

# Exhibitor Services Manual Table of Contents

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

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

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# Show Organizer Information and Forms

# BioProcess International US West

## Onsite Contact Form

**DEADLINE: February 4<sup>th</sup>**

Company Name: \_\_\_\_\_ Booth # \_\_\_\_\_

### 1) SERVICE KIT RECEIVED ACKNOWLEDGEMENT

So we can be sure you received access to your Exhibitor Service Kit please complete and email this form to Show Management.

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 2) ON-SITE CONTACT PERSON

Please provide the name and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your booth representative after show hours **in the event of an emergency.** ***This information will be kept confidential.***

On-site Contact Person: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Work Number #: \_\_\_\_\_

Email: \_\_\_\_\_

Hotel Staying at BioProcess International: \_\_\_\_\_

Arrival: \_\_\_\_\_ Departure Date: \_\_\_\_\_

# BioProcess International US West

## Exhibitor Shipment Tracking Form

**Deadline: February 15<sup>th</sup>**

Please provide the information below so that show management can have a record of your packages being delivered to the event. Should an issue or delay arise we will try to expedite on-site delivery to you.

Company Name: \_\_\_\_\_

# of boxes: \_\_\_\_\_

Contents:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Carrier: \_\_\_\_\_

Tracking #:

1. \_\_\_\_\_

4. \_\_\_\_\_

2. \_\_\_\_\_

5. \_\_\_\_\_

3. \_\_\_\_\_

6. \_\_\_\_\_

Date Shipped: \_\_\_\_\_

Delivery Date: \_\_\_\_\_

Destination: \_\_\_\_\_  
(Advanced Warehouse or Direct to Show Site)

Please email this form to Alexandra Kapetanopoulos, Operations Coordinator at:  
[Alexandra.Kapetanopoulos@KNect365.com](mailto:Alexandra.Kapetanopoulos@KNect365.com)

**BIOPROCESS INTERNATIONAL WEST**  
**March 11 – 14, 2019**  
**Santa Clara Convention Center**  
**5001 Great America Pkwy, Santa Clara, CA 95054**

# BioProcess International US West

## Height Variance Allowance Form

**DEADLINE: February 4<sup>th</sup>**

If you are concerned that your booth design does not adhere to standard tradeshow regulations, please submit your design to Show Management for review.

Complete the following information and submit this form along with drawings of your booth design, including dimensions of all elements and their distance from the aisle and/or neighboring exhibitors.

Exhibiting Company: \_\_\_\_\_

Design Company (if applicable): \_\_\_\_\_

Name of Person Submitting Design: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

You may email this form with your drawings to Lauren De Falco, Exhibit Operations Manager, [Lauren.DeFalco@KNect365.com](mailto:Lauren.DeFalco@KNect365.com) no later than **February 4<sup>th</sup>**.

Show Management will review the design submitted and approval of the design will be confirmed in the section below. If the design cannot be approved, a member of Show Management will contact you to discuss the design. Please allow 5 business days for processing.

For Show Management use only	
Approved	_____
Not Approved	_____
Reason	_____

# BioProcess International Conference & Exhibition

## Booth ID Sign

**DEADLINE: February 4<sup>th</sup>**

A booth ID sign is included with your booth package. Show management will order your sign for you directly through GES Exposition Services and there will be no charge to you for this sign.

Show management cannot guarantee any sign changes after the due date above.

If you do not submit this form your sign will be ordered based on the company name listed on your event contract.

**Dimension:** 7" H x 44" W

**Lettering:** Signs are printed in all capital letters

**Placement:** Signs are hung over the back of your pipe and drape at a height of 8 feet.

**Graphics:** There are NO graphics included on these signs.

Our Sign should read exactly as follows:

Company Name: \_\_\_\_\_

Booth Contact: \_\_\_\_\_

Today's Date: \_\_\_\_\_

### SAMPLE SIGN FORMAT:

<b>ABC, Inc.</b>	<b>Booth #</b>
------------------	----------------

----- 44" -----

Please email this form to Alexandra Kapetanopoulos, Operations Coordinator at:

[Alexandra.Kapetanopoulos@KNect365.com](mailto:Alexandra.Kapetanopoulos@KNect365.com)

**BIOPROCESS INTERNATIONAL WEST**  
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# **FACILITIES GUIDE**

## **FOR CLIENTS AND SERVICE CONTRACTORS**



**Santa Clara Convention Center**  
***“Your Partner In Excellence”***



Welcome to the Santa Clara Convention Center! We are eager to provide you with the assistance needed to produce a successful event.

Whether you are planning a convention, trade show, public show, meeting, banquet or other type of event, this *Facilities Guide* is designed to provide the information you need for your event planning process. More detailed information will be provided through the contracting process and by the Event Manager assigned to your event.

Please think of this *Guide* as a planning tool and a reference. We encourage you to read the entire guide. If nothing else, please do review the section titled *"If you don't read anything else, read this!"* This section highlights essential information and critical dates every event must adhere to on one page.

We are proud of our Center and the service we provide. Our goal is to be "Your Partner in Excellence." At the conclusion of your event, you will receive an evaluation form. We encourage you to return it with your comments. I like to acknowledge the people who contribute to our success. And, if we fail to measure up to your expectations, we need to know in order to improve.

Thank you again for giving us the opportunity to host your event!

Lisa Moreno  
General Manager  
Santa Clara Convention Center

**Updated 3/2017**

## **IF YOU DON'T READ ANYTHING ELSE, READ THIS!**

### **IMPORTANT PEOPLE**

**Your Event Manager** is your customer service representative. This key contact at the Center will help you understand our rules and how they might affect your event, as well as communicate all information about your event to the rest of the Center staff. Please feel free to ask this contact any question. If your Event Manager doesn't know the answer, she/he will know where to get it!

**Your Catering Sales Manager** will coordinate all of your requirements for banquets, coffee and refreshment services, concessions, booth catering, food and beverage sampling and promotions. Our Catering Department (hosted by ARAMARK) provides quality catering and concession services on an exclusive basis in the Center.

**PSAV** is your full-service audiovisual, computer and labor management resource. PSAV is a total solutions provider. With on-site computer, staging, and exhibit services, there are no events that cannot be managed.

**SmartCity Networks** provides telephone and other telecommunication services including Internet connections at bandwidths from 56k to T3. Smart City Networks is the premier provider of temporary telecommunications services to the convention and trade show industry.

### **IMPORTANT DATES**

**12 Months Before Your Event** (or, upon receipt),

- Sign and return contract (Use Agreement)
- Pay deposit on License Fee

#### **Before Selling Exhibit Space**

Obtain approval of floor plan including registration setups in lobbies

#### **30 Days Before Your Event**

- Make final payment of License Fee
- Pay advance deposit for catering requirements
- Provide event requirements to Event Manager
- Provide Certificate of Insurance

(See Use Agreement for required Additional Insured's)

### **ADVANCE SHIPMENT & STORAGE**

The Center cannot and will not accept freight for an event. Limited quantities of critical meeting and similar materials may be accepted in advance IF you make arrangements with your Event Manager. There is a cost for early delivery as well. Consult with your event manager if needed to make arrangements.

### **PARKING & TRAFFIC CONTROL**

Commencing in the fall of 2014, the Center cannot guarantee parking availability in the adjacent city owned parking garages due to major events that may potentially be held in the Levi's Stadium. All reasonable efforts will be made to locate alternative parking for use of the Licensee. Parking fees will apply based upon the rate charged at the time of program.

2,000 on-site parking spaces are shared with the Hyatt Regency and TechMart. Additional space is available at the New Tasman Garage across next to the Convention Center. Accurate attendance estimates are important to share with your Event Manager so we can manage the events parking needs.

Marshaling Truck traffic to/from docks and from docks and vehicular traffic generated by exhibitor move-in/out must be controlled to avoid obstruction of roadways. This is the General Service Contractor's and Clients responsibility to manage with the aid of your event manager.

### **Labor Partners:**

The Santa Clara Convention Center has enjoyed a long and productive relationship with the labor community. Our excellent customer service is directly attributable to our staff, as well as our strong partnership with local unions. The best practices that they exhibit assure the highest quality for vendors and events that take place at our facility.

The benefit of our union partnership has been a working environment in which both the Convention Center and Labor commit to maintaining the highest level of customer satisfaction. It also ensures that work is performed at a reasonable cost, reflecting a superior level of efficiency, productivity, and quality. Their training and certifications provide for top-notch safety procedures in the delivery of services, an important issue for us all.

### **Union Labor:**

Since much of the work required for your event falls under the expertise of various unions, it is important that you, as well as your contractors and producers, understand these functional roles so that the appropriate labor can be provided. The following are the general areas that fall within the scope of proficiency provided by our union partners:

Freight Handling to and from the last point of rest: Teamster Local 287

Installation and Dismantle of Show Floor Coverings, Pipe and Drape, Furniture, Signage & Graphics, Modular Systems, Exhibits, and Sign and Display Rigging:

Sign & Display Local 510

Staging, Rigging, Theatrical Lighting, Sound and Audio-Visual Services and Computer

Installation: I.A.T.S.E. Local 134

Food and Beverage Services: Unite- HERE Local 19

Electrical Services: IBEW Local 332

Entertainment: Musicians Local 6 – AFM

You can find their contact information under the different tabs for specific work on our website.

Have your work done right the first time;  
Use Union Labor for a positive and successful event!

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## **GENERAL**

### **Sharing the facility**

Unless your Use Agreement covers the entire building, there may be other events in the building at the same time. Likewise, the building is a public building and lobby areas are considered to be public areas. Although these areas can be used for registration, coffee service and receptions, allowance must be made for public access and emergency egress.

In booking and scheduling other events into the Center, we try to avoid overuse of the building or of specific sections of the building. We shall share information about other organizations scheduled in the building with you. We assume no responsibility, however, for competitive or security concerns. Please advise your Event Manager if you have a concern.

### **ACCESSIBILITY (ADA)**

The Americans With Disabilities Act (Public Law 101-336) requires facilities like the Center to be fully accessible to persons with disabilities.

The Center was built in 1985-86 to then existing state and federal standards for accessibility. The Great America wing, completed in 1995 meets all standards current at that time. California standards have, generally, exceeded federal standards; therefore, we begin with a high level of accessibility.

The City's ADA Task Force conducted an audit of the Center following a 'self-assessment' conducted by the Center's staff using guidelines provided by the International Association of Auditorium Managers (IAAM), our professional association.

We believe the Center to be highly accessible according to the spirit and intent of the Americans With Disabilities Act. The Transition Plan identifies those areas requiring improvement to fully meet the ADA Accessibility Guidelines, as we understand them. It is our intent to complete those improvements according to timetables established by the implementing regulations and subject to approval of the capital expenditures by the City Council.

The Center accepts responsibility for compliance with the Act with respect to its policies, practices, procedures and eligibility criteria; the provision of auxiliary aids and services other than in those areas designated for the exclusive use of the Licensee; architectural, communication and transportation barriers other than those created by or within the control of Licensee, its agents, representatives or contractors and, the provision of wheelchair seating spaces in assembly areas.

Licensee shall be responsible for compliance with the Act with respect to its policies, practices, procedures and eligibility criteria; the provision of auxiliary aids and services in areas designated for the exclusive use of or within the control of Licensee, including audio visual and architectural, communications and transportation barriers created by or within the control of Licensee, its agents, representatives or contractors.

The Center has a ramp for a 24" – 32" high stage. This ramp is only for the new "Roll in set" stage used in the exhibit halls only. Ramps to higher or lower stages, if required, are not always locally available. The center will assist with locating suitable equipment.

Our facility has a Translation and Assistive Listening System offering up to four channels and approximately fifty headsets. There is a charge for use of the system in addition to the cost of the translator, if needed. Portable RF systems are also available.

We invite you to visit the Center and, if you wish, conduct a walk through inspection to evaluate accessibility for yourself.

## **TERMS AND PAYMENT**

Your Use Agreement details the amount of the License fee you must pay and the dates on which deposits and final payments are due. It is important that these payments be made on time. We cannot permit you to move in unless all required advance payments have been made. Within ten (10) business days of your event, payment will be accepted only if in the form of a bank check or money order.

Upon approval of credit, which must be arranged in advance, we will invoice for charges incurred during an event. **We will not invoice third parties** for services provided on your behalf except upon credit approval for them. In addition, you must accept responsibility for charges they fail to pay.

With the approval of the General Manager, corporate purchase orders may be accepted for both License fees and services charged during an event.

**Any invoices rendered are due and payable Net 30 days.**

## **INSURANCE**

Because the Convention Center is owned by a public agency, all users must provide Broad Form **General Liability Insurance** with minimum limits of **\$1,000,000 (\$2,000,000, if exhibits)** written through an insurance company licensed to do business in California. The coverage must be on an **OCCURRENCE** basis (rather than aggregate).

**This insurance must insure against** any claim arising out of or in connection with your use of the Center, your contractors, subcontractors, employees, exhibitors and/or agents including all costs of defending such claim or claims.

If your organization already has business insurance, it is usually possible to obtain the appropriate coverage under the existing policy. Your agent or broker can provide an **Endorsement/Certificate of Insurance to the Center** to meet the requirements. To be complete, however, it must show as **named insured's, in addition to yourself, your contractors, subcontractors, employees, exhibitors and/or agents:**

**"The Center, the city of Santa Clara, the Redevelopment Agency of the City of Santa Clara, the Santa Clara Chamber of Commerce, and their respective officers, directors, employees and/or agents."**

If you do not have business insurance, we may be able to help you obtain the insurance through a **Special Event Safety Group Insurance Program**. The program is written through an insurance broker and its cost is, usually, very competitive. We are not the insurance broker or agent. We charge a nominal "processing fee" in addition to the premium quoted by the broker. Please consult your Event Manager for details.

**You must also provide evidence of Worker's Compensation coverage for California employees.**

Many governmental units and some large companies are self-insured. **A self-insurance program** may be acceptable but is subject to review and approval by our Risk Management advisors.

It is not necessary for Event Insurance to include liquor liability coverage. The Center's caterer, ARAMARK, provides this.



## CONTRACTORS

The Center requires that **all major contractors and subcontractors be properly qualified and licensed**. In addition, we require that they present evidence of insurance in the same minimum amounts and in the same form, as you, the Licensee, must provide.

## FLAGS, BANNERS AND SIGNS

1. **The General Service Contractor is the responsible contractor** for hanging banners inside and outside of the building. No banners may be attached to painted surfaces or to areas that will be damaged due to the installation. Banners attached to girders outside of the building will require protection from chaffing against the paint. The General Service Contractor will supply a drawing of banner locations and methods to be used to hang banners. SCCC will review all methods of hanging or rigging.
2. **If there is no General Contractor**, the Event Manager will work closely with the client to determine the location. The engineering department can install up to 10 banners. Banners larger than 6' x 8' require additional labor hours. The Event Manager will discuss size, location, etc., in advance with engineering personnel if even possible.
3. The engineer will install the banner at the location discussed with the Event Manager. **There will be additional charges if the banner has to be relocated due to the guest's request.**

**Current Labor Rates are \$75.00 per hour – with a banner range of \$90.00 and up.** (see price sheet attached)

**The Sponsorship Rate** is \$350 per banner in public areas and on the outside of the building \$1,000.00 per impression on the front of the building.

Banners for City lampposts are covered under the City's jurisdiction. If interested, please discuss details with your Event Manager.

## BOX OFFICE

The Box Office located in the Main Lobby, generally, goes with the use of Hall A. There are, however, exceptional circumstances that may change that. Please discuss your need for the Box Office with your Event Manager.

The Box Office contains a safe that is available for your use. The Center makes no representations as to its safety or security. You will be provided with the current combination for the safe. If you wish to change it, the Event Manager can arrange for a locksmith at your expense.

Please make the new combination known to your Event Manager before leaving. The locksmith, if necessary to open the safe, will charge you for a return visit.

## FIRE AND LIFE SAFETY

Room capacities are in accordance with local fire and building codes. They cannot be exceeded. Capacities for each room are listed in the facility brochure according to type of use. **Audio/visual equipment, staging, tables, podium, etc will reduce room capacities.**

All exits (except rollup doors) are considered fire exits and cannot be blocked or obstructed. Aisle ways must be kept clear and may not be occupied by any person for whom seating is not available.

The doors leading into all meeting rooms, ballrooms, exhibit halls and the theater are fire doors. **Propping those doors open violates the fire code** unless they are equipped with automatic closers.

When seating arrangements exceed 300 chairs (e.g. general sessions in Exhibit Hall or Ballrooms), chairs must be "ganged." Fire regulations state there can be no more than 19 seats per row and a cross aisle after each 25 rows.

**All stages must be equipped with safety rails.** A stage placed against a wall does not require a railing on the side against the wall. If require the rails be removed, a form waiver form for removal will need to be signed by licensee. Consult your Event manager if you choose to remove any rails.

**Candles with open flames are not permitted** on banquet tables unless contained within a glass chimney and firmly secured to prevent tipping over. All plans for candles must be reviewed with the Event Manager and ARAMARK.

## **FOG MACHINES**

Occasionally, clients want to use fog to enhance visual effects during an event. Some chemicals used to produce fog, including all oil-based systems, can activate smoke detectors causing fire alarms to sound and the fire department to dispatch equipment to the Center. Consult with your Event Manager when planning to use these water based or other fog machine.

**Those chemicals and equipment are prohibited.**

There are some chemicals and systems that have been tested and have not activated alarms. These may be used, but you must notify the Event Manager in advance and obtain his/her approval. A test run under actual planned operating conditions will be required.

**Dry ice will, generally, not cause the alarms to sound and may be used.**

Most water (glycol) based systems will also not sound alarms and may be used if:

1. The chemical is in its original sealed container, which is clearly labeled and we have a current MSDS sheet on file.
2. The fog is tested in the room in which it will be used and under the same conditions.
3. Usage is limited to short periods of time so that fog density and quantity do not build up to the point it will set off alarms regardless of type used.

**It is your responsibility** to obtain the MSDS sheet for any new substance. We will work with you to obtain Fire department approval. Plus, these units will need to be tested at off hours when there is no activity in the building. Your event manager can help you with this process.

Some chemicals (we know of one at this writing) may contain small quantities of chemicals listed under California's Prop. 65 (cancer-causing). If so, appropriate warning signs must be posted.

## **DAMAGE**

We expect some "ordinary wear and tear." Any damage beyond ordinary wear and tear is your responsibility. You and/or your insurance carrier will be liable for the cost of repairs.

To minimize the chances of such damage, the following basic rules have been established:

1. **Metal-wheeled carts are not permitted** on the tile floors.
2. **Nails, tacks and staples cannot be used** to attach things to walls and doors. Masking tape may be used to attach paper to metal feature strips in the twelve meeting rooms. Other types of tape

are more aggressive and may not be used. Velcro TM works well to attach banners to fabric surfaces in some areas of the building. It is available from your Event Manager at a nominal cost. We also have easels that can be provided at a charge from our in house A-V provider, PSAV.

**3. An event or its exhibitors cannot distribute stickers or anything similar with an adhesive back.**

**4. Canned string, "serpentine spray" or similar products may not be used.**

**5. Drains are intended for water and sanitary waste only.** Dumping of paints, food or chemical waste into sinks, toilets or other drains is prohibited.

Your Event Manager will schedule a walk-through inspection with you before and after your event. In the theater, the walk through will, usually, be done with a Technician and event manager. Damage, which occurs during your event, will be reported as it is discovered. A written report with photographs, if appropriate, will be prepared by Security.

Damage caused by your contractors, subcontractors or others, unless acknowledged by them in writing, is your responsibility.

## **SMOKING**

City of Santa Clara Ordinance No. 1654 effective April 7, 1994 makes the Santa Clara Convention Center a non-smoking facility. **Smoking is NOT permitted anywhere inside the building at any time.**

Individuals wishing to smoke must step outside. Receptacles for disposal of smoking materials are provided in these areas.

Smoking is permitted on stage in the theater when it is part of a performance.

## **FOOD AND BEVERAGE**

Our Catering Department is operated by ARAMARK Corporation, which has the exclusive right to serve food and beverages in the Center.

**YOU CANNOT USE YOUR OWN CATERER OR BRING YOUR OWN FOOD AND BEVERAGES INTO THE BUILDING.**

The Center and ARAMARK reserve the right to open any and all Concession Stands in the Exhibit Halls during an Event unless it is determined to be unwise from a business standpoint.

