITS

Thursday, October 27	6:31 pm – 10:30 pm
Friday, October 28	8:00 am – 1:00 pm

All bills of lading must be completed and turned into the GES Service Desk no later than one hour prior to end of move-out.

Absolutely no dismantling of exhibits is permitted prior to the close of the exhibits floor.

Show Information

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Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024600474/contactus/esm>

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

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

Show Information

Booth Size: 10' x 10'
Backwall Drape: Blue/White/Blue
Sidewall Drape: Blue
Facility Carpet Color: Exhibit Halls - None/ Meeting Rooms & Public Areas - Multi-Color
Aisle Carpet Color: Blue Jay
1 - Booth ID Sign

****Carpet is Mandatory. Please refer to the Carpet Order Form to place order****

Discount Deadline Date

Monday, October 3 GES orders must be received with payment by this date.

Exhibitor Move In

Monday, October 24 1:00 PM - 5:00 PM
Tuesday, October 25 8:00 AM - 5:00 PM
Wednesday, October 26 8:00 AM - 9:00 AM

Show Hours

Wednesday, October 26 10:30 AM - 6:30 PM
Thursday, October 27 10:30 AM - 6:30 PM

Exhibitor Move Out

Thursday, October 27 6:30 PM - 10:30 PM
Friday, October 28 8:00 AM - 1:00 PM

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

Empty Container Return

Thursday, October 27 6:30 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday, October 28 11:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, October 28 1:00 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

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

Shipments should arrive on or between:

September 20 - October 19, 2016
Hours for receiving are Monday - Friday, 8:00 AM - 3:00 PM

Direct Shipments to Show Site:

c/o GES
ARM TechCon
(Your Company Name & Booth Number)
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054
USA

Shipments should arrive on:

October 24, 2016, 1:00 PM - 5:00 PM
October 25, 2016, 8:00 AM - 5:00 PM
October 26, 2016, 8:00 AM - 9:00 AM



Show Information

INCLUDED IN YOUR SPACE

Please note that the information below is for a 10x10 booth space or larger. For a list of what is included in a Turnkey Booth, 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 blue/white/blue drape back wall (not provided for island booths)
- 3' high blue drape side wall (not provided for island or peninsula booths)
- 11 X 17 Booth Identification Sign
- 5 exhibitor badges per 10x10 purchased
- 1 All Access conference pass, transferable (to a fellow employee)
- Company name (exhibitor listing) and logo promoted on the event website
- Up to 3 product listings or 3 product categories on the event website
- Unlimited free admission passes to the exhibition can be downloaded from the ARM® TechCon website for you to send electronically to customers
- Management of press meeting room schedule. Set up your meetings with the media and analysts. Reserve your time slot(s) upon securing space. Meeting slots on a first come first serve basis
- 4 weeks prior to the event, Exhibitors receive the list of media and analysts attending the event – with contact information

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

- **Carpet-** Exhibitors **MUST** provide carpeting for their booth. If you do not own carpet for your booth, a carpet order form and styles available can be found in the **Booth Furnishings** Section of this service manual. Carpet must be ordered for safety and aesthetic reasons. If you need help ordering the correct size, please contact GES at (800) 475-2098.
- **Electricity, Internet and other utilities-** These services can be ordered using the appropriate forms in the **Additional Services** Section.
- **Lead Retrieval-** This service can be ordered using the appropriate forms in the **Additional Services** Section.



Show Information

IMPORTANT CONTACTS EVENT MANAGEMENT

OPERATIONS/EVENT MANAGMENT

Overall Operations Lead

Sara McGinness, Senior Operations Manager
(415) 947-6122

sara.mcginness@ubm.com

Exhibit Operations/Logistics

Joey Cruz, Operations Manager
(310) 445-4206

joey.cruz@ubm.com

Conference Operations

Colleen Kraskiewicz, Operations Manager
(630) 481-1407

colleen.kraskiewicz@ubm.com

Sponsorship & Sponsored Sessions

Samantha Daniel, Operations Specialist
(415) 290-0122

samantha.daniel@ubm.com

Operations Director

Robert Nolen, Operations Director
(310) 445-3732

robert.nolen@ubm.com

REGISTRATION PASSWORD/EVENT GUIDE SUBMISSIONS

Sales Operations

Lauren Lydon, Sales Operations
(310) 445-7426

lauren.lydon@ubm.com



BILLING QUESTIONS

Exhibitor Payment/Billing Questions

Lauren Lydon, Sales Operations
(310) 445-7426
lauren.lydon@ubm.com

SALES CONTACTS

Sales/Sponsorship Opportunities

Abigail Chun, Account Executive
(415) 947-6649
abbey.chun@ubm.com

Alexandra Vogdes, Account Executive
(203) 945-8921
Alexandra.vogdes@ubm.com

Exhibitor Description Fulfillment, Exhibitor Registration

Lauren Lydon, Sales Operations
(310) 445-7426
lauren.lydon@ubm.com

REGISTRATION

Help Desk- Registration and Inquiries
(415) 947-6130 or (800) 441-8826

EVENT MANAGEMENT

Joseph Marks, Events Director
(212) 600-3058
joseph.marks@ubm.com



Show Information

IMPORTANT CONTACTS OFFICIAL SHOW CONTRACTORS

AUDIO/VISUAL & COMPUTER EQUIPMENT

ETS
Event Technology Services
2051 West Walnut Hill Lane
Irving, TX 75038
(972) 756-0100
(877) 387-2850

BOOTH CLEANING

GES
(See Decorator)

CATERING

Aramark
5001 Great America Pkwy
Santa Clara, CA 95054
Phone: (408) 748-7030
Fax: (408) 748-7047

DECORATOR

GES
900 Grier Drive
Las Vegas, NV 89119
Phone: (800) 475-2098 US
Phone: (702) 263-1592
Fax: (866) 329-1437 US
Fax: (702) 263-1520

DRAYAGE, SHIPPING & HANDLING

GES
(See Decorator)

ELECTRICAL

GES
(See Decorator)

FREIGHT- AIR & GROUND

GES
(See Decorator)

FURNITURE

GES
(See Decorator)

HOTEL ACCOMMODATIONS

See hotel contact list in Section 8
for reservations

INTERNET SERVICE

Smart City
5795 W. Badura, Suite 110
Las Vegas, NV 89119
Phone: (888) 446-6911
Fax: (702) 943-6001

LABOR

GES
(See Decorator)

LEAD RETRIEVAL

ITN International
2822 South Redwood Rd.
Salt Lake City, UT 84119
Phone: (801) 336-0050 x104
Fax: 801-406-0040
exhibitorservices@bCard.net

PLANT & FLORAL

Organized Events Plant & Floral
340 Pine Ridge Road
Chattanooga, TN 37405
Phone: (423) 756-9835
Fax: (423) 756-4743

REGISTRATION

UBM Registration
Phone: (415) 947-6130
Toll Free: (800) 441-8826
Fax: (415) 947-6020

SECURITY

Maloney Security
1055 Laurel Street
San Carlos, CA 94070
Phone: (650) 593-0163
Fax: (650) 593-1101

TELEPHONE SERVICE

Smart City
5795 W. Badura, Suite 110
Las Vegas, NV 89119
Phone: (888) 446-6911
Fax: (702) 943-6001



Show Information

FREQUENTLY ASKED QUESTIONS & TIME AND MONEY SAVING TIPS

Q: Will my exhibitor badges be mailed to me?

A: No, badges are not mailed in advance. Instead, your confirmation email will have a QR Code on it. In addition, you will receive a reminder email the weekend before the show, with your QR Code once again. Onsite, scan your Smartphone or the printed confirmation letter with the QR Code at our Mobile Check-In desks. If you do not have your QR Code with you, you can enter your name or email into our registration system onsite, and have your badge printed as well. To obtain your badge, **YOU MUST PRESENT YOUR PHOTO ID** (driver's license or Exhibiting company issued ID card).

Q: When do exhibitors have access to the exhibit floor?

A: Exhibitors with the appropriate exhibitor badge will be allowed access to the exhibit hall starting at 1:00pm on Monday, October 24th. Since registration will not be open at this time, please see security at the entrance to the Exhibit Hall for temporary work passes that are good during move-in only. Since not all of your company's staff and attendees will have appropriate badges for early access to the exhibit floor, **please do not schedule staff meetings or press conference on the exhibits floor before it opens.** On the show days, everyone (including exhibitors) must clear the exhibit floor within 15 minutes after the posted closing time. **Do not schedule meetings in your booth after the exhibit floor closes.**

Q: If I am having difficulties with the rules, a contractor, or union labor, whom should I contact?

A: Prior to arriving on-site, you may contact Joey Cruz, Operations Manager at: (310) 445-4206. On-site, Event Management will be accessible at all times. If you do not find someone in your immediate area, you may find us in the registration area. Please feel free to contact us at anytime.

Q: What do I need to do if I want to hang a banner above my exhibit space?

A: **Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) only,** provided the sign is not objectionable in content and there are no physical constraints at the facility. GES is responsible for the supervision, assembly, installation & removal of all hanging signs. The Hanging Sign Request Form can be found in the **Labor, Equipment & Storage** section of this manual.

Q: What can I carry myself? Can I use a dolly or hand truck?

A: All freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. No parking of private vehicles is allowed at the loading dock entrance. The use of passenger elevators for movement of freight is not allowed. All packages are subject to inspection. Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.



Q: Can I set up my booth by myself?

A: Exhibitors are allowed to set up and/or dismantle their own booths, provided that they use their own bonafide company employees. Exhibitors who wish to employ display houses or exhibit manufacturers to supervise the installation or dismantling of their booth may do so – though you will need to submit the required notification/authorization forms provided in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. Please make sure to submit the required notification/authorization forms provided in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section

Q: How can I save money and avoid "surprise" labor charges?

A: Use GES: As the general service contractor, GES is in a position to offer services that no other exhibitor appointed contractor can. GES will not charge "waiting time" when shipments are delayed. When you use GES labor, you only pay for the hours that are actually worked- starting when your freight is delivered and ready for set-up. There is a misconception that outside labor contractors use superior personnel to work on your exhibit. The reality is that all labor contractors must hire from the same labor pool.

A: If you use an outside contractor: Do not schedule your labor too early- you will be charged, even if your freight is not yet in the booth. For example, if you have an approximate unloading time of 10am-1pm, schedule your labor to begin at 1 pm.

Q: What is Lead Retrieval?

A: Lead retrieval allows exhibitors to capture information about each attendee that visits their booth and qualify leads in real-time. Attendees' demographic information is stored on their badge, and stored by lead retrieval machines rented by exhibitors. A variety of lead retrieval units are provided by ITN International, the official lead retrieval vendor. The lead retrieval order form can be found in the **Additional Show Services** section.

HOTELS

Each year, UBM works with local hotels to offer attendees and exhibitors the best rates possible. To help make coordinating your trip easy, you have the option to book individual or group reservations.

A complete list of hotels is located on the ARM® TechCon website. Please call the hotel directly to book your room, and mention that you are part of ARM® TechCon.

DRAYAGE/MATERIAL HANDLING

Q: What is Drayage/Material Handling?

A: Drayage and Material Handling are one in the same. It involves 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. For more information see the **Shipping, Drayage & Material Handling** section.



The unloading of trucks/trailers/vans must be done by union personnel. **The only exception is when the material can be hand-carried by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.**

You will save money on drayage if you ship through GES Logistics. For more information see the **Shipping, Drayage & Material Handling** section.

SHIPPING

There are 2 ways to get your freight to the event:

1. **Ship in Advance to the GES Warehouse**

This is the preferred way of shipping your materials! Make sure to send the freight to arrive at the warehouse between September 20th – October 19, 2016. GES will then deliver your shipment to the Santa Clara Convention Center on the scheduled move-in days.

2. **Ship Directly Onsite**

Deliveries will be accepted starting on **Monday, October 24th**. If you ship directly to the Santa Clara Convention Center before **Monday, October 24th**, your shipment will be returned to sender.

We will **NOT** be using a Marshaling Yard to accept deliveries this year. All direct shipments should be shipped to the Santa Clara Convention Center at 5001 Great America Parkway, Santa Clara, CA 95054.

Here's a summary of how it works:

All carriers and vehicles must check in at the Convention Center along with a certified weight certificate and Bill of Lading.

At the Convention Center drivers are dispatched to the appropriate dock as space is available. **Waiting time at the Convention Center Check-in should be anticipated by your carrier!**

For more detailed information, please see the **Shipping, Drayage & Material Handling** section of the manual. If you have any question regarding your inbound freight arrangements, please contact GES at (702) 515-5970.

Q: How can I save money and avoid “surprise” charges on freight?

A: Ship to the advanced warehouse: By shipping in advance to the warehouse, you avoid misplaced packages/pallets/crates and will ensure your freight arrives to the show on time. Make sure to send the freight to arrive at the warehouse before the deadline date.

A: Pack your freight correctly: If your freight requires special handling, you will incur extra fees. In order to avoid these, make sure that your freight is crated, and does not require special unloading (ground unloading, side door unloading, constricted space unloading). Freight should not be stacked, nor should it be mixed on the truck (various exhibitors' freight mixed together). Multiple shipments/delivery areas will incur additional charges, as well.

General Information

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

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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/024600474/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/024600474/contactus/esm>

GES Servicenter® is onsite to place any last minute orders and provide show information while at showsite.

Exhibitor Services

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

Tips for New Exhibitors

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

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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be onsite at your show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of October 3, 2016 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/024600474/esm>

Details Matter When Shipping

Material Handling is the unloading of your exhibit materials. The service includes delivery to your booth, handling of empty containers to and from storage and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost to transport your exhibit material to and from the event.

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/024600474/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/024600474/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

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

Global Experience Specialists, Inc. (GES)
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

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

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

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated

No Tipping Required

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is not allowed.

Where Did My Crates Go?

After your exhibit is set-up and your products displayed, you must place "empty" stickers on your empty containers for storage during the show. At show site a kiosk with a floor plan and color coded "empty" stickers will be available. Crews will clear the floor of all "empty" stickered containers to clear room for other freight.

- Simply write your booth number, company and show name on the sticker and place the container in the aisle. It will be stored throughout the exposition and then returned to your booth upon show close.
- Place stickers on all 4 sides of the crate.
- Please label your empty containers as soon as possible to keep your area clear and make it easier to prepare your booth.

Don't Forget to Take Out the Trash

Exhibitors planning on disposing of booth properties and/or floor covering at the end of the show should pre-order this service. In the event that excessive booth properties and/or floor covering are abandoned/left on the floor at the conclusion of a move-out, a dumpster fee will be billed to the exhibiting company.

Keeping Up Appearances

Pay close attention to your booth size when ordering items based on booth sq. footage or quantity of decorating items. Please do not order more than what will comfortably fit in your space.

- Exhibitors that order two (2) – standard pre-cut carpet pieces should keep in mind that there will be a visible seam where the pieces of carpet are placed together. GES cannot guarantee that carpet colors will be an exact match due to dye lot differences.
- Order just enough carpet to fit your standard booth space. A 10' x 10' booth should not order 10' x 20' carpet.
- We custom cut carpet to fit your needs.

It's All About the Padding

Ordering carpet for your booth? Think about what kind padding you need if you are going to be on your feet a lot. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/024600474/carpet/esm>

Electrical Outlets Not Included

Need power for that Lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/024600474/electrical>



Reminder

- Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

If labor is needed for your booth space at the time of move-in, you will also need labor for move-out. Remember, what you put up must be taken down.

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

Labor Services: <http://e.ges.com/024600474/LaborandEquipment/esm>

072916 024600474

G-10 031716



Show Information

SECURITY TIPS

Event Management will provide 24-hour perimeter access control throughout the show, but **assumes no liability for loss or damage to exhibitor's property**. Event Management does not carry insurance on exhibitor's materials or displays.

Exhibitors are responsible for extending a rider on their present insurance policy to cover damage or theft of their materials or displays while in transit to and from, and during the event. For additional protection, you may wish to hire a security guard for your booth. Please see the form in the **Additional Show Services** section.

Here are more suggestions for protecting your display:

- Do not mark the outside of your shipping cartons with the contents—use a code.
- Furnish your shipping company with an accurate and complete bill of lading.
- Do not leave materials in containers to be stored with empties.
- Whenever the exhibit floor is closed or your booth is unattended, remove valuable items or secure them in a safe place.
- Do not leave valuable exhibit materials or proprietary information under tables or behind displays when the exhibit floor is closed.
- When the exhibit floor closes, pack as quickly as possible and do not leave your display unattended.
- During move-out, remain with your display and equipment until it has been packed and ready to ship.
- Prior to shipping, insure your shipment with your designated shipper.

Please Note: Move-out begins on Thursday, October 27th at 6:31 pm and continues through Friday, October 28th at 1:00 pm. It is highly advisable that exhibitors pack and remove all small and valuable portions of their display on Thursday evening.



Show Information

GLOSSARY OF TRADESHOW TERMS

ADVANCE ORDER - An order for show services sent to the contractor prior to the discount deadline date

ADVANCE WAREHOUSE – Shipments sent to the GES warehouse for up to 30 days prior to move-in

AIR FREIGHT - Materials shipped via an airplane

AIR WALLS - Movable barriers that partition large areas. May be sound resistant, but not necessarily soundproof

AISLE CARPET – Carpet laid in aisles between booths. Color to be determined by Show Management

AISLE SIGNS - Signs, usually suspended, indicating aisle numbers or letters

ARM LIGHTS – A light with an extended arm, typically clamp on

AUDIOVISUAL (AV) - Equipment, materials and teaching aids used in sound and visual

BACKLOADER - Truck which loads from back opening door

BACKWALL - Panel arrangement at rear of booth area

BACKWALL BOOTH - Perimeter booth

BAFFLE - Partition to control light, air, sound or traffic flow

BANNER – A horizontal or vertical sign made out of foam core, vinyl or magnetic materials, hung over a structure for promotional purposes

BILL OF LADING - Document or form listing goods to be shipped

BLANKET WRAP - Non-crated freight shipped via van line covered with protective blankets or padding

BONE YARD - Equipment storage area at show site



BOOTH CARPET / PADDING – Carpet and padding purchased by the exhibitor, used to enhance the exhibit look and feel

BOOTH NUMBER - Number designated to identify each exhibitor's space

CANOPY - Drapery, awning or other roof-like covering

CAPACITY - Maximum number of people allowed in any given area

CARTLOAD SERVICE - the amount of materials that would fit into the trunk of a standard passenger car and has a total weight of less than 250 lbs

CHERRY PICKER (also Condor Lift, Scissor Lift) - Equipment capable of lifting a person(s) to a given height

COLUMN - A pillar in an exposition facility that supports the roof or other structures

COMMON CARRIER – Transportation Company, which handles crated materials

CONSIGNEE - Person to whom goods are shipped

CONTRACTOR - One who contracts to supply certain services or materials

CORKAGE - The charge placed on beer, liquor and wine brought into the facility but purchased elsewhere. The charge sometimes includes glassware, ice and mixers

CRATED FREIGHT – Containerized freight, items shipped in protective containers

CROSS BAR - Rod used in draping or as a support brace

CUT & LAY - Installation of carpet other than normal booth or aisle size

CWT. – Hundred weight. Weight measurement for exhibit freight. Usually 100 pounds

DECORATING - Dressing up exhibition with carpet, draping, plants, etc.

DECORATOR - General Contractor or Service Contractor



DIRECT BILLING - Accounts receivable mailed to individuals or firms with established credit

DIRECT TO SHOWSITE – Shipments sent directly to CES show location

DISMANTLE - Take-down and removal of an exhibit

DISPLAY BUILDER - Company that fabricates displays

DOCK - A place where freight is loaded onto and taken from vehicles. (also see **LOADING DOCK**)

DOLLY - Low, flat, usually two feet square platform on four wheels used for carrying heavy loads

DRAYAGE – See “Material Handling”

DUPLEX OUTLET - Double electrical outlet

EAC – Exhibitor Appointed Contractor; a third party contractor performing services like installation, dismantling, booth design, etc.

ELECTRICAL CONTRACTOR - Company contracted by show management to provide electrical services to the exhibitors

EXCLUSIVE CONTRACTOR - Contractor appointed by show or building management as the sole agent to provide services (also see **OFFICIAL**)

EXHIBIT BOOTH - Individual display area constructed to exhibit products or convey a message

EXHIBIT DIRECTORY - Program book for attendees listing exhibitors and exhibit booth location

EXHIBIT MANAGER - Person in charge of an individual exhibit booth

EXHIBITOR SERVICES EXECUTIVE – GES Exhibitor Services personnel responsible for pre-show contact with exhibitors and on-site service

EXHIBITOR SERVICE CENTER – A centralized area where representatives of various show services can be contacted or located

FIRE EXIT - Door, clear of obstructions, designated by local authorities for egress



FIRE RETARDANT - Term used to describe a finish (usually liquid) which coats materials with a fire resistant cover

FLAME PROOF - Term used to describe material, which is or had been, treated to be fire retardant

FLOOR MANAGER - Person retained by show management to supervise exhibit area and assist exhibitors

FLOOR MARKING - Method of marking booth space

FLOOR ORDER - Goods and/or services ordered on-site

FLOOR PLAN - A map showing layout of exhibit spaces

FOAM CORE - Lightweight material with a styrofoam center used for signs, decorating and exhibit construction

FORK LIFT - Vehicle with power- operated pronged platform for lifting and carrying loads

FREIGHT - Exhibit properties, products and other materials shipped for an exhibit

FREIGHT DOOR – A large door located on the perimeter of an exhibit hall that accommodates large trucks and freight management operations

FREIGHT FORWARDER – Shipping company

FULL BOOTH COVERAGE – Carpet covering entire area of booth

GARMENT RACK - Frame that holds apparel

GEM WALL – Temporary wall panels used to build booths, rooms and custom structures

GENERAL CONTRACTOR – Company that provides all services to exhibition management and exhibitors: GES is the official general service contractor

GOBO LIGHT- A stenciled light which projects an image on to a wall or other surface

GUARANTEE - The number of food/beverage servings to be paid for, whether or not they are actually consumed: usually required 48-72 hours in advance



HAND TRUCK - Small hand-propelled implement with two wheels and two handles for transporting small loads

HARDWALL BOOTH – Booth constructed with plywood or similar material as opposed to booth formed by drapery only

HEADER - 1. Fascia. 2. Overhead illuminated display sign

HOSPITALITY SUITE - Room or suite used to entertain guests

I & D - Install and Dismantle

I.D. SIGN - Booth identification sign

ILLUMINATIONS - Lighting available in hall, built into exhibit or available on a rental basis

INFRINGEMENT - Use of floor space outside exclusive booth area

INHERENT FLAME PROOF – Material that is permanently flame resistant without chemical treatment

INVOICE – Itemized list of goods and services specifying the price and terms of sale

INSTALLATION - Setting up exhibit booth and materials according to instructions and drawings

ISLAND BOOTH - An exhibit space with aisles on all four sides

KIOSK - Free standing pavilion or light structure

LABOR - Refers to contracted workers who perform services

LABOR DESK - On-site area from which service personnel are dispatched

LEADMAN – Teamster or Electrician supervising a crew

LIGHT BOX - Enclosure with lighting and translucent face of plastic or glass

LINEAR BOOTH - Any booth that shares a common back wall and abuts other exhibits on one or two sides



LOADING DOCK - Area on premises where goods are received

LOCK-UP - Storage area which can be locked up

LTL – Less than truckload

MARSHALING YARD - Check-in area for trucks delivering exhibit material

MATERIAL HANDLING - The unloading of your shipment, transporting it to your booth, storing and returning your empty crates and cartons and reloading your shipment at the close of the show (also called Drayage)

MEANS OF EGRESS – An approved stairway or ramp constructed to the specification of the fire code used for access and exiting

MODULAR EXHIBIT – Exhibit constructed with interchangeable components

MOVE-IN - Date set for installation. Process of setting up exhibits

MOVE-OUT - Date set for dismantling. Process of dismantling exhibits

MYLAR - Trade name for plastic material

NET SQUARE FEET - The amount of space occupied by exhibits in a facility, not including aisles, columns, registration area, etc.