Catering provides excellent food at competitive prices. All food is prepared on site in a modern, well-equipped kitchen. All arrangements are made directly with Catering. Your Event Manager can provide you with information and assistance in making arrangements.

In addition, we reserve the right to limit quantities of food or beverages given away by your exhibitors in order to minimize the effect upon our food and beverage sales.

## **AUDIOVISUAL**

The Convention Center has a complete, in-house Audiovisual Department including a full-time staff and an inventory of modern equipment. Audio/visual services are provided by PSAV. We would appreciate the opportunity to bid on your complete audiovisual needs.

You may bring your own projection equipment for use in your meetings. You may also use other qualified A/V firms if they meet the Center's insurance requirements. We do not setup or service this equipment. We are available in an emergency but our usual equipment and labor charges will apply.

PSAV and the Center have sole responsibility for the Center's in-house audio/visual systems. If you use an outside provider of audio/visual services, PSAV and the Center retain the responsibility of providing the inside wiring services at the prevailing rates.

**PSAV also is the exclusive rigger for the Mission City Ballroom.** All rigging to the rigging point will need to go through PSAV. This only applies to the Mission City Ballroom at this time. Please consult with your PSAV Sales Manager and Event Manager for more information when working in the Mission City Ballroom and rigging.

All electrical equipment brought into the Center must be UL listed and in safe, operable condition. We reserve the right to prohibit the use of equipment including extension cords we consider unfit for use.

## **TELECOMMUNICATIONS**

Telecommunication services in the Center are provided by Smart City Networks, an Event Technologies Company. Analog telephone service is provided through Lucent Definity and can be routed anywhere in the building. This service is available to exhibitors, also.

Smart City Networks and the Center have sole responsibility for the Center's wiring and its services. If you use an outside provider of internet access, telecommunications network services or other services that terminate in the MPOE (phone room) of the Center, Smart City Networks and the Center retain the responsibility of providing the inside wiring services at the prevailing rates.

## **SECURITY**

Our security staff is responsible for safety and security in the public areas of the building. They will lock and unlock the building and the various rooms inside at appropriate times. They assist with enforcement of the Fire and Life Safety Regulations and are available to assist in medical emergencies, with lost and found items and in other ways.

We are not responsible for the property of clients, exhibitors and guests. You assume all responsibility and liability for losses, damages, and any claims arising out of injury or damage to displays, equipment and other property brought into the Convention Center. If your event will bring valuable items into the building whether as exhibits, for demonstrations or other purposes, you are responsible for their security at all times.

Generally, this is accomplished by employing a contract security firm to patrol the portions of the building you have rented on an around the clock basis. We require that they interface, shift by shift, with the Center's Security Staff.

Likewise, if your event is a public event or large party involving large numbers of people, you will be required to provide Security for crowd control purposes. In some cases, we will require that you employ uniformed off-duty Santa Clara police officers to assure safety and control.

**Security persons are NOT permitted to carry weapons of any kind while on duty in the Center unless they are sworn SCPD peace officers in uniform or retired peace officers authorized to carry a weapon.** These people will have a valid identification card. Your insurance must also specifically cover security persons with weapons. **Only SCPD will be allowed to carry firearms on site for events requiring this type of service.** Consult with your event manager for any assistance with this process.

## CHILDREN

If your event is a children's event or if attendees will bring their children, **you are required to provide for the care and control of children. Please discuss issues involving children with your Event Manager.**

## PARKING

**Commencing in the fall of 2014, the Center cannot guarantee parking availability in the adjacent city owned parking garages due to major events that may potentially be held in the Levi's Stadium. All reasonable efforts will be made to locate alternative parking for use of the Licensee. Parking fees will apply based upon the rate charged at the time of program.**

There are 2,000 on-site parking spaces on the Convention Center Campus. There are 1,500 in a three level garage centered behind the three buildings in the complex and other around the campus. These facilities are shared with the hotel and Techmart. Additional parking is available at the new Tasman Garage next to the Convention Center, across the street from the New Levi's Stadium. These parking areas are also shared with the New Levi's Stadium. Please consult with your Sales person and Event Manager about your parking needs.

The most convenient parking for you and your guests is in the garage. Access to the Center is from the third level of the garage. Elevators are conveniently located in the garage. An escalator and an elevator connect the two levels of the Convention Center.

The area immediately in front of the Center is for passenger loading and unloading. Twenty-four (24) minute parking is permitted to allow exhibitors to unload hand carried items for the exhibit halls. Violators are subject to being cited and towed.

**All RED painted curbs are designated FIRE LANES.** Parking or stopping in these areas is prohibited.

**The City's Parking Control Officer patrols all parking lots including the garage.** Vehicles will be cited for improper parking. Campers and motor homes are not permitted to park or be occupied overnight in any parking area at the Convention Center or surrounding areas. Backing into spaces in certain areas of the surface lots may also result in citations.

## MATERIAL HANDLING

Every event has supplies and equipment needed by planners, exhibitors or participants. The amount and type of material brought through the main Lobby is, of necessity, limited.

The tile floors of the main lobby is fragile and will not tolerate heavy carts. Moreover, there is often more than one event in progress at any given time and large quantities of baggage being trucked through the lobby can be disruptive.

**Please bring only what you can hand carry through the lobby.** If you have larger quantities of materials, we'll be glad to direct you to the rear docks. The most convenient route is to park in the southeast corner of the first level of the Parking Garage and, then, wheel or carry the material to the appropriate dock via a ramp.

**If you are an exhibitor in a show employing a union decorator, you may be required to employ them to unload and carry your materials inside.**

You may have a hotel bellman bring materials from your hotel room to the Center. If a union decorator is handling the event, the bellman must bring the material to the decorator's service desk or to the entrance to the Exhibit Hall. For meetings scheduled not more than a few days in the future, please consult your Event Manager for any small deliveries. Items are subject to charge for handling as well.

**Please do not ship or permit exhibitors to ship materials to the Center for delivery in advance.** All shipments (including overnight or urgent shipments) will be rejected if delivered before the first move-in day on your Agreement.

There is no space to store material in the Center.

The Center cannot accept freight shipments for exhibitions. Freight must be consigned through the show management or their designated subcontractor. All shipments of freight for exhibitors arriving before the move-in date will be refused.

## **EMERGENCY PLAN**

The Santa Clara Convention Center is constructed of fireproof materials and is fully sprinkled. In addition, the building is equipped with a sophisticated alarm system, which, among other things, automatically notifies the Fire Department. There are also Fire Alarm pull stations throughout the building.

The Center has also prepared an Emergency Response Plan, which defines procedures and responsibilities for dealing with any emergency situation which might arise.

A summary plan is included as part of this Manual.

## **ELECTRIC POWER NEEDS**

Each meeting room has 20 amps of 120-volt power available. Each ballroom section has two 20-amp circuits. In addition, 60 amp, 208 volt, 3-phase power is available in each ballroom.

The 60 amp, 208 volt supply can be redistributed as 120 volt power. There is a charge for this service. Please see the Electrical Service Rate Schedule.

Additional services of 200 and 400 amp at 208 and 480 volts are available at various locations from disconnects. There is a charge for connecting to these services.

Most extensive power needs will require a licensed electrician at your expense.

## **MEDICAL SERVICES**

We do not require that a nurse or other qualified medical person be on site during your event. The choice is yours. If you choose to do so, it will be at your expense. A Medical Room is available at no charge.

**Under ADA, the availability of a wheelchair for persons with disabilities is required.** We regard this as the responsibility of the Licensee and require you to have a minimum of two (2) chairs available. Chairs can be obtained at reasonable cost from local vendors. We will be glad to make the arrangements but will invoice you for the cost, including replacement cost for any chairs not returned. All of our Security persons are First Aid and CPR qualified. A City Fire Station is 1/4 mile away. City Fire crews are qualified paramedics. Response time is generally within 5 minutes. The nearest hospitals are about 15 minutes away.

## **OTHER PERMITS & FEES**

### **COPYRIGHTED MUSIC**

Public performances of copyrighted musical works, including performances during conventions, trade shows and meetings require a license from the copyright owners. Generally, these are arranged through the American Society of Composers, Authors and Publishers (ASCAP, telephone 800-627-9805) or through Broadcast Music, Inc. (BMI, telephone 800-669-4264). It is your responsibility to make these arrangements.

### **FOOD & BEVERAGE DISTRIBUTION**

If you or your exhibitors will prepare, sell or give away food in an event open to the public, a permit from the County Health Department is required. Food provided in a manner incidental to the event or the exhibit does not require a permit. For example, wrapped candy handed out by an exhibitor from his booth in a show is not covered. An exhibitor promoting gourmet sauces or jellies at a food or craft show would need a permit.

Permits held by restaurants and hotels for their regular place of business do not cover off-site food service.

The Health Department requires one contact for each event rather than dealing with each exhibitor. It is your responsibility to contact the Santa Clara County Health Department, 2220 Moorpark Avenue, San Jose, CA 95128 (telephone 408-299-6060) well in advance of the event. They will send you a package including applications for each exhibitor. You are responsible for having your exhibitors fill out the application and you must collect the fees.

Liquor, in any form and in any quantity, can be distributed ONLY by ARAMARK, the license holder.

### **OUTDOOR ACTIVITIES**

The common areas of the complex, including the parking garage and lots, are managed by the City through a Maintenance District. If you would like to use any of these areas for your event (other than for parking), you must contact the management company for the campus. (Rebecca Walls, Cassidy Turley, Senior Property Manager 408-572-8457). Please consult with your Event Manager as well.

Setting up a tent and/or amplified music outdoors will require a permit approved by the City Council.

City policy does not permit the use of large, high-powered spotlights outdoors anywhere in the City.

### **SELLER'S PERMIT (SALES TAX)**

Under California law, sellers of merchandise are required to have a valid California Seller's Permit and to collect and report sales taxes. Vendors and exhibitors at public shows, trade shows, craft fairs and similar events are sellers IF they sell merchandise OR take orders.

You, as the show promoter, MUST verify that your exhibitors (sellers) have valid permits. Failure to do so can result in a substantial fine. Verification can be accomplished by requiring your exhibitors to provide you with the number of their permit and checking its validity with the Board of Equalization.

Sellers can obtain a permit in person or by mail from any office of the Board of Equalization. For more information, contact State of California, Board of Equalization, 100 Paseo de San Antonio, Room 307, and San Jose, CA 95113. The telephone number is (408) 277-1807, Ext. 55.

## **POSSESSORY INTEREST TAX**

Under California law, parties in possession of property owned by a tax exempt public agency might, under certain circumstances, have what is called a "possessory interest" in the property. This interest is subject to real property taxation in California.

**The Assessor for Santa Clara County, where we are located, has determined that the use of the convention center creates such a possessory interest. You, as Licensee, will be responsible for payment of any such tax if and when it is levied.**

## **TELEVISION OR MOTION PICTURE FILMING**

Filming within the Center as part of an event requires no additional permitting. Any filming outside the Center or in other areas of the City may require Photography/Filming Permit from the City. The Deputy City Manager has been designated as the City's contact person.

We shall be pleased to provide you with the contact information, if needed.

## **EXHIBITIONS**

In general, **all exhibitions must conform to the National Fire Protection Association Life Safety Code Special Provisions for Exhibition Halls.**

**A "standard" layout is available** providing optimum layout of booths in the Center's exhibit halls. This standard layout accommodates **10' x 10' booths** with a double back wall lined up on the floor boxes.

Layouts using 8' x 10' booths can be accommodated but will require that power and other services come from the ceiling.

## **CONTRACTORS**

The Center requires that all major contractors and subcontractors be properly qualified and licensed. In addition, we require that they present evidence of insurance in the same minimum amounts and in the same form, as you, the Licensee, must provide.

### **Service Contractors (Decorators)**

Service contractors must have a valid City of Santa Clara Business License and provide evidence of insurance (Commercial General Liability and Worker's Compensation).

Employees, including labor from Union halls must be identified by name or number on a tag readily visible at all times.

Employees operating forklifts or other powered equipment must have completed training and qualification meeting OSHA standards.

### **Electrical Contractors**

Electrical contractors must also provide evidence of insurance (Commercial General Liability and Worker's Compensation) and sign an Electrical Agreement with the Center. The Electrical Agreement



requires the contractor to make an accounting of the services provided and pay a commission to the Center. Electrical contractors must possess a valid C-10 Electrical Contractors License issued by the state license board. Electrical contractors are to provide event service forms prior to first day of move in for events. Furthermore, a summary report and floor plan layout with services ordered noted is required for each event. This needs to be delivered to your Event Manager or e-mailed to the administrative office before leaving the facility. Consult with your Event Manager if you have any questions.

Electrical contractors are expected to close and secure all floor boxes before leaving the site and before cleanup begins.

## **Riggers**

Although there is not a “certification” for riggers, we require that they be trained and qualified. Riggers obtained from the Stagehands Union meet their requirements. Others who have completed any of the recognized programs are also considered to be qualified. If not employed by the Service Contractor, they must also provide evidence of insurance (Commercial General Liability and Worker’s Compensation).

**PSAV is the exclusive rigger for the mission city ballroom only! Please consult with your event manager and PSAV sales manager for more information and details with respect to rigging in the Mission City Ballroom.**

## **FLOOR PLAN APPROVAL**

Your floor plan **MUST** be reviewed before exhibit space is offered for final sale to exhibitors. Please submit four (4) copies of the proposed floor plan, drawn to scale, to your Event Manager before you sell booth space and, in any case, no later than thirty **(30) days before move-in.**

## **DO NOT SEND FLOOR PLANS DIRECTLY TO THE SANTA CLARA FIRE DEPARTMENT.**

Please be sure to include plans for any lobby space to be used for registration. All plans are subject to review by the Santa Clara Fire Department. The Center can review plans which conform to the general layout that has been accepted by the Fire Department. The floor plan must indicate:

- Show name
- Show dates and times
- Decorator (Service Contractor)
- Booth configurations drawn to scale, including all base dimensions, height and location.
- Aisle locations and dimensions:
  - 10-foot aisles required
  - smaller must be approved by the Fire Marshall
- Exits, aisles, fire and life safety devices (i.e., extinguishers, hose cabinets, pull stations) locations and clearance dimensions. Additional fire extinguishers (2A:20BC) will be required so that maximum travel distance to an extinguisher will not exceed 75 feet
- Proposed temporary food service areas
- Dimensions and locations of exhibit hall platforms, staging, sound/light mixers, stage lighting scaffolds or speaker system. Fire extinguishers are required at each side of a stage or platform greater than 1,000 sq. ft.
- Registration layout in lobby.
- Banner locations in all public areas including clings to glass, floor, or other wall.

Please include a self-addressed, stamped envelope for returning the floor plans.

Notice of acceptance or rejection of the floor plan will be provided within ten (10) working days of receipt. If the floor plan is rejected, the areas in question will be marked in red. The reasons for rejection will be provided in writing on the floor plan returned to the Decorator. The plan must then be corrected and resubmitted for final review.

Copies of the accepted plans along with any relevant correspondence will be maintained in the master event file. A copy of the accepted plans must be displayed in a conspicuous place in the decorator's service area during setup for examination/ conformance by show management.

Updated versions of a floor plan must be provided, as they are available and are subject to the same review process. Most important, the exhibit hall, as finally set up, MUST conform to the last reviewed drawing.

## **REGISTRATION**

Proposed Registration areas must be shown on a scale drawing and are subject to review and acceptance by the Center and/or the Fire Marshall.

Registration setups in the Main Lobby cannot obstruct egress from Hall A. Registration desks and counters are not permitted in front of the Hall A doors. Entrance units using truss or the GEM system must be supported from the top of the rest rooms on either side of the entrance and/or from the concrete columns.

Not more than six (6) standard registration counters may be set in a row on the left side (nearest the stairway) of the Main Lobby. Counters in front of the Box Office cannot extend beyond the 20' x 20' area immediately in front of the Box Office.

Registration areas in the Great America Lobby must fit inside the designated area in the center. Additional tables may be permitted along walls in the corridors, subject to approval on a case-by-case basis.

Show offices laid out using pipe and drape or by other means cannot obstruct egress through the Hall B or D corridors

## **BOOTH CONFIGURATION**

All exits and aisle ways must be kept clear at all times. Placement of chairs and easels in aisles and corridors is strictly prohibited. Neither booths nor displays including easels are permitted in any aisles or in front of exits.

Booths, displays and their furnishings and equipment must not block fire hoses, fire extinguishers or fire alarms and strobes, doors to electrical or other service areas and signs.

### **Booths may not be placed in front of OPEN concession stands.**

Open top booths are readily acceptable. Other booth configurations must be approved by the Santa Clara Fire Department. These include:

- Booths with canopies. (See below)
- Booths or exhibits which exceed 12 feet in height
- Booths with a second level. (These must have two exits and a licensed professional engineer must certify the design. Certified drawings must accompany the floor plan when submitted for approval.)

The concern with taller and larger booths includes strength and stability in the event of an earthquake.

Limited use of canopies or booths with canopies may be permitted in the exhibit halls with the advance approval of the Fire Marshall. In general, five (5) 10 x 10 booths (or, equivalent area) per 25,000 sq. ft. hall will be acceptable. The proposed location and size must be shown on a floor plan and the **fabric must bear the California Fire Marshall's Certificate as flame retardant**. Covered exhibits cannot be over 4 feet wide.

Umbrellas and any other similar top cover will be considered under the same rules.

## **INTERIOR FURNISHINGS AND FINISHES**

All fabrics including table coverings, fabric walls, etc., must be made of materials bearing the California Fire Marshall's Certificate as flame retardant.

All materials and furnishings used in booths must be made from noncombustible material or treated and maintained in a flame retardant condition by an approved flame retardant solution or process.

Flame retardant materials or processes must meet the requirements of the Santa Clara Fire Department and/or the State Fire Marshall's office. 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.

All decorative items including Christmas trees, hay and straw, bamboo, etc., must be treated with a flame retardant. The Center reserves the right to limit the quantity of such materials permitted in each booth.

All materials, fabrics or decorations made of plastic must also be flame retardant and are subject to the approval of the Santa Clara Fire Department. Plastic shall be limited to Class A or Class B for interior wall and ceiling finish.

Each Decorator shall have on file at the Center a letter addressed to the Santa Clara Fire department stating that no drapes, hangings, curtains, drops or any other decorative materials will be used at the Center unless it has been treated or made from materials that meet these requirements.

## **MOVE IN/OUT**

You are responsible for informing contractors, subcontractors, invitees and exhibitors of the rules and regulations of the Center.

Your move-in and move-out dates and times are specified on your Use Agreement. You must not assume that dates prior to or after those dates will be available. Move-in or out activities scheduled between 1:00 AM and 6:00 AM may be permitted and are subject to an added fee of \$250.00 per hour.

Only hand-carried items may be brought through the front entrance of the Center. All freight must move across the docks or through the rollup drive through doors in the exhibit halls.

Arrangements can be made to move small quantities of materials on handcarts and dollies through loading doors at the rear of the building subject to limitations imposed by union decorators.

If the decorator is under union contract, you and all exhibitors are subject to the union rules, which may limit what, can be done by other than union workers. In general, these rules prohibit an exhibitor from setting up an exhibit unless it does not require hand tools or more than one person and can be accomplished within 30 minutes. Exhibitors may also bring only hand-carried items to the booth themselves.

## DOCKS & TRAFFIC CONTROL

The principal decorator is responsible for maintaining control of the docks and exhibit hall floors during setup and dismantling. **Control of docks includes maintaining a clear roadway in the area of all docks permitting ready access of emergency equipment to the site.**

You must provide adequate staff to control the flow of vehicles from the marshaling area to the docks so that roads are not blocked. **The center does not have a marshalling yard anymore!** An alternative location outside of the center's campus may need to be arranged by the service contractor. Use of city surface streets will not be allowed as well. If the system you set up is inadequate, the Center will hire off-duty Santa Clara Police Officers to provide the necessary control. Any costs incurred by the Center will be billed to the Decorator.

All fire lanes including the roadway behind the Center must be kept clear and unobstructed at all times. Vehicles, which block fire lanes or fire equipment will be cited and/or towed at the owner's expense. **THIS INCLUDES ALL RED CURB AREAS.**

The signed "Yellow" Freight Loading area along the back road behind the Center is intended for commercial vehicles only prior to backing to a dock for loading or unloading. This area should be cleared once all offloading is complete.