NO FREIGHT AISLE - Aisle that must be kept clear at all times during set-up and dismantles. Used to deliver freight, remove empty boxes and trash, and in case of emergency.

NOISE DECIBEL – A unit for measuring the relative loudness of sounds.

OFFICIAL CONTRACTOR – General contractor or decorator

ON-SITE ORDER - Floor order placed at show site

ON-SITE REGISTRATION - Process of signing up for an event on the day of, or at the site of the event



O.T. LABOR - Work performed on overtime. Work performed before 8 a.m. and after 5 p.m., Monday through Friday and all hours on Saturday, Sunday and Holidays

PAD-WRAPPED (BLANKET WRAP) – Non-crated freight shipped via van line covered with protective padding or blankets

PADDED VAN SHIPMENT – Shipment of crated or uncrated goods such as product or display material.

PALLET - Wooden platform used to carry goods (Also SKID)

PEGBBOARD PANEL - Framed panel of perforated hardboard

PENINSULA BOOTH - Exhibit space with aisles on three sides

PERIMETER BOOTH - Exhibit space located on an outside wall

PIPE AND DRAPE - Tubing with drapes which separate exhibit booths

PRE-REGISTERED - Reservation that has been made in advance with necessary paperwork

PRESS ROOM - Space reserved for media representatives

PRIVATE SECURITY – Security personnel hired from a privately operated company

PROMOTIONAL OPPORTUNITY – The ability to use advertising to create additional publicity

PRO-NUMBER - Number assigned by the freight forwarders to a single shipment used in all cases where reference is made to the shipment

QUAD BOX - Four electrical outlets in one box

RAIL - Low drape divider between exhibit booths (also see SIDE RAIL)

REAR-LIT - Method of lighting transparency from behind
REGISTRATION - Process by which an individual indicates their intent to attend a tradeshow

RENTAL BOOTH - Complete booth package offered to exhibitors on a rental basis

RISER - A platform for people or product



SECURITY CAGES - Cages rented by exhibitors to lock up materials

SCRIM – Light weight, loosely woven covering or cloth used for decorative purposes

SERVICE CHARGE - Charge for the services of waiters, waitresses, housemen, technicians and other food function personnel

SHOP - Service contractor's main office and warehouse

SHOWCARD - Material used for signs

SHOWCASE - Glass enclosed case for articles on display

SHOW MANAGER - Person responsible for all aspects of exhibition

SHOW OFFICE - Management office at exhibition

SHRINK-WRAP - Process of wrapping loose items on pallet with transparent plastic wrapping

SIDE RAIL - Low divider wall in exhibit area

SKIRTING - Decorative covering around tables and risers

SPACE ASSIGNMENT - Booth space assigned to exhibiting companies

SPACE RATE - Cost per square foot for exhibit area

SPECIAL HANDLING - Applies to display and/or product shipment requiring extra labor, equipment or time in delivery to booth area

STAGING AREA - Area adjacent to main event area for setup, dismantling and temporary storage

STANCHIONS - Decorative posts that hold markers or flags to define traffic areas. Ropes or chain may be attached

S.T. LABOR – Work performed on straight-time. Work performed 8 a.m. to 5 p.m. Monday through Friday



SUPPLEMENTAL INVOICE – An additional invoice for services after initial invoicing has taken place

TEAMSTER – Union member that handles all material in and out of the hall for all non-electrical functions

TENT – Portable canvas shelter for outside

TIME & MATERIALS – Method of charging for services on a cost-plus basis

TRAFFIC FLOW - Movement of people through an area

TRUSS – A collection of structural beams forming a rigid framework

TURN KEY BOOTH - A pre-packed, linear booth consisting of standard furniture, sign and carpet.

UNCRATED FREIGHT – Items shipped outside of protective containers, typically shipped either loosely loaded and/or pad wrapped in trailers

UNION - An organization of workers formed for mutual protection and for the purpose of dealing collectively with their employer in wages, hours, working conditions and other matters pertaining to their employment

UNION STEWARD - On-site union officials

VELCRO - Material used for fastening

VISQUEEN - Transparent plastic cover

WASTE REMOVAL - Removal of trash from the building

Payment and Credit Card Charge Authorization

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite		Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES. **Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/024600474/item/2222>**
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # 702-263-2795 or 702-914-5112	Global Experience Specialists, Inc. (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road, Concord, CA 94520 USA
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility, and booth number
- Date and amount of wire transfer
- Bank and country where transfer originated

Credit Card Charge Authorization (Required for All Forms of Payment)

All information must be provided. Your order will not be processed if any information is missing. We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.

Cardholder Name - Please Print

Billing Address

City

State

Zip/Postal Code

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Please
Sign

X

Cardholder Signature

Cardholder Name - Please Print

Date

Check Number

Total Check
Payment

Total Credit
Card Payment

MM/DD/YY

Check Dated

\$

\$

Review and Return

Credit Card Payments Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Check Payments Return to Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693



Domestic Third Party Billing Request

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Postal Code

Phone

Fax

Contact's Email Address

Please
Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Booth Cleaning ☐ Exhibit Systems ☐ GES Logistics ☐ I & D Labor ☐ Forklift Labor ☐ Material Handling
☐ Plumbing ☐ Rental Carpet ☐ Rental Furniture ☐ Signs
☐ Other (Please Specify) _____

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Postal Code

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Postal Code

Account Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please
Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



International Third Party Billing Request

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Postal Code

Phone

Fax

Contact's Email Address

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please
Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization and submit with this form if third party is not to be invoiced for all services.

☐ Booth Cleaning

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Plumbing

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Postal Code

Phone

Fax

Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City

State

Zip/Postal Code

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please
Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events and have advised all of my AGENTS of the same.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents. If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520




Carpet

Standard

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

Includes:

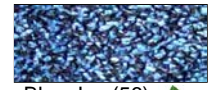
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)




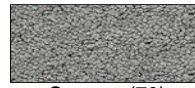
Red (49)

Plush

26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

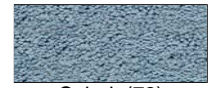
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



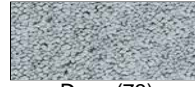
Cement (70)



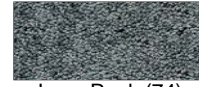
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



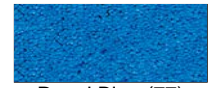
Navy (75)



Onyx (76)



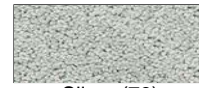
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

Ultra Plush

50 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

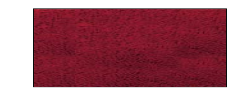
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



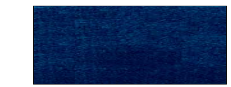
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturer's specifications.

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Carpet Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



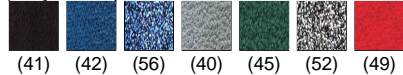
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 Sq. Ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 Sq. Ft. order required.)

Carpet

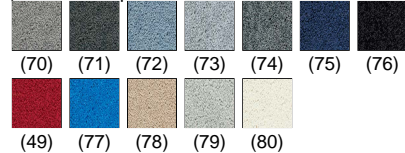
13 oz. Color Options

(Gray will be provided if no color is indicated below)



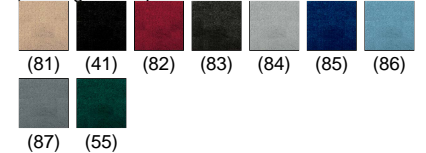
26 oz. Plush Color Options

(Dove will be provided if no color is indicated below)



50 oz. Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		225.25	340.25		\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		456.00	683.25		\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		684.00	1,026.00		\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		5.70	8.40		\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		8.60	12.95		\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		10.20	15.35		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	2.49	3.75		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	1.25	1.86		8.75	\$

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged 50% of original price after move-in begins and **100%** of original price after installation.

Carpet Package Order Form

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ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



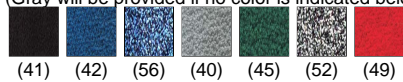
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.

Carpet Packages

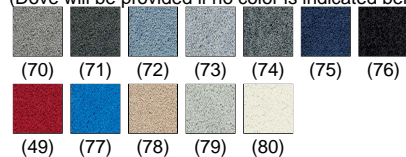
13 oz. Color Options

(Gray will be provided if no color is indicated below)



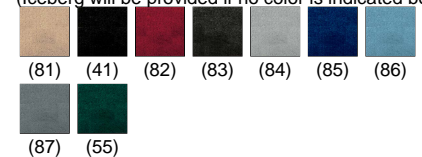
26 oz. Plush Color Options

(Dove will be provided if no color is indicated below)



50 oz. Ultra Plush Color Options

(Iceberg will be provided if no color is indicated below)



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
400021	13 oz. Carpet Package, Per Sq.Ft.		8.15	12.16		\$
	Includes 10% Off: 13 oz. Standard Custom-Cut Carpet, Padding, Visqueen and 2 Day(s) Cleaning.					
400022	26 oz. Plush Carpet Package, Per Sq.Ft.		10.76	16.25		\$
	Includes 10% Off: 26 oz. Plush Custom-Cut Carpet, Padding, Visqueen, and 2 Day(s) Cleaning.					
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.		12.19	18.41		\$
	Includes 10% Off: 50 oz. Ultra Plush Custom-Cut Carpet, Padding, Visqueen, and 2 Day(s) of Cleaning.					

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

Cancellation Policy: Custom Size Booth Carpet cancelled after being cut will be charged **100%**. All other carpet cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.

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Furniture and Accessories

Chairs



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

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



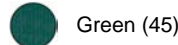
Burgundy (43)



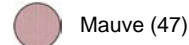
Gold (46)



Gray (40)



Green (45)



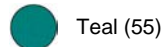
Mauve (47)



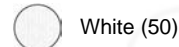
Purple (48)



Red (49)



Teal (55)



White (50)

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Furniture and Accessories

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



300120 - Sign Holder, Bell
Base



300108 - Sign Holder,
Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler,
Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Furniture and Accessories Order Form

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ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



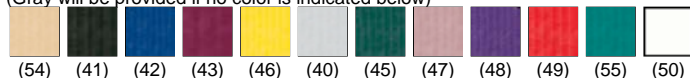
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/024600474/furnishings/esm>

Furniture and Accessories

Skirt and Drape Color Options

(Gray will be provided if no color is indicated below)



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	141.00	212.25		\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	133.00	199.50		\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	90.75	137.00		\$
300053	Stool, Contemporary, 17"W 18"D 48"H	150.75	227.50		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300057	Table, Rectangle, 24"x36"x30" High	116.25	174.50		\$
300056	Table, Square, 24"x24"x30" High	107.75	161.50		\$
300059	Table, Starbase, 30" Diameter x 40" High	251.00	375.75		\$
300058	Table, Starbase, 40" Diameter x 30" High	251.00	375.75		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		166.00	248.50		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		192.75	289.25		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		219.50	328.75		\$
3072	Table Skirt Only, 8'		47.00	47.00		\$
3007	Table, Skirt 4th Side		48.75	73.00		\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	132.75	199.00		\$
300600	Table 6', Unskirted, 24" x 30" High	154.25	231.00		\$
300800	Table 8', Unskirted, 24" x 30" High	175.25	263.00		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		201.25	302.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		227.75	341.50		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		254.00	381.50		\$

Form Continues on Next Page




Furniture and Accessories Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

3075	Counter Skirt Only, 8'		47.00	47.00		\$
3017	Counter, Skirt 4th Side		48.75	73.00		\$
 Select size: 6' Counter _____ 8' Counter _____						

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	161.25	241.50		\$
301600	Counter 6', Unskirted, 24" x 42" High	182.00	273.00		\$
301800	Counter 8', Unskirted, 24" x 42" High	203.75	305.00		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	63.00	94.75		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	44.50	66.75		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	81.25	121.50		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	63.00	94.75		\$



Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		18.75	28.50		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		22.15	33.00		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300082	Display Case 6', Full View	664.25	996.25		\$
300083	Display Case 6', Half View	664.25	996.25		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	5.35	8.00		\$
300127	Aisle Stanchion, Tensa	52.25	52.25		\$
300123	Aisle Stanchion, without Chain	53.50	80.00		\$
300103	Aluminum Easel	72.25	108.50		\$
300111	Bag Stand	99.50	149.75		\$
300102	Coat Rack	99.50	149.75		\$
300104	Garment Rack	99.50	149.75		\$
300106	Literature Rack	169.50	254.50		\$
300201	Pegboard, White, 4'x8'	189.75	284.75		\$
 Select alignment: Horizontal _____ Vertical _____					
305182	Refrigerator, White, 20"L 22"D 33"H	396.00	593.50		\$
300131	Security Cage, Large, without Lock	553.00	830.00		\$
300132	Security Cage, Small, without Lock	368.00	552.25		\$
300120	Sign Holder, Bell Base	90.50	136.25		\$
300108	Sign Holder, Chrome, 22"x28"	90.50	136.25		\$
300211	Tackboard, 4'x8'	200.00	300.25		\$
 Select alignment: Horizontal _____ Vertical _____					
300112	Ticket Tumbler, Small, Table Top	155.50	234.25		\$

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Furniture and Accessories Order Form

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Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

Accessories

300113	Wastebasket	21.25	33.00		\$
300118	Waterfall Stand	99.50	149.75		\$

Electrical Outlets Not Included

Need power for that lamp, display case, or refrigerator in your booth? Order electrical outlets separately for your booth space through GES.

Electrical Equipment Rental: <http://e.ges.com/024600474/electrical/esm>



Reminder

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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

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Specialty Furniture

Seating - Sofas and Loveseats



305321 - Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H



305322 - Key Largo Sofa, Black Fabric, 79"L 35"D 34"H



305262 - Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H



305364 - Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H



305362 - Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H



305217 - Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H



305264 - Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"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



305265 - Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H



305261 - Sofa, Naples, Black Vinyl, 87"L 30"D 28"H



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



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



305268 - Sofa, Tangiers, 78"L 37"D 36"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.

Specialty Furniture

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H



305072 - Chair, Barcelona, Black, 30"L 31"D 35"H



305073 - Chair, Barcelona, White, 30"L 30"D 31"H



305266 - Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H



305263 - Chair, Naples, Black Vinyl, 36"L 30"D 28"H



305220 - Chair, Roma, White Vinyl, 37"L 31"D 33"H



305269 - Chair, Tangiers, 34"L 37"D 36"H



305070 - Chair, Tub, Key West, Black, 31"L 31"D 31"H



305267 - Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H



305320 - Key Largo Chair, Black Fabric, 35"L 35"D 34"H



305363 - Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H



305222 - Roma Chair, Powered White Vinyl, 37"L 31"D 33"H

Seating - Chairs



305152 - Chair, Altura, Guest, 25"L 20"D 34"H



305041 - Chair, Berlin, Black/White, 18"L 22"D 32"H



305042 - Chair, Berlin, Red/White, 18"L 22"D 32"H



305110 - Chair, Brewer, Black, 20"L 20"D 32"H



305260 - Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H



305285 - Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H



305232 - Chair, Fusion, Red/White, 18"L 21"D 32"H



305079 - Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H



305111 - Chair, Jetson, 19"L 18"D 31"H



305271 - Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D



305149 - Chair, Luxor, Guest, 27"L 28"D 40"H



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H



305108 - Chair, New York, 23"L 32"D 33"H



305284 - Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H



305272 - Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H



305250 - Chair, Wendy, Clear Acrylic, 15"L 20"D 36"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.

Specialty Furniture

Seating - Ottomans



305096 - Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H



305097 - Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H



305277 - Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H



305278 - Ottoman, Bench, White Vinyl, 60"L 20"D 18"H



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



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



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



305280 - Ottoman, Square Seat, Black, 34"L 34"D 15"H



305279 - Ottoman, Square Seat, White, 34"L 34"D 15"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



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



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



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



305305 - Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"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.



305309 - Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H



305307 - Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H



305308 - Pro Executive Mid Back Chair, White, 24"L 22"D 40"H



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

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Specialty Furniture

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



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



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



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



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



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



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



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



305259 - Christopher Barstool, 19"L 15"D 41"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue

Tables - Cafe



305315 - 30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RND 29"H



305318 - 30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 29"H



305067 - G30 Cafe Table, Powered White Top, 72"L 26"D 30"H



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



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

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Specialty Furniture



305159 - Table, Cafe, Graphite/Hydraulic Base, 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/Hydraulic Base, 30" Round 29"H



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



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



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



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Hydraulic Base, 30" Round 29"H



305283 - Table, Cafe, White Laminate/Black Base, 36" Round 29"H



305301 - Table, Cafe, White Laminate/Hydraulic Base, 36" Round 29"H

Tables - Bar



305316 - 30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30" RND 45"H



305317 - 30" Round Bar Table w/ Hydraulic Base, Orange Top, 30" RND 45"H



305071 - G30 Bar Table, Powered White Top, 72"L 26"D 42"H



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



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



305145 - Table, Bar, Graphite/Hydraulic Base, 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/Hydraulic Base, 30" Round 42"H



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



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



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



305286 - Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H



305302 - Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H



305287 - Table, Bar, White Laminate/Black Base, 36" Round 42"H



305303 - Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H

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Specialty Furniture

Tables - Cocktail



305189 - G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H



305188 - Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H



305187 - Sydney Powered Cocktail Table, White, 48"L 26"D 18"H



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



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



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

Tables - End Tables



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



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



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



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



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16" Round 17"H

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Specialty Furniture

Conference Tables



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



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 42"D 29"H



305029 - Table, Conf., Graphite, 96"L 48"D 29"H



305033 - Table, Conf., Mahogany, 120"L 42"W 29"H



305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H



305031 - Table, Conf., Mahogany, 72"L 42"W 29"H



305032 - Table, Conf., Mahogany, 96"L 42"W 29"H



305177 - Table, Conf., Manhattan, 42" Round 29"H



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H



305281 - Table, Conf., White Laminate, 42" Round 29"H



305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H

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Specialty Furniture

Tables - Martini Bar



305004 - Table, Bar, Martini 3 pc., 100"L 100"D 47"H



305003 - Table, Bar, Martini, 50"L 50"D 47"H

Product Display



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



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



305297 - Pedestal, Powered Locking, Black, 24"L 24"D 30"H



305295 - Pedestal, Powered Locking, Black, 24"L 24"D 42"H



305298 - Pedestal, Powered Locking, White, 24"L 24"D 30"H



305296 - Pedestal, Powered Locking, White, 24"L 24"D 42"H

Office and Utility Furniture



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



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



305294 - Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H



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

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Specialty Furniture

Lamps



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



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

Accessories



305380 - Charging
Adapter, Black, 33"L



305381 - Charging
Adapter, White, 33"L

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Specialty Furniture Order Form

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ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/024600474/furnishings/esm>

Specialty Furniture

Link to view images: <http://ges.com/ecommerce/info/B1-Brochure-CORE.pdf>

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	643.75	965.75		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	699.75	1,045.25		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	445.50	668.25		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,159.25	1,738.75		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,345.50	2,018.25		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,345.50	2,018.25		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,264.00	1,896.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,529.75	2,295.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	793.00	1,193.50		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	520.50	781.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	564.50	847.50		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	939.00	1,411.25		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	695.75	1,043.75		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	481.00	722.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	623.00	935.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	847.00	1,270.50		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	901.00	1,351.25		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	290.25	436.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	376.00	564.50		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	581.75	873.25		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	339.50	510.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	409.00	613.50		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	360.00	540.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	560.00	840.50		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	869.50	1,304.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	869.50	1,304.00		\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	322.00	482.75		\$



Specialty Furniture Order Form

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Seating - Chairs

305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	130.00	195.25		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	130.00	195.25		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	160.50	241.50		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	110.25	166.00		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	74.00	111.50		\$
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	160.75	240.75		\$
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	160.75	240.75		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	160.75	240.75		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	234.75	351.50		\$
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	337.00	505.50		\$
305111	Chair, Jetson, 19"L 18"D 31"H	213.25	319.75		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	377.00	565.75		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	354.25	532.25		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	389.00	583.75		\$
305108	Chair, New York, 23"L 32"D 33"H	219.50	328.75		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	154.25	231.25		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	236.75	355.50		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	110.25	166.00		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	477.25	716.25		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	477.25	716.25		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	342.75	514.25		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	342.75	514.25		\$
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	115.75	173.50		\$
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	110.25	165.75		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	265.75	398.75		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	98.50	147.75		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	98.50	147.75		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	140.00	210.00		\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	158.00	237.00		\$
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	390.25	585.50		\$
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	372.50	559.25		\$



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Seating - Office and Utility Seating

305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	264.75	397.50		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	438.50	657.75		\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	399.50	599.25		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	326.00	489.50		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	632.50	949.00		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	468.75	703.75		\$
305043	Stool, Drafting, 25"L 26"D 34"H	230.00	345.25		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	341.50	512.25		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	341.50	512.25		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	341.50	512.25		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	341.50	512.25		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	172.50	258.25		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	172.50	258.25		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	221.75	333.00		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	229.75	345.00		\$
305011	Barstool, Jetson, Black, 18"L 19"D 29"H	285.00	427.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	106.00	159.75		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	106.00	159.75		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	106.00	159.75		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	106.00	159.75		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	314.50	472.25		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	314.50	472.25		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	136.00	204.75		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	418.00	626.50		\$
305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	381.00	571.50		\$
305259	Christopher Barstool, 19"L 15"D 41"H	344.75	517.50		\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305315	30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RN	411.00	616.75		\$
305318	30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 2	411.00	616.75		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,283.50	1,925.00		\$
305162	Table, Cafe, Blue/Black, 30" Round 29"H	242.50	362.75		\$
305154	Table, Cafe, Blue/Hydraulic Base, 30" Round 29"H	322.50	483.75		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	242.50	362.75		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	282.25	423.75		\$
305156	Table, Cafe, Graphite/Hydraulic Base, 30" Round 29"H	322.50	483.75		\$
305159	Table, Cafe, Graphite/Hydraulic Base, 36" Round 29"H	383.25	575.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	242.50	362.75		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	282.25	423.75		\$



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Discount Deadline Date:
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Company Name _____ Email _____ Phone Number _____

Tables - Cafe					
305157	Table, Cafe, Maple/Hydraulic Base, 30" Round 29"H	322.50	483.75		\$
305160	Table, Cafe, Maple/Hydraulic Base, 36" Round 29"H	383.25	575.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	242.50	362.75		\$
305153	Table, Cafe, Red/Hydraulic Base, 30" Round 29"H	322.50	483.75		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	185.25	278.50		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Base, 30" Round 29"	233.75	350.25		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	169.25	253.75		\$
305301	Table, Cafe, White Laminate/Hydraulic Base, 36" Round 29"H	229.25	344.00		\$

Tables - Bar					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305316	30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30"RND	411.00	616.75		\$
305317	30" Round Bar Table w/ Hydraulic Base, Orange Top, 30"RND 45	411.00	616.75		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,676.75	2,515.00		\$
305131	Table, Bar, Blue/Black, 30" Round 42"H	251.50	376.75		\$
305140	Table, Bar, Blue/Hydraulic Base, 30" Round 42"H	328.75	493.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	251.50	376.75		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	310.25	465.25		\$
305142	Table, Bar, Graphite/Hydraulic Base, 30" Round 42"H	346.75	520.50		\$
305145	Table, Bar, Graphite/Hydraulic Base, 36" Round 42"H	387.00	580.75		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	251.50	376.75		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	310.25	465.25		\$
305143	Table, Bar, Maple/Hydraulic Base, 30" Round 42"H	328.75	493.25		\$
305146	Table, Bar, Maple/Hydraulic Base, 36" Round 42"H	387.00	580.75		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	251.50	376.75		\$
305139	Table, Bar, Red/Hydraulic Base, 30" Round 42"H	328.75	493.25		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	202.25	304.25		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Base, 30" Round 42"H	248.50	372.75		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	191.75	288.25		\$
305303	Table, Bar, White Laminate/Hydraulic Base, 36" Round 42"H	241.00	362.00		\$

Tables - Cocktail					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	921.25	1,387.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	525.75	788.75		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	525.75	788.75		\$
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H	256.75	385.25		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	263.75	396.25		\$
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H	346.00	519.25		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	277.75	416.50		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	304.25	456.75		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	357.00	535.00		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	357.00	535.00		\$

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Specialty Furniture Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305112	Regis End Table, 16"L 15.5"D 16.5"H	417.00	626.25		\$
305273	Table, Aura, White Metal, 15" Round 22"H	137.25	205.75		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	131.75	198.25		\$
305047	Table, End, Geo, Black, 26"L 26"D 20"H	230.25	345.75		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	249.00	374.25		\$
305049	Table, End, Inspiration, 24"L 28"D 22"H	328.00	492.50		\$
305211	Table, End, Oliver, 22" Round 22"H	247.50	371.75		\$
305046	Table, End, Silverado, 24" Round 22"H	286.25	429.25		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	257.25	386.50		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	257.25	386.50		\$
305276	Table, Mosaic, Set of 3	256.00	384.50		\$
305275	Table, Timber, Wood, 16" Round 17"H	161.75	243.25		\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	110.75	166.75		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	290.50	436.25		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	470.00	705.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	308.25	461.75		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	470.00	705.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	387.00	580.75		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	521.75	783.00		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	642.75	965.00		\$
305033	Table, Conf., Mahogany, 120"L 42"W 29"H	700.50	1,050.50		\$
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H	396.50	594.50		\$
305031	Table, Conf., Mahogany, 72"L 42"W 29"H	472.50	708.50		\$
305032	Table, Conf., Mahogany, 96"L 42"W 29"H	573.50	860.00		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	352.75	529.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	307.50	461.50		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	246.25	369.50		\$
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H	617.50	926.00		\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,378.50	5,067.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,270.00	1,905.00		\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305001	Bookcase, Mahogany, 36"L 13"D 71"H	369.75	554.50		\$
305053	Etagere, Black, 30"L 16"D 70"H	339.25	509.25		\$
305052	Etagere, Pewter, 30"L 16"D 70"H	339.25	509.25		\$
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H	502.25	753.50		\$



Specialty Furniture Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____

Product Display					
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	398.50	597.75		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	474.50	712.25		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	398.50	597.75		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	474.50	712.25		\$

Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305039	Credenza, Mahogany, 72"L 24"D 29"H	608.00	912.25		\$
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H	559.50	839.25		\$
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	289.25	434.00		\$
305058	File, Lateral, Mahogany, 36"L 20"D 29"H	468.25	703.00		\$

Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	249.00	374.25		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	336.00	505.00		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305380	Charging Adapter, Black, 33"L	29.25	44.00		\$
305381	Charging Adapter, White, 33"L	29.25	44.00		\$

Electrical Outlets Not Included



Reminder

Need power for that lamp or powered pedestal in your booth? Order electrical outlets separately for your booth space through the electrical service provider.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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

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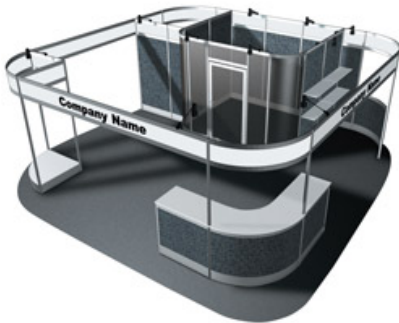
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Standard Exhibit Systems

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 sign
- one 57-13/16" x 12" digitally printed sign
- 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
- 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.

Standard Exhibit Systems

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"



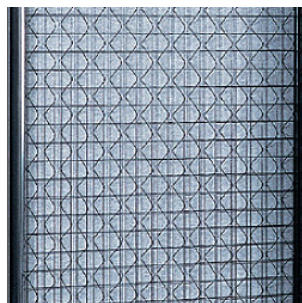
600222 - Exhibit, Light Box, Medium 37"x56"



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)

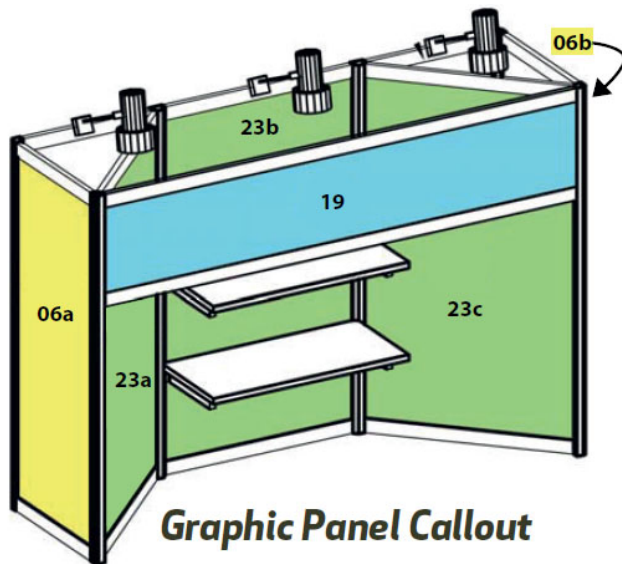


Silver (79)

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.

Standard Exhibits Graphics

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall
Discount Price - \$152.75 /Regular Price - \$228.50
Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall
Discount Price - \$63.25 /Regular Price - \$160.75
Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall
Discount Price - \$101.00 /Regular Price - \$151.25
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/024600474/exhibit1/esm>

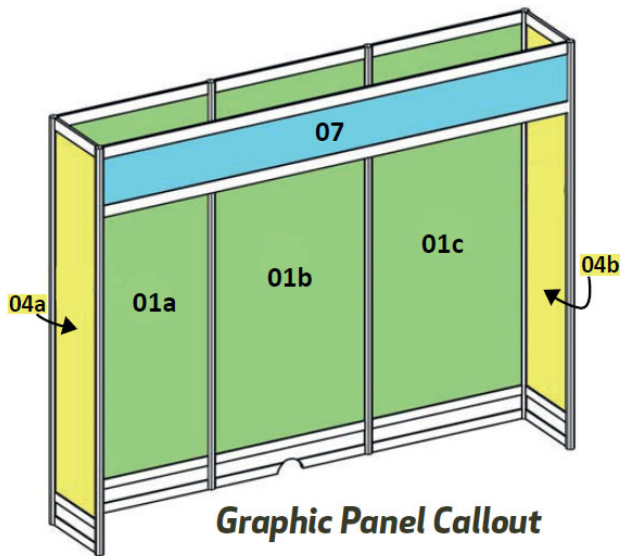


Booth Rendering

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.

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$419.00 /Regular Price - \$628.75
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$210.00 /Regular Price - \$315.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$179.00 /Regular Price - \$268.50
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/024600474/exhibit2/esm>

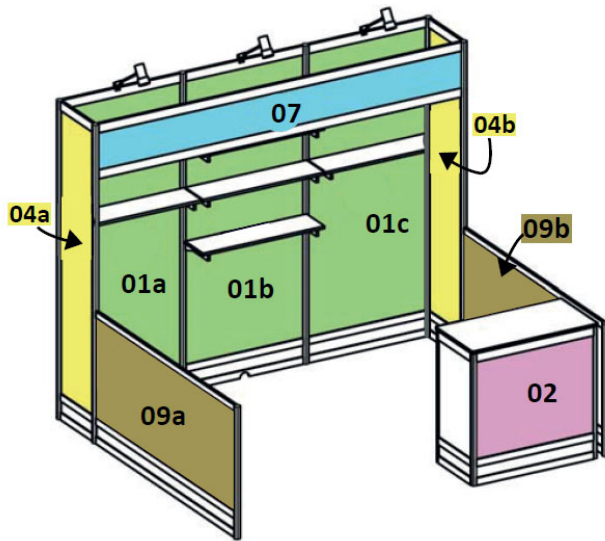


Booth Rendering

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.

Standard Exhibits Graphics

Exhibit #3, 10 x 10 (600003)



Graphic Panel Callout

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$419.00 /Regular Price - \$628.75
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$210.00 /Regular Price - \$315.75
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$179.00 /Regular Price - \$268.50
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$147.00 /Regular Price - \$220.50
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$298.25 /Regular Price - \$448.00
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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/024600474/exhibit3/esm>

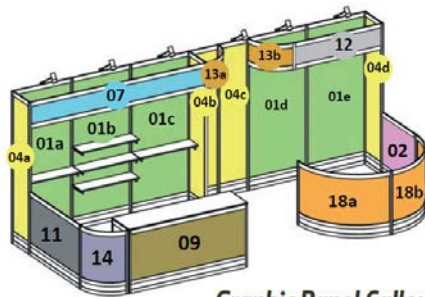


Booth Rendering

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.

Standard Exhibits Graphics

Exhibit #4, 10 x 20 (600004)



Graphic Panel Callout

- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$91.75 /Regular Price - \$137.75
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$46.00 /Regular Price - \$68.75
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$234.50 /Regular Price - \$351.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$298.25 /Regular Price - \$448.00
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$114.75 /Regular Price - \$172.25
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$419.00 /Regular Price - \$628.75
Produced on 3/16" Thick White Foamcore

- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$210.00 /Regular Price - \$315.75
Produced on 3/16" Thick White Foamcore

- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$88.50 /Regular Price - \$133.00
Produced on 3/16" Thick White Foamcore

- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$147.00 /Regular Price - \$220.50
Produced on 3/16" Thick White Foamcore

- 07** 608307 117" wide x 12" tall
Discount Price - \$179.00 /Regular Price - \$268.50
Produced on 3/16" Thick White Foamcore



Booth Rendering

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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

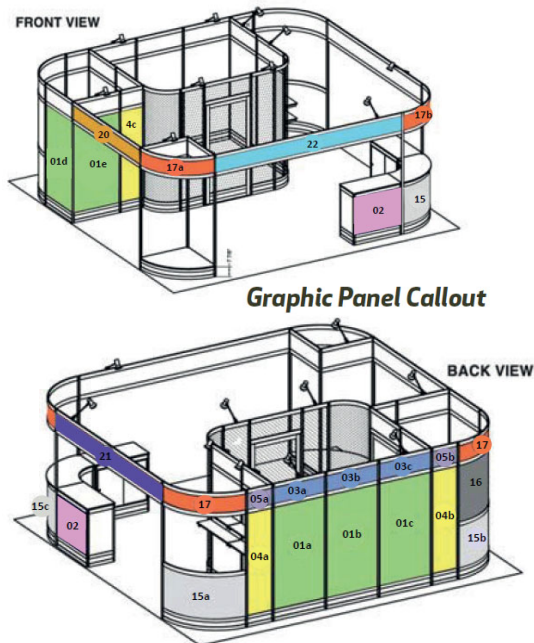
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/024600474/exhibit4/esm>

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.

Standard Exhibits Graphics

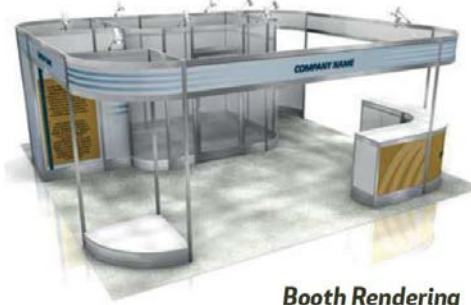
Exhibit #5, 20 x 20 (600005)



Graphic Panel Callout

- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$137.75 /Regular Price - \$210.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$148.00 /Regular Price - \$222.50
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$171.00 /Regular Price - \$245.50
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$147.00 /Regular Price - \$220.50
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$58.50 /Regular Price - \$87.25
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$46.00 /Regular Price - \$68.75
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall
Discount Price - \$419.00 /Regular Price - \$628.75
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$210.00 /Regular Price - \$315.75
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$280.00 /Regular Price - \$397.00
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$234.50 /Regular Price - \$351.00
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$237.50 /Regular Price - \$358.00
Produced on 3/16" Thick White Foamcore



Booth Rendering

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 for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/024600474/exhibit5/esm>

Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Exhibit Systems Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

(Gray will be provided if no color is indicated below)

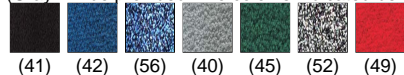


Exhibit Panel Color Options

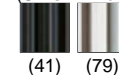
(Gray Fabric Panel will be provided if no color is indicated below)



C Color Codes are Coated Panels
F Color Codes are Fabric

Trim Color Options

(Silver will be provided if no color is indicated below)



Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,951.25	2,927.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	3,681.00	5,521.75		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	8,093.50	12,140.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	12,033.25	18,050.50		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	636.75	955.50		\$
600110	Exhibit, Armlight Black	94.50	141.75		\$
600103	Exhibit, Counter, 1M Curved	879.00	1,318.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	444.00	666.00		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	608.50	912.50		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	808.25	1,212.50		\$
600222	Exhibit, Light Box, Medium 37"x56"	638.00	957.00		\$
600223	Exhibit, Light Box, Small 37"x28"	393.75	591.25		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	556.75	835.00		\$
600291	Exhibit, Panel, Wirewall, 1M	543.75	815.75		\$
600243	Exhibit, Shelf, 1M x 10" Deep	74.00	111.50		\$



Exhibit Systems Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Electrical or Utilities Under Carpet?

☐ Yes*

☐ No

*If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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

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Digital File Preparation

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



- Save money by providing your artwork/graphic files in the recommended formats.
- Send your graphics early with client name, show name, and booth number to avoid costly delays.
- Do not copy graphics from web pages as they will be low resolution and not suitable for your exhibit/sign.

Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

Vector Artwork

For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

Vectors

Editable Text

Vectors

Outlined Text



gif
(raster)

ai / eps
(vector)

Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixilated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

JPEG - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

PDF - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Low Resolution
(72 dpi)

High Resolution
(300 dpi)



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/024600474/signs>

Digital File Preparation

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

ARM TechCon

Santa Clara Convention Center

October 26 - 27, 2016

Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

- Avoid setting type in Photoshop — instead use a vector-based program (such as Adobe Illustrator) for your type. If you do use vector smart objects, save the file as an .eps or .psd to retain vector properties.
- If you plan to add effects to your type (such as drop shadows or glows), follow these steps:
 - a. Import the Illustrator type into Photoshop
 - b. Add effects to the type
 - c. Separate the effects onto a layer
 - d. Delete the type layer
 - e. Assemble the type and photo in a vector program.
- Always provide logos in a vector format.
- If you have critical PMS colors to match, provide us with a layered Photoshop file to allow for color editing.
- Always add at least 1" of bleed to your images.
- Use gradients carefully and sparingly. Gradients often "band," and little can be done to correct the problem. Look at your high res file at 100% — if you can see the banding, it WILL appear in the print. Adding 1 pt. of noise to the file may resolve the problem.

File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

The resulting megabyte size is the approximate amount of digital information we need for best quality output.

Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

Fonts

Turn all fonts to outlines or convert to paths before sending the files. If you are using a program where this is not an option, YOU MUST INCLUDE ALL FONTS with your files. OTF (open type fonts). are preferred.

Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

Remember

- You MUST add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You MUST provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) BEFORE you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

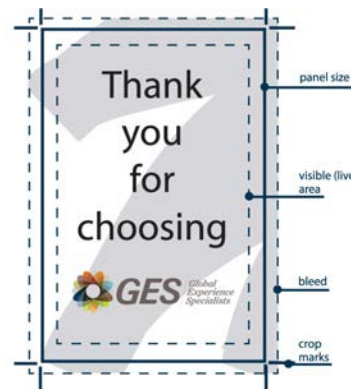


figure a.

Graphics and Signage Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/024600474/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	252.50	338.50		8.75	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	195.25	281.00		8.75	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	206.50	321.25		8.75	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

072916 024600474

I-1 051016

Standard Graphics

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.*



Shipping, Drayage & Material Handling

SHIPPING & DRAYAGE INFORMATION

1. ADVANCE SHIPMENTS

Advance shipments will be accepted at the warehouse Monday through Friday, 8:00am to 3:00pm.

Advance shipments sent to the GES warehouse must only arrive **Tuesday, September 20 through Wednesday, October 19**. Advance shipments should be labeled with the GES advanced shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully, in order to understand fees. Please contact GES if you have any questions regarding your shipment.

Advanced Shipments should be addressed as follows:

c/o GES
ARM Technology Conference
(Your Company Name and Booth Number)
YRC
201 Haskins Way
South San Francisco, CA 94080
USA

2. AIR SHIPMENTS

All air shipments must be received by GES at the Santa Clara Convention Center and should be addressed as direct shipments. **Direct shipments should arrive Monday, October 24th from 1:00pm to 5:00pm & Tuesday, October 25th from 8:00am to 5:00pm.** Direct shipments should be labeled with the GES direct shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully, in order to understand fees. Please contact GES if you have any questions regarding your shipment.

3. BASIC REMINDERS

The following are basic reminders that will help you in preparing your booth displays and products for shipment:

- Insure all shipments from the time they leave your company until they return from the event. Your present insurance company can add a rider to your current policy.
- Pack your materials properly in sturdy shipping crates or containers.
- Ship early and prepay all shipments. All shipments received on-site will be delivered after all advance shipments from the GES warehouse.
- Whether you route your shipments through the official carriers or through your regular carrier, use only those carriers that provide bills of lading showing a piece count and weight. Do not store your product in cartons, crates, or boxes labeled for empty storage.
- At the close of the show, pick up a bill of lading from the GES Service Desk. Provide all information for re-forwarding shipments on the bill of lading and return to the GES Service Desk.



4. CONTAINER REMOVAL, ACCESSIBLE STORAGE AND EMPTIES RETURN

Fire regulations prohibit storage of crates, cartons, and literature behind booths. All crates and related materials must be removed from the exhibits floor by 3:00pm on Tuesday, October 25th.

Empty crates will be removed from your exhibit space, stored during the exhibit floor hours, and returned to your booth at the end of the exhibit floor hours. Please remember that empty crates and cartons are returned only if they are properly labeled, "Empty". Labels are available at the GES Service Desk. Clearly mark all labels with your company name and booth number.

Limited accessible storage will be available during the exhibit floor hours. Please inquire at the GES Service desk on-site for location and further information. No additional security will be made available at this storage area and it is not recommended to leave valuable materials here.

5. DIRECT SHIPMENTS

Direct shipments to the Santa Clara Convention Center will only be accepted Monday, October 24th from 1:00pm to 5:00pm & Tuesday, October 25th from 8:00am to 5:00pm. Direct shipments should be labeled with the GES direct shipment shipping label, located in this section of the manual. Please read the Material Handling Information/Forms in this section carefully in order to understand fees and contact GES if you have any questions regarding your shipment.

The Santa Clara Convention Center will not accept advance deliveries made prior to Monday, October 24th. Any shipments arriving before this date will be returned to sender.

6. EARLY RETURNS

Special arrangements must be made through the GES Service Desk for early return of empty containers. A fee will be charged for this service due to limited storage in the facility.

Exhibitors can order this service through the GES Service Desk. When all containers are ready for removal, the exhibitor must go to the Service Desk and request a foreman to mark the early return containers with special labels. The foreman will come to the exhibitor's booth with a labor worker to remove these containers in order to avoid confusion with regular empty containers. Do not mark early return containers as empty. The foreman will handle all marking.



7. GENERAL INFORMATION

GES is the official contractor with the responsibility for unloading, delivery, reloading, and processing of all exhibitor freight shipments. GES will be responsible for maintaining traffic schedules for the loading docks and freight doors.

8. HAND CARRY ITEMS

An exhibitor may hand carry one load of materials, providing it can be moved in one trip without the use of dollies, hand trucks or other mechanical equipment. See the **Labor, Equipment & Storage** section for more information about the on-site work rules.

9. INTERNATIONAL SHIPMENTS

International shipments will require special consideration not covered in this manual. Exhibitors should contact an international freight forwarder to obtain specific details. For additional information regarding international shipments, contact GES Logistics at (888) 454-4437 (if calling from US) or (702) 263-1500 (if calling from outside the US).



Shipping, Drayage & Material Handling

FREQUENTLY ASKED FREIGHT & DRAYAGE QUESTIONS

Q: If I have my own dolly or hand truck, can I use them?

A: No, The union has jurisdiction on the operation of all material handling equipment, including dollies and hand trucks.

Q: What can I carry in or out of the facility by myself?

A: Only what you can carry by yourself (one person) in one trip and with no equipment (no dolly or handcart).

Q: If my booth is damaged during move-in/move out, what can I do?

A: Unfortunately, accidents do happen. GES has very limited liability (see Limits of Liability in this section). Exhibitors are strongly urged to insure the booth and its contents from the time it leaves your facility. In the event that your booth is damaged on move-in or during the move-out, the contractor will do what he can to assist you. Please be sure to visit the Exhibitor Service Desk on-site if any of your items are damaged.

Q: I don't plan to move out on closing day. Will my booth and its contents be secured for the evening?

A: Do not leave anything valuable in your booth overnight. All hand-carried items should be removed promptly after the closing of the exhibit floor. Pack as much as you can, before you leave the hall. Clearly label everything and inform the GES Service Desk when you intend to return to move out.

Please note: If you are located in a last-in/ first-out area, you MUST pack up your booth immediately, once the exhibit floor closes.

Material Handling/Drayage Information

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship to Exhibit Site

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

Freight Carriers

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

Tracking Shipments

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

www.ges.com/everything/logistics/tracking/.

Get an instant quote today at <http://logisticsquote.ges.com/>

Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 5:00 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

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

Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicer[®] 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 Servicer[®]. 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 and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone






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



Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/024600474/logistics_quote

Discount does not apply to shipments that are considered small packages, local or shipments over 5,000 lbs.

Material Handling/Drayage Order Form

Page 1 of 3

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 5:00 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling	Advance Shipments to Warehouse Dates:
Straight Time In / Straight Time Out	\$122.50 cwt	\$153.13 cwt	Tue, Sep 20, 2016: Advance shipments may begin arriving at warehouse.
Overtime In / Straight Time Out	\$159.25 cwt	\$199.06 cwt	Wed, Oct 19, 2016: Last day for shipments to arrive at warehouse.
Overtime In / Overtime Out	\$195.50 cwt	\$244.38 cwt	

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

	Crated	Special Handling	Uncrated	Direct Shipments to Show site Dates:
Straight Time In / Straight Time Out	\$117.50 cwt	\$146.88 cwt	\$176.25 cwt	Mon, Oct 24, 2016: Direct shipments may begin arriving at exhibit site after 1:00 PM.
Overtime In / Straight Time Out	\$152.25 cwt	\$190.31 cwt	\$228.38 cwt	Wed, Oct 26, 2016: Last day for shipments to arrive at exhibit site by 9:00 AM.
Overtime In / Overtime Out	\$187.50 cwt	\$234.38 cwt	\$281.25 cwt	

Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$104.75. Each Additional Package will be charged \$52.50.

Step 2. Estimate Order

Small Packages

___ 1 ___ 1st Small Package Shipment x \$104.75 = ___ Total

___ # of Additional packages (each) x \$52.50 = ___ Total

Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____

Email _____

Phone Number _____

Material Handling/Drayage

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

_____ pounds of freight ÷ 100 = _____ Total CWT x _____ Rate = _____ Total
_____ Grand Total

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

A 30% (\$50.00 minimum) surcharge will apply to all shipments recieved after the published timeline. Monthly Storage fee of _____ per cwt will apply before published timeline.

Special Handling/Mixed Shipments:

A 25% surcharge will apply to items requiring special handling or mixed shipments.

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.

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 and Holidays.