## CLEANING RESPONSIBILITIES

During your event, the Center will empty trash containers which we shall place throughout the halls, clean and stock rest rooms and provide all necessary cleaning associated with food and beverage service provided by the Center's caterer.

The client is responsible for all other cleaning (including booth and aisle cleaning) within the exhibit halls (including ballrooms when used for exhibits) during an event (including move-in and move-out). Such services are usually obtained through your service contractor.

At the set move-in time, the Center will turn over to the client a clean, empty hall or ballroom. At the conclusion of the move-out period, the client must return an "essentially" empty and clean hall (or ballroom when used for exhibits) to the Center. "Essentially empty and clean" is interpreted to mean:

- All excess show and display materials removed from the building and/or placed in trash containers (including the compactors) provided by the Center.
- All equipment not belonging to the Center will have been removed from the premises.
- All wooden crates, pallets, etc. will have been removed from the building. (Disposal at your expense).
- All tape or other marking methods used will have been removed from the floor of the exhibit halls. Carpets in ballrooms used for exhibits must be vacuumed.
- All hazardous materials, which cannot legally be disposed of to landfill with the trash, will have been properly packaged and removed from the premises at your expense.

Final cleaning, performed by the Center should require only scrubbing of the floor. **You will be charged for any additional labor at current rates (\$50.00 per hour, straight time).**

Included in the space rental fee is disposal of normal quantities and types of trash to the landfill. You will be charged all costs for removal of excessive amounts of trash including the costs associated with obtaining and hauling trash containers. You will be charged for all costs associated with removal of wooden crates, pallets, hazardous materials and equipment left behind. The Center assumes no responsibility for equipment or materials left behind. A reasonable effort will be made to contact owners of such items. Items not claimed will be discarded.

The Service Contractor/Decorator must prevent trash and other materials from blowing around the grounds of the Center. Furthermore, they are responsible for cleaning of the dock areas on a daily basis during the event. All packing materials and trash must be swept up and placed in appropriate trash receptacles. It is not acceptable to sweep trash from the docks to the ground.

**The Service Contractor will be invoiced by the Center or the Maintenance District for any excess cleaning costs.**

## **DISPLAY VEHICLE RULES**

Vehicles including autos, trucks, motorcycles, boats, other motorized vehicles or other devices with flammable fueled engines (gasoline or diesel) which will be displayed inside the building shall conform to the following requirements:

1. All fuel tank openings shall be locked and sealed in an approved manner to prevent the escape of vapors.
2. Fuel tanks must be less than one-quarter (1/4 the~ full or contain less than five (5) gallons of fuel.
3. Batteries shall be disconnected in an approved manner.
4. Fueling or defueling of vehicles shall be prohibited and is not allowed.
5. Vehicles shall not be moved during show hours.
6. Drip pan under engine and transmission.

## **UTILITIES AND SERVICES**

Electrical connections and telephone connections are available in floor boxes strategically located throughout the Exhibit Hall on a 30' x 32' grid.

Electrical and telephone connections are also available from ceiling drops. Compressed air and water piping are located overhead. A compressor must be supplied at client expense and installed by a plumber.

All electrical connections and set ups must be done by licensed electrical contractors who have been approved to work in the Center. All such contractors pay the Center a fee equal to 25% of their gross billing as a connection fee and to cover the cost of electrical energy used.

Connections to the Center's sound system are located at stations in the walls of the Exhibit Halls and in all meeting rooms and ballrooms. **A Center or PSAV technician must make all connections.**

Drain connections are located near the walls of the Exhibit Halls.

## **PROHIBITED MATERIALS, PROCESSES AND EQUIPMENT**

**Use of the following materials, processes or equipment is prohibited:**

- Fireworks or pyrotechnics (See below)
- Blasting agents

- Explosives
- Compressed flammable gases including LPG
- Aerosol cans with flammable propellants
- Toxic materials including any substance regulated under California's Proposition 65
- Gas operated cooking equipment.
- Wood matches with all-surface strikes
- Cellulose nitrate motion picture film
- Portable heating equipment

The Fire Marshall MAY approve the use of pyrotechnics subject to the following guidelines:

- Each performance MUST have a permit (obtained from Fire Marshall)
- All persons who will be handling the pyrotechnics MUST be licensed.
- A demonstration of the performance MUST be scheduled at the Center in advance to verify whether fire sensors will alarm.

## **COMBUSTIBLES**

Literature on display shall be limited to reasonable quantities (1 day's supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner free and clear of electrical cables or junction boxes.

Show management shall assure responsibility for daily adequate janitorial and rubbish pickup service and shall advise all exhibitors that booths shall be cleaned of combustible rubbish daily.

Storage of empty cartons in exhibit booth area is not permitted. 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 REPACKAGING shall be labeled with "EMPTY" stickers and REMOVED FROM THE FLOOR.

## **NONHAZARDOUS COMPRESSED GASES**

Compressed gas cylinders shall be located in an approved area suitable for such storage. Full and empty cylinders shall be kept separate and individually secured with chain 1/3rd from the top and 1/3rd from the bottom to a fixed object or cart designed for the movement of compressed gas cylinders. Valve protective caps shall be kept in place when the cylinder is not in use. Cylinders shall be used in the valve end up position and may not be inclined more than 45 degrees from the vertical.

## **EXHIBIT CRATE STORAGE**

Limited storage of empty crates & pallets will be permissible in the truck dock area and in unused portions of exhibit halls that you have rented if approved by show management and Center Operations staff.

Such storage will be in piles of stacks of limited size separated by 8-foot aisles on all sides. None will be stored against walls and a (3) foot vertical distance from any sprinkler is mandatory. Exits cannot be obstructed - inside or outside.

Crates and other equipment may not be stored in front of stairs leading from Exhibit Halls C & D.

## **PORTABLE SPOTLIGHTS**

All 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.

Ceramic-porcelain or molded composition is the only types of neck-shell approved for use in any Santa Clara Convention Facility. On/off switches are usually located in the neck. Where any spotlight or lamp is subject to physical damage, damp places, or comes into contact with combustible material, it shall be equipped with a substantial guard attached to the lamp holder or the handle.

Extension cords must be the three (3) -wire types and the wire size must be suitable for the portable lamps and/or appliances used.

## **OBSTRUCTIONS**

Nothing shall be hung from or affixed to any sprinkler head or piping. All exit doors shall be in an operable condition at all times. Exit signs shall not be obstructed in any manner. All entrances, exits, aisles, stairways, lobbies and passageways, fire and life safety devices shall be unobstructed at all times. Easels, signs, etc., shall not be placed beyond booth area into aisles.

## **BALLOONS**

If, at the conclusion of your event, balloons used during your function are drifting in the ceilings of the Santa Clara Convention Center, you may be charged labor costs for removal of the balloons.

Since we are in the flight path from San Jose International Airport, balloons attached outside the building must not exceed FAA limits as follows:

1. Total height above ground cannot exceed 150 feet.
2. A minimum of two lines each of sufficient strength to secure the balloon must secure each balloon and, must be tied to separate anchor points.
3. Guy lines must be used to prevent the balloon from blowing into the building or other stationary object.
4. If a balloon should break its tether, SJ Airport Operations must be notified immediately (408) 277-4759.

## **SUSPENDED LOADS**

Suspending loads from overhead trusses, which are part of an exhibit, may be permitted and will be considered on a case-by-case basis. To assure that structural limits are not exceeded, all such requests must be reviewed and certified by a structural engineer at the exhibitor's expense and must be approved by the Center. Requests must be received at least 30 days before the event.

You may not use the T-Bar ceilings in the exhibit halls as a hang point for any purpose. Likewise, you may not use nails, screws or other similar devices to attach things to walls, ceilings or soffits.

## **THEATER**

The Center's theater is a quality, plush venue suitable for a variety of activities. In order to maintain its quality, we have established these rules and guidelines for its use.

A CLEANING DEPOSIT of \$400.00 may be required.

## **CAPACITY/TICKETS**

**Theater capacity is 607**, maximum including children of any age. Everyone **MUST** be seated. Attendees are **NOT** permitted to stand or sit in aisles or other than in fixed seats (or, in the wheelchair areas).

If your event is a public event, you **MUST** provide tickets together with a certified ticket manifest showing that not more than 607 tickets have been printed for any one performance. Each attendee, including children, must have a ticket.

You must also designate a security contact for your organization and provide ushers (who may be volunteers) to help assure that attendees fill all available seats, monitor exit doors and assist with preventing more than 607 people from entering the theater.

You must also require those leaving the theater for an intermission to have a ticket to return.

## **PROHIBITED ACTIVITIES**

Food & beverage is allowed in the theater when provided by the center's caterer.

Food and beverages is not permitted in the projection/control room and interpreter's booth.

Arrangements to feed staff and stagehands during lengthy productions and during load in and out can be made through your Event Manager. **Canned string, serpentine spray or similar products may not be used.**

## **MOVE IN/OUT**

All equipment must be brought in through designated loading docks or across the bridge from the third level of the parking structure. Other than hand carried items, no equipment may be brought in through the public areas.

After unloading, vehicles must be moved to designated parking areas. Vehicles left at the loading dock or in other unauthorized areas will be cited and towed.

The Center is not responsible for equipment, props, etc., brought into the Theater by clients. You assume all responsibility and liability for losses, damages and claims arising out of injury or damage to displays, equipment and other property brought upon the premises of the Convention Center.

All equipment and other items provided by the client must be removed by the specified move-out time.

All stage and technical facilities must be returned to their original condition by the move-out time. Clients will be charged for any labor by Center personnel necessary to complete restoration work. A walk through inspection must be made before and after the event.

## **PRODUCTION, PLANNING, SET-UP, REHEARSAL**

**A Pre-Production Meeting between you, the Event Manager and/or Center Technician must be scheduled, well in advance of the event. You must provide floor plans, lighting plots and power requirements at that time. Setup, focus, sound checks and rehearsal times will be established at that meeting.**

All equipment you bring into the Center must be UL listed and in a safe, operable condition. We reserve the right to prohibit the use of equipment, we consider unsafe to use.

On-stage construction is not permitted except with the approval of the General Manager. Painting on stage, backstage or anywhere in the Theater is prohibited.



**No modification to any stage or Convention Center equipment will be permitted.**

All lighting, power and rigging must be set up prior to rehearsal and all changes must be authorized by the Center. All work must be done by qualified technicians and in accordance with local codes and Federal/State OSHA regulations.

**All technical operations must be performed by PSAV or by technicians they have qualified. No one other than authorized technical operators will be permitted in the projection/control room or interpreter's booth during an event rehearsal or performance.**

**No one other than personnel authorized to focus lights is permitted on the over house catwalk.**

## **DANCE RECITALS**

Organizers of dance recitals and other children's functions must provide an adequate number of chaperones or monitors to keep the children under reasonable control.

Our objective is injury prevention and avoiding undue wear and tear on the building.

Of particular concern is sitting on the handrails along the emergency walkway. We also want to avoid having the children disrupt other events, which may be in the building.

Use of corridors and hallways for dressing rooms is inappropriate.

## **OTHER**

Whenever the projection/control room or interpreter's booth is in use, a PSAV Technician must be present. An hourly labor charge will be made and may be subject to a four (4) hour minimum and overtime including sixth and seventh day premiums. These charges will apply to set up, focusing and rehearsal times as well as to the event itself.

The operation of stage lighting is costly. You are asked to limit the use of such lighting to focusing, rehearsal and the event (performance) itself.

## **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 cell phone 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 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.

**Updated 3/2017**

## One Place for Exhibit Planning Ordering and Management

Expresso<sup>SM</sup> by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

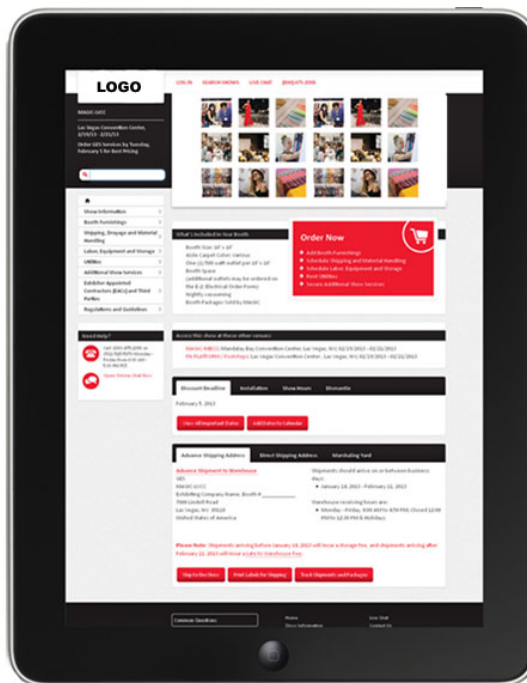
Exhibitors can:

- 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 Servicer<sup>SM</sup>

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/024600781/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Show Information

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

## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/024600781/contactus/esm>

## Official Service Provider

GES  
7000 Lindell Road  
Las Vegas, NV 89118-4702

Phone (in USA): (800) 475-2098    International Calls: (702) 515-5970  
FAX (in USA): (866) 329-1437    International Faxes: (702) 263-1520

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: White  
Sidewall Drape: White  
Facility Carpeted: No  
Aisle Carpet Color: Red

## Discount Deadline Date

Wednesday, February 20    GES orders must be received with payment by this date.

## Exhibitor Move In

Sunday, March 10    2:00 PM - 5:00 PM  
Monday, March 11    8:00 AM - 5:00 PM

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

## Show Hours

Tuesday, March 12    9:15 AM - 6:30 PM  
Wednesday, March 13    9:15 AM - 4:00 PM

## Exhibitor Move Out

Wednesday, March 13    4:00 PM - 7:00 PM  
Thursday, March 14    8:00 AM - 12:00 PM

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

## Empty Container Return

Wednesday, March 13    4:00 PM    Start time for Empty Container Return.

## Carrier Check-in Post-Show

Thursday, March 14    8:00 AM    Carriers post-show must be checked-in by this time.

## Facility Clear

Thursday, March 14    12:00 PM    All exhibitor materials must be removed.

Chat with us <http://www.ges.com/chat>



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

**Advance Shipments to Warehouse:**

c/o GES  
BPI West  
(Your Company Name & Booth Number)  
YRC  
499 Valley Drive  
Brisbane, CA 94005  
USA

**Shipments should arrive on or between:**

February 5 - March 6, 2019  
Hours for receiving are Monday - Friday, 8:00 AM - 3:00 PM  
Drivers must check in by 2:00 PM to be guaranteed same day unloading.  
The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

**Direct Shipments to Show Site:**

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

**Shipments should arrive on:**

March 10, 2019, 2:00 PM - 5:00 PM  
March 11, 2019, 8:00 AM - 5:00 PM

# General Information

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

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

## 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

- Carpet
- Booth Furniture and Accessories
- Custom Exhibits and Rental Exhibits
- Graphics
- Installation and Dismantle Services
- Overhead Lighting and Rigging
- Electrical Services
- Plumbing 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/024600781/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 Servicer®** 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/024600781/contactus/esm>

**GES Servicer®** is on-site to place any last-minute orders and provide show information while at show site.

## Exhibitor Services

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

Chat with us <http://www.ges.com/chat>



# 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.

## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

## 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 on-site at the 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 February 20, 2019 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/024600781/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/024600781/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/024600781/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:

GES  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

Beneficiary:	GES
c/o Bank of America	Account #: 7188101819
901 Main Street,	Wire ABA Routing #: 026009593
TX1-492-07-14	ACH ABA Routing #: 071000039
Dallas, TX 75202-3714 USA	SWIFT Address: BOFAUS3N
Telephone # (702) 263-2795 or	CHIPS Address: 0959
(702) 914-5112	

If requested, following is the physical address for routing identifiers:  
Bank of America, Wire Transfer-Customer Services  
2000 Clayton Road  
Concord, CA 94520 USA

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

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

Chat with us <http://www.ges.com/chat>





## No Tipping

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 prohibited.

## 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 four (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 the kind of padding you need if you are going to be on your feet all day. That little extra cushion can make all the difference at the end of the day.

Carpet and Padding: <http://e.ges.com/024600781/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/024600781/electrical>



**Reminder**

- Booth Layout is required to process your electrical orders.
- Carefully read the 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 the 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/024600781/LaborandEquipment/esm>

Chat with us <http://www.ges.com/chat>



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	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/024600781/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

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto: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/Country
Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card
		<input type="checkbox"/> VISA <input type="checkbox"/> Personal Card
		<input type="checkbox"/> American Express

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 GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Chat with us <http://www.ges.com/chat>



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

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/Country

Phone

Fax

Contact's Email Address

Please  
Sign

X

Exhibiting Company Authorized Signature

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.

Exhibiting Company Authorized Name - Please Print

Date

## 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 ☐ Electrical Outlets ☐ Electrical Labor ☐ 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/Country

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/Country

Account Number

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

Expiration Date

MM/YY
-------

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please  
Sign

X

Third Party Cardholder's Signature

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.

Third Party Cardholder's Name - Please Print

Date

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

Chat with us <http://www.ges.com/chat>



# Carpet

## Standard

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

Includes:

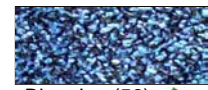
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

## Plush

Plush 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:

- Plush 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



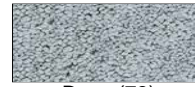
Cement (70)



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



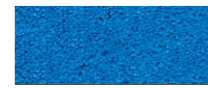
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

## Ultra Plush

Ultra Plush 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:

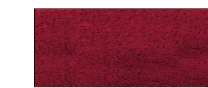
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

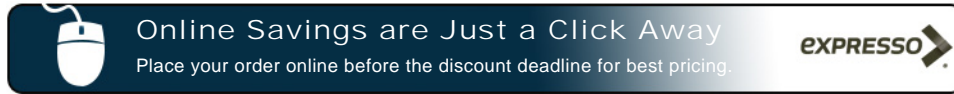
Discount Deadline Date:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number



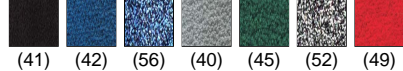
## Easy Ordering Tips:

- 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.
- Due to die lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

## Carpet

### Standard Color Options

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



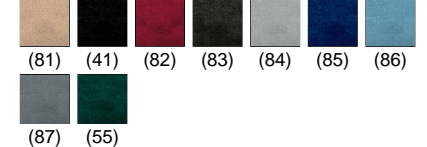
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 2/20/19		Regular (\$)	Qty	Total
			Online (\$)	Discount (\$)			
5001	Pre-Cut Standard Carpet 10'x10'		359.50	394.25	499.00		\$
5002	Pre-Cut Standard Carpet 10'x20'		717.50	787.00	996.50		\$
5003	Pre-Cut Standard Carpet 10'x30'		1,089.00	1,195.00	1,513.00		\$

Calculate Sq. Ft. = Width \_\_\_\_\_ X Length \_\_\_\_\_ = \_\_\_\_\_ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 2/20/19		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		9.05	9.85	12.50		\$	
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		13.75	14.80	18.75		\$	
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		16.25	17.75	22.50		\$	
Item Code	Description		On or Before 2/20/19		Regular (\$)	Sq. Ft.	Total	
			Online (\$)	Discount (\$)				
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		3.94	4.34	5.50		\$	
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		7.80	8.70	11.00		\$	
Item Code	Description		On or Before 2/20/19		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
500410	Carpet Plastic Covering, Per Sq.Ft.		1.94	2.12	2.69		9.0	\$

### 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.

Chat with us <http://www.ges.com/chat>





# Carpet 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.

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March 12 - 13, 2019

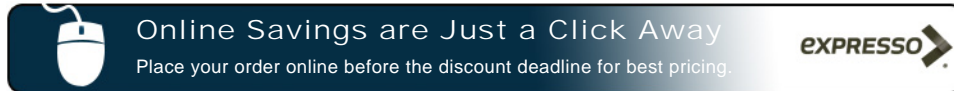
Discount Deadline Date:  
February 20, 2019

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.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