OSC

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What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition

0240600474

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Tuesday, Sep 20, 2016 - Wednesday, Oct 19, 2016

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:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition

0240600474

BOOTH NUMBER

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

Shipment Should Arrive on or Between:
Tuesday, Sep 20, 2016 - Wednesday, Oct 19, 2016

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



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition

0240600474

BOOTH NUMBER

C/O GES
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054 USA

Shipment Should Arrive on or Between:

Monday, Oct 24, 2016 after 1:00 PM - Wednesday, Oct 26, 2016 by 9:00 AM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



D	RUSH!
	EXHIBITION FREIGHT

FROM:

DIRECT SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition

0240600474

BOOTH NUMBER

C/O GES
Santa Clara Convention Center
5001 Great America Parkway
Santa Clara, CA 95054 USA

Shipment Should Arrive on or Between:

Monday, Oct 24, 2016 after 1:00 PM - Wednesday, Oct 26, 2016 by 9:00 AM

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

Request for Pre-Printed Outbound Material Handling Release/Labels

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 3, 2016.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/024600474/prePrint/esm>

Step 1. Tell us the location of materials for pickup (show site address)

Company/Consignee	Attention			
5001 Great America Parkway	Santa Clara	CA	95054	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Step 2. Tell us the location where freight should be sent

Shipping Destination 1:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Shipping Destination 2:

Number of Labels Needed:

Company/Consignee	Attention			
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. Verify the piece count, weight, and that the signature is on the outbound material handling release form prior to shipping out. Shipments without paperwork turned in will be returned to GES Warehouse or forced onto another carrier at Exhibitor's expense.

GES does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Freight Service Questionnaire

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/024600474/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

2. Indicate total number of trucks in each category that you will use:

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

4. If using a Customs Broker, please print name:

Phone Number:

5. Print the name of person in charge of your move-in:

Phone Number:

6. What is the minimum number of days to set your display?

7. What is the weight of the single heaviest piece that must be lifted?

_____ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

_____ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Show Site Storage Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicer. An advance deposit is required to guarantee storage reservations.
- 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.

Step 1. Order Access Storage

Skid Access Storage

- A storage area will be available for Exhibitor's literature and samples not requiring refrigeration.
- The charge for storage as described will be per skid, one skid minimum. This charge includes one time delivery to storage area and delivery from storage to booth after the close of the show. Maximum size per single item is not to exceed 48" x 48" x 72."
- When ready for delivery of material to or from storage, please notify the GES Servicer.
- Standard labor rates apply for each delivery to the booth, or return of material to storage. Access storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Refer to Labor Information and Regulations form for additional requirements.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, Per Pallet/Piece	161.75		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705044	Storage, ST	110.75	138.25	166.00			\$
705044	Storage, OT	193.50	242.75	290.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600474/labor/esm>

Step 2. Schedule Additional Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicer. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST	215.00	268.50	322.50			\$
705200	5,000#, OT	301.75	377.50	453.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600474/labor/esm>

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Forklift for Storage Deliveries

Invoice will be calculated according to actual hours worked. Additional labor required will be calculated and invoiced at the show site rate.

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

Cartload Service Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Vehicles That Qualify for Cartload - Under One (1) Ton



Sedan



Van



SUV



Small Pickup

Important Reminders



- Maximum Weight 200 lbs to qualify for this service.
- Freight that is too large or heavy will be charged Material Handling rates
- One (1) round trip allowed per booth.

Cartload Freight Services for Unloading Small Passenger Vehicles

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, cartload service is available for one (1) laborer with one (1) pushcart, for one (1) round trip.
- This service is for those who have small hand carry items all of which must fit on a 2' x 6' push cart for one (1) round trip. If you arrive with a truck or van (one 1-ton and over), trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. one (1) round trip allowed per booth.

Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.

Freight that is too large or heavy will be charged Material Handling/Drayage rates. No personal trucks (one 1-ton and over), no rental trucks, trailers or bobtails will be unloaded through cartload service.

To receive this service, go to either the facility's main entrance or dock and ask about or watch for the Cartload Service area.

Pre-orders will receive preferential service at show site, you may also order this service at the GES Servicerter.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time	156.00	1	\$
200506	Cartload Service, Over Time	156.00	1	\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

R-14 051016 072916 024600474



Shipping, Drayage & Material Handling

AUTOMOBILE REQUEST FORM

DEADLINE: September 30, 2016

PLEASE RETURN THIS FORM TO:

Joey Cruz
Operations Manager
joey.cruz@ubm.com

Approval for automobiles to be displayed at the event will be made after a Hold Harmless agreement issued by UBM is signed by the exhibiting company.

The exhibitor must also provide Show Management with proof that the vehicle is insured for full reinstatement and replacement of the automobile. The insurance certificate must also name UBM, its officers, directors, agents and employees, General Exposition Services (GES), its officers, directors, agents and employees, and the Santa Clara Convention Center, its officers, directors, agents and employees as additional insured.

The proof of insurance must also show Commercial General Liability with coverage limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate, and Property Damage and Loss of Income coverage with coverage limits of at least \$1,000,000 per occurrence and \$2,000,000 in the aggregate. This insurance coverage shall provide coverage while the vehicle is in transit, as well as while the vehicle is located at the venue.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Automobile Year _____ Automobile Make _____

Automobile Model _____ Automobile Estimated Value _____

Is there also a Hanging Sign? _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____

Vehicle Placement Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

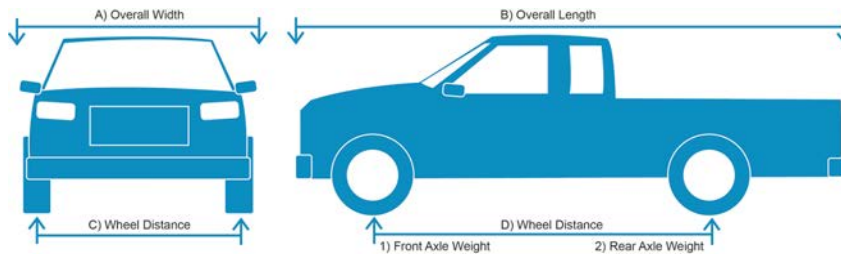
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.

Important Rules and Regulations



- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.
- **Please contact Juan Cruz, at (650) 741-7483 or jcruz@ges.com to schedule a specific time when to have your vehicle ready to be placed onto the trade show floor.**

Step 1. Provide Vehicle Information



Vehicle Description*	A) Overall Width	B) Overall Length	Total Sq. Ft.	C) Wheel Distance	D) Wheel Distance	1) Front Axle Weight	2) Rear Axle Weight	Total Weight
1.								
2.								
3.								

Exhibitor will be at show site on _____, 20_____, between _____ and _____ AM/PM to assist in the movement of the vehicle.

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	269.00		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$





Labor, Equipment & Storage

FREQUENTLY ASKED LABOR QUESTIONS

Q: Isn't the Official Service Contractor and the union the same thing?

A: No. The Official Service Contractor, GES, is a major service contractor- as are other decorating companies. They must go to the union hall to hire labor for exhibitors. GES Management personnel are non-union.

Q: What can I carry myself? Can I use a dolly or hand truck?

A: All freight and material handling must enter and exit the facility through the approved loading areas. Exhibitors will be allowed to hand carry one item, one time, in or out of the facility without having to access the approved loading areas. All packages are subject to inspection. Hand carried freight is defined as one item that can be easily carried by an individual exhibitor, without the need for dollies or other mechanized equipment.

Q: I want to use an Exhibitor Appointed Contractor- what do I need to do?

A: Exhibitors who wish utilize an Exhibitor Appointed Contractor (EAC) must follow the guidelines below. Please note: Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. If outside labor will be hired YOU MUST:

- Submit the *Exhibitor Notice of Intent to Use EAC* form to Show Management. (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit L3: *Notice of Intent to Use Exhibitor Appointed Contractor* form to GES (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit L4: *Agreement and Rules & Regulations between GES and EAC* form to GES (Found in the **Exhibitor Appointed Contractors (EAC's) & Third Parties** section).
- Submit an Approved Certificate of Insurance via CertFocus - [HTTPS://WWW.CERTFOCUS.COM/EXPRESSO](https://www.certfocus.com/EXPRESSO)
Please Note: We need EAC applications & insurance certificates only for contractors with an on-site presence (this includes company staff members and/or local union labor they hire).
- All forms must be received by: **September 30, 2016**

Q: If my EAC (Exhibitor Appointed Contractor) is available to begin work earlier than the published move-in hours, can they have access to the exhibit floor?

A: No. Due to security and liability reasons, everyone must adhere to the published move-in/move-out hours.



Q: Why can't I unload my truck/trailer/van by myself?

A: Union jurisdictions prevail over the operations of all material handling equipment, all unloading and reloading, and handling of empty containers. GES has the responsibility to manage all docks, marshalling yards, and the scheduling of all vehicles in order to ensure a smooth and efficient move-in and move-out. Therefore, GES also has the responsibility of receiving and handling all exhibit materials and empty crates.

Q: Can I lay my own carpet in the booth?

A: No. Only Union workers may do so—either GES labor or an EAC.

Q: My booth is so simple...just a "pop-up" and takes only minutes to set-up. Can I do it myself?

A: A 10' X 10" display ("pop-up") may be set-up by an exhibitor if one person can accomplish the task in no more than 30 minutes (including crating and uncrating) and without the use of any tools. A pop-up booth is an exhibit of 10 linear feet or less that can be carried and set-up without tools or a ladder. The union steward reserves the right to determine whether or not union labor is required to set-up the exhibitor's booth.

NOTE: If you use an outside contractor and you are sending your freight to the advanced warehouse, **DO NOT** schedule your labor too early – you will be charged, even if your freight is not yet in the booth. Make sure to allow for adequate wait and unloading time.

Labor Information and Regulations

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Save on Labor Costs



- Save money by pre-ordering labor.
- Don't forget order labor for move-out.
- Return your orders before the discount deadline to receive the best price.
- Return your booth layout diagram. It could save you money by averting labor costs to move heavy items at show site.

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. 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.

Trade Labor Descriptions

Below are information and rates for the labor types offered in this show. These workers may be ordered with equipment on other forms. The rates listed below are for your information and planning only. See the included order forms for scheduling and estimating your labor costs.

Installation and Dismantle

Responsible for uncrating, installation, and dismantle of exhibits, laying of carpet and tile, recreating of exhibits, and closing of machinery crates.

705000 : Installation and Dismantle	Discount Orders placed on or before Oct 3	Regular Orders Placed Oct 4 thru Oct 23	Show Site Rate Increases on Oct 24
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.	\$ 147.50	\$ 162.00	\$ 184.00
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 222.50	\$ 244.50	\$ 277.75

Plumbers

Responsible for all plumbing work such as compressed air, water, drain or gases.

705011 : Plumber	Discount Orders placed on or before Oct 3	Regular Orders Placed Oct 4 thru Oct 23	Show Site Rate Increases on Oct 24
Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.	\$ 154.25	\$ 193.00	\$ 231.00
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 308.50	\$ 386.00	\$ 462.75

Freight

Responsible for handling freight in and out of the hall. For safety reasons additional workers may be assigned to the crew.

705030 : Additional Worker, Freight	Discount Orders placed on or before Oct 3	Regular Orders Placed Oct 4 thru Oct 23	Show Site Rate Increases on Oct 24
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.	\$ 114.75	\$ 143.00	\$ 171.75
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 200.25	\$ 251.25	\$ 300.75

072916 024600474

L-0 050316

Storage

Responsible for deliveries from Storage areas to the booth.

705044 : Storage	Discount Orders placed on or before Oct 3	Regular Orders Placed Oct 4 thru Oct 23	Show Site Rate Increases on Oct 24
Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.	\$ 110.75	\$ 138.25	\$ 166.00
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 193.50	\$ 242.75	\$ 290.50

Electricians

Responsible for all electrical work such as running electrical wiring, lighting, and outlets.

705060 : Electrician	Discount Orders placed on or before Oct 3	Regular Orders Placed Oct 4 thru Oct 23	Show Site Rate Increases on Oct 24
Straight Time: Monday through Friday from 8:00 AM to 3:30 PM.	\$ 154.25	\$ 193.00	\$ 206.50
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.	\$ 308.50	\$ 386.00	\$ 462.75

Installation and Dismantling Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	147.50	162.00	184.00			\$
705000	Install & Dismantle, ST Move Out	147.50	162.00	184.00			\$
705000	Install & Dismantle, OT Move In	222.50	244.50	277.75			\$
705000	Install & Dismantle, OT Move Out	222.50	244.50	277.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600474/labor/esm>

Step 2. Please Indicate Service



What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1 (A 30% (\$ 50.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form,
click here: <https://e.ges.com/024600474/laborchecklist/esm>
GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 30% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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.

L-1 040116 072916 024600474

Form Continues on Next Page



Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

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

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. 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.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

072916 024600474

L-1 031616

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Please see Labor Information form for additional requirements regarding labor.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705200	5,000#, ST Move In	172.50	215.50	258.75			\$
705200	5,000#, ST Move Out	172.50	215.50	258.75			\$
705200	5,000#, OT Move In	241.50	301.50	362.25			\$
705200	5,000#, OT Move Out	241.50	301.50	362.25			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	= Total
705030	Freight, ST Move In	114.75	143.00	171.75			\$
705030	Freight, ST Move Out	114.75	143.00	171.75			\$
705030	Freight, OT Move In	200.25	251.25	300.75			\$
705030	Freight, OT Move Out	200.25	251.25	300.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600474/labor/esm>

Step 2. Labor Information



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating ☐ Unskidding ☐ Positioning
☐ Leveling ☐ Dismantling ☐ Re-crating
☐ Reskidding

Additional labor will be assigned if necessary.

Forklift Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

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Labor, Equipment & Storage

HANGING SIGN REQUEST FORM

DEADLINE: September 30, 2016

PLEASE RETURN THIS FORM TO:

Joey Cruz
Operations Manager
joey.cruz@ubm.com

Approval for hanging signs will be considered for peninsula booths or island booths 20' X 20' space or larger - *only*, provided the signs are not objectionable in content and there are no physical constraints at the facility.

GES is responsible for supervision, assembly, installation & removal of all hanging signs.

In addition to this form, please make sure that you also complete the GES Hanging Sign Labor Order Form and use the shipping label on the Hanging Sign/Truss Information form to ship your sign. Both forms can be found in this section of the manual. Please fax the GES Hanging Sign Labor Order Form directly to GES.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Dimensions of
Sign _____

Weight of Sign _____ Is the sign motorized? Yes or No (circle one)

Number of Feet from Floor to Top of Sign _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____

Hanging Sign Labor Information

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Please complete and return the Hanging Sign Labor Order Form by October 3, 2016.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.



Reminder

Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs..

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.



Reminder

Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by October 19, 2016 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign." Prepay all shipments. Collect shipments will not be accepted. See Shipping Information and Shipping Guidelines for more information.

Please call for information on advance shipping for all uncrateable signs.

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Hanging Sign Labor Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 5:00 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Step 1. Order Labor

Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Total
705300	High Lift, ST Move In	760.25	950.25	1,140.00			\$
705300	High Lift, ST Move Out	760.25	950.25	1,140.00			\$
705300	High Lift, OT Move In	988.25	1,235.50	1,482.00			\$
705300	High Lift, OT Move Out	988.25	1,235.50	1,482.00			\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Workers	X # Hours	= Total
705020	Sign Assembly, ST Move In Only	174.75	218.75	261.75			\$
705020	Sign Assembly, OT Move In Only	305.50	382.25	458.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/024600474/labor/esm>



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Hanging Sign Labor Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____

Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

Type of Sign

- ☐ Banner ☐ Structural Signage
☐ Systems ☐ Moss

Dimensions and Weight of Sign

Width _____ Height _____
Length _____ Total Weight _____ lbs

Height

Number of feet from floor to top of sign:
_____ Feet
Must be compliant with Show Rules and Regulations.

Electrical

Is your sign electrical?
☐ Yes ☐ No
How much power is required for the sign?

Are rotators required?
☐ Yes ☐ No
If yes, How many? _____
☐ Exhibitor Owned ☐ GES Rental

Shape of Sign

- ☐ Square ☐ Rectangle
☐ Triangle ☐ Circle
☐ Serpentine ☐ Other _____

Pick Points

Number of structural pick points _____
Weight at each pick point _____
Have you submitted your structurally engineered rigging points? _____
Dates Submitted _____

Assembly

Does your sign require assembly?
☐ Yes ☐ No
If yes, GES must assemble your sign prior to hanging. See Hanging Sign Labor Rate and Information.

Hoists

Are hoists required?
☐ Yes ☐ No
if yes, how many? _____
☐ Exhibitor Owned ☐ GES Rental

Supervision

Do you want to supervise the hanging of your sign?
☐ Yes ☐ No
If yes, schedule the date you would like the sign to be hung in Step 3 of this form.
Please provide GES with a contact name and number to discuss _____

If no, GES will supervise without exhibitor present.

- A 30% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

If your Hanging Sign is received in the advance warehouse, and GES has all the required information, your Hanging Sign could possibly be hung prior to your arrival.

Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.



Hanging Sign Labor Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs. Supplied rigging hardware is chargeable and will be added to invoice.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted Payment Policy and Terms & Conditions of Contract, including authorization for to retain personal information to better serve my need for services at future events.

Total Payment Enclosed

\$

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Booth Layout - Hanging Signs

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Show Site Contact _____ Show Site Email _____ Show Site Phone Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

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

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

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



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition


0240600474

Booth Number

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

***Shipment Should Arrive on or Between:
Tuesday, Sep 20, 2016 - Wednesday, Oct 19, 2016***

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 _____ of _____ pieces  **GES** Global Experience Specialists

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

ARM TechCon

Name of Exhibition


0240600474

Booth Number

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

***Shipment Should Arrive on or Between:
Tuesday, Sep 20, 2016 - Wednesday, Oct 19, 2016***

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 _____ of _____ pieces  **GES** Global Experience Specialists

Please print this label on a color printer if possible

Please print this label on a color printer if possible

Exhibit Hanging Sign Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Please indicate placement of signs on the Booth Layout - Hanging Sign form, and submit with your order.
- Refer to the show regulations for booth size requirements on hanging signs and standard hanging signs may not be available at all shows or all sizes of booths.
- Don't forget to select your metal choice below for your hanging sign.
- Order graphics and **upload artwork files** directly online: <https://e.ges.com/024600474/signs/esm>

600080



2M x .917M 2-Sided Sign,
Overall Size: 40" high x 80" side,
Panel Size: 35 3/8" x 77 1/2",
Visual Opening: 34 1/2" x 76 15/16"

600081



2M x 2M x 2M x .917M 4-Sided Sign,
Overall Size: 40" high x 80" side,
Panel Size: 35 3/8" x 77 1/2",
Visual Opening: 34 1/2" x 76 15/16"

600082



2M x 2M x 2M .917M Sign,
Overall Size: 40" high x 80" side,
Panel Size: 35 3/8" x 77 1/2",
Visual Opening: 34 1/2" x 76 15/16"

600083



2M x .917M 4-Panel Sign,
Overall Size: 40" high x 80" Diameter,
Panel Size: 35 3/8" x 60 7/8",
Visual Opening: 34 1/2" x 60 5/16"

Order GEM Hanging Sign

Exhibit Hanging Sign Includes: Aluminum Frame (GEM). Delivery, Installation, Rental, All Rigging Material, and Dismantling.

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600080	Exhibit System, Blade Sign, 2 Sided, 2M x .917M	2,968.75	4,452.50		\$
	↳ 2M x .917M 2-Sided Sign, Overall Size: 40" high x 80" side, Panel Size: 35 3/8" x 77 1/2", Visual Opening: 34 1/2" x 76 15/16"				
600083	Exhibit System, Circular Sign, 2M x .917M	4,733.75	7,101.00		\$
	↳ 2M x .917M 4-Panel Sign, Overall Size: 40" high x 80" Diameter, Panel Size: 35 3/8" x 60 7/8", Visual Opening: 34 1/2" x 60 5/16"				
600081	Exhibit System, Square Sign, 2M x 2M x .917M	4,252.50	6,378.75		\$
	↳ 2M x 2M x 2M x .917M 4-Sided Sign, Overall Size: 40" high x 80" side, Panel Size: 35 3/8" x 77 1/2", Visual Opening: 34 1/2" x 76 15/16"				
600082	Exhibit System, Triangle Sign, 3(2M) x .917M	3,770.50	5,656.00		\$
	↳ 2M x 2M x 2M .917M Sign, Overall Size: 40" high x 80" side, Panel Size: 35 3/8" x 77 1/2", Visual Opening: 34 1/2" x 76 15/16"				

Standard Metal Choice

☐ Black ☐ Silver

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$



Electrical Chain Hoist and Truss Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Sign and/or truss points exceeding 200 lbs. will require a hoist.
- Order your chain hoists and truss through GES and save transportation and freight charges as well as costly downtime.
- Hoist and rotating motors include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from GES, we will install on straight time prior to your arrival, if possible.
- GES Supplied rigging hardware is chargeable and will be added to invoice.
- If you are using an outside vendor to provide your equipment you are required to order temporary truss power for your chain hoists. Use one (1) 10 Amp 208/3 phase for every two (2) motors. For six (6) or more motors use one (1) 60 Amp 208/3 phase outlet. Please order power by filling out form E-2 provided in this manual.

Step 1. Order Chain Hoists

CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	609.75	914.75		\$
702132	Hoist, Electric Chain, 1/2 TON	562.00	843.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	321.75	482.25		\$
609106	Rotating Motor 250#	401.25	602.00		\$
609105	Rotating Motor 500#	562.00	843.75		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	19.10	29.00		\$
608132	Truss, 12" Box, Silver, Per Foot	19.10	29.00		\$
608135	Truss, 12" Corner Block, Black	77.25	116.50		\$
608136	Truss, 12" Corner Block, Silver	77.25	116.50		\$

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Electrical Chain Hoist and Truss Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Step 2. Please Indicate Service

Option 1

- ☐ Exhibitor Supervised (Do not proceed)
- 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.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- There is no charge for this supervision
 - This option is highly recommended so that work can be completed prior to your arrival onsite.
 - If left unchecked and a booth layout is available, GES will proceed with the floor work.

Please include Electrical 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.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

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

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Overhead Lighting Package Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

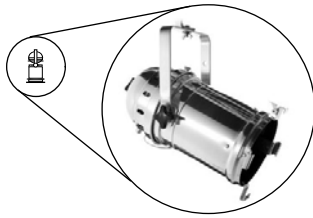
GES requires an engineered drawing of all truss and lighting two weeks prior to event. Failure to provide an engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost.

Step 1. Select Fixture Type

Please indicate fixture:

☐ Par

☐ Leko

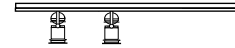


Fixture Examples:

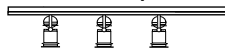
1 Fixture Example



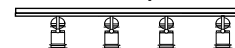
2 Fixture Example



3 Fixture Example



4 Fixture Example



Step 2. Order Lights

Trapeze/ Par Cans (price per fixture)

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702225	10' Trapeze/1 - 1000 Watt Par	860.50	1,204.75		\$
	↳ Includes: Trapeze, Rigging Hardware, (1) 1000 watt Par Fixture.				
702226	10' Trapeze/2 - 1000 Watt Par	745.75	1,090.00		\$
	↳ Includes: Trapeze, Rigging Hardware, (2) 1000 watt Par Fixture.				
702227	10' Trapeze/3 - 1000 Watt Par	631.00	975.25		\$
	↳ Includes: Trapeze, Rigging Hardware, (3) 1000 watt Par Fixture.				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702224	Color Gel with Frame	17.25			\$

A full line of accessories and custom systems are available. Please call 650.333.1692 for more information.

Package includes a half hour to focus. Any additional focusing will be charged for lift and labor based on actual time.

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%**.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cleaning and Porter Service Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

Step 2. Order Cleaning Services

Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
500601	Before Show Open Only (per sq. ft.)	0.63	0.95		1	\$
500600	Duration of Show (per sq. ft. per day)	0.43	0.68		2	\$
500602	Per Day (per sq. ft. per day)	0.61	0.92			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.00	1.52		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501002	Cleaning, Damp Mop & Wax	1.27	1.89		\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501010	Porter Service, 0-500 sq.ft., Per Day	191.75	287.75		\$
501010	Porter Service, 501-1500 sq.ft., Per Day	208.50	313.25		\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	242.75	363.00		\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter Service is needed:

Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time	Schedule Dates	Schedule Start Time	Schedule End Time
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM
MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM	MM/DD/YR	AM PM	AM PM

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Cancellation Policy: 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%**.



Electrical Checklist

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

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Santa Clara Convention Center
October 26 - 27, 2016

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Helpful Tip	Please have the following available at showsite: a successful fax transmittal and/or copy of email sent showing attachments.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

1. GES Electrical Jurisdiction (Requires labor and/or material) – All distribution of electrical wiring. All facility overhead and floor distribution of electrical wiring. All materials for floor distribution must be supplied by GES Electrical. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
2. Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our systems. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
3. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.
4. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding the risks involved. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to the convention facilities.
5. Serious risks involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public and to avoid code violations, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - Cube taps and multi-headed extension cords are not allowed.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their goods. Daisy chaining of power strips is not allowed. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.
 - You may pre-wire your equipment to match our receptacles. Any other modifications are not accepted. Here is a list of the plugs that match our equipment receptacles:
 - 5 amp 120 volt: Standard U-ground cord cap
 - 20 amp 208 volt 1phase or 3phase: Leviton 3521 or Hubbell 3521
 - 60 amp 208 volt 1phase or 3phase: Daniel Woodhead Plug Y560P
 - 100 amp 208 volt 1phase or 3phase: Litton-Veam Plug CIR01GRH
6. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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7. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by installation, connection, or plugging in of any electrical outlet by persons other than a GES Electrician.

**Reminder****Reminder:**

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

Electrical Services Frequently Asked Questions

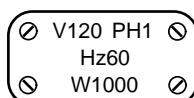
Page 1 of 3

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

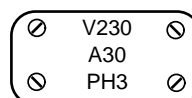
ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Is this price listed for power per day?

No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

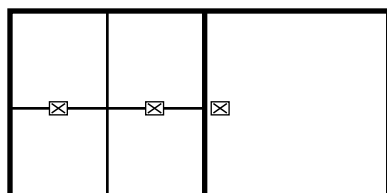
Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

Where will my power be located?

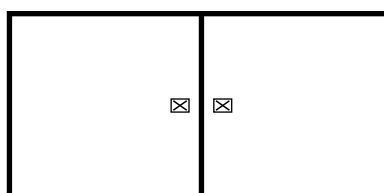
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

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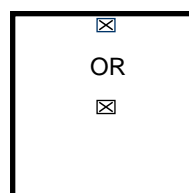


In-Line Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

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

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What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

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How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets but keep in mind of the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned off ½ hour before the show opens and turned off ½ hour after the show closes.

When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to 4 arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at 1 hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the 4 arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Signs require a high lift and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

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Electrical Outlets Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	181.50	272.25		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	308.50	462.75		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	398.75	598.75		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	490.00	734.75		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	729.00	1,093.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,020.75	1,530.75		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,312.50	1,967.75		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,749.75	2,624.25		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,259.75	3,390.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,644.75	5,466.75		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.31	4.31		\$

Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700150	Cable, 15' Flat, 12/5	36.75	36.75		\$
700151	Cable, 30' Flat, 12/5	67.00	67.00		\$
700152	Cable, 50' Flat, 12/5	125.50	125.50		\$
700130	Extension Cord, 14/3 120V, 15'	23.85	23.85		\$
700131	Extension Cord, 14/3 120V, 25'	30.75	30.75		\$
700132	Extension Cord, 14/3 120V, 50'	50.00	50.00		\$
700099	Plug Strip, 120 Volt	22.60	22.60		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Electrical Outlets Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number
<div>Please Sign</div> <div>X</div> <div>Authorized Signature</div>		<div>I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.</div> <div>Total Payment Enclosed</div> <div>\$</div>
Authorized Name - Please Print	Date	

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

24 Hour Electrical Outlets Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	363.00	544.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	617.00	925.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	797.50	1,197.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	980.00	1,469.50		\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,458.00	2,187.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	2,041.50	3,061.50		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	2,625.00	3,935.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	3,499.50	5,248.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	4,519.50	6,780.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	7,289.50	10,933.50		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	4.31	4.31		\$

Electrical Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700150	Cable, 15' Flat, 12/5	36.75	36.75		\$
700151	Cable, 30' Flat, 12/5	67.00	67.00		\$
700152	Cable, 50' Flat, 12/5	125.50	125.50		\$
700130	Extension Cord, 14/3 120V, 15'	23.85	23.85		\$
700131	Extension Cord, 14/3 120V, 25'	30.75	30.75		\$
700132	Extension Cord, 14/3 120V, 50'	50.00	50.00		\$
700099	Plug Strip, 120 Volt	22.60	22.60		\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature



24 Hour Electrical Outlets Order Form

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

Discount Deadline Date:

Company Name

Email

Phone Number

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

Lighting Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

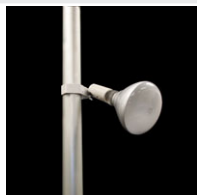
Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



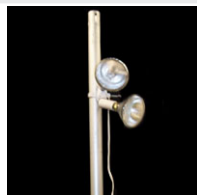
Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.

700350



700352



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700350	Floodlight, 120 Watt*	181.50	272.25		\$
700352	Floodlight, 120 Watt Double*	308.50	462.75		\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

**** This price is inclusive of light, power, assembly, installation and removal. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order. .

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

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

Electrical Floorwork Labor Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705060	Electrical, ST	154.25	193.00	206.50			\$
705060	Electrical, OT	308.50	386.00	462.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Floor Work (Under Carpet Electrical Distribution)

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 30% (Minimum of \$50.00) surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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

____ Yes ____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Form Continues on Next Page



Electrical Floorwork Labor Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 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.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

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

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

Electrical Booth Work Labor Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 3:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Electricians	# Hours	Total
705061	Electrical, ST	154.25	193.00	206.50			\$
705061	Electrical, OT	308.50	386.00	462.75			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Equipment	# Hours	Total
705300	High Lift, ST	567.50	709.75	850.75			\$
705300	High Lift, OT	737.50	921.75	1,106.50			\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

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Form Continues on Next Page

Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in the 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.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If electricians are required in booth at a specific time for dismantle, please notify the GES Service Desk at the show.

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

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

Booth Layout - Electrical






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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Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
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Show Site Contact	Show Site Email	Show Site Phone Number
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 Main Drop Location  208 V Three Phase _____ AMPS	 120 V _____ AMPS  480 V Three Phase _____ AMPS	 208 V Single Phase _____ AMPS
--	--	---



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

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

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520





Utilities

LIGHTS OUT REQUEST FORM

DEADLINE: September 30, 2016

PLEASE RETURN THIS FORM TO:

Joey Cruz

Operations Manager

joey.cruz@ubm.com

All exhibitors may request the lights located directly over their booth be turned off. For the purpose of lights out, there are three categories of requests:

1. Over Booth - Lights directly over exhibitor's booth. This request should be done in advance.
2. Partial Over Booth - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
3. Adjacent Aisle Lights - Lights completely over adjacent aisle.

Lights in category 2 and 3 must be approved on-site by: Fire safety officials and affected neighboring exhibitors, as well as Show Management. In these instances, lights in question may be shrouded (fabric hung around light to screen light from a certain area).

Also, please be sure to also fill out the GES form E8 – Located in the **Utilities** section of this manual.

Exhibiting Company _____ Booth Number _____

Exhibitor Contact (Please Print) _____

Email _____ Phone _____

Lights being requested off are:

Over Booth _____ Partial Over Booth _____ Adjacent Aisle Lights _____

Exhibitor Signature _____ Date _____

Event Management Approval _____ Date _____

Lights-Out Policy / Request Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
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All exhibitors may request the lights located directly over their booth be turned off. Shrouding of lights and turning off of individual lights are done on a time, material, and equipment basis. Any eligible exhibiting company should submit this form.

For the purpose of lights out, there are three categories of requests.

1. **Over Booth** - Lights directly over exhibitor's booth. This request should be done in advance.
2. **Partial Over Booth** - Lights partially over exhibitor's booth and partially over adjacent aisle or exhibitor.
3. **Adjacent Aisle Lights** - Lights completely over adjacent aisle.

Lights in category 2 and 3 must be approved onsite by: Fire safety officials and affected neighboring exhibitors. In these instances, lights in question may be shrouded (fabric hung around light to screen light from a certain area).

In an effort to help exhibitors determine their lighting requirements as early in the move-in process as possible, there will be three designated "full lighting" periods during move-in. During these times exhibitors should determine if they wish to request additional lights out. If desired, exhibitors should follow these procedures for additional lights out.

- Complete and submit this "Lights-Out Request Form". This form and a lighting grid will be available at the Information/ Floor manager's Stations located throughout the show floor. With the completion of this form the exhibitor accepts any applicable charges associated with this request.
- Floor Manager will visit your booth with Fire Safety and GES personnel to approve the request.
- If approved, GES will turn off requested light or shroud as appropriate.

Furniture and Accessories

Item Code	Description	Discount (\$)	Regular (\$)	# of lights	Total
700104	Lights-Out Request	35.00	52.50		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$

Lift and labor rates will apply. Please refer to form E-3 to order appropriate lift and labor.

Plumbing Services Information

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

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Santa Clara Convention Center
October 26 - 27, 2016

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Order Form

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Discount Deadline Date:
October 3, 2016

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	671.50	1,007.50		\$
701038	Air Outlet, CFM Required, per outlet (5 Minimum per outlet)	16.20	24.25		\$
701039	Air Outlet, Connection	183.50	275.25		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	234.25	350.25		\$

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	444.75	667.25		\$
701051	Drain Outlet, Connection	183.25	274.50		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	336.00	504.00		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	428.00	642.25		\$
701087	Water Outlet, Connection	183.25	274.50		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	336.00	504.00		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	345.50	518.00		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	660.75	991.75		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	508.75	763.25		\$

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Services Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Services Information Form.

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



Plumbing Labor Order Form

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

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Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- 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.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will be reflected on your invoice. Time starts from the time plumber is dispatched and stops when plumbers return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Plumbers	# Hours	Total
705011	Plumbing, ST	154.25	193.00	231.00			\$
705011	Plumbing, OT	308.50	386.00	462.75			\$

Step 2. Please Indicate Service



What is Exhibitor Supervision? An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A Scheduled date and time is necessary for this choice.

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 30% surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

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Form Continues on Next Page



Plumbing Labor Order Form

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

Discount Deadline Date:
October 3, 2016

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone Number	

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign 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 and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. 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.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Plumbers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Total and Sign: Return to Fax: 866.329.1437 • International Fax: 702.263.1520

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

**Total Payment
Enclosed**

\$

By signing and delivering the Plumbing Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Plumbing Information Form.



Booth Layout - Plumbing

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
October 3, 2016

Company Name

Email

Phone Number

Booth Number



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

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

Back Adjacent Booth or Aisle Number:_____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number:_____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

A full page of blank graph paper. The grid consists of 10 columns and 10 rows of squares, formed by thin black lines. There are no margins or additional markings on the page.

Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Plumbing distribution points listed
- Readable/Legible

Front of Booth

Review and Return: Return to Fax: 866.329.1437 • International Fax: 702.263.1520



Exhibitor Appointed Contractors (EAC) & Third Parties

EXHIBITOR APPOINTED CONTRACTOR INFORMATION

The following information includes mandatory Rules & Regulations that pertain to the use of a Non-Official Service Contractor.

Exhibitors must notify **BOTH** Show Management and GES in writing, of the intention to utilize an independent contractor by **September 30, 2016**.

Exhibitors must inform Non-Official Service Contractors that they must:

- ◆ Abide by all rules and regulations of the show. Found in the Rules & Regulations section of the online manual
- ◆ Hire Union personnel per the instructions under the Exhibit Set-up/Material Handling section of the manual.
- ◆ Not solicit business on the show floor.
- ◆ Wear their identification badge at all times.

All Non-Official service contractors must secure, maintain and submit proof of the following insurance during set-up, show hours, and tear-down. It should be prepared by an insurance agent and include the following data, as per the sample included in this section.

1. **PRODUCER:** Insurance Agent/Broker who issues the certificate
2. **NAME OF INSURED:** Must be the legal name of the contracting party
3. **TYPES OF INSURANCE:** Must include types required by contract
4. **FORM OF COVERAGE:** Must be "occurrence" form of coverage
5. **NAME ADDITIONAL INSURED:** The certificate must name UBM LLC, its employees and representatives, ARM TechCon 2016, The Santa Clara Convention Center, its employees and representatives, and Global Experience Specialists (GES), its employees and representatives as additionally insured.
6. **CERTIFICATE HOLDER:** Must be listed as:
UBM LLC
303 2nd Street, South Tower, Suite 900
San Francisco, CA 94107
7. **POLICY EFFECTIVE DATE:** Must be prior to or coincidental with the first day of Exhibitor Move-In. (Monday October 24, 2016)
8. **EXPIRATION DATE:** Must be on or after the last day of Exhibitor Move-Out. (Friday Oct 28, 2016)
9. **LIMITS OF INSURANCE:** Must be the same or greater than required by contract.
 - Workers' Compensation Insurance in full compliance with all laws covering the contractor's employees, in accordance with the applicable laws in the state for which this event is being held



or for where the work is being performed or of the state in which vendor is obligated to pay compensation to employees engaged in the performance of the work. (\$1,000,000 Each Accident, \$1,000,000 Disease- EA Employee, \$1,000,000 Disease – Policy Limit)

- Employer's Liability Insurance, covering injury or death of any employee, which may be outside the scope of Worker's Compensation Insurance.
- Comprehensive General Liability and Property Damage Liability Insurance including Bodily Injury and Property Damage limits not less than one million dollars (\$1,000,000) per occurrence and \$2,000,000 aggregate.
- Automobile Liability on Any Auto, Hired Autos and Non-Owned Autos with limits no less than \$1,000,000.
- Fire Damage Insurance, limits not less than fifty thousand dollars (\$50,000).
- Medical Expenses for any one person with no less than five thousand dollars (\$5,000)
- Umbrella Liability Insurance not less than one million dollars (\$1,000,000) per occurrence, two million dollars (\$2,000,000) aggregate.

10. **AUTHORIZED REPRESENTATIVE:** Must be signed (not stamped) by an authorized representative of Producer.

There is a "Sample" Certificate of Insurance located in this section of the Exhibitor Service Manual

The certificate must be submitted online by **September 30, 2016** via the following link:

<https://www.certfocus.com/expresso>

***MONEY SAVING TIP** – Please note that when ordering EAC's for booth labor, you will pay for labor beginning when they arrive on show site, regardless of whether your freight has been delivered or when they actually begin working. If you order labor from GES, labor charges begin when the freight has been delivered to your booth and work actually begins. Event Management cannot settle any labor disputes between exhibitors and their contracted EAC's.



Exhibitor Appointed Contractors (EAC) & Third Parties

NOTICE OF INTENT TO USE AN EXHIBITOR APPOINTED CONTRACTOR

If your company plans to use a contractor other than an official contractor, please complete this form and return it to the address below by **September 30, 2016**. **Failure to do so will result in the inability of the contractor to serve your exhibit.**

In addition, your selected contractor must furnish an original Certificate of Insurance showing General Liability Coverage and Worker's Compensation valid in Santa Clara, CA. The certificate must name UBM LLC, the Santa Clara Convention Center, and GES as additionally insured.

THESE REQUIREMENTS WILL BE STRICTLY ENFORCED.

Exhibiting Company_____	Booth Number_____
Exhibitor Contact_____	Title _____
Telephone Number _____	Fax Number_____
Authorized Signature_____	Date_____
Independent Contractor/Display House_____	
Type of Work to be Performed_____	
Contact Name_____	
Contact Email Address (REQUIRED)_____	
Address _____	City_____
State_____	Zip Code_____
Telephone_____	
Emergency 24-hour Telephone Number_____	
Estimated Number of Workers _____	Estimated Date of Arrival_____

Please Return Completed Form To: Joey Cruz, Sr. Operations Manager: joey.cruz@ubm.com

Certificate of Insurance must be submitted to CertFocus by September 30, 2016 at:

<https://www.certfocus.com/expresso/>

Notice of Intent to Use EAC and Policies and Procedures

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
September 24, 2016

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the Exhibitor

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

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

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

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

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

Description of proposed service for Exhibitor: _____

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

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return Return to Fax: 866.329.1437 • International Fax: 702.263.1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
September 24, 2016

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), United Business Media LLC (Show Management), ARM TechCon (Show) and Santa Clara Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.



Agreement and Rules and Regulations between GES and EAC

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Form Deadline Date:
September 24, 2016

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

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

Authorized Signature of EAC:

Please
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Exhibitor Services, 460 B Grandview Dr., South San Francisco, CA 94080

Printed Name: _____

Title: _____

Company: _____

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

Contact Name at Show Site: _____

Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date



ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/16									
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			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. <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>												
INSURED 2. 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															
3. 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	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS										
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/16	01/01/17	EACH OCCURRENCE \$1,000,000 FIRE DAMAGE (Any one fire) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$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	01/01/16	01/01/17	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident) BODILY INJURY \$ (Per person) BODILY INJURY \$ (Per accident) PROPERTY DAMAGE \$ (Per accident)						
					C				GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____	XL1234567	01/01/16	01/01/17	AUTO ONLY-EA ACCIDENT 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	01/01/16
					D					WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	X	WC STATU- ORY LIMITS	OTHER		
Each Occurrence & Aggregate															
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), United Business Media LLC (Show Management), Santa Clara Convention Center (Facility), and ARM TechCon (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor 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: October 26 - 27, 2016 at city of Santa Clara.															
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION											
6. 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 <div style="text-align: right;"> 10. </div>													

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), United Business Media LLC (Show Management), ARM TechCon (Show) and Santa Clara Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



Regulations & Guidelines

SHOW RULES & REGULATIONS

1. AISLE SPACE

Exhibitors shall not solicit business and distribute literature in aisles, or engage in any activity that leads to congestion in the aisles. Aisle logos, such as gels or footprints, are not allowed unless they are purchased as an official sponsorship. If your company is interested in sponsorship opportunities, please contact your sales representative.

2. AMERICANS WITH DISABILITIES ACT (ADA)

All exhibitors are required and shall be fully responsible for complying with the Americans with Disabilities Act (ADA) as well as local rules and regulations with regard to their participation in the conference and their booth space, including, but not limited to, the wheelchair access provisions of such laws. Exhibitors shall indemnify, defend and hold harmless UBM, its officers, directors, agents, members and employees from and against any claims, liabilities, losses, damages and expenses (including attorneys' fees and expenses) resulting from or arising out of the exhibitors' failure or allegations of exhibitors' failure to comply with the provisions of the ADA or local rules and regulations. Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line (800-514-0301).

3. ANIMALS

No live animals are permitted. This does not include companion animals for people with disabilities.

4. ATTENDEE RESTRICTIONS

The conference is open to the trade only. No one under 18 years of age will be allowed on the exhibits floor at any time. No one will be allowed on the exhibits floor without a proper badge. Exhibitor Staff badges are for booth staff only. All clients and guests need to register as an attendee.

5. AUTOMOBILES

Automobiles are allowed on the Exhibit Floor, however, exhibitors are required to sign a Hold Harmless Agreement **BEFORE** the auto is brought to show site. Please be sure to notify Show Management that you are planning to bring an auto to the event by filling out the Automobile Request Form found in the **Shipping Drayage & Material Handling** section.

6. BADGES

Each exhibiting company receives five exhibitor badges per 10'x10' booth for set-up staff. All other guests, customers, & clients will have to register as "Expo Only" and will have access to the exhibit floor only during the posted exhibit floor hours. See the **Show Information** section for more information on registering.



7. BOOTH GIVEAWAYS AND SPONSORSHIP EXCLUSIVITY

If you are planning on giving away remembrances to attendees who visit your booth, please be sure that these mementos do not infringe on the exclusivity of any official sponsorships, as you will not be allowed to give them out from your booth if they are an infringement. If you are concerned that your giveaway might fall into this category, please contact Event Management or your sales representative prior to production so as not to incur unnecessary costs.

8. CHILDREN (see Attendee Restrictions)

9. DECORATOR

GES is the Official General Contractor. They are responsible for efficient operations of the event including scheduling freight at the loading dock, keeping aisles clear and delivering freight to the booths. GES will handle all material handling at the event (drayage), cleaning, and the operation of any mechanical lifts.

10. DEMONSTRATIONS AND BOOTH ACTIVITIES INCLUDING SOUND LEVELS

Exhibitors shall not solicit business in aisles or engage in any activity that leads to congestion in the aisles. Exhibitors wishing to include demonstrations, presentations, drawings, or crowd gathering activities of any type must confine such activity within their specific booth space and during exhibit hours only. If you have any type of interactive display, you must have a three-foot clearance from the aisle(s) to allow for crowds. All demonstrations must maintain a professional presence. Any demonstration found to be in poor taste or not within the scope of the event by Event Management is not permitted.

The use of sound systems is permissible; provided that they are not audible in any neighboring exhibit space and that the sound is directed into the Exhibitor's exhibit space or vertically. Show Management shall have absolute control over the implementation of this regulation, the intent of which is that sound systems shall not be audibly objectionable to neighboring Exhibitors. Under no circumstances shall the sound level exceed 80 decibels. Power to violating booths may be disconnected at Event Management's discretion.

11. EARLY MOVE-OUT

All exhibitors must stay on the exhibits floor until the exhibits floor closes on the last day. Early dismantling is not allowed. Any exhibitor who does not comply may not be allowed to participate in future events.

12. ELECTRICAL SERVICE

All electrical service is provided by Trade Show Electrical, which is part of GES. If you have any questions that are not addressed in this Exhibitor Service Manual, please contact Trade Show Electrical at (800) 475-2098. The Electrical Service order form can be found in the **Additional Show Services** section.

13. EXCLUSIVE SERVICES

- Food and Beverage – Aramark



- Internet- SmartCity
- Electrical and Drayage- GES
- Telephone Service- SmartCity

14. EXHIBIT SET-UP

Union jurisdictions prevail over all set-up and dismantling of exhibits including signs and laying of carpet. A 10' X 10' display ("pop-ups") may be set by an exhibitor if one person can accomplish the task in no more than 30 minutes (including crating and uncrating) and without the use of any tools. A pop-up booth is an exhibit of 10 linear feet or less, that can be carried and set-up without tools or a ladder. Two 10' x 10' pop-ups within one exhibitor's booth are not separate displays. Any installation of exhibits or displays which requires the use of hand tools, or more than one person, or longer than 30 minutes to install, or exceeds ten feet in any direction, shall be installed by Union employees. The Union steward reserves the right to determine whether or not Union labor is required to set-up the exhibitor's booth.