## Carpet Packages

### Standard Color Options

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



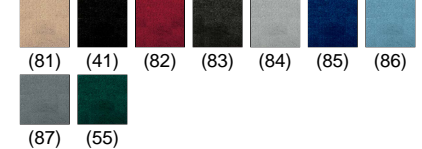
### Plush Color Options

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



### Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 2/20/19		Regular (\$)	Sq. Ft.	Total
			Online (\$)	Discount (\$)			
400021	Standard Carpet Package, Per Sq.Ft.		13.06	14.14	18.07		\$
400022	Plush Carpet Package, Per Sq.Ft.		17.29	18.59	23.70		\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		19.54	21.25	27.07		\$

### 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



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



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)



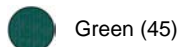
Blue (42)



Gold (46)



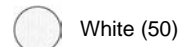
Gray (40)



Green (45)



Red (49)



White (50)

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

# 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'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



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

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

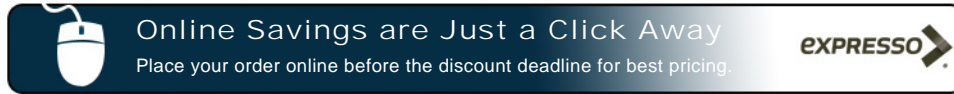
Discount Deadline Date:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number



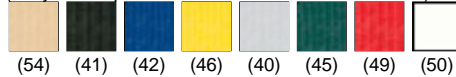
## Easy Ordering Tips:

- 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 Expresso:  
<http://e.ges.com/024600781/BoothFurnishingsRental/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	142.50	157.25	199.00		\$
300052	Padded Chair	211.50	232.25	294.00		\$
300053	Padded Stool	240.00	263.75	334.00		\$

### Tables

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	395.00	433.75	549.00		\$
300058	Table, Starbase, 40" Diameter x 30" High	395.00	433.75	549.00		\$

### Skirted Tables

Item Code	Description	Color Code	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		260.00	285.50	361.50		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		303.00	332.25	420.50		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		349.00	382.25	484.00		\$
3007	Table, Skirt 4th Side		78.25	85.25	108.00		\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	209.00	230.25	291.50		\$
300600	Table 6', Unskirted, 24" x 30" High	244.00	267.75	339.00		\$
300800	Table 8', Unskirted, 24" x 30" High	276.50	304.00	385.00		\$

### Skirted Counters

Item Code	Description	Color Code	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		320.00	350.75	444.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		359.00	394.25	499.00		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		399.00	439.50	556.50		\$
3017	Counter, Skirt 4th Side		78.25	86.00	109.00		\$



Select size: 6' Counter \_\_\_\_\_ 8' Counter \_\_\_\_\_

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:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Unskirted Counter

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	254.00	279.50	354.00		\$
301600	Counter 6', Unskirted, 24" x 42" High	286.50	314.00	397.50		\$
301800	Counter 8', Unskirted, 24" x 42" High	322.50	353.50	447.50		\$

## Risers

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	99.50	109.75	139.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	70.00	76.50	97.00		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	129.00	141.50	179.00		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	99.50	109.75	139.00		\$

## Custom Booth Drape

Item Code	Description	Color Code	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		30.00	32.50	41.25		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		35.00	38.50	48.75		\$

## Display Furniture

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300082	Display Case 6', Full View	1,043.00	1,145.25	1,450.00		\$
300083	Display Case 6', Half View	1,043.00	1,145.25	1,450.00		\$

## Accessories

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	8.45	9.50	12.00		\$
300127	Aisle Stanchion, Tensa	112.50	123.50	156.50		\$
300123	Aisle Stanchion, without Chain	84.50	92.75	117.50		\$
300103	Aluminum Easel	114.00	124.50	157.50		\$
300111	Bag Stand	172.50	189.50	240.00		\$
300102	Coat Rack	156.50	171.75	217.50		\$
300104	Garment Rack	189.00	207.25	262.50		\$
300106	Literature Rack	266.50	292.25	370.00		\$
300201	Pegboard, White, 4'x8'	300.00	329.75	417.50		\$



Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300131	Security Cage, Large, without Lock	874.00	959.75	1,215.00		\$
300132	Security Cage, Small, without Lock	582.50	639.75	810.00		\$
300120	Sign Holder, Bell Base	142.50	157.25	199.00		\$
300108	Sign Holder, Chrome, 22"x28"	142.50	157.25	199.00		\$
300211	Tackboard	319.00	349.50	442.50		\$



Select alignment: Horizontal \_\_\_\_\_ Vertical \_\_\_\_\_

300112	Ticket Tumbler, Small, Table Top	246.50	270.50	342.50		\$
300113	Wastebasket	33.75	37.00	47.00		\$
300118	Waterfall Stand	156.50	171.75	217.50		\$

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# Furniture and Accessories Order Form

Page 3 of 3

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:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/024600781/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.

120418 024600781

A-1 032618

# Furniture 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

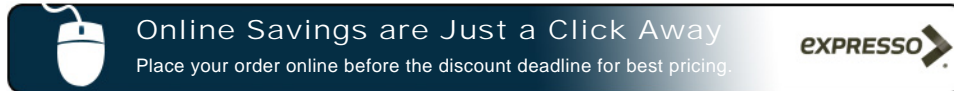
Discount Deadline Date:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number



Tips

## Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- 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.

## Furniture Package

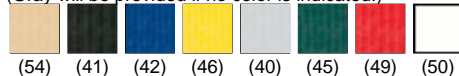


### Furniture Package 1

Item Code	Description	Color Code	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
4906	Furniture Package 1		559.58	615.38	778.95		\$
Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

### Skirt Color Options

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



### Furniture Package 2

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
490012	Furniture Package 2	1,147.28	1,259.78	1,594.80		\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						

## 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.

Chat with us <http://www.ges.com/chat>



# Specialty Furniture

## Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305312 - Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H



305180 - Fairfax Sofa, White Vinyl/ Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



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



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"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



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



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

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

# Specialty Furniture



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



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



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

## Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



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



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



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



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



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



305102 - Munich Corner Chair, 26"L 27"D 28.5"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 21"D 33"H



305232 - Chair, Fusion, Red/White, 19"L 21"D 32"H



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



305270 - Chair, Madden Arm, Lt. Gray Vinyl, 27"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



305178 - Fairfax Arm Chair, White Vinyl/Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.



# Specialty Furniture



305442 - Laguna Chair, 18"L 19"D 34"H



305076 - Lucent Chair, 19.5"L x 19.75"D x 32.5"H



305420 - Malba Chair, Gray, 20"L 20"D 32"H



305421 - Malba Chair, Green, 20"L 20"D 32"H



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



305441 - Zenith Chair, 19"L 22"D 32"H

## Seating - Ottomans



305316 - Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



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



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



305279 - Ottoman, Endless Square, White, 34"L 34"D 15"H



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



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

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# Specialty Furniture



305251 - Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"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



305248 - Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H



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



305239 - Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H



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



305238 - Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H



305237 - Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H



305249 - Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H



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



305111 - Sally Ottoman/Stool, White 12"L 12"D 17"H

## Seating - Office and Utility Seating



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



305325 - Chair, Executive, Black, 25"L 24"D 48"H



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



305068 - Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H



305069 - Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H



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



305313 - Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"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

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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



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"D 30"D



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



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



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



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305075 - Lucent Barstool, 22"L x 22.5"D x 45.5"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



305440 - Zenith Barstool, 19"L 20"D 44"H



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

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# Specialty Furniture

## Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



305426 - Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



305428 - Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H



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



305429 - Madison Cafe Table/Hydraulic Base, 30"RND 29"H



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H



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



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



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



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



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



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



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



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



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



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

## Tables - Bar



305315 - 30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou



305083 - Bar Table w/ Hydraulic Base, 30"RND 45"H



305082 - Bar Table w/ Standard Black Base, 30"RND 42"H



305425 - Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H



305405 - Madison Bar Table/Black Base, 30"RND 42"H



305162 - Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H



305139 - Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H



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



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



305142 - Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H



305145 - Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H



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



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



305143 - Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H

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# Specialty Furniture



305146 - Table, Bar, Maple/ Hydraulic Chrome Base, 36" Round 45"H



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



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



305302 - Table, Bar, Silver Textured Grain/ Hydraulic Chrome Base, 30" Round 45"H



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



305303 - Table, Bar, White Laminate/ Hydraulic Chrome Base, 36" Round 45"H



305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H



305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H



305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H



305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H



305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H



305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

## Tables - Cocktail



305430 - Alondra Cocktail Table, Glass, 47"L 24"D 16"H



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



305435 - Geo Cocktail Table, Wood, 47"L 24"D 17"H



305113 - Regis Table/Bench, 47"L 15.5"D 16"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



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



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

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# Specialty Furniture



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



305431 - Alondra End  
Table, Glass, 20"L  
20"D 20"H



305432 - Alondra End  
Table, Wood, Chrome,  
20"L 20"D 21"H



305254 - Edge Table,  
LED Lighted w/AC  
Plug, 20"L 20"D 20"H



305436 - Geo End  
Table, Wood, 20"L  
20"D 21"H



305258 - Luna  
Pedestal, LED Lighted  
w/AC Plug, 16"L 16"D  
20"H



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



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



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

## Conference Tables



305402 - 10' Madison Table,  
120"L 48"D 29"H



305231 - 10' Table, Conf., Granite  
120"L 46"D 29"H



305400 - 5' Madison Table, 60"L  
48"D 29"H



305230 - 6' Table, Conf., Granite,  
72"L 36"D 29"H

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# Specialty Furniture



305401 - 8' Madison Table, 96"L  
60"D 29"H



305026 - 8' Table, Conf., Granite,  
96"L 44"D 29"H



305001 - Atomic Table, 36"RND  
30"H



305002 - Atomic Table, 42"RND  
30"H



305410 - Madison Conference  
Table, 42"RND 29"H



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



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



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

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# Specialty Furniture

## Tables - Martini Bar



305121 - Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H



305123 - Midtown Bar, Unlighted, 60"L x 18"D x 42"H



305124 - Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H



305125 - Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H



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



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

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# Specialty Furniture

## Product Display



305415 - Madison Bookcase,  
36"L 12"D 72"H



305297 - Pedestal, Powered  
Locking, Black, 24"L 24"D 36"H



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



305298 - Pedestal, Powered  
Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L  
18"D 72"H

## Office and Utility Furniture



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



305416 - Madison Credenza,  
60"L 20"D 29"H



305417 - Madison Executive  
Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File  
Cabinet on Castors, Black, 16"  
20"D 28"H



305128 - Tech Desk, Powered  
w/ 3 Drawer File Cabinet, Black  
Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered,  
Black Metal, 60"L 30"D 30"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

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# Specialty Furniture Order Form

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BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

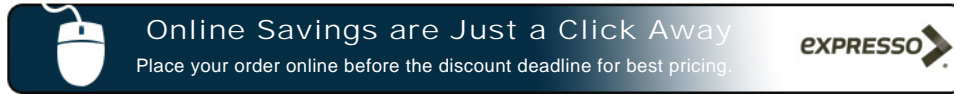
Discount Deadline Date:  
February 20, 2019

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.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/024600781/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	1,099.00	1,204.50	1,525.00		\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,925.00	3,209.25	4,063.00		\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	1,015.00	1,116.00	1,413.00		\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	405.00	443.50	561.50		\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	892.50	978.75	1,239.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	1,015.00	1,116.00	1,413.00		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	1,099.00	1,204.50	1,525.00		\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	986.50	1,086.00	1,375.00		\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,438.00	2,676.25	3,388.00		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,550.00	1,698.25	2,150.00		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,863.00	2,044.25	2,588.00		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,863.00	2,044.25	2,588.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,438.00	2,676.25	3,388.00		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	1,128.00	1,234.50	1,563.00		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,313.00	1,441.50	1,825.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	1,174.00	1,283.50	1,625.00		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	1,174.00	1,283.50	1,625.00		\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	986.50	1,086.00	1,375.00		\$

### Seating - Club Chairs

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305225	Baja Chair, 36"L 30.5"D 28"H	892.50	978.75	1,239.00		\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	845.00	927.25	1,174.00		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,230.00	1,353.00	1,713.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,230.00	1,353.00	1,713.00		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	892.50	978.75	1,239.00		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
February 20, 2019

Company Name	Email	Phone Number	Booth Number
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## Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	780.00	855.50	1,083.00		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	634.00	695.00	880.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	751.50	824.75	1,044.00		\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	780.00	855.50	1,083.00		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,263.00	1,392.50	1,763.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,263.00	1,392.50	1,763.00		\$

## Seating - Chairs

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305152	Chair, Altura, Guest, 25"L 20"D 34"H	465.00	510.75	646.50		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	206.50	227.00	287.50		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	206.50	227.00	287.50		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	235.00	258.00	326.50		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	235.00	258.00	326.50		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	149.00	163.00	206.50		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	244.00	267.75	339.00		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	705.00	773.25	979.00		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	705.00	773.25	979.00		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	235.00	258.00	326.50		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	581.50	639.00	809.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	235.00	258.00	326.50		\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	751.50	824.75	1,044.00		\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	310.00	339.75	430.00		\$
305442	Laguna Chair, 18"L 19"D 34"H	315.00	345.50	437.50		\$
305076	Lucent Chair, 19.5"L x 19.75"D x 32.5"H	234.00	256.75	325.00		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	206.50	227.00	287.50		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	206.50	227.00	287.50		\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	780.00	855.50	1,083.00		\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	149.00	163.00	206.50		\$
305441	Zenith Chair, 19"L 22"D 32"H	315.00	345.50	437.50		\$

## Seating - Ottomans

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	681.50	747.75	946.50		\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	681.50	747.75	946.50		\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	681.50	747.75	946.50		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	681.50	747.75	946.50		\$

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## Seating - Ottomans

305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	431.50	474.00	600.00	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	431.50	474.00	600.00	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	487.50	536.25	679.00	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	310.00	339.75	430.00	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	376.50	412.00	521.50	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	211.50	232.25	294.00	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	211.50	232.25	294.00	\$

## Seating - Office and Utility Seating

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305126	Chair, Altura Task, 25"L 26"D 21"H	240.00	262.75	332.50		\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	634.00	695.00	880.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	634.00	695.00	880.00		\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	470.00	515.50	652.50		\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	470.00	515.50	652.50		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	470.00	515.50	652.50		\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	465.00	510.75	646.50		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	564.00	618.00	782.50		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	564.00	618.00	782.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Seating - Barstools

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
<b>Seating - Barstools</b>						
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	484.00	530.50	671.50		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	484.00	530.50	671.50		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	484.00	530.50	671.50		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	484.00	530.50	671.50		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	366.50	402.00	509.00		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	366.50	402.00	509.00		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	352.50	386.25	489.00		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	352.50	386.25	489.00		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	352.50	386.25	489.00		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	352.50	386.25	489.00		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	484.00	530.50	671.50		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	484.00	530.50	671.50		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	366.50	402.00	509.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	610.00	669.50	847.50		\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	577.50	634.00	802.50		\$
305259	Christopher Barstool, 19"L 15"D 41"H	484.00	530.50	671.50		\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	431.50	474.00	600.00		\$
305075	Lucent Barstool, 22"L x 22.5"D x 45.5"H	480.00	526.50	666.50		\$
305006	Syntax Barstool, Chrome/Black , 23"L 19"D 43.25"H	484.00	530.50	671.50		\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	315.00	345.50	437.50		\$
305440	Zenith Barstool, 19"L 20"D 44"H	484.00	530.50	671.50		\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	577.50	634.00	802.50		\$

## Tables - Cafe

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	431.50	474.00	600.00		\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"H	502.50	551.00	697.50		\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	431.50	474.00	600.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	495.00	543.00	687.50		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,825.00	2,004.75	2,538.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	502.50	551.00	697.50		\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	502.50	551.00	697.50		\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	431.50	474.00	600.00		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	502.50	551.00	697.50		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	455.00	499.50	632.50		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	502.50	551.00	697.50		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	581.50	639.00	809.00		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	431.50	474.00	600.00		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	455.00	499.50	632.50		\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	502.50	551.00	697.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cafe

305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	581.50	639.00	809.00		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	431.50	474.00	600.00		\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	431.50	474.00	600.00		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	502.50	551.00	697.50		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	455.00	499.50	632.50		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	581.50	639.00	809.00		\$

## Tables - Bar

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	502.50	551.00	697.50		\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	502.50	551.00	697.50		\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	431.50	474.00	600.00		\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	502.50	551.00	697.50		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	431.50	474.00	600.00		\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	502.50	551.00	697.50		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	502.50	551.00	697.50		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	431.50	474.00	600.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	455.00	499.50	632.50		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	502.50	551.00	697.50		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	581.50	639.00	809.00		\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	431.50	474.00	600.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	455.00	499.50	632.50		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	502.50	551.00	697.50		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	581.50	639.00	809.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	431.50	474.00	600.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	431.50	474.00	600.00		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	502.50	551.00	697.50		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	455.00	499.50	632.50		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	581.50	639.00	809.00		\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,363.00	1,491.25	1,888.00		\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.	1,363.00	1,491.25	1,888.00		\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,363.00	1,491.25	1,888.00		\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,363.00	1,491.25	1,888.00		\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,363.00	1,491.25	1,888.00		\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,825.00	2,004.75	2,538.00		\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,825.00	2,004.75	2,538.00		\$

## Tables - Cocktail

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	540.00	592.50	750.00		\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	540.00	592.50	750.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	511.50	562.00	711.50		\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	564.00	618.00	782.50		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Cocktail

305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	705.00	773.25	979.00		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	705.00	773.25	979.00		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	511.50	562.00	711.50		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	390.00	427.75	541.50		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	511.50	562.00	711.50		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	511.50	562.00	711.50		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	511.50	562.00	711.50		\$

## Tables - End Tables

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	451.50	494.75	626.50		\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	451.50	494.75	626.50		\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	431.50	474.00	600.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	409.00	448.25	567.50		\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	422.50	464.00	587.50		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	516.50	566.75	717.50		\$
305273	Table, Aura, White Metal, 15" Round 22"H	267.50	293.50	371.50		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	267.50	293.50	371.50		\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	409.00	448.25	567.50		\$
305211	Table, End, Oliver, 22" Round 22"H	337.50	371.25	470.00		\$
305046	Table, End, Silverado, 24" Round 22"H	409.00	448.25	567.50		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	409.00	448.25	567.50		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	409.00	448.25	567.50		\$
305275	Table, Timber, Wood, 16" Round 17"H	337.50	371.25	470.00		\$

## Tables - Conference

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,174.00	1,283.50	1,625.00		\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	1,104.00	1,214.75	1,538.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	799.00	876.00	1,109.00		\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	799.00	876.00	1,109.00		\$
305401	8' Madison Table, 96"L 60"D 29"H	1,104.00	1,214.75	1,538.00		\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	1,010.00	1,105.75	1,400.00		\$
305001	Atomic Table, 36"RND 30"H	535.00	587.75	744.00		\$
305002	Atomic Table, 42"RND 30"H	535.00	587.75	744.00		\$
305410	Madison Conference Table, 42"RND 29"H	705.00	773.25	979.00		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	164.00	181.00	229.00		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	460.00	504.75	639.00		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	705.00	773.25	979.00		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	460.00	504.75	639.00		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	705.00	773.25	979.00		\$
305027	Table, Conf., Graphite, 42" Round 29"H	581.50	639.00	809.00		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	705.00	773.25	979.00		\$

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# Specialty Furniture Order Form

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Discount Deadline Date:  
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Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## Tables - Conference

305281	Table, Conf., White Laminate, 42" Round 29"H	581.50	639.00	809.00		\$
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## Tables - Martini Bar

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305121	Midtown Bar, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,691.00	2,952.50	3,738.00		\$
305123	Midtown Bar, Unlighted, 60"L x 18"D x 42"H	2,511.00	2,755.25	3,488.00		\$
305124	Midtown Powered Counter, Lighted w/ Plug In, 60"L x 18"D x 42"H	2,691.00	2,952.50	3,738.00		\$
305125	Midtown Powered Counter, Unlighted, 60"L x 18"D x 42"H	2,511.00	2,755.25	3,488.00		\$
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	5,163.00	5,667.50	7,175.00		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	2,525.00	2,775.00	3,513.00		\$

## Product Display

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	652.50	716.00	906.50		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	921.50	1,007.00	1,275.00		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	1,109.00	1,214.75	1,538.00		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	921.50	1,007.00	1,275.00		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	1,109.00	1,214.75	1,538.00		\$
305045	Posh Shelving, 36"L 18"D 72"H	652.50	716.00	906.50		\$

## Office and Utility Furniture

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	695.00	762.25	965.00		\$
305416	Madison Credenza, 60"L 20"D 29"H	821.50	901.25	1,141.00		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	821.50	901.25	1,141.00		\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	892.50	978.75	1,239.00		\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	845.00	927.25	1,174.00		\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	281.50	309.25	391.50		\$

## Lamps

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	460.00	504.75	639.00		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	347.50	381.00	482.50		\$

## 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.



# Convenience 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

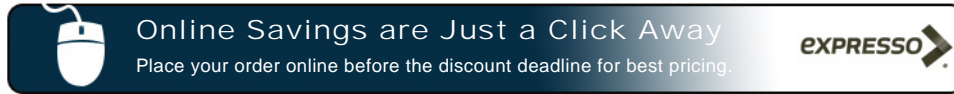
Discount Deadline Date:  
February 20, 2019

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 Expresso:  
<http://e.ges.com/024600781/packages/esm>



Stool Package A



Chair Package A

## Standard Furniture Package

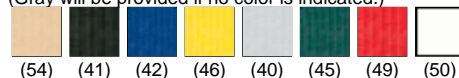
Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
404301	Chair Package A	851.75	935.25	1,184.00		\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404323	Display Case Package A	1,918.00	2,106.50	2,667.00		\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.					
404324	Display Case Package B	1,861.00	2,043.50	2,587.00		\$
	Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.					
404311	Stool Package A	908.75	998.25	1,264.00		\$
	Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					

## Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 2/20/19 Online (\$)Discount (\$)		Regular (\$)	Qty	Total
4046	Chair Package B		759.75	833.75	1,055.50		\$
	Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		872.75	958.75	1,214.00		\$
	Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.						

## Skirt Color Options

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



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Form Continues on Next Page





# Convenience 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.

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_

## Specialty Furniture Package

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
404504	Bar Package	3,493.00	3,836.00	4,856.00		\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404506	Premium Stool Package	1,235.50	1,355.00	1,715.50		\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					

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

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# Standard Exhibit Systems

With the following 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](http://www.ges.com/chat).

## 10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" 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

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"



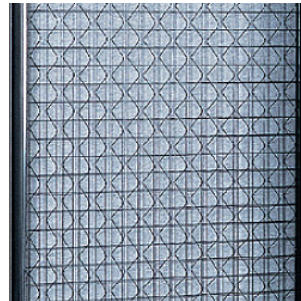
600222 - Exhibit, Light Box, Medium 37"x56"



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: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

### Trim Color



Black (41)

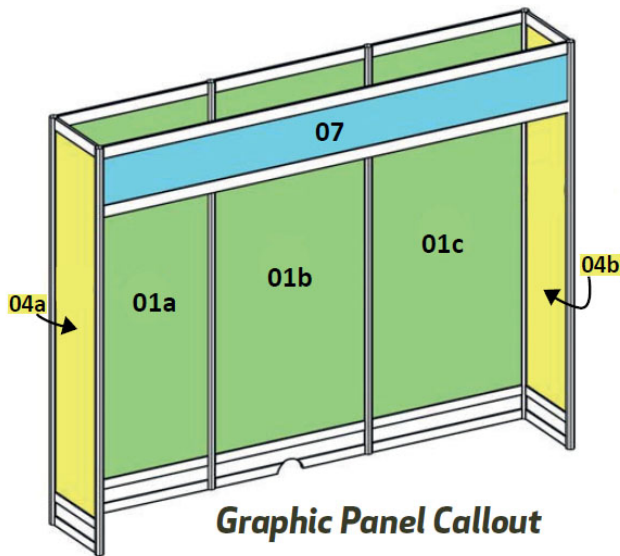


Silver (79)

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 #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$670.00 /Regular Price - \$932.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$336.50 /Regular Price - \$467.50  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$286.50 /Regular Price - \$397.50  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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/024600781/exhibit2/esm>

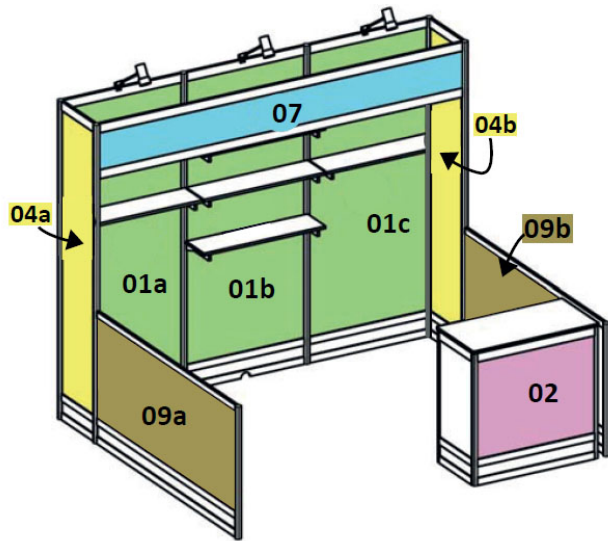


## Booth Rendering

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 - \$670.00 /Regular Price - \$932.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$336.50 /Regular Price - \$467.50  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$286.50 /Regular Price - \$397.50  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$236.50 /Regular Price - \$329.00  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Online Discount - \$477.50 /Regular Price - \$664.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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/024600781/exhibit3/esm>



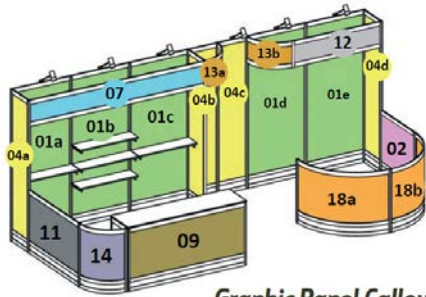
**Booth Rendering**

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 - \$146.50 /Regular Price - \$204.00  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$73.25 /Regular Price - \$102.00  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$372.50 /Regular Price - \$519.00  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$477.50 /Regular Price - \$664.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$182.50 /Regular Price - \$252.50  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by February 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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/024600781/exhibit4/esm>

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$670.00 /Regular Price - \$932.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$336.50 /Regular Price - \$467.50  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$142.50 /Regular Price - \$197.50  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$236.50 /Regular Price - \$329.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$286.50 /Regular Price - \$397.50  
Produced on 3/16" Thick White Foamcore



**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.

# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

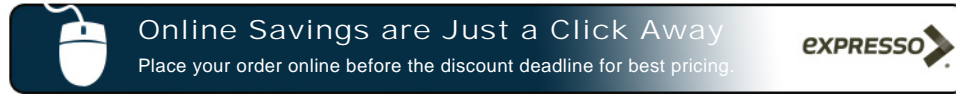
Discount Deadline Date:  
February 20, 2019

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

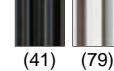
(Gray Fabric Panel will be provided if no color is indicated below)



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	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	3,500.00	3,841.25	4,863.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	5,825.00	6,398.00	8,100.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### 10x20 Exhibits

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	12,775.00	14,020.50	17,750.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### Accessories

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
600410	Exhibit, Ad Board, 1M x 8'	1,005.00	1,105.75	1,400.00		\$
600110	Exhibit, Armlight Black	149.00	164.00	207.50		\$
600103	Exhibit, Counter, 1M Curved	1,388.00	1,511.00	1,913.00		\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	701.50	771.25	976.50		\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	957.50	1,046.50	1,325.00		\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	1,263.00	1,392.50	1,763.00		\$
600222	Exhibit, Light Box, Medium 37"x56"	1,005.00	1,105.75	1,400.00		\$
600223	Exhibit, Light Box, Small 37"x28"	622.50	683.25	865.00		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	879.00	966.00	1,223.00		\$
600291	Exhibit, Panel, Wirewall, 1M	859.00	942.25	1,193.00		\$
600243	Exhibit, Shelf, 1M x 10" Deep	117.50	128.25	162.50		\$

### Electrical or Utilities Under Carpet?

Chat with us <http://www.ges.com/chat>



# 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:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

☐ 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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Chat with us <http://www.ges.com/chat>





## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

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.



- 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.

## Graphics

- 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.
- 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.

## Suitable programs for images or logos:

- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

## Color

If your Vector artwork needs to be color specific, please set up your files using the Pantone color pallet. Some Pantone colors are more likely to be achieved than others, we will match all Pantone colors to the best possible interpretation. We do our best to match any physical print sample, however, the colors may deviate slightly due to the limitations within the print process.



If providing colors as CMYK, please set colors as spot. Spot Colors are colors that have been specifically labeled within design software so that RIP Stations can recognize them. Setting colors to "Spot" it enables the RIP Station to adjust the colors independently of the design software to maximize work flow.



## Vector Artwork

For the best quality, create graphics in vector format (AI, EPS). Logos taken from websites are generally GIF files, and those are not acceptable as they will not print clearly. Artwork produced for contour cut decals, such as solid company logos or text, must be supplied in a vector format (AI or vector EPS). Artwork created in a pixel format (TIF, JPG) is not compatible with equipment.

preferred\* AI/EPS (vector)

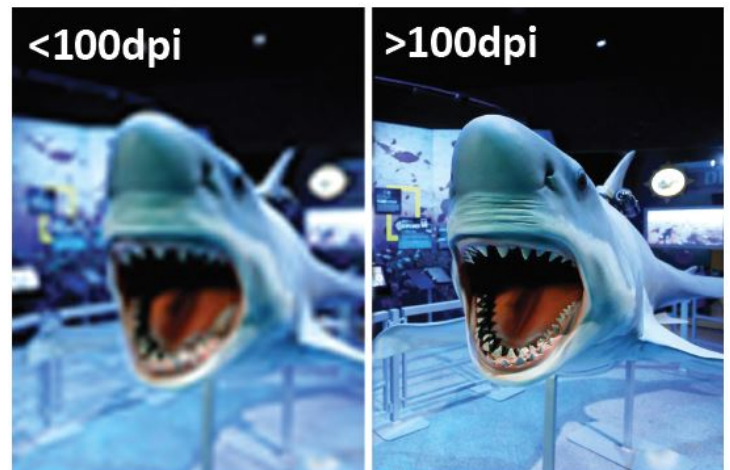


GIF, TIFF, JPEG (raster)



## Bitmap/Raster Artwork

TIF, JPEG, PDF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixelated 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. Files obtained from the internet (JPG, GIF, PNG) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) are often not suitable for high quality output for large/grand sized graphics or signage.



Order graphics and **upload artwork files** directly online: <https://e.ges.com/024600781/signs/esm>

Make sure your file(s) are labeled with the exhibiting company's name, the show name and the booth number  
(e.g. ABC Company\_SHOW\_Booth 1234.zip)

Chat with us <http://www.ges.com/chat>



**BPI West**  
 Santa Clara Convention Center  
 March 12 - 13, 2019

## Text

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.

### Editable Text



### Outlined Text - preferred\*

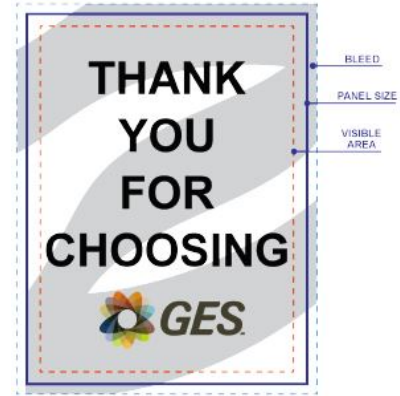


## Final Print package should contain:

- Consistent color pallets in all files (if providing colors as CMYK, please set colors as spot)
- All fonts converted to outlines and/or the fonts used
- Embedded images and/or linked images
- Final art at 100ppi at 100% scale (or an accurate aspect ratio with supporting resolution) Mandatory ZIP or SIT compression

## Allow for Frames & Finishing

Some graphics are held in frames. Place all type and critical images at least 1" from all edges to avoid being covered by frames.



For graphics that are held in railroad bases, please place all type and critical images at least 6" from the base to avoid being covered.



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

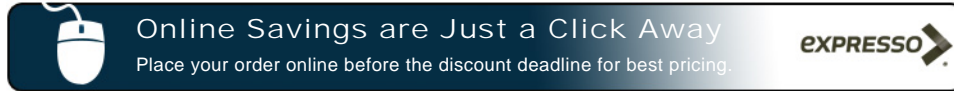
Discount Deadline Date:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number



Order graphics and **upload artwork files** directly online: <https://e.ges.com/024600781/signs/esm>

## Graphics and Signage

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	405.00	444.25	562.50		9.0	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	316.50	346.75	439.00		9.0	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	332.50	364.50	461.50		9.0	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	597.50	655.50	830.00		9.0	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	367.50	404.00	511.50		9.0	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	781.50	857.75	1,086.00		9.0	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	550.00	604.25	765.00		9.0	\$
601099	Printed Cardboard Base for Freestanding Boards	35.75	39.00	49.50		9.0	\$

**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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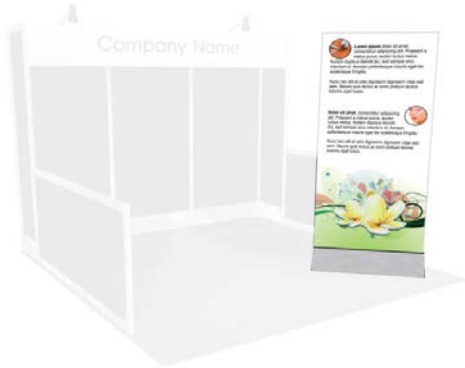
I-1 102617

Chat with us <http://www.ges.com/chat>



# Standard Graphics

## 38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

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

## 24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

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

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*

# 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.

## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

## 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/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/024600781/logistics\\_Quote](https://e.ges.com/024600781/logistics_Quote)

Chat with us <http://www.ges.com/chat>



## 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 show site 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, rekrating, 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 Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.



## Measure of Damage

- Liability - GES is liable for loss or damage to your goods only if the loss or damage is caused by GES negligence.
- Sole Relief - If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms 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.






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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/024600781/logistics\\_quote](https://e.ges.com/024600781/logistics_quote)

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



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

## Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$186.00 cwt	\$251.10 cwt
Overtime In / Straight Time Out	\$242.00 cwt	\$326.70 cwt
Overtime In / Overtime Out	\$298.00 cwt	\$402.30 cwt

#### Advance Shipments to Warehouse Dates:

**Tue, Feb 5, 2019:** Advance shipments may begin arriving at warehouse.

**Wed, Mar 6, 2019:** Last day for shipments to arrive at warehouse. The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

#### Carpet Handling

Straight Time In / Straight Time Out	\$283.00 cwt
Overtime In / Straight Time Out	\$368.00 cwt
Overtime In / Overtime Out	\$454.00 cwt

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$174.00 cwt	\$234.90 cwt	\$278.40 cwt
Overtime In / Straight Time Out	\$226.00 cwt	\$305.10 cwt	\$361.60 cwt
Overtime In / Overtime Out	\$278.00 cwt	\$375.30 cwt	\$444.80 cwt

#### Direct Shipments to Show site Dates:

**Sun, Mar 10, 2019:** Direct shipments may begin arriving at exhibit site after 2:00 PM.

**Mon, Mar 11, 2019:** Last day for shipments to arrive at exhibit site by 5:00 PM.

#### Carpet Handling

Straight Time In / Straight Time Out	\$278.00 cwt
Overtime In / Straight Time Out	\$361.00 cwt
Overtime In / Overtime Out	\$445.00 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 \$55.00. Each additional package will be charged \$27.50.

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 \_\_\_\_\_ Booth Number \_\_\_\_\_

## Step 2. Estimate Order

### Small Packages

1 1st Small Package Shipment x \$55.00 = \_\_\_\_\_ Total  
\_\_\_\_\_ # of additional packages (each) x \$27.50 = \_\_\_\_\_ Total

### 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

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:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee of per CWT will apply before published timeline.

### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

### Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

### 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.

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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

**BPI West**

Name of Exhibition

024600781

BOOTH NUMBER

**C/O GES  
YRC  
499 Valley Drive  
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:***

***Tuesday, Feb 5, 2019 - Wednesday, March 6, 2019***

The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

**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

**BPI West**

Name of Exhibition

024600781

BOOTH NUMBER

**C/O GES  
YRC  
499 Valley Drive  
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:***

***Tuesday, Feb 5, 2019 - Wednesday, March 6, 2019***

The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

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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.

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**BPI West**

Name of Exhibition

024600781

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:**

**Sunday, March 10, 2019 after 2:00 PM - Monday, March 11, 2019 by 5:00 PM**

**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



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**BPI West**

Name of Exhibition

024600781

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:**

**Sunday, March 10, 2019 after 2:00 PM - Monday, March 11, 2019 by 5:00 PM**

**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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019



## 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 February 20, 2019.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/024600781/prePrint/esm>

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

Company/Consignee	Carrier	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		

Show site 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

Chat with us <http://www.ges.com/chat>





# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

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/024600781/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

Chat with us <http://www.ges.com/chat>



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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

### Trailer Access Storage

- Access Storage – Locked storage will be available for materials not requiring refrigeration. Materials will not be accepted for storage unless the Exhibitor has an exact count of the units to be placed into storage. Access Storage is not secured storage. All items are stored at Exhibitor's sole risk.
- Storage Rate – Charges for space is per Exhibitor (per one-quarter of a trailer) one-quarter trailer minimum. This charge does not include labor.
- Shipments to Storage – Shipments should be consigned to your booth. After the materials are inventoried, please place your order for delivery of the materials into accessible storage at the GES Servicer. GES representatives will give you special labels that you must place on the items you want placed into accessible storage. Only the items marked with these special labels will be placed in accessible storage. Do not use "Empty" labels.
- 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.

Item Code	Description	Rate (\$)	Qty	Total
200513	Access Storage, 1/4 Trailer	710.00		\$
200513	Access Storage, 1/2 Trailer	1,020.00		\$
200513	Access Storage, Full Trailer	2,130.00		\$

### 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 (\$)	X # Skids	Total
200513	Access Storage, Per Skid	213.00		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	186.00	233.00	280.00			\$
705044	Storage, OT	326.00	408.00	490.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/labor/esm>

Chat with us <http://www.ges.com/chat>

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:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

## 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 skids/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 Servicenter. 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	278.50	348.00	418.00			\$
705200	5,000#, OT	390.00	488.00	586.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/labor/esm>

## 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

\$

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Chat with us <http://www.ges.com/chat>



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

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.
- Cartload service is billed each way. Only 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 Servicenter.

## Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	165.00	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	165.00	1	\$
200506	Cartload Service, Over Time, Dock to Booth	215.00	1	\$
200506	Cartload Service, Over Time, Booth to Dock	215.00	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

\$

024600781  
120418

R-14 122017

# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

Company Name

Email

Phone Number

Booth Number



## Easy Ordering Tips:

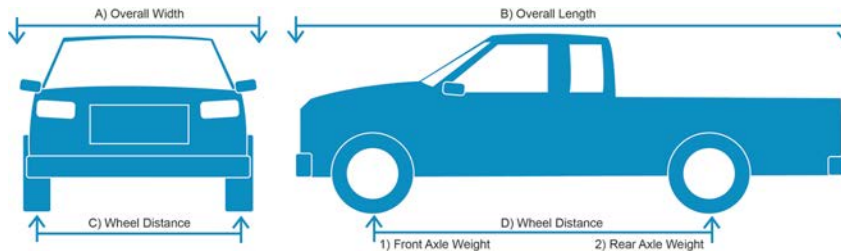
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment 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) 452-0515 or [jcruz@ges.com](mailto: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 Spotting, per vehicle	340.00		\$

**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**

\$



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

Company Name	Email	Phone Number	Booth Number
Show Site Contact	Show Site Email	Show Site Phone 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 (1/2) 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 (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	154.75	193.00	232.00			\$
705000	Install & Dismantle, ST Move Out	154.75	193.00	232.00			\$
705000	Install & Dismantle, OT Move In	271.00	339.00	407.00			\$
705000	Install & Dismantle, OT Move Out	271.00	339.00	407.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/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:

<https://e.ges.com/024600781/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 100118 120418 024600781

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

\$

120418 024600781

L-1 100118

# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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.
- 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 (\$)	# Crews	X # Hours	= Total
705200	5,000#, ST Move In	278.50	348.00	418.00			\$
705200	5,000#, ST Move Out	278.50	348.00	418.00			\$
705200	5,000#, OT Move In	390.00	488.00	586.00			\$
705200	5,000#, OT Move Out	390.00	488.00	586.00			\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	183.50	229.00	275.00			\$
705030	Freight, ST Move Out	183.50	229.00	275.00			\$
705030	Freight, OT Move In	321.00	401.00	481.00			\$
705030	Freight, OT Move Out	321.00	401.00	481.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/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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# Hanging Sign / Truss Labor Information

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

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Please complete and return the Hanging Sign / Truss Labor Order Form by February 20, 2019.