15. EXHIBITOR APPOINTED CONTRACTORS

Exhibitors who wish to employ display houses or exhibit manufacturers to erect or dismantle their booth may have supervision of labor sent in from their supplier. Workers of this type cannot physically erect the booth, unless they are members of the appropriate Union Local. Please be sure to submit the required paperwork discussed in the **Exhibitor Appointed Contracts (EAC's) & Third Parties** section to Event Management by **SEPTEMBER 30, 2016**

16. EXHIBITOR EVENTS

It is Event Management policy that exhibitors cannot plan events that interfere with exhibit or conference hours, or with events such as the Opening Night Reception or an Event Management-offered Attendee Party. If you have any questions about whether your event interferes with the conference scheduling, please contact your Sales Manager or Joey Cruz; joey.cruz@ubm.com

17. FLAMMABLE/HAZARDOUS MATERIALS REGULATIONS

Hazardous operations, including the use of flammable, explosive, or toxic materials, are not permitted. The Santa Clara Convention Center restricts the use of the following hazardous materials, including but not limited to compressed flammable gasses, flammable gasses, and aerosol cans with flammable propellants. Any material, equipment, substance, or object which reasonably may endanger the life of, or cause bodily injury to, any person in The Santa Clara Convention Center, or which may reasonably constitute a hazard to the building or to any property therein will not be permitted. Helium filled product (balloons) and helium tanks are also restricted.

Due to facility regulations, the following items are not permitted on the premises:

- Stickers or adhesive backed decals
- Glitter or confetti
- Helium or Mylar balloons



18. FOOD AND BEVERAGE

Any food and beverage (including demo suite, meeting room, and staff food and beverage) must be ordered through Aramark, the official caterers of the Santa Clara Convention Center. No outside food is allowed. To order these food items, contact Aramark directly.

19. HAND-CARRIED POLICY

Exhibitors may carry computers and appliances, provided it can be done reasonably by hand and in one trip. Exhibitors may also hand carry cases or cartons. Wheeled dollies are not permitted. Exhibitors may remove small computers and appliances from crates or boxes provided it can be done without a forklift or any power equipment. Common sense and safety will be considered when determining whether a package can be hand carried. Please be sure to thoroughly read the information on union regulations in the **Labor, Equipment & Storage** section.

20. HANDOUTS/LITERATURE DISTRIBUTION

Literature, samples, or other promotional materials may only be handed out within the confines of contracted booth space. Any materials placed elsewhere will be discarded.

21. HOSPITALITY SUITES/MEETING ROOMS

Event Management retains space at the nearby hotels for exhibitors to use as hospitality suites and/or meeting rooms. If you are interested in requesting a hospitality suite at a hotel, please contact your Sales Representative. A limited number of meeting room packages are available.

22. INDEMNIFICATION

It is understood and agreed that neither Event Management, nor the owners, nor the lessors of the property which serves as the exposition hall, nor the management of these properties, can or will be responsible for the safety of exhibits, exhibitors, or their employees against robbery, burglary, theft or damage by fire or any other cause. Event Management will provide perimeter security for the limited protection of property during hours when the exposition is closed. In all cases the Exhibitor is advised to insure its property against damage or loss, and insure itself against public liability at its own expense. The Exhibitor waives all claims of any kind against ARM® TechCon and/or UBM, Event Management, or any of their directors or employees, arising from the conduct of the exposition and agrees that none of the parties referred to above shall be liable for any loss, damage or destruction of property belonging to the Exhibitor, its agents or its employees, while on the premises, nor for any other loss or damage whatsoever, including, without limiting the foregoing, any loss or damage to the Exhibitor's business by reason of failure to hold the conference and/or exhibition, or failure to provide space for an exhibit or the removal of an exhibit, for any action of Management and the owners and lessors of the exposition areas of the Santa Clara Convention Center, harmless from claims by the Exhibitor's agents or employees or by any other persons arising out of any act or omission connected with the Exhibitor's participation in the conference and/or exposition, whether negligent or not.

23. MEETINGS ON THE EXHIBITS FLOOR

Though the exhibits floor will open at 1:00pm for move-in, no one will be allowed on the exhibits floor during non-exhibit hours without an exhibitor staff badge. Therefore no meetings with the press, clients, or staff without an exhibitor staff badge may be conducted in your booth or on the exhibit



floor during non-exhibit hours. Event Management does have limited meeting room space available at nearby hotels. Please contact your Sales Representative for more information.

24. MINORS

The conference is open to the trade only. No one under 18 years of age, including infants will be allowed on the exhibits floor at any time.

25. PHOTOGRAPHY/RECORDINGS

Taking pictures or recordings within the exhibit area or meeting rooms is prohibited by Event Management.

26. RECRUITING

Recruiting of any kind is prohibited on the exhibits floor.

27. SELLING ON THE EXHIBITS FLOOR

Selling is allowed in the designated exhibit areas. If your company intends to sell merchandise at the event, it is imperative that you have a valid California Seller's Permit. You must provide us with your Seller's Permit number prior to the event to avoid a penalty. Email your Seller's Permit number by **SEPTEMBER 30, 2016** to joey.cruz@ubm.com

28. SIGNS

All signs must be professionally produced and may not be hung off of the drapery or infringe upon neighboring booths. All signs must be floor-supported and must adhere to line-of-sight rules. Hanging signs are allowed for 20 x20 and larger booths only and must be submitted for approval. See *Hanging Sign information* in this section for more details. You may contact GES for signage production or to order sign holders. Information on graphics & signage is located in the **Booth Furnishings** section.

29. SMOKING POLICY

There is a no-smoking policy on the exhibit floor and throughout the facility. Smoking is only allowed outside of the building.

30. SPONSORSHIP BANNERS

The price of your sponsorship banner includes the placement of one logo. The placement of additional logos may incur an extra fee. Please contact your sales representative for details.

31. STORAGE-ACCESSIBLE

Fire regulations prohibit storage of any kind behind exhibits, including empty packing materials. Please tag all your empties and have GES store them until move-out. Reserve quantities of literature must be stored away from electrical cables or junction boxes. Arrangements can be made with GES for on-site storage of excess items. Check with GES on site for availability and rates for access storage. No security is provided for this area.



32. SUBLETTING

No exhibitor may assign, sublet or apportion any of the space contracted for, except with the prior written approval of Event Management.

33. TAXES AND LICENSES

Exhibitors shall be responsible for obtaining any licenses, permits, or approvals required under local or state law applicable to their activity at the exposition, which includes any music licensing needed under the ASCAP and BMI copyright laws. Exhibitors shall be responsible for obtaining any tax identification numbers and paying all taxes, license fees or other charges that shall become due to any government authority in connection with their activity at the conference.

34. TIPPING

Work Rules prohibit the solicitation and/or acceptance of tips by any employee, including all employees representing UBM, GES, and the Santa Clara Convention Center.

35. UNSPORTSMANLIKE CONDUCT

Tampering with another party's exhibit will not be tolerated. In such case the offender will be immediately removed from the exhibit floor at his/her own expense and will be restricted from future participation.

36. PROPER FOOTWEAR

All booth staff in the hall during set-up and tear-down are required to wear closed toed shoes for safety purposes. Any exhibitors found in not to be in compliance will be asked to leave the hall.



Regulations & Guidelines

BOOTH RULES & REGULATIONS

1. BOOTH APPEARANCE

All booths, regardless of size, must adhere to the Rules & Regulations put forth in this manual. Drapery backgrounds are 8' high, with side rails approximately 3' high. ID signs are approximately 7" X 44". Island and peninsula booths will not be provided with drapery or signs.

2. CANOPIES/CEILINGS

Booths with canopies or ceilings are subject to approval by the Santa Clara Convention Center Fire Marshall. Requests for approval must be submitted to Event Management in writing and accompanied with a diagram of the exhibit design. See Request to Exceed Height Restrictions & Other Amendments (# 8 below) for instructions.

3. EXPOSED WALLS

All exposed parts of constructed displays must be finished to present an attractive appearance when viewed from the aisles or adjoining booths. Exposed back and side walls may not display copy, logos, graphics, or any other advertising or signage (island booths are exempt). Exhibitors using curved pop-up backdrops/displays will be required to provide side masking drape, at their own expense, if the curvature exposes the back scaffolding and/or electrical cords.

4. FLAMMABLE MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Materials that cannot be treated to meet the requirements should not be used. Samples of the material, as well as a flame proofing certificate, should be available for inspection on-site.

5. HANGING SIGN INFORMATION

All exhibit booth signs, banners, booth ceilings or canopies, lighting grids, or other exhibit-related equipment, should be free-standing and floor-supported. Attachment to exhibit hall ceiling beams or trusses is not permitted except when approved by Event Management and installed by GES.

Approval for hanging signs will be considered for peninsula booths or island booths (20' X 20' space or larger) only, provided the signs are not objectionable in content and there are no physical constraints at the facility. Maximum height of signage (booth presence) in Exhibit Halls is 21' feet. Requests for approval must be submitted in writing and accompanied with a description and drawing of the item(s) to be hung, location of hanging points, total weight of the item(s) and any other pertinent technical information.

The Event Management's Hanging Sign Request form must be sent to Joey Cruz: joey.cruz@ubm.com by **September 30, 2016**. When hanging sign is approved, please read the Hanging Sign/Truss Information sheet provided by GES, and then submit their Hanging Sign Labor Order Form by **September 30, 2016**. Both of these forms are found in the **Labor, Equipment & Storage** section.



6. PENINSULA BOOTHS

All peninsula booths must now submit booth drawings for approval. See Request to Exceed Height Restrictions & Other Amendments (below) for instructions.

7. PLATFORM BOOTHS

Due to safety and accessibility issues, raised platform booths (in which the entire booth floor is raised) are not allowed.

8. REQUEST TO EXCEED HEIGHT RESTRICTIONS & OTHER AMENDMENTS

If you are interested in making any variations to the standard rules and regulations regarding having canopies or ceilings, exceeding height restrictions or having two-story structures, and for hanging signs please follow the instructions below. This applies to Island and Peninsula Booths only. Read the pertinent booth construction rules in this section. If you are unsure about your booth design please contact Joey Cruz: joey.cruz@ubm.com. All requests must be received by **September 30, 2016**.

- Fill out all necessary forms: Hanging Sign Request form, Height Variance Request form, Automobile Request form, or Lights Out Request form.
- Include diagrams showing the design, canopy or height variances that you are requesting. Also include plan view, elevations, and dimensions. Do not submit an incomplete request. Any incomplete request will not be reviewed. PLEASE DO NOT SEND ARCHITECTURAL DRAWINGS.
- Send your request to Joey Cruz: joey.cruz@ubm.com by **September 30, 2016**
- Two-story booths and booths with ceilings need to be submitted to the Center after Show Management has approved the height of the booth. Once approved by Show Management, drawings will need to be submitted to the Fire Marshal.
- To ensure that you do not incur additional costs (i.e. design cost or the tear down of an unapproved structure), please wait for Event Management's approval before beginning production or construction.
- Do not assume that a non-response to your request is an approval. Please follow up on your request by emailing Joey Cruz: joey.cruz@ubm.com
- If changes are made to a booth after initial approval you must submit any revisions to your design to Joey Cruz: joey.cruz@ubm.com

PLEASE BRING ALL CERTIFICATES OF FIREPROOFING, AND HAVE ALL U.S. CERTIFIED, ENGINEER STAMPED, STRUCTURAL DRAWINGS AVAILABLE ONSITE.

9. TWO-STORY EXHIBITS

- Any exhibitor considering a two-story booth design must email a request for a two-story exhibit to Joey Cruz: joey.cruz@ubm.com by **September 30, 2016**



Regulations & Guidelines

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

STANDARD LINEAR BOOTH

Definition: One or more standard booth units (10 x 10) in a straight line.

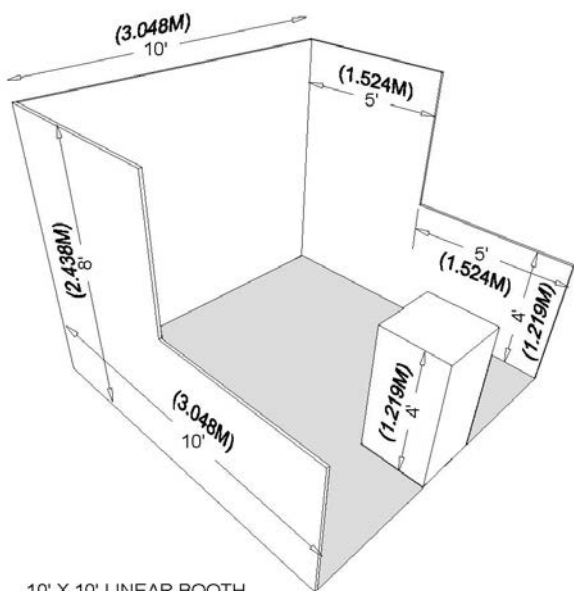
Height Limit Specifications:

- Back 5' of booth has a maximum height of 8'.
- Front 5' of booth has maximum height of 4'.
- Displays are limited to 4' in height, in the front portion of each booth. Machinery, equipment, or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.
- 10x20 booths or larger may request to have a floor-supported header. You may request to extend one 4 sq ft area or two 2 sq ft areas to 8' in height.
- All booths must be carpeted and no cement is allowed to show at sides or front of booth due to safety reasons.

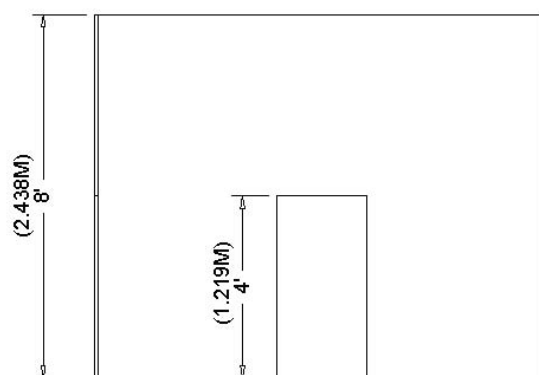
Approvals for hanging signs and for variances will not be considered for standard linear booths.

Diagram continued on page 2

ARM TechCon



10' X 10' LINEAR BOOTH



FRONT VIEW



Regulations & Guidelines

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

PERIMETER LINEAR BOOTH

Definition: A linear booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

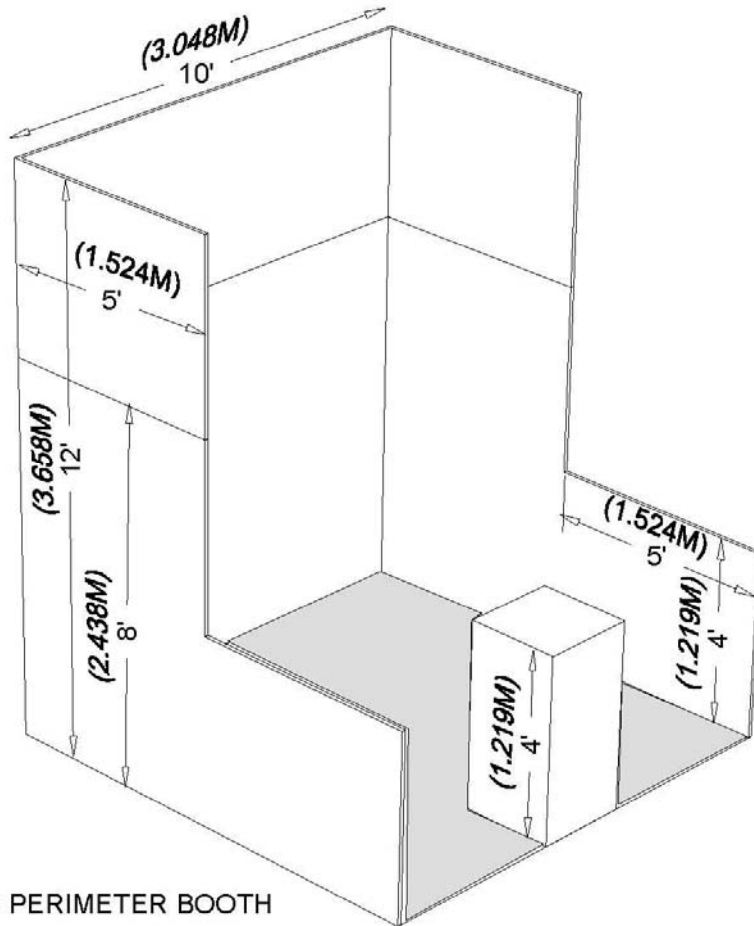
Height Limit Specifications:

- Back 5' booth has a maximum height of 8'; however you may request to extend to 12' in height in the back 5' area of your booth. **Please submit the "Request for Height Variance Form" found in this section if you wish to extend your booth height above 8'.**
- Front 5' of booth has maximum height of 4'.
- Displays are limited to 4' in height, in the front portion of each booth. Machinery, equipment, or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions. If your display exceeds 4' in height, it is required that you place it away from the 5' x 10' sightline area in the front of the booth in order to provide a "see-through" lane for neighboring exhibitors.
- 10x20 booths or larger may request to have a floor-supported header. You may request to extend one 4 sq ft area or two 2 sq ft areas to 8' in height.
- All booths must be carpeted and no cement is allowed to show at sides or front of booth due to safety reasons.

Approvals for hanging signs will NOT be considered for perimeter linear booths.

Diagram continued on Page 2

ARM TechCon



10' X 10' PERIMETER BOOTH



Regulations & Guidelines

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

PENINSULA BOOTH

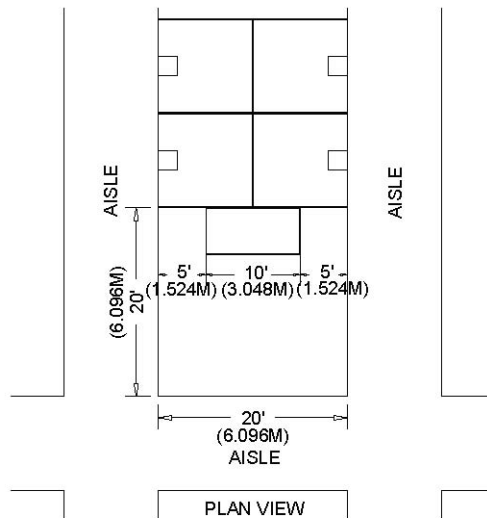
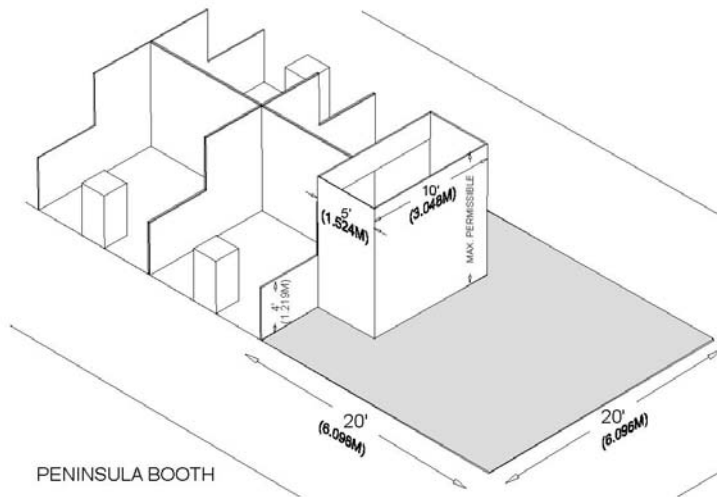
Definition: A minimum of four standard linear booths (2 backed up to two) with aisle space on 3 sides of the configuration that backs up to Linear Booths, and is 20'x20' or larger.

- Maximum height of 12', and higher with Event Management approval. Booth presence (including signs/graphics) can be 21' where available with Event Management pre-approval. Request to exceed 12' must be received by Event Management by **SEPTEMBER 30, 2016**. Please submit the *Request for Height Variance Form* located in this section.
- The back wall and all display fixtures are restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Machinery, equipment, or products may not be shown on a raised/built-up platform or counter if they interfere with the height restrictions.
- All peninsula booths must now submit booth drawings for approval, regardless of height. Please submit your drawings to by **SEPTEMBER 30, 2016**.
- If you have any type of interactive display, you must have a 3-foot clearance from the aisle(s) to allow for crowds.
- To request to exceed height restrictions please follow the instructions on the page titled *Requests to Exceed Height Restrictions* in this section of your manual.
- Any portion of the booth bordering another exhibitor's booth must have a finished back side and must not carry identification signs or other copy that would detract from the adjoining exhibit.

***ALL PENINSULA BOOTHS MUST SUBMIT THEIR DRAWINGS FOR APPROVAL BY: SEPTEMBER 30, 2016.**

Diagram continued on Page 2

ARM TechCon





Regulations & Guidelines

BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

SPLIT-ISLAND BOOTH

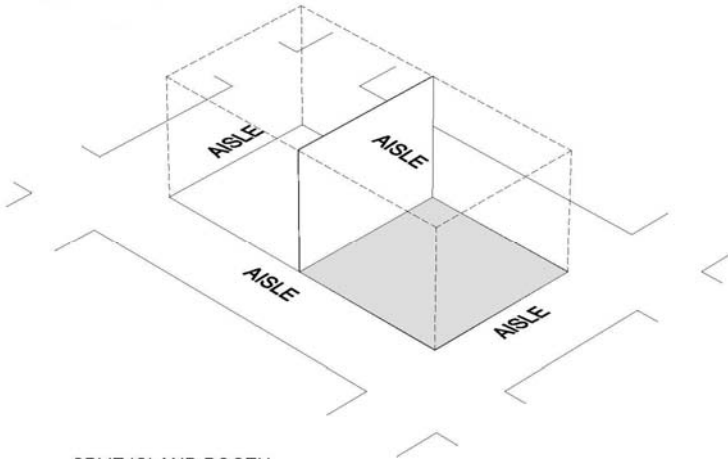
Definition: A Split Island is a Peninsula Booth that shares a common wall with another Peninsula Booth and that is 20x20 or larger.

Height Limit Specifications:

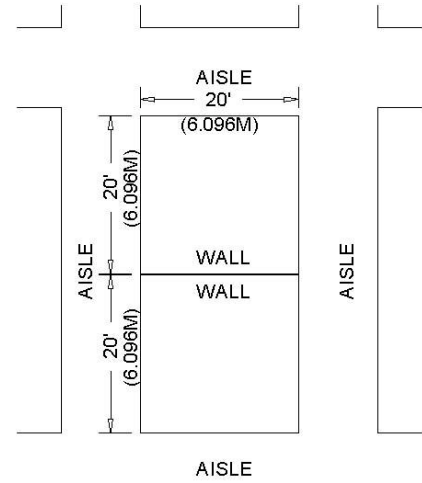
- Maximum height of 12', and higher with Event Management approval. Booth presence (including signs/graphics) can be 21' where available with Event Management pre-approval. Request to exceed 12' must be received by Event Management by **SEPTEMBER 30, 2016**. Please submit the *Request for Height Variance Form* located in this section.
- If you have any type of interactive display, you must have a 3-foot clearance from the aisle(s) to allow for crowds.
- Walls may be installed in any portion of the booth; however, 30 percent of the perimeter of the booth must be left open. The entire cubic content of this booth may be used, up to the maximum allowable height. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- **Any portion of the exhibit bordering another exhibitor's booth must have a finished back side and must not carry identifications signs or other copy that would detract from the adjoining exhibit.**

Diagram continued on Page 2

ARM TechCon



SPLIT ISLAND BOOTH



Regulations & Guidelines

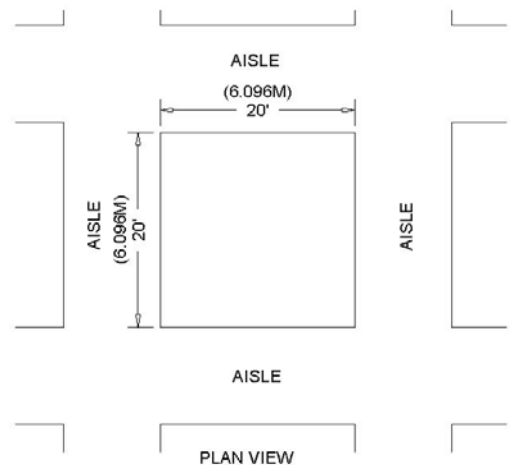
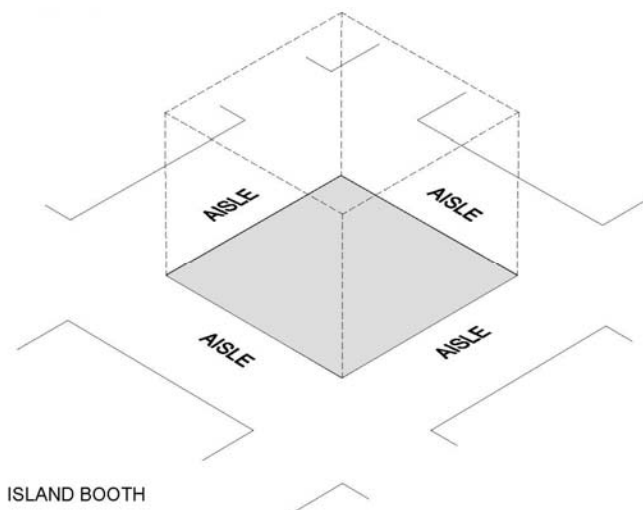
BOOTH CONSTRUCTION REGULATIONS & DIAGRAMS

ISLAND BOOTH

Definition: A minimum of four standard booths (20x20 or larger) with aisles surrounding all four sides of the exhibit.