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

## 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 show site 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.

## 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.



# Hanging Sign / Truss 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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	803.50	1,000.00	1,200.00			\$
705300	High Lift, ST Move Out	803.50	1,000.00	1,200.00			\$
705300	High Lift, OT Move In	1,045.00	1,310.00	1,570.00			\$
705300	High Lift, OT Move Out	1,045.00	1,310.00	1,570.00			\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	186.00	233.00	280.00			\$
705020	Sign Assembly, OT Move In Only	288.50	361.00	433.00			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/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.

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H-2 073018

Form Continues on Next Page



# Hanging Sign / Truss 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:  
February 20, 2019

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 / Truss 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.

Your hanging sign received in the Advanced Warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### 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.

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120418  
H-2 073018



# Hanging Sign / Truss 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:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

☐ Plated (end plates) ☐ Spigot

### Size of Truss

☐ 12" ☐ 20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

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

### Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

\_\_\_\_\_  
Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- ☐ Audio Visual Equipment\*
- ☐ Signage/Banners
- ☐ Static Lighting
- ☐ Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

# Hanging Sign / Truss 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:  
February 20, 2019

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 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

\$

120418 024600781

H-2 073018



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

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

Chat with us <http://www.ges.com/chat>



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

**BPI West**

Name of Exhibition

0240600781

Booth Number

**C/O GES  
YRC  
499 Valley Drive  
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:***

***Tuesday, Feb 5, 2019 - Wednesday, March 6, 2019***

The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

**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



ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**BPI West**

Name of Exhibition

0240600781

Booth Number

**C/O GES  
YRC  
499 Valley Drive  
Brisbane, CA 94005 USA**

***Shipment Should Arrive on or Between:***

***Tuesday, Feb 5, 2019 - Wednesday, March 6, 2019***

The GES Advance Warehouse will be closed Monday, Feb 18, 2019, in observance of the Presidents Day holiday

**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

# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

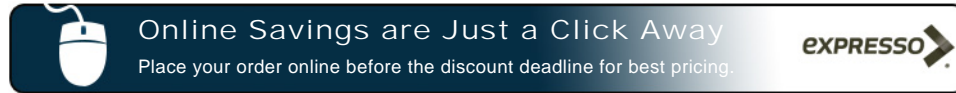
Discount Deadline Date:  
February 20, 2019

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 completing the Electrical Outlets Order Form provided in this manual.
- Any overhead power distribution for lighting and truss requests, will require the use of a high lift and crew. Please refer to the Electrical Booth Work Labor Order Form to see equipment/crew hourly rates. Rates are based on when a complete order is received
- Enjoy a fast and easy ordering experience online with Expresso: <http://e.ges.com/024600781/hoist/esm>
- Questions? Please call (650) 333-1692.

## Step 1. Order Chain Hoists

### CM Lodestar Chain Hoists

☐ Yes, hoist is being used for hanging sign

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
702133	Hoist, Electric Chain, 1 TON	957.50	957.50	1,325.00		\$
702132	Hoist, Electric Chain, 1/2 TON	887.50	887.50	1,233.00		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

### Rotating Motors

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
609107	Rotating Motor 100#	506.50	506.50	702.50		\$
609106	Rotating Motor 250#	634.00	634.00	881.50		\$
609105	Rotating Motor 500#	887.50	887.50	1,233.00		\$

One motor outlet is required for every chain hoist or rotating motor in-booth

### Tomcat Aluminum Truss

Item Code	Description	On or Before 2/20/19		Regular (\$)	Qty	Total
		Online (\$)	Discount (\$)			
608131	Truss, 12" Box, Black, Per Foot	30.00	30.00	42.00		\$
608132	Truss, 12" Box, Silver, Per Foot	30.00	30.00	42.00		\$
608135	Truss, 12" Corner Block, Black	123.00	123.00	171.50		\$
608136	Truss, 12" Corner Block, Silver	123.00	123.00	171.50		\$

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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:

February 20, 2019

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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H-5 101918



# Stagehand 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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



## Easy Ordering Tips:

- GES needs a .dwg drawing of all truss and lighting rigging, including rigging point loads and load path, per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load calculations prior to discount deadline date may delay your move-in date.
- Don't forget to order labor for Move In and Move Out.
- When scheduling, keep in mind time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- Straight Time (ST): Monday through Friday from 8:00 AM to 3:30 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 # of Workers	X # Hours	= Total
705094	Stagehand Labor, ST Move In	152.00	190.00	228.00			\$
705094	Stagehand Labor, ST Move Out	152.00	190.00	228.00			\$
705094	Stagehand Labor, OT Move In	307.00	384.00	461.00			\$
705094	Stagehand Labor, OT Move Out	307.00	384.00	461.00			\$

### Type of Stagehand Labor:

- ☐ High Rigger      ☐ Ground Rigger      ☐ Theatrical Stage Electric      ☐ Projectionist  
☐ AV Technician      ☐ Sound Technician      ☐ Programmer

Hate math? Let Espresso calculate your rates: <https://e.ges.com/024600781/labor/esm>

## Step 2. Schedule Stagehand Labor

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and 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 "No Show" charge per worker and forklift will apply.

For truss labor the minimum charge is one (1) hour per electrician and eight (8) hours for all stagehand labor. 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.

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. Supplied rigging hardware is chargeable and will be added to invoice.

Please send a production schedule identifying what your stagehand needs are.

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	

Form Continues on Next Page



# Stagehand 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:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

**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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# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

Company Name Email Phone Number Booth Number

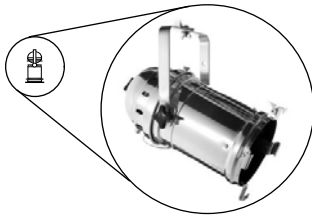
GES requires an engineered drawing of all truss and lighting two weeks prior to event. Failure to provide an engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost.

## Step 1. Select Fixture Type

Please indicate fixture:

☐ Par

☐ Leko



## Step 2. Order Lights

Par Cans / Leko (price per fixture)

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702225	1 to 4 1000 Watt Par/Leko	1,263.00	1,763.00		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				
702226	5 to 10 1000 Watt Par/Leko	1,108.00	1,538.00		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				
702227	11 and above 1000 Watt Par/Leko	935.00	1,300.00		\$
	↳ Includes: Rigging Hardware, Power, Lift and Material				

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702224	Color Gel with Frame	25.00	35.00		\$

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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.)	1.01	1.40		1	\$
500600	Duration of Show (per sq. ft. per day)	0.76	1.04		2	\$
500602	Per Day (per sq. ft. per day)	1.01	1.44			\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.56	2.19		\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	2.00	2.81			\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	302.50	420.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	330.00	459.00			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	381.50	530.00			\$

## 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

<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"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

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 are 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.

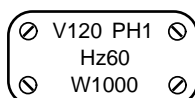
## BPI West

Santa Clara Convention Center

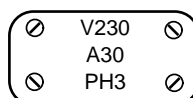
March 12 - 13, 2019

## 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?

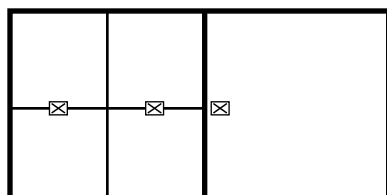
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## 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.

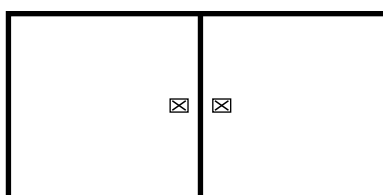
## Where will my power be located?

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.

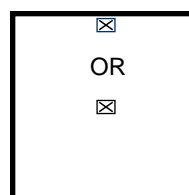


Inline Booths

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.*

## 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).

## 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 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 on 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 four (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 your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (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 four (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. Hanging Signs require lift equipment to reach the ceiling 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.

# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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	217.50	302.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	370.00	514.50		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	478.75	665.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	587.25	816.50		\$

## 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	874.75	1,216.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,224.50	1,702.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,574.50	2,189.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	2,099.50	2,918.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,711.75	3,769.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	4,373.50	6,079.00		\$

\* 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	7.75	10.75		\$

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

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 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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	435.00	605.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	740.00	1,029.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	957.50	1,331.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	1,174.50	1,633.00		\$

## 208v Motor and Equipment Outlets (1P and 3P)\*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	1,749.50	2,432.00		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	2,449.00	3,404.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	3,149.00	4,378.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	4,199.00	5,836.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	5,423.50	7,538.00		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	8,747.00	12,158.00		\$

\* 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	7.75	10.75		\$

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

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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



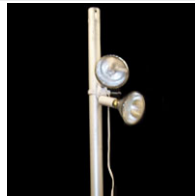
## Easy Ordering Tips:

- 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*	164.00	228.00		\$
700352	Floodlight, 120 Watt Double*	278.75	387.50		\$

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 Stantion, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor 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.

E-21090917 120418 024600781

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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 (\$)	# of Electricians	# Hours	Total
705060	Electrical, ST	184.00	230.00	276.00			\$
705060	Electrical, OT	276.00	345.00	414.00			\$

## 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% (\$50 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.

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.

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:  
February 20, 2019

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.

**BPI West**  
 Santa Clara Convention Center  
 March 12 - 13, 2019

Discount Deadline Date:  
 February 20, 2019

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 (\$)	# of Electricians	# Hours	Total
705061	Electrical, ST	184.00	230.00	276.00			\$
705061	Electrical, OT	276.00	345.00	414.00			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift, ST	604.00	755.00	906.00			\$
705300	High Lift, OT	788.00	985.00	1,180.00			\$

## 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 may 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.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.

E-4 083118 120418 024600781

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:  
February 20, 2019

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 20, 2019

Company Name \_\_\_\_\_ Email \_\_\_\_\_ Phone Number \_\_\_\_\_ Booth Number \_\_\_\_\_

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V \_\_\_\_\_ AMPS



208 V Single Phase \_\_\_\_\_ AMPS



208 V Three Phase \_\_\_\_\_ AMPS



480 V Three 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.

## Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: \_\_\_\_\_)


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

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Front of (indicate adjacent booth or aisle number: \_\_\_\_\_)

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

E-5 100417 120418 024600781



# 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.

## BPI West

Santa Clara Convention Center

March 12 - 13, 2019

## 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.

024600781

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# Plumbing Services Order Form

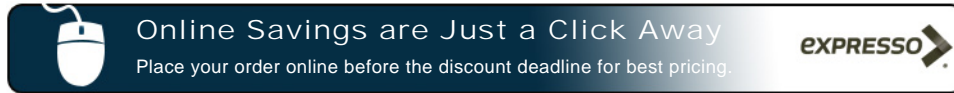
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	1,120.00	1,120.00	1,550.00		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price i	26.25	26.25	37.00		\$
701039	Air Outlet, Connection	303.00	303.00	420.50		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	554.50	554.50	770.00		\$

### Bottled Gases

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
701034	Air hose, Cylinder 1/4" X 25	151.50	151.50	210.00		\$
701067	Compressed Nitrogen Cylinder	250.00	250.00	349.00		\$
701069	Regulator, Cylinder Gas	151.50	151.50	210.00		\$

### Drain: 1/2" and 3/4"

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	1,120.00	1,120.00	1,550.00		\$
701051	Drain Outlet, Connection	303.00	303.00	420.50		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	554.50	554.50	770.00		\$

### Water: 1/2" and 3/4"

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	1,120.00	1,120.00	1,550.00		\$
701087	Water Outlet, Connection	303.00	303.00	420.50		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	554.50	554.50	770.00		\$

### Water Filling and Draining

Item Code	Description	On or Before 2/20/19 Online (\$)	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	570.00	570.00	792.50		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	1,089.00	1,089.00	1,513.00		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	839.00	839.00	1,166.00		\$

**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**

\$

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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Discount Deadline Date:  
February 20, 2019

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



Tips

## 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	160.00	200.00	240.00			\$
705011	Plumbing, OT	240.00	300.00	360.00			\$

## Step 2. Please Indicate Service



Help

**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% (\$50 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.

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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:  
February 20, 2019

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 booth space. Confirm labor and equipment by 2:30 PM the day before date requested. 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 "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker for both installation, removal, 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.

### Installation

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.



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

Form Deadline Date:  
February 20, 2019

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 with a uniform grid of small squares. The grid consists of 10 columns and 10 rows of squares, creating a total of 100 square units. The lines are thin and black, forming a continuous pattern across the entire 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



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 8, 2019

Company Name	Email	Phone Number	Booth Number
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## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of 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 NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES

Please  
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 8, 2019

Company Name	Email	Phone Number	Booth Number
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**Attention:**

- **This form must 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 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 uploaded certificates of insurance through CertFocus, 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. All owned, hired and non-owned boxes marked.
  - 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.
  - All Policies (except Worker's Compensation) shall name GES (Official Service Provider), Informa Group PLC (Show Management), BPI West (Show) and Santa Clara Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and 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 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.

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# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

Form Deadline Date:  
February 8, 2019

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 EAC's Signature

Authorized EAC's Name - Please Print

Date

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

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

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<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/19	
PRODUCER <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			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. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> 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		
<b>A</b>	GENERAL LIABILITY	<b>000P98298-A11</b>	<b>01/01/19</b>	<b>01/01/20</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>		
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) <b>\$ 5,000</b>		
	<input type="checkbox"/> _____				PERSONAL & ADV INJURY <b>\$1,000,000</b>		
	GENERAL AGGREGATE LIMIT APPLIES PER				GENERAL AGGREGATE <b>\$2,000,000</b>		
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>						
<b>B</b>	AUTOMOBILE LIABILITY	<b>SKLS-029499S</b>	<b>01/01/19</b>	<b>01/01/20</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY <b>\$</b>		
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)		
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY <b>\$</b>		
<input checked="" type="checkbox"/> NON-OWNED AUTOS	(Per accident)						
<input type="checkbox"/> _____	PROPERTY DAMAGE <b>\$</b>			(Per accident)			
<b>C</b>	GARAGE LIABILITY	<b>XL1234567</b>	<b>01/01/19</b>	<b>01/01/20</b>	AUTO ONLY-EA ACCIDENT		
	<input type="checkbox"/> ANY AUTO				OTHER THAN <b>\$</b> <b>\$</b>		
<input type="checkbox"/> _____	AUTO ONLY: <b>\$</b> <b>\$</b>						
<b>A</b>	UMBRELLA/EXCESS LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/19</b>	<b>01/01/20</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE <b>\$1,000,000</b>		
	<input type="checkbox"/> DEDUCTIBLE				<b>\$</b>		
	<input type="checkbox"/> RETENTION \$				<b>\$</b>		
					<b>\$</b>		
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	<b>A4145-SS-PJ37</b>	<b>01/01/19</b>	<b>01/01/20</b>	X	WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT <b>\$1,000,000</b>		
					E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>		
					E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>		
<b>D</b>	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS GES (Official Service Provider), Informa Group PLC (Show Management), Santa Clara Convention Center (Facility), and BPI West (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of 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: March 12 - 13, 2019 at city of Santa Clara.							
CERTIFICATE HOLDER		X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
6. GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118				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 <i>John Smith</i>			

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:** GES (Official Service Provider), Informa Group PLC (Show Management), BPI West (Show) and Santa Clara Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be 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.

Submit Certificate of Insurance for EAC here: <https://www.certfocus.com/expresso/>  
 \*There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES



# 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.

## BPI West

Santa Clara Convention Center  
March 12 - 13, 2019

## 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.

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# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019



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.
- 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.

No individuals under the age of 18 are permitted on the show floor at any time. 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.

## BPI West

Santa Clara Convention Center

March 12 - 13, 2019

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.

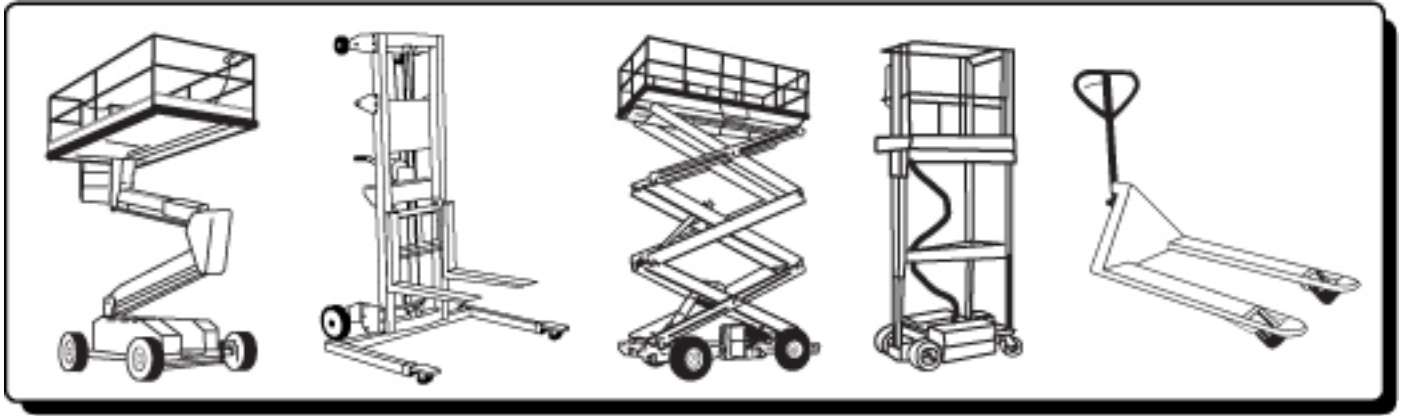
All cartons, crates, containers, packing materials, etc., which are necessary for repacking shall be labeled with "EMPTY" stickers and removed from the floor.



# 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019



## 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.

BPI West  
Santa Clara Convention Center  
March 12 - 13, 2019

## 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.

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# 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.

BPI West  
Santa Clara Convention Center  
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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **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, unsupervised 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; **Unsupervised 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 unsupervised 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 online, 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 Customers' 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 1.5% 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 attorneys' 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 Customers' 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's 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 attorneys' 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.**

Chat with us <http://www.ges.com/chat>



## 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 unit counts 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 for 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 Customers' 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 GEM 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's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's 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's 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 consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) 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 deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**Payment for Services:** GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**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.

**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 date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward 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.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

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 even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon 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 the credit card 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 its employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

# Additional Service Order Forms



Complete Sound, Lighting and Video Service  
52 Forest Ave., Suite 6, 2<sup>nd</sup> Fl., Paramus, NJ 07652  
P 201-340-2290; Fax 201-340-2108; C 201-954-3320  
E-Mail: info@metromultimedia.com

## PAYMENT AUTHORIZATION FORM

### BioProcess International Conference & Exhibition

DISCOUNT DEADLINE: 02/15/2019

BIOPROCESS INTERNATIONAL WEST  
MARCH 11 – 14, 2019  
SANTA CLARA CONVENTION CENTER

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
<b>ESTIMATED TOTALS</b>	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
<i>Sub Total Estimate due MetroMultimedia</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ <b>150.00</b>
<i>Total Due MetroMultimedia</i>	\$
<b>PAYMENT AUTHORIZATION</b>	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

**Company Check** – Make payable to MetroMultiMedia, and reference **NAME OF EVENT**. Mail to: 52 Forest Ave, Suite 6, 2<sup>nd</sup> Floor, Paramus, NJ 07652

**\*\*Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

**Wire Transfers** – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a \$40.00 wire transfer fee.

**ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.**

**Credit Card** – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER															<b>Exp. Date</b>	
<b>Account Number</b>																
<b>Security Code</b>					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)											

Cardholder Name (Please Print): \_\_\_\_\_

Cardholder Billing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

\*\*\*The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PAYMENT POLICY:** MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

**TAX EXEMPT STATUS:** If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

**EQUIPMENT:** You are responsible for payment on any MetroMultiMedia rental equipment.

**CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - \*\* NO EXCEPTIONS \*\***



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## MetroMultiMedia Order Form

### BioProcess International Conference & Exhibition

DISCOUNT DEADLINE: 02/15/2019

BIOPROCESS INTERNATIONAL WEST  
MARCH 11 – 14, 2019  
SANTA CLARA CONVENTION CENTER

Company Name: \_\_\_\_\_ Booth #: \_\_\_\_\_ Booth Size: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_  
Delivery Date/Time: \_\_\_\_\_ Pick Up Date/Time: \_\_\_\_\_  
On Site Contact Name: \_\_\_\_\_ On Site Contact Phone: \_\_\_\_\_

Audio Equipment	Qty.	Early Rate	Show Rate	# of Days	Total
1 Speaker Sound System		\$90.00	\$112.50		
2 Speaker Sound System		\$160.00	\$200.00		
Wireless Microphone ( _____ Lavalier, _____ Handheld _____ Headset)		\$130.00	\$162.50		
8 Channel Audio Mixer (required with use of wireless mic)		\$60.00	\$75.00		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Early Rate	Show Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00	\$312.50		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$415.00	\$518.75		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$50.00	\$62.50		
Projector Stand		\$15.00	\$18.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Early Rate	Show Rate	# of Days	Total
Lenovo Desktop Computer HD/DVD/RW		\$125.00	\$156.25		
Apple Mac Mini 8G/256 SSD		\$85.00	\$106.25		
Lenovo Laptop Computer FULL HD		\$160.00	\$200.00		
MacBook Pro 15" Core i7 8G		\$185.00	\$231.25		
Apple iPad2 32G Wifi+G3 9.7"		\$65.00	\$81.25		
iPad Floor Stand (stand only available with order of iPad2)		\$75.00	\$93.75		
Video and Data Display	Qty.	Early Rate	Show Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$160.00	\$200.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$285.00	\$356.25		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$450.00	\$562.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$525.00	\$656.25		
70" Flat Panel Display _____ Wall Mounted		\$590.00	\$737.50		
90" Flat Panel Display _____ Wall Mounted		\$1,200.00	\$1,500.00		
40" Smart Flat Panel Display _____ Wall Mounted		\$350.00	\$437.50		
46" Touch Screen Panel Display _____ Wall Mounted		\$600.00	\$750.00		
55" Touch Screen Panel Display _____ Wall Mounted		\$850.00	\$1,062.50		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$60.00	\$75.00		
*Dual Post Floor Stand Shelf for Laptop		\$15.00	\$18.75		
Media Player (required for USB playback)		\$30.00	\$37.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
<b>Total Audio, Projection &amp; Video and Data Display</b>					\$
A labor charge of \$70.00 per hour may be added depending on the type and quantity of equipment ordered.					<b>Labor Total</b>
<b>Grand Total Equipment Rental and Labor</b>					\$

**Please Note:**

Drayage Costs (if applicable) are not included in delivery costs.

Show rate applies if order is received after deadline date. Rates reflected are DAILY RATES.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

\*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

To receive a confirmation of your order prior to event, please e-mail: [info@metromultimedia.com](mailto:info@metromultimedia.com).

SUBTOTAL = \_\_\_\_\_ + TAX @ 9.00% = \_\_\_\_\_ + \$150.00 Deliver & Pick-Up = TOTAL \_\_\_\_\_

Payment Authorization Form must accompany order.

Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - \*\*NO EXCEPTIONS\*\*





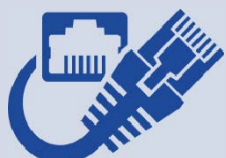
# BioProcess International US West

March 11th - 14th, 2019

Order 14 days prior to the 1<sup>st</sup> day of the show move-in for incentive rate.

**Incentive deadline for the above event is February 23rd, 2019**

Smart City is the exclusive telecommunications and television service provider for the Santa Clara Convention Center.



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# CATERING MENU



Based in the Heart of the Silicon Valley

Santa Clara Convention Center

5001 Great America Parkway



# **Breakfast Buffet**

*All Breakfast Buffets are subject to a maximum service time of 2 hours*

*All Breakfast include Peet's Coffee, Decaf, Assorted Tea and Fruit Juice*

## ***Santa Clara Convention Center Continental \$23.00 per guest***

*Assorted Danish, Muffins, Scones*

*Marmalades, Preserves, Butter*

*Fresh Sliced Seasonal Fruit Platter*

## ***Santa Clara Sunrise \$27.00 per guest***

*Assorted Danish, Muffins, Bagels*

*Marmalades, Preserves, Cream Cheese, Butter*

*Fresh Sliced Seasonal Fruit Platter*

*Cage Free Scrambled Eggs, Tillamook Sharp Cheddar*

*Home Fried Potatoes*

*Cherry Wood Smoked Bacon **or** Aidell's Chicken Apple Sausage*

## ***Mission Sunrise \$30.00 per guest***

*Assorted Danish, Muffins, Scones*

*Marmalades, Preserves, Butter*

*Fresh Sliced Seasonal Fruit Platter*

*Carnitas Scramble, Pepper Jack Cheese, Concha's Roasted Salsa*

*Ranch Style Home Fried Potatoes with Roasted Pepper, Onions*

## ***Morning Starter \$32.00 per guest***

*Assorted Danish, Muffins, Scones*

*Marmalades, Preserves, Butter*

*Fresh Sliced Seasonal Fruit Platter*

*Individual Greek Fruit Yogurts*

*Spinach, Roasted Mushroom, Gruyere Frittata*

*O'Brien Potatoes*

*Cherry Wood Smoked Bacon **or** Aidell's Chicken Apple Sausage*



## **Plated Breakfast**

*Includes Peet's Coffee, Decaf, Assorted Tea and Fruit Juice*

### ***Santa Clara Breakfast \$25.00 per guest***

*Fresh Baked Muffins*

*Greek Yogurt Parfait with Honey Roasted Granola, Fresh Berries*

*Cage Free Scrambled Eggs with Tomatoes, Tillamook Sharp Cheddar, Chives*

*Home Fried Potatoes with Roasted Peppers, Onions*

*Cherry Wood Smoked Bacon or Aidell's Chicken Apple Sausage*

### ***The Monterey \$26.00 per guest***

*Fresh Sliced Fruit Platter*

*Brioche French Toast with Vermont Maple Syrup, Candied Nuts*

*Cherry Wood Smoked Bacon or Aidell's Chicken Apple Sausage*

### ***The San Francisco \$29.00 per guest***

*Greek Yogurt Parfait with Honey Roasted Granola, Fresh Berries*

*Organic Bloomsdale Spinach, Crimini Mushrooms, Gruyere Cheese Frittata with Light Tomato Sauce*

*Cherry Wood Smoked Bacon with Roasted Vidalia Onions, Tillamook Sharp Cheddar*

*Roasted Yukon Potatoes with Fennel, Shallots*

*Oven Roasted Tomato*

*Buttermilk Biscuits*



## **Breakfast Enhancements**

*Freshly Baked Muffins, Danish, Scones and Cinnamon Rolls*

*\$42.00 per dozen*

*Assortment of Fresh Bagels with Cream Cheese*

*\$41.50 per dozen*

*Assortment of Plain and Stuffed Croissants*

*\$41.50 per dozen*

*Assorted Breakfast Breads*

*\$35.00 per 10 slices*

*Organic Whole Fruit*

*\$33.00 per dozen*

*Variety of Breakfast Cereals with Milk*

*\$5.50 each*

*Individual Fruit Yogurts*

*\$6.00 each*

*\*Greek Yogurt Available Upon Request*

*Low Fat Greek Yogurt Parfait*

*\$8.00 each*

***Steel Cut Oatmeal Bar***

*Brown Sugar, Cream, Butter and Dried Cranberries*

*\$8.50 per guest*

***Omelet Station***

*Omelets made to order with Cage Free Eggs, Egg Whites and Egg Beaters*

*Assortment of Breakfast Meats, Cheese, Vegetables*

*9.75 per guest*

*\*Requires (1) Chef for 30 People at \$125.00 per Chef*

***Baja Breakfast Burrito***

*Cage Free Scrambled Eggs with Chorizo, Green Chiles, Pepper Jack Cheese, Wrapped in a Warm Flour Tortilla*

*\$8.00 per guest*

***Breakfast Sandwiches***

*Cage Free Scrambled Eggs, Tillamook Cheddar Cheese, Mushrooms or Cherry Wood Smoked Bacon Served on a Warm Croissant*

*\$8.00 per guest*

*Cage Free Scrambled Eggs, Black Forest Ham, Gruyere Cheese, Served on Warm Croissant*

*\$8.00 per guest*

## **Take a Break**

*Breaks are designed for 50 or more people with 30 minute service*

### **Fresh Start**

*Seasonal Whole Fresh Fruit*

*Individual Greek Fruit Yogurts*

*Individual Granola Bars*

*Bottled Waters*

*Peet's Coffee, Decaf, Assorted Teas*

*\$16.50 per guest*

### **Mission Valley Break**

*Farmstead and Local Cheeses, Dried Fruit, Olive Medley, Sliced Baguettes*

*Warm Artichoke and Spinach Dip with Grilled Pita*

*Spiced Cashews, Almonds, Pecans*

*House Lemonade, Peet's Coffee, Decaf, Assorted Teas*

*\$21.75 per guest*

### **The Candy Shop**

*Assortment of Fruit Flavored Candies*

*Assortment of Chocolate Candies*

*Chef's Roasted Mixed Nuts*

*Assorted Soft Drinks and Bottled Water*

*\$17.50 per guest*

### **South of Mission**

*Tortilla Chips with Concha's Roasted Salsa and Guacamole*

*Black Bean and Cheese Quesadillas*

*Mini Chicken Flautas*

*House Made Horchata and Agua Fresca*

*Bunuelos with Honey*

*\$18.50 per guest*

### **Stadium Break**

*Mini Beef Sliders, Caramelized Onions, Cheddar Cheese, Grain Mayo*

*Warm German Pretzels with Stoneground Mustard Sauce*

*Ice Cream Cups*

*Assorted Soft Drinks and Bottled Water*

*\$18.50 per guest*

## *A La Carte Snacks*

*Assortment of Freshly Baked Cookies*

*\$40.00 per dozen*

*Freshly Baked Double Fudge Brownies*

*\$45.50 per dozen*

*Assorted Cobbler Bars – Apple, Peach, Raspberry*

*\$46.50 per dozen*

*Assorted Bars – Baked Lemon, Apple Streusel, Granola, Raspberry*

*\$46.50 per dozen*

*Individual Bags of Kettle Popcorn, Caramel Corn, Mini Pretzel, Chocolate Drizzled Pretzels*

*\$6.00 each*

*Individual Bags of Dried Fruit, Trail Mix or Granola Bars*

*\$6.00 each*

*Fresh Kettle Chips with Cipollini Onion Dip or Freshly Made Tortilla Chips and Concha's Roasted Salsa*

*\$6.75 per guest*

*Warm Mini German Pretzel Sticks with Spicy or Stone Ground Mustard*

*\$6.50 per guest*

*Assortment of Novelty Ice Cream Bars*

*\$72.00 per dozen*

*Assortment of Mini Hershey Candy Bars*

*\$28.50 per pound*





## **Lunch Buffets**

*All Lunch Buffets are subject to a maximum service time of 2 hours*

*Includes Iced Tea and Water*

*(Minimum Number of Guest is 25 or \$150++ small group fee is applied)*

### ***The Deli \$36.50 per guest***

*Roasted Tomato and Basil Bisque*

*Organic Mixed Greens, Grape Tomatoes, Breakfast Radishes, Cucumbers, Carrots, Sherry Vinaigrette*

*Fusilli Pasta Salad, Kalamata Olives, Cherry Tomatoes, Spinach, Artichoke Hearts, Feta Cheese*

*Classic Charcuterie with Diestel Roasted Turkey Breast, Black Forest Ham, Roast Beef*

*Domestic Cheese Display with Swiss, Tillamook Cheddar, Provolone*

*Sandwich "Fixings" to include Leaf Lettuce, Sliced Tomato, Red Onions, Mustard and Mayonnaise*

*Kettle Potato Chips*

*Assorted Artisan Bread Selection*

*Assorted Freshly Baked Cookies*

### ***La Cantina \$39.00 per guest***

*Chicken Tortilla Soup*

*Santa Fe Salad, Black Beans, Roasted Corn, Red Bell Pepper, Black Olives, Queso Fresco, Chipotle Vinaigrette Dressing*

*Spanish Rice, Frijoles*

*Build your own Fajitas Includes:*

*Achiote Marinated Chicken*

*Caramelized Mushrooms, Onions, Peppers*

*Warm Flour Tortillas*

*Shredded Lettuce, Pico de Gallo, Sour Cream, Guacamole, Escabeche, Roasted Tomatillo Salsa*

*Mexican Flan and Bunuelos*

*Add Beef Fajitas additional \$5.00*

### ***The Campagna \$43.00 per guest***

*Kale and Romaine Caesar Salad, Herb Scented Croutons, Shaved Parmesan Cheese*

*Insalata Caprese topped with Organic Basil and Extra Virgin Olive Oil*

*Assorted Italian Rolls, Breadsticks*

*Grilled Chicken Breast with Oven Dried Tomatoes, Roasted Mushrooms, Artichokes, Marsala Sauce*

*Pan Seared Pacific Salmon with Eggplant Caponata, Lemon Butter Sauce*

*Oven Roasted Seasonal Vegetables, Balsamic Vinegar*

*Creamy Orecchiette, Pesto, Fresh Tomatoes, Pine Nuts*

*Classic Tiramisu and Almond Biscotti*

### ***The Left Coast \$47.00 per guest***

*Organic Red Quinoa Salad, Cucumbers, Radishes, Roasted Beets, Mint, Dill, Extra Virgin Olive Oil, Lemon Juice*

*Baby Spinach, Roasted Fuji Apples, Laura Chenel Goat Cheese, Spiced Pecans, Cider Vinaigrette*

*Assorted Artisan Breads, Lavosh*

*Braised Certified Angus Beef Short Ribs, Caramelized Onions, Zinfandel Jus*

*Grilled Chicken Breast with Roasted Fennel, Tomato Sauce*

*Red Bliss "Smashed" Potatoes*

*Extra Virgin Olive Oil Roasted Seasonal Vegetables*

*Chocolate Ganache Cake and Seasonal Fresh Fruit Tartlets*

### ***Pacific Rim Buffet \$46.00 per guest***

*Hot and Sour Soup*

*Thai Style Cucumber Salad*

*Asian Chop Salad, Thai Vinaigrette*

*Garlic Roasted Chicken Breast, Hoisin Glaze*

*Basil Broiled Seasonal Fish, Red Thai Curry Sauce*

*Stir Fried Vegetables*

*Singaporean Spiced Cauliflower with Coconut Curry*

*Steamed Jasmine Rice*

*Mango Mousse Cake and Almond Cookies*

### ***Indian Inspired \$46.00 per guest***

*Moong Dal Cucumber Salad*

*Navadhanya Sundal - Southern Indian Legume Salad*

*Palak ka Raita –Spinach Raita*

*Warm Garlic Naan*

*Chicken Tikka Masala*

*Fish Tamatar Ka Khat*

*Aloo Mutter*

*Spicy Red Dal*

*Gobi Manchurian*

*Vegetable Birany*

*Almond Cashew Burfi*

*Tapioca Pudding with Pineapple, Pistachio*



***The Smokehouse Barbecue \$47.00 per Guest***

*Iceberg Wedge, Grilled Red Onion, Cherry Wood Smoked Bacon, Tomatoes, Blue Cheese Dressing*

*Old Fashioned Potato Salad*

*All American Cole Slaw*

*Warm Cornbread Muffins with Honey Butter*

*Herb Roasted Chicken Quarters with Lemon, Rosemary*

*Beef Brisket with Chipotle B.B.Q Sauce, Charred Tomatoes*

*Mac 'n Cheese*

*Grilled Mexican Corn*

*Pioneer Ranch Baked Beans*

*Chocolate Fudge Brownies and Blondies*



## **Plated Lunch**

*Includes Iced Tea and Water*

*(Minimum Number of Guest is 25 or \$150+ small group fee applies)*

*Please pick one soup or salad with entrée and dessert to complete your meal*

### **Salads**

***Baby Hearts of Romaine \$6.50***

*Fiscallini Crisp, Herb Scented Croutons, Classic Caesar Dressing*

***Organic Baby Field Green Salad \$6.25***

*Roasted Roma Tomato, Breakfast Radishes, Cucumbers and Sherry Vinaigrette*

***Mediterranean Spinach \$6.75***

*Cucumber, Valbreso Feta, Sonoma Olives, Green Peppers, Marinated Tomatoes, Lemon Oregano Dressing*

***Organic Baby Spinach \$6.75***

*Roasted Fuji Apples, Laura Chenel Goat Cheese, Spiced Pecans, Cider Vinaigrette*

***Sausalito Springs Watercress \$7.25***

*Wild Arugula, Sweet Pear, Toasted Oakdale Walnuts, Shaved Parmigianino Reggiano, Meyer Lemon Vinaigrette*

### **Gourmet Soups**

*Roasted Tomato and Basil \* \$6.75*

*Organic Minestrone\* \$6.75*

*Wild Mushroom and Truffle Oil \$6.75*

*Chicken Tortilla \$6.75*

*New England Clam Chowder \$6.75*

***\*Vegan Options Available***



## ***Entrées***

### ***Grilled Achiote Natural Chicken \$27.00***

*Smoked Poblano, Sweet Corn Polenta, Roasted Green and White Asparagus, Cilantro Jus*

### ***Herb Roasted Natural Chicken \$27.00***

*Wilted Lacinato Kale, Mascarpone Polenta, Marsala Jus*

### ***Barolo Braised Certified Angus Beef Short Rib of Beef \$30.00***

*Horseradish Mashed Potatoes, Slow Roasted Early Girl Tomatoes*

### ***Grilled Green Peppercorn Crusted Sirloin of Beef \$30.00***

*Roasted Shallots and Cauliflower, Herb Roasted Fingerling Potatoes, Pancetta and Balsamic Cream*

### ***Salmon "Genevoise" \$30.00***

*Sauteed Rapini, Slow Roasted Knoll Farms Tomato, Genevoise Sauce*

### ***Pan Seared Alaskan Halibut \$32.00***

*Sweet Corn, Roasted Pepper Succotash, Roasted Field Mushrooms, Salsa Verde*

## ***Pastas***

### ***Fusilli \$25.00***

*Roasted Chicken, Fennel Sausage, Cremini Mushrooms, Rosemary, Roasted Tomato Cream*

### ***Penne \$22.75***

*Roasted Summer Squash, Tomatero Farms Roasted Tomatoes, Sweet Onion Fondue, Fresh Oregano (Available with Gluten Free Pasta)*

### ***Orecchiete alla Carbonara \$24.00***

*Crispy Pancetta, Peas, Mushrooms, Light Cream Sauce*

## ***Desserts***

### ***Classic Tiramisu \$9.00***

*Salted Caramel Sauce, Fresh Berries*

### ***Crème Brulee Cheesecake \$9.00***

*Raspberry Sauce, Fresh Berries*

### ***Seasonal Fruit Tart \$9.00***

*Raspberry Sauce, Fresh Berries*

### ***Chocolate Supreme \$9.00***

*Chocolate Shavings, Raspberry Sauce*

### ***Chocolate Raspberry Decadence \$10.00***

*Berry Sauce, Fresh Berries*

## **Boxed Lunches \$34.00 per guest**

*Served with Individual Bag of Kettle Chips, Seasonal Hand Fruit, Side Salad, Dessert, and Your Choice of Soft Drink or Bottled Water*

### **Choose One Side Salad:**

*Greek Salad, Cucumber, Fennel, Kalamata Olives, Tomato, Feta (Gluten Free)*

*Roasted Fingerling Potato Salad, Fennel, Parsley, Capers (Vegan/ Gluten Free)*

*Black Bean, Fire Roasted Corn, Red Pepper, Cilantro, Chick Peas (Vegan/ Gluten Free)*

*Fusilli Pasta, Capers, Arugula, Black Pepper, Parmesan*

### **Choose One Dessert:**

*Fresh Baked Cookie*

*Gourmet Brownie or Blondie*

*Gourmet Fruit Bar – Apple Streusel, Raspberry or Lemon Bar*

### **Choose Three or Four Sandwiches/Salads Options:**

***Diestel Roasted Turkey Breast on Nine Grain Bread***

*Jarlsberg Swiss Cheese, Crisp Lettuce, Tomato, Shaved Bermuda Red Onions, Stone Ground Mustard Aioli*