Height Limit Specifications:

- Maximum height of 12', and higher with Event Management approval. Booth presence (including signs/graphics) can be 25' where available with Event Management pre-approval. Request to exceed 12' must be received by Event Management by **SEPTEMBER 30, 2016**. Please submit the "Request for Height Variance Form" located in this section.
- If you have any type of interactive display, you must have a 3-foot clearance from the aisle(s) to allow for crowds.
- Walls may be installed in any portion of the booth; however, 30 percent of the perimeter of the booth must be left open. The entire cubic content of this booth may be used, up to the maximum allowable height. Walls must be finished on both sides so as not to be unsightly to neighboring exhibitors.
- All booths must be carpeted entirely, or covered with floor tiles, No concrete is allowed to show on any portion of the floor due to safety reasons.



Show Site Work Rules

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Union Information

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

Decorators Union 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.

Stop. Think. Safety.

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016



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

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

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- All exhibitors and attendees enter at their own risk.
- Stay off the docks and out of any marshaling yard areas. Be aware of vehicles. They have the right of way.
- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- 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.

Fire Regulations

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

ARM TechCon
 Santa Clara Convention Center
 October 26 - 27, 2016

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 Santa Clara 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.

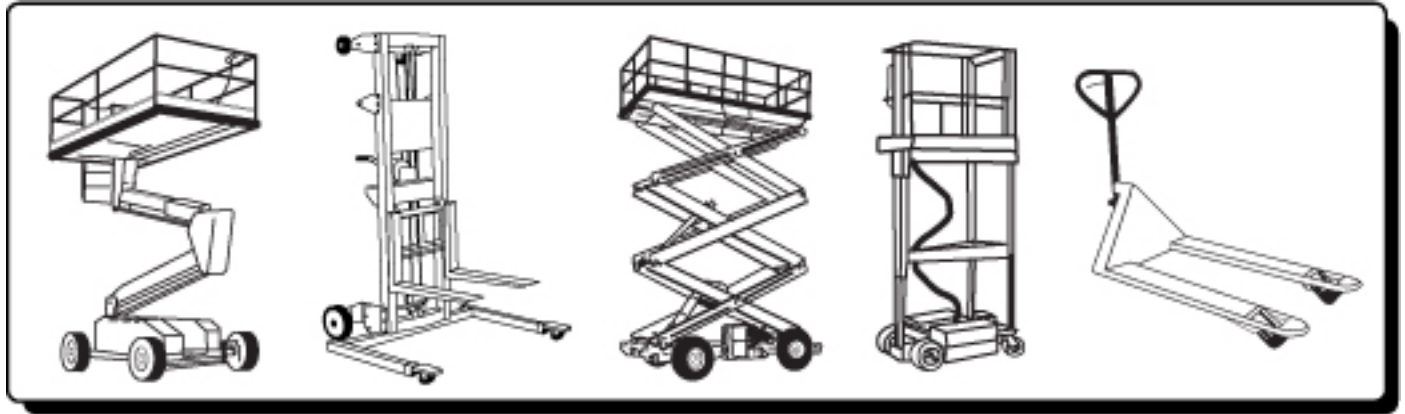
Since most crates and cartons are not constructed of non-flame resistant wood and packing materials are not flame retardant, storage of these items are not permitted within Convention Facilities. Storage of any kind is prohibited behind the back drapes or display wall, or inside display area.

All cartons, crates, containers, packing materials, etc., which are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the floor.

Operation of All Mechanical Lifts

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016



Attention all exhibitors:

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

Work Zone



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

Thank you for your complete cooperation.

GES Payment Policy

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

Payment for Services

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

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

GES Terms and Conditions of Contract

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

ARM TechCon
Santa Clara Convention Center
October 26 - 27, 2016

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 ½% 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 subtenant 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 declination 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.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.



Regulations and Guidelines

CODE OF CONDUCT

Purpose

We believe our community should be truly open for everyone. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, disability, ethnicity, or religion.

This code of conduct outlines our expectations for participant behavior, as well as the consequences for unacceptable behavior.

We invite all sponsors, speakers, attendees, media, exhibitors and other participants to help us realize a safe and positive conference experience for everyone.

All determinations of appropriate or inappropriate behavior are in UBM's sole discretion and the decision(s) of the UBM representatives on-site will be final.

Expected behavior includes, but is not limited to:

- Be considerate, respectful, and collaborative.
- Refrain from demeaning, discriminatory or harassing behavior, materials and speech.
- Be mindful of your surroundings and of your fellow participants. Alert conference organizers if you notice a dangerous situation or someone in distress.

Unacceptable behavior & materials include, but are not limited to:

- Unacceptable behaviors & materials include: intimidating, harassing, abusive, discriminatory, derogatory, or demeaning materials or conduct by any attendees of the event and related event activities. Many event venues are shared with members of the public; please be respectful to all patrons of these locations.
- Harassment includes: offensive comments (verbal, written, or otherwise) related to gender, sexual orientation, race, religion, disability; inappropriate use of nudity and/or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; harassing materials, photography or recording; sustained disruption of talks or other events (whether verbal or otherwise); inappropriate physical contact, and unwelcome sexual attention.
- Wearing clothing that is not suitable for a professional work environment, that is provocative, or otherwise potentially offensive.
- Physical, written, verbal or other abuse, intimidation, threats, annoyance, harassment, stalking, pushing, shoving or use of any physical force whatsoever against any person, which in any way creates a disturbance that is disruptive or dangerous, or creates apprehension in a person, as determined by UBM and its show management, in their sole discretion.



- Possession of any item that can be used as a weapon, which may cause danger to others if used in a certain manner.
- Any boisterous, lewd or offensive behavior or language, including but not limited to using sexually explicit or offensive language, materials or conduct, or any language, behavior or content that contains profanity, obscene gestures, or racial, religious or ethnic slurs,
- Possessing any open can, bottle or other receptacle containing any alcoholic beverages, except in areas specifically designated for the consumption of alcohol. Please drink responsibly.
- Possessing any illegal substance, including but not limited to narcotics, marijuana, or other illegal drugs. UBM does not tolerate the use or abuse of illegal substances anywhere in the Venue.
- Smoking – other than in designated areas.
- Assembling for the purpose of, or resulting in, disturbing the peace, or committing any unlawful act or engaging in any offensive behavior.
- Failure to obey any rules or regulations of the Venue.

Consequences of unacceptable behavior

Unacceptable behavior will not be tolerated whether by other attendees, media, speakers, volunteers, organizers, venue staff, sponsors, or exhibitors. Anyone asked to stop unacceptable behavior is expected to comply immediately. If a participant engages in unacceptable behavior, the conference organizers may take any action they deem appropriate, up to and including expulsion from the conference without warning or refund.

What to do if you witness or are subjected to unacceptable behavior

If you are subjected to unacceptable behavior, notice that someone else is being subjected to unacceptable behavior, or have any other concerns, please notify a conference organizer as soon as possible. All reports will remain completely confidential.

Event Staff will be available to help participants contact venue security or local law enforcement, to provide escorts, or to otherwise assist those experiencing unacceptable behavior to feel safe for the duration of the conference. You can report unacceptable behavior to any member of staff. Staff can be found in the Show Office onsite or you may email one of the contacts below.

Scope

We expect all conference participants (staff, sponsors, volunteers, speakers, attendees, and other guests) to abide by this code of conduct at all conference venues and conference-related social events.

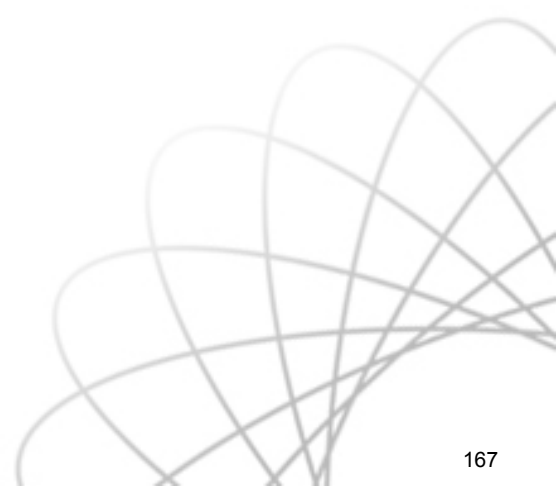
Contact Information

Joseph Marks, Event Director, joseph.marks@ubm.com

Sara McGinness, Senior Operations Manager, sara.mcginness@ubm.com

The above policies may be revised at any time by UBM LLC and are non-negotiable. This Code of Conduct is without prejudice to UBM LLC's rights, all of which it expressly reserves.

Additional Service Order Forms





Early Order Discount Deadline **October 7, 2016**

Order online at <http://www.ets-av.com/orders>

Company Information

Company Name _____
 Company Address _____
 City _____ State _____
 Country _____ Zip/Postal Code _____
 Ordered By _____ Email _____
 Phone Number _____ Fax Number _____

Show Information

On Site Contact Name _____ Cell Number _____
 Booth Name _____ Booth Number _____
 Requested Delivery Date _____ Delivery Time: ☐ 8a-Noon ☐ 1p-5p

Payment Information

Credit Card _____ Account Number _____ Expiration _____
 Cardholder Name _____
 Cardholder Address _____
 City _____ State _____
 Country _____ Zip/Postal Code _____
 Cardholder Signature _____

By signing the above you are certifying the credit card information to be true and correct. You are authorizing the account to be charged for this advance order and any additional amounts incurred as a result of changes by on site representatives.

☐ Check

Remit To:
Event Technology
Services
P.O.Box 3432
Coppell, TX 75019
Please Call for Wire Transfer

Additional equipment is available. Please call for quote.
 Equipment rental rates are show rates.
 A representative must be in the booth to sign for equipment.
 Cancellation of services must be received by discount deadline or cancellation minimums will apply.
 Changes in delivery date or time on site may result in additional labor charges.
 All equipment will be picked up by ETS staff upon completion of the event.



Flatscreen Monitors				
	Qty	Early Order	Standard Rate	Total
24" Flatscreen Monitor		\$415.00	\$550.00	
32" Flatscreen Monitor		\$450.00	\$600.00	
40" Flatscreen Monitor		\$600.00	\$800.00	
50" Flatscreen Monitor		\$1,125.00	\$1,500.00	
60" Flatscreen Monitor		\$1,350.00	\$1,800.00	
70" Flatscreen Monitor		\$1,725.00	\$2,300.00	
80" Flatscreen Monitor		\$2,815.00	\$3,750.00	

Touchscreen, Larger Monitors & Video Walls Available-Please Call for Quote

Accessories				
	Qty	Early Order	Standard Rate	Total
Monitor Chrome Pole Stand		\$150.00	\$200.00	
Chrome Pole Stand Shelf		\$55.00	\$75.00	
Computer Speakers with Subwoofer		\$75.00	\$100.00	
Wired Keyboard & Mouse		\$35.00	\$50.00	
Wireless Remote Presenter		\$35.00	\$50.00	

Computers				
	Qty	Early Order	Standard Rate	Total
Windows 7 i3 ThinkPad		\$380.00	\$440.00	
Windows 7 i7 ThinkPad		\$440.00	\$550.00	
MacBook Laptop		\$420.00	\$525.00	
iMac		\$600.00	\$800.00	

Mobile Devices				
	Qty	Early Order	Standard Rate	Total
iPad 16G with WiFi and Black Case		\$415.00	\$550.00	
iPad 32G with WiFi and Black Case		\$450.00	\$600.00	
iPad Floor Stand		\$190.00	\$250.00	

Playback				
	Qty	Early Order	Standard Rate	Total
Blu-Ray DVD Player		\$240.00	\$300.00	
CD Player		\$120.00	\$150.00	

Microphones				
	Qty	Early Order	Standard Rate	Total
Wireless Headset Microphone System		\$360.00	\$450.00	
Wireless Lavalier Microphone System		\$300.00	\$375.00	
Wireless Handheld Microphone System		\$300.00	\$375.00	
Wired Handheld Microphone		\$70.00	\$85.00	

Sound Systems				
	Qty	Early Order	Standard Rate	Total
MeyerSound UPM-1P Powered Speaker (Pair)		\$600.00	\$750.00	
HK Nano 300 Powered Speaker (Pair)		\$450.00	\$550.00	
12" Powered Speaker (Pair)		\$260.00	\$325.00	

Mixers				
	Qty	Early Order	Standard Rate	Total
4 Channel Mixer		\$90.00	\$115.00	
12 Channel Mixer		\$180.00	\$225.00	

Printers				
	Qty	Early Order	Standard Rate	Total
HP 4200N Series B&W Laser Printer		\$200.00	\$250.00	
HP 3800N Series Color Laser Printer		\$335.00	\$450.00	

Totals				
Equipment Total				
Service Charge (35% of Equipment Total/\$150 Minimum)				
Grand Total				

The Service Charge includes delivery, setup, & dismantle for equipment. For orders in excess \$2000 in equipment, labor will be charged based on time and labor regulations and parameters for that city.

Additional equipment and accessories are available. Contact Kim (kgooch@ets-av.com) or Martha (mbledsoe@ets-av.com) at 972-756-0100 for questions, special requests or additional labor.



SAFETY TRAINING & EMERGENCY PLANNING FOR CLIENTS, THEIR REGULAR AND TEMPORARY EMPLOYEES AND EXHIBITORS

Overview

The building is designed and built for the assembly of large numbers of people. Numerous doors put every guest only a short distance from an exit. A sensitive and sophisticated alarm system will quickly warn of smoke or fire by means of a loud klaxon horn. It also AUTOMATICALLY calls the Fire Department.

Fire Station 10 is located behind the Center, less than 1/4 mile away. Response time for fire or medical emergency is less than 5 minutes.

House Security staff is First Aid and CPR trained.

House Security is on duty 24 hours every day and one always carries a radio telephone reached by dialing 7100 (748-7100 from an outside line) for emergency communications.

"House Phones" are located throughout the building. From a house phone, you may contact any Center phone by dialing 4 digits. These phones DO NOT access outside phones or the Hyatt Hotel. Room capacities are taken seriously. They cannot be exceeded. Attendees are not permitted to stand in aisles or doorways. Exits, alarm pull stations, fire extinguishers and fire hoses cannot be blocked or hidden.

Personal Safety

- Locate and make mental note of the exit nearest your workstation or booth.
- Locate and make mental note of the nearest Fire Alarm and phones.

Fire

- Pull alarm at nearest pull station (Red box on wall marked Fire Alarm).
- Dial 911 from any Pay Phone.
- Dial 9-911 from any convention center phone except "house phones."
- Evacuate via the nearest exit.

Medical Emergency

- Make the person comfortable. Do not attempt to move them.
- Contact House Security by radio or from a convention center phone including "house phones" (dial 7100).
- Dial 911 from any Pay Phone.
- Dial 9-911 from any convention center phone except "house phones."

Earthquake

- Stay calm.

- Get and stay away from glass windows.
- Seek cover under a table or other sturdy furniture.
- When shaking stops, if possible to do so safely, help those needing assistance.
- Exit the building via the nearest door, if possible, avoid the main lobby with its large amount of glass.

Bomb Threat

Most threats are a hoax but, must be taken seriously.

If you receive the call, try to get as much information as possible:

- What is it?
- What does it look like?
- Where is it?
- When is it set to go off?
- Was caller male or female?
- What, if any, background noise did you hear?
- What, exactly, did the caller say?
- Notify YOUR supervisor or manager right away.
- IMMEDIATELY DISCONTINUE USE OF RADIOS.
- Contact House Security in person or by phone.
- Center procedures include contacting Police and Fire and organizing a Search Team.

Evacuation

- Except in the case of a fire, a decision on whether to evacuate the building will be made in consultation with Event Management and based upon the facts of the situation. However, if in doubt, evacuate.
- An announcement will be made over the Center's Public Address System telling you to evacuate.
- WALK to the nearest exit and, quickly, move well away from the building.
- Assembly Areas may be designated by your managers. If so, go to that area immediately so that all persons may be accounted for.

The Ultimate in Lead Management from the World Leader in Mobile lead capture Solutions

Exhibitors say ITN International's solutions are the best lead-management tools in the event industry. No other technology has proven to be as fast, friendly, reliable, or powerful.

BCARD READER

BCARD Reader is an application that allows exhibitors to capture, qualify and fulfill leads using NFC. The app lets users capture leads by touching the device to attendees' NFC badges. All leads are uploaded to a secure cloud portal via the WiFi or cellular network.

The app also lets users qualify leads with a survey; edit leads' contact information; take notes; select product information from an online library and send those selections to the attendee by email.



Features

- NFC Badge reading via touch
- Full contact info populates screen
- Browse and Edit functions

Qualify Leads

- Customizable lead forms with branching and open text responses
- Note field with onscreen keyboard



Collateral & Content Distribution

- Store your product collateral in the cloud
- View content in app
- Choose content best targeting each lead
- Email your choices with a tap
- Lead gets custom email with links to content you have chosen

Store Leads in Real Time in the Cloud

- All leads are stored locally and upload to our secure BCARD Portal



Supported platforms:
(Smartphone, tablet and PC)

- Android
- iOS
- WP8
- Windows 7 and 8.1

98 percent of exhibitors collect sales leads at trade shows, but less than 70 percent have any formalized plan or process in place for how those leads are followed up after the show.

Jump start your follow up process by delivering collateral at the time the lead is captured

Order Online at www.bcard.net (Show Code: ARM16) or fax form to 1.801.406.0040
Questions? 1.801.676.7933 or exhibitors@itnint.com

	Early (By September 15)	Pre-Show (By October 13)	On-Site (After October 13)	Qty.	Cost
BCARD™ Reader on Rented Devices					
On Tablet	\$465	\$510	\$560	_____	\$ _____
Includes all hardware and software needed					
On Smartphone	\$400	\$460	\$510	_____	\$ _____
Includes all hardware and software needed					
BCARD™ Reader on your PC	\$400	\$460	\$510	_____	\$ _____
Includes badge reader. User supplies PC					
BCARD™ Reader App for your Android/Windows NFC Smartphone/Tablet					
BYOD (Bring Your Own Device)—See Disclaimer below					
Single Device License	\$370	\$425	\$470	_____	\$ _____
Accessories & Services					
Bluetooth Wireless Printer for Smartphone	\$100	\$150	\$200	_____	\$ _____
Order only with BCARD Reader on Smartphone					
Automated Email Follow-up	\$200	\$200	\$200	_____	\$ _____
Loss/Damage Waiver for Smartphones	\$150	\$150	\$150	_____	\$ _____
Loss/Damage Waiver for Tablets	\$250	\$250	\$250	_____	\$ _____

Total Amount Due \$ _____

Important Notes: Cancellations and changes subject to a \$50 processing fee. \$500 will be charged for any lost, stolen, or damaged smartphone; \$750 will be charged for any lost, stolen, or damaged tablet. All items subject to availability. No refunds for items not picked up.
Disclaimer:
BCARD Reader has been developed in compliance with NFC standards and is offered as is. ITN does not guarantee the app will work with all NFC devices.

Provide the exhibiting company's information.

Company Name _____ Booth # _____
Onsite Contact _____ Mobile (include country code) _____
Email (for leads) _____ Company URL _____

Provide payment information. By placing this order, you accept ITN International's Terms & Conditions.

Company Name ☐ Same _____
Contact ☐ Same _____
Billing Address _____
City _____ State/Province _____ Zip/Postal Code _____ Country _____
Telephone (include country code) _____ Email (for receipt) _____

☐ Check (payable to *ITN International, Inc.* in US \$)
Check must accompany Order Form. Mail to ITN International, 9696 South 500 West, Sandy UT 84070 USA
☐ Visa ☐ MasterCard ☐ American Express ☐ Bank Transfer (Add \$40 Transfer Fee. See Terms and Conditions for details.)

Card Number _____ Exp. _____ Credit Card Security Code / CCID _____

Signature:

All equipment provided by ITN International is subject to the following Terms and Conditions

1) Orders and Deadlines

- a) All orders placed before the Pre-Show deadline must be paid-in-full at least 7 business days prior to show date.
- b) Orders after the Pre-Show deadline must be paid-in-full upon order
- c) All orders submitted after the Pre-Show deadline (including on-site orders) are subject to availability.

2) Payment Terms and Cancellations

- a) Orders with open balances 7 business days before show open will be cancelled. Orders can be re-processed for a US\$50 fee if payment is received within 7 days prior to show open. In such cases, device configuration may be delayed.
- b) Such cancelled orders are subject to on-site pricing if re-order is handled on-site. In such cases, device configuration may be delayed.
- c) If payment received is different from published prices, ITN International will adjust payment amount to the price on Order Form or BCARD Store.
- d) All order revisions placed after the Pre-Show deadline are subject to a \$50 processing fee.
- e) No refunds after Pre-Show deadline.
- f) Devices/solutions that are unused or not picked up are not refundable.
- g) If your device/solution is not functioning properly, immediately escalate your issue to the Lead Retrieval Service Desk. A refund or replacement device will not be supplied if the issue is not escalated to an on-site ITN Representative in a timely manner.

3) On-Site Services and Terms

- a) To ensure a smooth on-site experience, please visit the Lead Retrieval Service Desk to pick-up your solution/device one day prior to show open.
- b) Orders placed on-site may require up to an hour of processing time and it is highly recommended that orders be placed well in advance of the show.
- c) On-site modification(s) or new customization(s) of ITN International devices are subject to a processing fee and technician availability.
- d) Companies renting or utilizing ITN International products/services agree to comply with any and all Terms of Usage set by Show Management and/or ITN International, Inc. Should terms of Usage be violated by any party, ITN will be held harmless and reserves the right to terminate services without issuing a refund or compensating parties involved. Further, such violation may result in the non-delivery of leads/scans/data files.

4) Exhibitor Terms of Usage

- a) For a misplaced, stolen, or damaged BCARD Reader on Tablet, the exhibitor shall be responsible for a \$750 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Smartphone, the exhibitor shall be responsible for a \$500 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Mobile Phone or BCARD Reader for PC, the exhibitor shall be responsible for a \$250 replacement fee. For a misplaced, stolen, or damaged wireless printer or keyboard, the exhibitor shall be responsible for a \$400 replacement fee; and for a misplaced, stolen, or damaged iPad or iPhone reader, the exhibitor shall be responsible for a \$150 replacement fee; and for a misplaced, stolen, or damaged power supply, the exhibitor shall be responsible for a \$25 replacement fee. If the Loss/Damage Waiver fee is paid for a device, ITN will waive the exhibitor's responsibility to return that device or return it undamaged.

Loss/Damage Waiver Rules:

The fee waives the exhibitor's responsibility to return a device, or return a device undamaged, to ITN. Exhibitor must report loss, theft or damage to ITN Lead Retrieval Service Desk promptly. For any device believed to be lost or stolen, exhibitor must file a police/security report and forward a copy to the assigned ITN representative.

5) Limitation of Liability

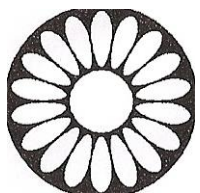
- a) ITN International does not guarantee any level of Return on Investment related to the use of ITN products/services. ITN provides a convenient service that uploads data to a secure Website via ITN's mobile cellular network for password protected access by exhibitors. ITN does not guarantee connectivity will be active at all times. ITN shall not be held liable for any loss of leads due to device(s) that are not connected or that drop connectivity at any time. Upon receiving notification of your login information, we recommend that you login to the BCARD Portal site to verify that your data is available. We also recommend that you bring your device(s) to our Service Desk for any reason or, if you do not, that you notify ITN that your data is not available at our online site.
- b) ITN International shall not be held liable for any unforeseen happenings (i.e., Acts of God, union labour strikes, building or grounds damage, loss of power, travel or work stoppages) that may cause the show to be cancelled or postponed. In any such event, the obligations of ITN International, Inc. for services not rendered shall be terminated and ITN International, Inc. shall be entitled to all payments received.

6) Data Privacy

The lead gathering devices ("Devices") you have rented for this event allow you to collect business card information stored in a contactless smart card, called BCARD, issued to each registrant. The ITN lead gathering device you are provided with has a short range contactless smart card reader and software with a secured encrypted key that unlocks the content on the attendee's BCARD. ITN's devices are the only ones that can read the content of a BCARD, and you can only read a BCARD if you bring the reader or the card within 2 cm of each other. In essence, there is a voluntary exchange of information between a registrant and an exhibitor using ITN devices amounting to a traditional exchange of business cards. You are hereby informed that when collecting information and personal data ("Personal Data") through these Devices, you will become data processors, as defined by the UK Data Protection Act 1998 and the Spanish Protection of Personal Data Act 1999 and applicable US Data Privacy laws, including US-EU Safe Harbor, as amended. Accordingly you shall:

- a) Inform all visitors whose Personal Data is collected that such collection is taking place.
- b) Ensure that appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of such Personal Data and against accidental loss of, or damage to, the Personal Data.
- c) Make proper use of the Personal Data and not distribute any part of the Personal Data to anyone without the prior written consent of the visitors whose Personal Data has been collected.
- d) Shall agree that your company is strictly prohibited from disclosing personal and contact information of event attendees to a third party for payment or otherwise. The foregoing applies to personal and contact information that is provided by event attendees.
- e) More generally, you shall abide by all the rules and regulations in force in collecting, storing and processing Personal Data.
- f) For the avoidance of any doubt, neither ITN nor the event Organizer or its affiliates, nor any other party, shall be liable for any breach of the UK Data Protection Act 1998 and/or the Spanish Protection of Personal Data Act 1999 and/or applicable US data privacy laws in the collection and handling of Personal Data. You agree to defend, indemnify and hold harmless ITN, the Event Organizer and its affiliates, and their directors, officers, employees, agents and contractors, against any claim for such a breach.

Your order and use of ITN International products, services and equipment implies that you have read, understood and agreed to the Terms and Conditions stated herein.



F L O R I S T
ORGANIZED EVENTS
PLANT & FLORAL
340 Pine Ridge Road
Chattanooga, TN 37405
Phone 423-756-9835
Fax 423-756-4743

Email organizedevents@comcast.net
organizedeventsfloral.com

ARM
TechCon

DESCRIPTION FOR RENTAL	COST EACH	QUANTITY	TOTAL COST
Table Top Green Plant	25.00		
2-3 Foot Green Plant	40.00		
4 Foot Green Plant	50.00		
5 Foot Green Plant	60.00		
6 Foot Green Plant	70.00		
7-8 Foot Green Plant	80.00		
Over 8' Green Plant = \$15 per foot			
Mums: Wh __ Yel __ Lav __ Bnz __	35.00		
Azaleas: Wh __ Red __ Pink __	35.00		
Bromeliads	35.00		
Fern – Large	35.00		
Ivy	35.00		
Bubble Bowl (bus.card, candy etc.)	25.00		
Cut Flower Arrangements(Small) (Shape _____ Color _____)	55.00		
Cut Flower Arrangements (Medium) (Shape _____ Color _____)	65.00		
Cut Flower Arrangements (Large) (Shape _____ Color _____)	75.00 +		
CONTAINER COLOR (BLACK OR WHITE).....			
SUBTOTAL.....			
DELIVERY, MAINTENANCE AND REMOVAL CHARGE 5% OF TOTAL			
TOTAL			

PLEASE EMAIL ORDERS

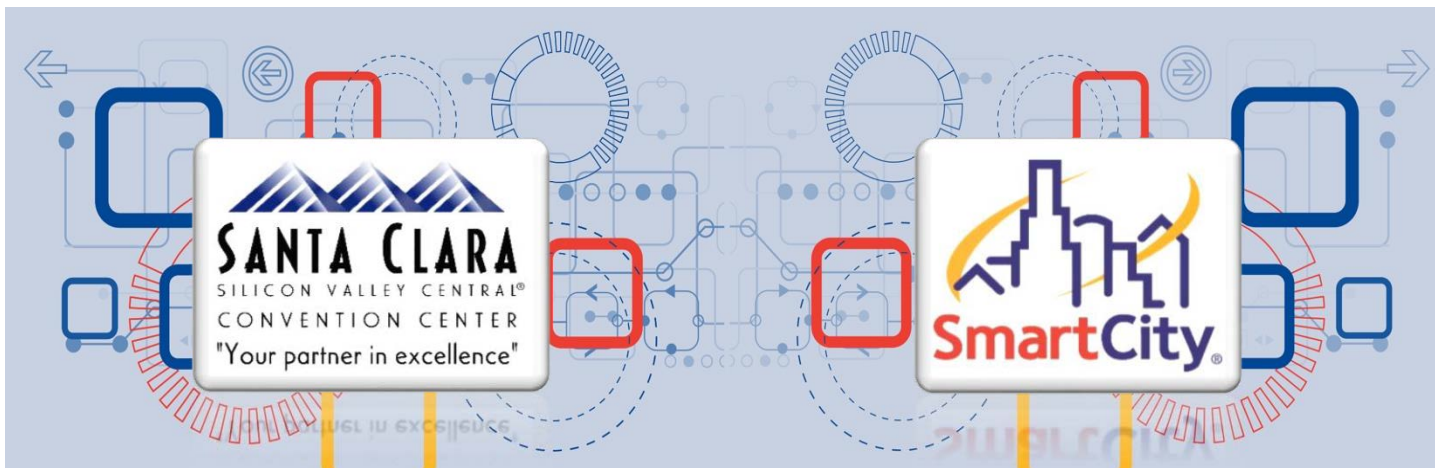
BLACK OR WHITE CONTAINER
INCLUDED IN THE PRICE.

OUR DESIGNERS WILL BE GLAD TO
MAKE SUGGESTIONS FOR YOUR
EXHIBIT AT NO EXTRA CHARGE.

SPECIAL REQUESTS FOR PLANTS
AND FLOWERS ARE NO PROBLEM
WITH ADVANCE NOTICE.

Company _____ Booth # _____
Address _____
City _____ State _____ Zip _____ - _____
Phone (____) _____ Fax (____) _____ e-mail _____
Check MC Visa AMEX (circle one) Card _____ - _____ - _____ Exp. Date ____/____/____
Print Name on Card _____ Security Code(visa, mc, 3#s AX 4 #) _____

RETURN COPY WITH PAYMENT TO ORGANIZED EVENTS



ARM TechCon

October 25th – 27th, 2016

Order 14 days prior to the 1st day of the show move-in for incentive rate.

Incentive deadline for the above event is October 8th, 2016

Smart City is the exclusive telecommunications and television service provider for the Santa Clara Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Telephone Service

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



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



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Television Service

- HD Service

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

Smart City Online Order Information

Smart City is the exclusive provider of Internet, Wireless, Telecom and Television Services at the Santa Clara Convention Center.



Smart City is Going Green.

Order Online in a Few Easy Steps.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Telephone Service

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



To Review and Order our Services visit:

<https://orders.smartcitynetworks.com/center.aspx?center=070>

Order before the Incentive Price Deadline.

Questions:

Call: (888) 440-0911 or Email: <mailto:csr@smartcity.com>

Online Order Entry Quick Reference Guide:

- Use the Worksheet to plan your services.
(NOTE: If you will use a router choose Dedicated Network Services)
- Go to the Smart City Online Order Website.
- To begin ordering Select "**Order Now.**"
- Follow Steps 1 through 7.
 - Step 1: Locate your event by name in the online database, and enter your company information.
 - **Step 2: To select services click on "Services" link.**
 - Complete steps 3-7
 - Don't forget your booth or room floor plan.



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



Television Service

- HD Service

INTERNET AND TELECOM WORKSHEET

- To set up your order:**
- Determine the number of devices that require internet.
 - Determine if you will need to use a router.
 - Review Service Overview below. NOTE: For Router use You must select Dedicated Network Service.
 - Use Worksheet to plan all services.
 - **Order Online at:** <https://orders.smartcitynetworks.com/center.aspx?center=070>
- This worksheet is a guide and cannot be used as an order form.** For assistance call (888) 446-6911 or email csr@smartcity.com

INTERNET OVERVIEW

Basic Wired Internet Shared Network No wired or wireless routers supported No Hub/Switch supported <ul style="list-style-type: none"> • Supports 1 device only • No additional IP's available Shared Network Speed up to 1.54Mbps Recommended for: <ul style="list-style-type: none"> • Email • Surfing the Internet 	Premium Wired Internet Shared Network No wired or wireless routers supported <ul style="list-style-type: none"> • Supports Multiple Devices • Static Private IP address • IP's available for additional devices • Hub, Patch Cables and Floor work required for Additional IP's Shared Network Speed up to 10Mbps Recommended for: <ul style="list-style-type: none"> • Wired Cyber Cafe • Social Media Feeds • Multi Media Downloads 	Dedicated Wired Internet Dedicated Network Wired and wireless routers supported <ul style="list-style-type: none"> • Includes 5 static Public IP's • Up to 29 IP's available Dedicated Network Speed 3Mbps and up. See Service Worksheet below Required for: <ul style="list-style-type: none"> • Web Casting • HD Streaming • Routers(wired or wireless) • Requires Wireless Engineering Management Fee WEMF
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SERVICE ORDER WORKSHEET

INTERNET SERVICES	Quantity	Incentive Price	Base Price	Onsite Price	Total
Shared Internet Services – Routers Prohibited					
Basic Internet DHCP Service (BI)		\$695	\$895	\$1,074	
<ul style="list-style-type: none"> • Each Basic Internet line ordered supports one device only. • Does NOT support switches or routers. 					

Premium Internet Private IP Service (PI)		\$900	\$1,080	\$1,296	
<ul style="list-style-type: none"> • Main Distribution Line to first Device • Add IP's below for additional devices. 					
Private IP's Premium Service for Multiple Devices (PI-AD)		\$150	\$185	\$222	
<ul style="list-style-type: none"> • Add one Additional IP for each additional device up to 24. After 24 IP's add a second PI Main Line and Hub. • Add Internet Equipment & Labor below 					

Upgrade to Public IP (PI-D)		\$199	\$299	\$358	
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Internet Equipment & Labor: Required for Additional Devices with no router					
Switch Rental – up to 24 ports (SW)		\$185	\$225	\$270	
Patch Cable (up to 50') – Cat5e (PC)		\$50	\$62	\$74	
Labor / Floor Work – Fee Per Hour (FW/N)		\$125	\$125	\$125	
<ul style="list-style-type: none"> • Add a Switch to connect additional devices up to 24. (NOTE: Customer may provide own switch but must notify Smart City) • After 24 IP's add an additional switch. • Add one Patch Cable for each device. (NOTE: Smart City must install all cables under carpet or crossing traffic paths) • Add One Floor Work fee for each switch. 					

Dedicated Internet Services – Routers Supported					
Dedicated 3Mbps (TTS-03)		\$3,495	\$4,370	\$5,244	
Dedicated 6Mbps (TTS-06)		\$5,900	\$7,375	\$8,850	
Dedicated 10Mbps (TTS-10)		\$7,850	\$9,810	\$11,772	
Upgrade to 29 Public Static IP Addresses (IP-29)		\$995	\$1,194	\$1,433	
Wireless Engineering Management Fee (WEMF)		\$350	\$440	\$528	
<ul style="list-style-type: none"> • Smart City supervision is required when wireless router is in use to insure no RFI with other wireless services. • Order WEMF for each dedicated main distribution line. 					
Higher Bandwidth Services Available. See Online Service List. https://orders.smartcitynetworks.com					

TELECOM SERVICES	Quantity	Incentive Price	Base Price	Onsite Price	Total
Voice Services: PBX Service – Domestic LD Included					
Single Dial 9 Line –(SL)		\$275	\$345	\$414	
Single Dial 9 Line w/ Polycom Instrument (PL-UNR)		\$465	\$575	\$690	
For Direct Dial Line, Please contact Smart City. (888) 440-0911 or Email: csr@smartcity.com					

FLOOR PLAN TEMPLATE

Center: SCCC (070) &HYATT REGENCY (071) CA

Company Name: _____

Event Name:

Booth / Room #:

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

Before Service Can be Installed:

- A complete floor plan is required. If you do not have a floor plan please use this grid.
- Indicate the location of all devices on internet using a “C”
- Indicate the location of telephone service using a “T”

See Additional Instructions Next Page:

List Any Additional Installation Instructions Below:

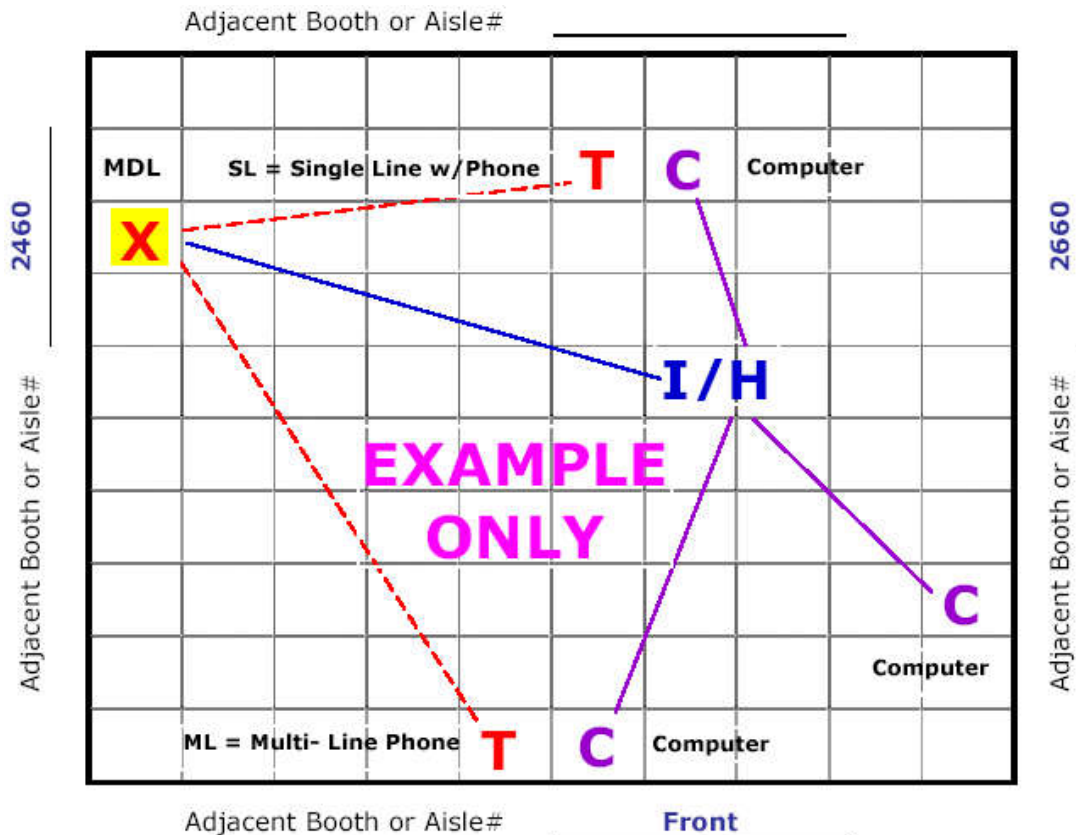
Back of booth or room

[illegible]

Adjacent booth or aisle

FLOOR PLAN TEMPLATE

Additional Instructions



X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a “**MDL**” before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the “**MDL**” will be the back of the booth or at Smart City’s discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the “**MDL**”. A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment “**T**”.

I / H / PC / C = Location of primary Internet Service “**I**”, Hubs “**H**”, Patch Cables “**PC**” and / or Computers “**C**”. For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) 20 X 20 . **Scale** = 1 Box is equal to 2 ft.

WIRELESS HOT SPOT WORKSHEET



Santa Clara Convention Center
Hyatt Regency Grand Ballroom Events



EXHIBITOR BOOTH WIRELESS HOTSPOT SOLUTIONS

Order Online at: <https://orders.smartcitynetworks.com/center.aspx?center=070>

STANDARD (1.5Mbps)			PREMIER (No User Rate Limit)	
Concurrent User/Device Limit	Concurrent User/Device Limit	Fee Before Tax	Concurrent User/Device Limit	Fee Before Tax
	5	\$1,695	5	\$3,600
15	15	\$2,995	15	\$7,560
30	30	\$4,900	30	\$10,800
60	60	\$6,700	60	\$12,960

HOT SPOT DESIGN

All Hot Spots include a customized SSID (Network Name) and Password provided by the customer.
(NOTE: Password must be 8 characters, alpha numeric. Lower case is recommended.)
Customers may also purchase hosting for a customized WiFi Splash Page which can be used for sponsorship.
Customers may submit their own Splash Page or work with Smart City to develop the design.
Smart City Design Services to produce a customized Splash Page are \$250.00 per hour.
Additional information on Splash Page design can be found at:

<http://orders.smartcitynetworks.com/SplashPageDesign.aspx>

Hot Spot SSID (Network Name)

Hot Spot Password (Minimum 8 characters)

All Wireless Hot Spot Orders require a completed Network Security Declaration Form next page

FOR SUPPORT

To Contact Smart City Customer Service Call: (888) 440-0911

For Email Support Contact Smart City Customer Service at: csr@smartcity.com

WHEN CONTACTING CUSTOMER SUPPORT PLEASE PROVIDE THE INFORMATION BELOW

Center: SANTA CLARA CC (070) CA, HYATT REGENCY (071)	Company
Event Name:	Booth / Room #:

Billing Company Name:	Event Dates:
Billing Company Address:	Incentive Order Deadline: 14 Days Prior 1st Day Show Move-in
Billing Company City, State/Country, Zip	Billing Company Phone #: ()
	Email:
Number of Concurrent Wireless Users:	Wireless Speed:

WIRELESS HOT SPOT SOLUTIONS

NETWORK SECURITY AGREEMENT

Center: SCCC (070) & HYATT REGENCY (071) CA

Event: _____

Company _____

Booth / Room _____

Customer / Ref _____

2016 - 07 - _____

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s). Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative. Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

*** **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** ***

*** **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** ***

Device(s) Operating System: _____

Total # of Devices On
Wireless Internet: _____

Type of Anti-Virus Software Installed: _____ Norton _____ McAfee _____ Other: _____

Virus Scan Last Updated - Date: _____ / _____ / _____ Security Updates Last Performed - Date: _____ / _____ / _____

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

SIGNATURE REQUIRED BELOW TO VERIFY NOTIFICATION THAT VIRUS PROTECTION IS REQUIRED FOR ALL DEVICES ON SMARTCITY NETWORKS

Signature _____

Date _____

SELF SERVE EXHIBITOR WIRELESS

Order Onsite with a Credit Card

LOCATION: EXPO HALLS AND CUSTOM DESIGNATED AREAS

NOTE: Exhibitor Wireless is on 5GHz Band only

Exhibitor Internet
Wireless connectivity for event facilities

Login or Create your Wireless Account

Already a member?

Login: **Email**

Password:

LOGIN

BUY NOW \$79.99 for 1 day

BUY NOW \$159.99 for 3 days

BUY NOW \$239.99 for 5 days

SPEED: TO 1.54MB Up and 1.54MB Down

Available on the 5GHz band only

USAGE: Can be used for: online presentations, online demos, large downloads, interactive applications, payment processing, accessing database information as well as basic browsing and email.

PRICING:

1 Day	\$ 79.99 per day/per device
2 OR 3 Days	\$159.99 total per device
4 OR 5 Days	\$239.99 total per device

LOGIN GUIDE: Connect to the wireless network called "Exhibitor Internet" and then open up your web browser. The splash page for Exhibitor Internet will appear with fields for credit card information, number of days of service, and Login ID and Password (Which are determined by the user.)

NOTE: A different email address is required for each team member's wireless order.

YOUR LOGIN: Use your email address as your ID.
An invoice will be Emailed to you at that address.

Record your ID and password below so you do not forget it.

Select the Terms of Service box if it appears to complete the connection.

INVOICE/REIPT:

You will receive an Emailed confirming your purchase of wireless service.

This will be your only invoice. Save this email for your records.

RECORD YOUR ID AND PW: _____

TECHNICAL ASSISTANCE:

Self-serve customer service call-in number: **1 888 243 5685**

Security Order Form
Individual Booth Security
Deadline: October 11th, 2016



ARM TechCon 2016
Santa Clara Convention Center • October 25th-27th, 2016

Show Management acknowledges it has the responsibility for show security, BUT also recognizes that the exhibitor's equipment and property are under his/her own custody and control. Reasonable care will be taken to provide safe-keeping for the equipment and merchandise. Maloney Security, Inc. accepts no responsibility for any damage to or for loss or destruction of an exhibit, or for the property of an exhibitor, his/her agents or employees, either from fires, theft, accidents or other causes, or injury to any persons resulting from such causes. Any scheduling conflicts must be discussed onsite with the onsite manager before completion of event. Maloney Security, Inc. has been selected as your official security contractor. If you desire Individual Booth Security Service, please complete the following:

	# Of Guards:	Date From:	Hour From:	Hour To:	Date To:	Total Hours:
1.	_____	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____	_____
7.	_____	_____	_____	_____	_____	_____
TOTALS:		Total Hours:	_____	X	Rate per hour:	\$ _____ = \$ _____

Credit card orders are \$36.00 an hour per security officer if received by the **Deadline Date of October 11th, 2016**. **Cash/check discount orders** are \$34.00 an hour if check/cash and order are received by the deadline date. All **post-deadline orders** are \$46.00 an hour. Our minimum call is four consecutive hours per security officer. Holidays are factored at double-time. Overtime rates may apply if client holds a security officer past shift. Personnel will not leave until released by client. **Orders may be emailed to events@maloneysecurityinc.com, faxed to 650.593.1101, or mailed to our office at 1055 Laurel Street, San Carlos, CA 94070.**

Please include a floor plan of your booth configuration with your order. (Optional)

Exhibiting Company: _____

Street Address: _____

City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Person Completing Form: _____ Booth #: _____

Authorized Signature: _____

Print Name: _____

Representative Onsite: _____ Cell: _____

Specify Needs and Concerns: _____

We accept the following credit cards: Visa®, MasterCard®, and American Express®
DO NOT EMAIL CREDIT CARD INFORMATION!
Credit card information may be called in to our office (650.593.0163), faxed with your order to 650.593.1101, or mailed with your order to 1055 Laurel Street, San Carlos, CA 94070.

Maloney Security, Inc.
 1055 Laurel Street, San Carlos, CA 94070 USA

www.maloneysecurityinc.com
 Phone: 1.650.593.0163 FAX: 1.650.593.1101

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

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