***Usinger Farms Black Forest Ham on Grilled Artisan Ciabatta***

*Gruyere Cheese, Bermuda Red Onion Confit, Roma Tomato, Crisp Lettuce, Spicy Mustard Aioli*

***Artisan Salumi on Grilled Ciabatta***

*Provolone Cheese, Toscano and Genoa Salami, Sopressata, Prosciutto, Roasted Tomatoes, Crisp Lettuce, Pesto Aioli*

***Certified Angus Roast Beef on Grilled Artisan Ciabatta***

*Tillamook Cheddar, Red Onion Marmalade, Roma Tomato, Wild Arugula, Horseradish Aioli*

***Grilled Portobello on Brioche Bun***

*Fennel Slaw, Dill, Lemon, Roasted Tomatoes, Wild Arugula, Roasted Garlic Aioli*

***Tarragon Chicken Salad on Croissant***

*Crispy Lettuce, Tomato, Herb Mayonnaise*

***Albacore Tuna Salad on Whole Wheat***

*Tillamook Cheddar, Crispy Lettuce, Tomato, Shaved Bermuda Red Onion*

***Knoll Farms Basil, Early Girl Tomato, Mozzarella on Grilled Baguette***

*Wild Arugula and Balsamic Syrup*

***Classic Cobb Salad***

*Tanimura Farms Sweet Gem Lettuce, Crumbled Blue Cheese, Cherry Wood Smoked Bacon, Cage Free Egg, Haas Avocado, Tomato, Tarragon Dressing*

***\*Ask Sales Manager for Gluten-Free and Vegan Options***

## **Dinner Buffets**

*All Dinner Buffets are subject to a maximum service time of 2 hours*

*Includes Peet's Coffee Service and Water*

*(Minimum Number of Guest is 25 or \$150+ small group fee is applied)*

### **Asian Inspired Buffet \$68.00 per Guest**

*Mizuna and Tatsoi Greens, Red Peppers, Edamame, Red Miso Vinaigrette*

*Thai Style Cucumber Salad, Mint, Red Onions, Lime Vinaigrette*

*Assorted Maki Rolls, Nigiri Sushi*

*Steamed Duck Buns with Hoisin Glazed Duck, Scallions*

*Korean Spice Rubbed Chicken, Kim Chee*

*Grilled Miso Glazed Seasonal Fish, Sautéed Gai Lan, Fermented Black Bean*

*Szechuan Peppered Beef Sirloin, Ginger Infused Jus*

*Singaporean Spiced Cauliflower, Coconut Milk Curry*

*Sautéed Eggplant with Chile, Soy*

*Tan Tan Noodles with Pork, Greens*

*Steamed Jasmine Rice*

*Mango Mousse Cake*

*Fortune Cookies*

*Chinese Almond Cookie*

### **Viva La Fiesta \$80.00 per Guest**

*Corn and Blue Corn Chips, House Made Guacamole, Concha's Fire Roasted Salsa*

*Asuncion's Ceviche with Baby Shrimp, Haas Avocado, Tomato, Cilantro, Lime*

*Haas Avocado, Tomato Salad*

*Spicy Jicama, Frijoles Negros, Corn Salad*

*Achiote Marinated Chicken served with Lettuce, Tomatoes, Queso Fresco, Concha's Fire Roasted and Tomatillo Salsa, Pico de Gallo, Sour Cream, Mini Corn Tortillas*

*Breast of Chicken Mole*

*Grilled Sirloin of Beef, Ancho Chili Sauce*

*Swordfish Steaks, Fresh Peppers, Cilantro, Chili Lime Salsa*

*Spanish Rice with Black Olives, Onions*

*Warm Flour Tortillas*

*Tres Leches Cake*

*Coconut Cream Pie*

*Flan*

*Bunuelos with Honey*



### ***Silicon Valley Journey \$85.00 per Guest***

*Haricot Vert, Cannellini Bean and Prawn Salad, Creamy Tarragon Dressing*

*Baby Hearts of Romaine, Roasted Bosc Pear, Point Reyes Blue, Candied Walnuts, Sherry Dressing*

*Chopped Chicken Salad, Tomatoes, Cucumber, Mango, Cherry Wood Smoked Bacon, Fresh Mozzarella, Sherry Dressing*

*Ahi Tuna Salad Nicoise, Seared Spicy Ahi Tuna, Nicoise Olives, Haricot Vert, Sweet Onion, Chopped Egg, Cabernet Vinaigrette*

*Oven Roasted Corvina Bass, Roasted Fennel, Fingerling Potatoes, Lemon, Chive Buerre Blanc*

*Pan Seared Tournedo of Beef, Caramelized Onion Ragout, Perigourdine Sauce*

*Or*

*Herb Roasted Petaluma Lamb Loin, Seared Shitake, Creamed Leeks*

*Oven Roasted Chateau Potatoes*

*Glazed Baby Vegetables with Herb de Provence*

*Assorted Rolls, Lavosh*

*Assorted Mini Tarts, Pastry Pops, French and Italian Desserts*



## **Plated Dinner**

*Includes Peet's Coffee Service and Water*

*(Minimum Number of Guest is 25 or \$150+ small group fee is applied)*

*Please select salad and dessert to complete your meal*

### **Salads**

***Organic Baby Field Green Salad \$8.50***

*Radicchio, Endive, Knoll Farms Early Girl Tomatoes,  
Laura Chenel Goat Cheese, Crostini,  
Creamy Herb Ranch Vinaigrette*

***Baby Hearts of Romaine \$6.50***

*Herbed Croutons, Fiscallini Crisp, Classic Caesar Dressing*

***Harvest Salad \$9.00***

*Baby Frisee, Roasted Bosc Pear, Candied Walnuts,  
Crumbled Blue Cheese, Sherry Walnut Vinaigrette*

***Frisee and Arugula Salad \$9.50***

*Toasted Oakdale Walnuts, Feta Cheese, Roasted Fuji Apples, Herb Vinaigrette*



### **Entrées**

***Grilled Natural Chicken Breast \$40.50***

*Oven Dried Tomatoes, Roasted Fingerling Potatoes, Tarragon Jus*

***Grilled Top Sirloin of Beef \$41.50***

*Herb Roasted Fingerling Potatoes, Bearnaise Jus*

***Certified Angus New York Steak \$45.50***

*Horseradish Mashed Potatoes, Syrah-Shallots Sauce*

***Herb Roasted Petaluma Lamb Loin \$49.75***

*Creamed Leeks, Roasted Shitake Mushrooms, Syrah Reduction*

***Lemon Thyme Roasted Cod \$41.50***

*Vegetable and Potato Hash, Caper Butter Sauce*

***Corvina Sea Bass \$42.50***

*Smoked Toy Box Tomato, Green Olive Ratatouille, Roasted Asparagus, Spanish Saffron Risotto Cake*

***Eggplant Involtini \$31.50***

*Eggplant, Roasted Tomato Caponata, Wilted Bloomsdale Spinach, Roasted Fingerling Potatoes, Tomato and Herb Coulis  
(Vegan, Gluten, and Lactose Free)*

***Orecchiette with Roasted Cauliflower and Forest Mushrooms \$29.00***

*Sweet Peas, Parsley, Breadcrumbs*





# SANTA CLARA

## CONVENTION CENTER

### ***Desserts***

#### ***Opera \$10.00***

*Salted Caramel Sauce, Chocolate Sauce, Fresh Berries*

#### ***Chocolate Reflection \$10.00***

*Raspberry Sauce, Fresh Berries*

#### ***Chocolate Raspberry Decadence \$10.00***

*Berry Sauce, Fresh Berries*

#### ***Crème Brulee Tart \$10.00***

*Caramel Sauce, Fresh Berries*

#### ***Lemon Tart \$10.00***

*Berry Coulis, Fresh Berries*

## **Reception Stations**

### **Local & Domestic Cheese Display**

*Dried Fruits, Lavosh, Crackers*

*\$365.00 each (serves 50 guests)*

### **Warm Baked Brie En Croute**

*Encrusted Apple Chutney, Spiced Walnuts, Flatbreads, Crackers*

*\$210.00 each (serves 30 guests)*

### **Fresh Sliced Fruit Display**

*\$310.00 each (serves 50 guests)*

### **Fresh & Grilled Vegetable Platter**

*Seasonal Vegetables with Red Pepper Boursin Sauce, Black Olive Ranch Dipping Sauce*

*\$310.00 each (serves 50 guests)*

### **Italian Antipasto**

*Marinated Vegetables, Cured Italian Meats, Marinated Olives, Bocconcini, Herbed Foccacia, Flatbreads*

*\$485.00 each (serves 50 guests)*

### **Mediterranean Mezza**

*Selection of Hummus, Tabbouleh, Marinated Olives, Feta Cheese, Baked Pita, Lavosh*

*\$487.00 each (serves 50 guests)*

### **Pacific Rim Dim Sum**

*Pot Stickers, Char Su Bao (BBQ Pork Bun), Vegetable Egg Rolls,*

*Shrimp Siu Mai, Firecracker Wontons, Salted Edamame*

*Served with Dipping Sauces*

*\$21.00 per guest (3-4 pcs per guest)*



## **Carving Stations**

*Carver required at \$125+ per station*

### **Roasted Breast of Diestel Turkey**

*Sausage and Sage Dressing, Cranberry Relish, Sweet Rolls, Rosemary Mayonnaise*

*\$270.00 each (serves 30 guests)*

### **Hoisin Glazed Berkshire Pork Baron**

*Hoisin Sauce, Duck Buns*

*\$300.00 each (serves 30 guests)*

### **Carved Sirloin of Beef**

*Horseradish Sour Cream, Red Onion Marmalade, Silver Dollar Rolls*

*\$455.00 each (serves 50 guests)*

### **Char Grilled Certified Angus Beef New York Strip**

*Syrah and Rosemary Jus, Assorted Dinner Rolls*

*\$440.00 each (serves 30 guests)*

### **Achiote Marinated Mahi Mahi Filet**

*Warm Corn Mini Tortillas, Concha's Roasted Tomato Salsa, Pico de Gallo, Guacamole, Cilantro, Sour Cream, Shredded Lettuce, Escabeche*

*\$398.00 each (serves 50 guests)*

## **Action Stations**

*Carver required at \$125+ per station*

### **Cavatappi Pasta**

*Sautéed Rock Shrimp, Scallops, Fra'Mani Pancetta, Roasted Forest Mushrooms, Roasted Tomatoes, Roasted Peppers, Blue Lake Beans, Fresh Herbs, Roasted Garlic, Parmesan Cheese, House Made Garlic Bread and Breadsticks*

*\$17.00 per guest*

### **Left Coast Crab Cakes**

*With Shaved Fennel, Anchor Steam Remoulade*

*\$16.00 per guest*



## **Hors D'oeuvres**

*A minimum order of 50 pieces applies to each Hors D'oeuvres*

### ***Cold Hors D'oeuvres***

- Cucumber Cup with Roasted Corn, Black Bean Salsa \$5.50*  
*Pear and Gorgonzola Crostini \$5.50*  
*Crostini with Fresh Mozzarella and Sun Dried Tomato \$5.50*  
*Roasted Eggplant, Olive Tapenade on a Toast Round \$5.50*  
*Goat Cheese and Spinach Tartlet with Grape \$5.50*  
*Crab Salad, Roasted Red Pepper Puree on Cucumber Round \$5.50*  
*Seared Coriander Tuna on Seasoned Rice Cake \$5.50*  
*Tall Shrimp, Pesto Cream, Red Pepper on Crostini \$5.50*  
*Shrimp Ceviche in Cucumber Cup \$5.50*  
*Potato Pancake topped with Sour Cream, Smoked Salmon, Caviar \$5.75*  
*Smoked Chicken, Papaya Salsa, Cream Cheese on Multi Grain \$5.75*  
*Peppered Beef Tenderloin with Boursin on Polenta \$5.95*  
*Lobster Medallion, Tarragon Mayonnaise on Pumpernickel \$7.00*

### ***Hot Hors D'oeuvres***

- Boursin Cheese filled Mushroom Cap \$5.50*  
*Dried Apples, Chopped Walnuts, Bleu Cheese in Puff Pastry \$5.50*  
*Vegetable Egg Roll with Thai Sweet Chili Sauce \$5.50*  
*Vegetable Samosa \$5.75*  
*Balsamic Caramelized Onions, Feta Cheese, Chives in Filo Cup \$5.50*  
*Moroccan Spiced Chicken Filo \$5.75*  
*Mini Chicken Flautas with Roasted Tomato Salsa \$5.50*  
*Roasted Duck Empanada, Onions, Garlic, Jamaican Spiced Blend in Short Dough Crust \$5.75*  
*Beef Satay with Spicy Peanut Sauce \$6.00*  
*Mini Beef Wellington \$6.00*  
*Coconut Tempura Shrimp with Sweet and Sour Sauce \$6.00*  
*Gourmet Crab Cake, Lump and Rock Crabmeat, Onions, Red and Green Peppers \$7.00*  
*Mini Sliders, Caramelized Onions, Cheddar Cheese, Grain Mayo \$7.00*

## **Alcoholic Beverages**

*Aramark is pleased to offer the following premium beverages for your guests' enjoyment*

### **Premium and Super Premium**

*Jack Daniel's Bourbon, Johnnie Walker Black Scotch, Crown Royal Blended Whiskey, Jim Beam Bourbon, Tanqueray Gin, Smirnoff, Absolut Vodka, Jose Cuervo Especial Tequila, Bacardi Rum*

### **Domestic and Imported Beer**

*Budweiser, Bud Light, Corona Extra, Heineken, Amstel Light, O'Doul's Non-Alcoholic*

### **Craft Beers**

*Gordon Biersch Marzan and Sierra Nevada Pale Ale*

### **Wine and Champagne**

*Woodbridge, Robert Mondavi Wine, Champagne J. Roget*

### **Non-Alcoholic**

*Soft Drinks, Juices, Bottled Water, Sparkling Water*

## **Bar Service**

*A \$125.00 per bartender fee will apply for up to the first (4) hours of service; \$40 each additional hour.*

	<b>Hosted/Consumption Bar</b>	<b>Cash Bar</b>
<i>Domestic Beer</i>	<b>\$6.00</b>	\$6.50
<i>Non Alcoholic Beer</i>	<b>\$6.00</b>	\$7.00
<i>Imported Beer</i>	<b>\$7.00</b>	\$7.50
<i>Craft Beer</i>	<b>\$7.00</b>	\$7.50
<i>Wine by the Glass</i>	<b>\$8.25</b>	\$8.50
<i>Soft Drinks</i>	<b>\$3.50</b>	\$3.75
<i>Bottled Water</i>	<b>\$3.25</b>	\$3.50
<i>Sparkling Water</i>	<b>\$4.50</b>	\$4.75
<i>Bottled Juices</i>	<b>\$3.50</b>	\$3.75
<i>Premium Liquor</i>	<b>\$8.00</b>	\$8.50
<i>Super Premium Liquor</i>	<b>\$9.50</b>	\$10.00

*Also available for your guests' pleasure are a wide variety of Cordials, Specialty Microbrews, Martinis, Blended Margaritas, Pina Coladas, Daiquiris, Ice Cream and Coffee Drinks.*

*Please ask your Aramark Sales Associate to customize a menu for your event.*

**\*\*Aramark requires a minimum of \$500.00 in sales per bar up to (4) hour minimum; \$125 each additional hour.**

**\*\*Aramark personnel must dispense all alcoholic beverages.**

**Bartenders are staffed one (1) per 100 guests for a Host Bar**

**Hosted bar are staffed (1) per 125 guests for a Cash Bar**



## *Beverages*

### ***Assorted Sodas***

*\$3.50 each*

### ***Bottled Water***

*\$3.25 each*

### ***Ice Tea or Lemonade***

*\$42.00 per gallon*

### ***Orange, Cranberry or Apple Juice***

*\$45.00 per gallon*

### ***Infused Water***

*\$37.00 per gallon*

### ***Iced Coffee***

*\$85.00 per gallon*

### ***5 Gallon Water Jug***

*\$38.00 each*

### ***Electric Cooler Rental***

*\$32.00 each (per day)*

### ***Peet's Regular Coffee***

*\$90.00 each (per gallon)*

### ***Peet's Decaf Coffee***

*\$90.00 each (per gallon)*

### ***Peet's Assorted Teas***

*\$90.00 each (per gallon)*



***All Food and Beverage Items are subject to applicable service charge and sales tax.***

# Catering Information, Policies, & Standards

**Exclusive Caterer** – The Santa Clara Convention Center is committed to providing the highest quality food and beverage for our guests. All food and beverage is to be arranged through our internal Catering Department. No outside food or beverages of any kind are to be allowed into the facility by clients, guests, or exhibitors without prior written consent.

**Confirmation of Orders** – Your Catering Sales Manager will review your event specifications and will provide you with written confirmation of services via Banquet Event Orders (BEO's) and Catering Service Agreement. A copy of these forms should be signed and returned, by the deadline specified on the Catering Service Agreement. 100 percent deposit must be received (7) days in advance of the first scheduled service.

**Guaranteed Attendance** – Final Guarantees are due in writing by 12:00pm (Pacific Time) of the assigned day per the contract given to you by your Catering Sales Manager. Final guarantee may not be reduced after the final guarantee deadline. Every effort will be made to accommodate guarantee increases after they are submitted, subject to reasonable menu substitutions, or additional cost.

**Overage** – For plated meals, we are prepared to make up to five percent above the guaranteed attendance (up to 40 meals). A portion of five percent overage prepared can be vegetarian meals to accommodate on site requests. Any meals, including vegetarian, served above the guarantee will be subject to a 10 percent surcharge. For buffet meals, the number of meals served above the guarantee will be calculated on a plate count. Services provided above the guarantee are subject to a 10 percent surcharge.

**Administrative Charge & Sales Tax** – All food and beverage services are subject to sales tax (CA 9%) and a 21 percent taxable administrative charge. The administrative charge is not intended to be a tip or gratuity for the benefit of employees; however, please note that 14% of the administrative charge is distributed to certain employees as additional wages.

**Sales Minimums & Labor Fees** – Functions with fewer than 25 guests will be subject to a \$150.00 small group fee. At chef station there is an additional charge of \$125.00 for each additional chef. Butler service is available at an additional \$125.00 per butler. Final bar sales must reach a sales minimum of \$500.00 per bar for (4) hours of service. Peet's Coffee Carts must reach a sales minimum of \$1,500.00 for (4) hours of service as well as any Concession Stand or Food Court (TDU) must reach a sales minimum of \$2,000.00 for (4) hours of service. If sales fall below this amount, the difference will be applied and client is responsible for the remaining amount. Minimum order quantities, as applicable, are noted within the menu.

**Payment Policy** – We require full payment (100 percent) of total estimated charges, along with the signed Banquet Event Orders (7) days in advance of the first scheduled service. Significant increase in food and beverage charges above the initial deposit estimate may result in an additional amount due in advance of the event. All remaining charge, including additional charges incurred on-site, are due within 14 days of the date of your invoice. Credit Card Authorization Forms are required for all events. If a completed Cred Card Authorization form is not provided any additions on-site will not be permitted during the event.

**Cancellations** – Cancellation of the catering for the event or any individual function must be sent in writing to your Catering Sales Manager. Customer may cancel any of the Services at any time prior to the date of an Event for any reason (a "Customer Cancellation") upon payment of the Cancellation Fee to Aramark. The "Cancellation Fee" is an amount equal to (a) twenty-five percent (25%) of the estimated Catering Order(s) charge, if the Customer Cancellation occurs less than 60 days, but more than 30 days, from the first scheduled Event, (b) fifty percent (50%) of the estimated Catering Order(s) charge, if the Customer Cancellation occurs less than 30 days from the first scheduled Event, but prior to the date notice is due of the final Guaranteed Attendance, or (c) one hundred percent (100%) of the estimated Catering Order(s) charge, if the Customer Cancellation occurs on or after the date notice is due of the final Guaranteed Attendance. Aramark may retain any Cancellation Fee from the Deposit or any other amounts prepaid by Customers.

**Menu Prices** – Menu prices and catering policies are subject to change without notice.



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