

Exhibitor Services Manual Table of Contents

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

AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

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One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

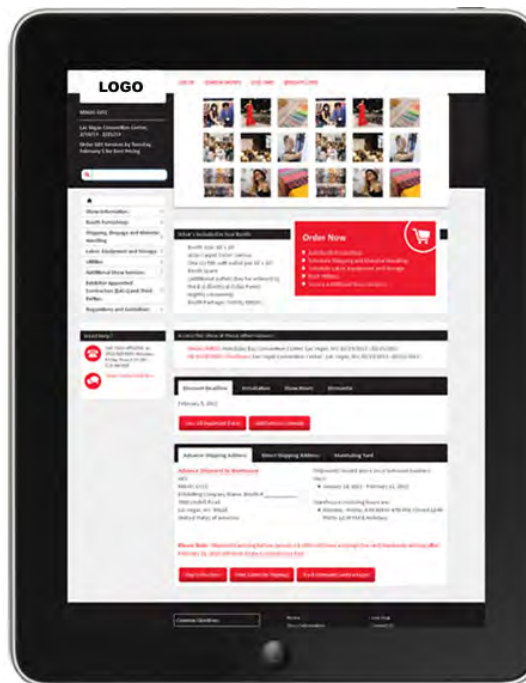
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/025601158/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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/025601158/contactus/esm>

Official Service Provider

Paradise Expo, LLC & Global Experience Specialists
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: Blue/White/Gold/Blue
Sidewall Drape: Blue
Facility Carpeted: No
Aisle Carpet Color: Blue Jay

Discount Deadline Date

Tuesday, January 16 PES & GES orders must be received with payment by this date.

Exhibitor Move In

Sunday, February 4 7:00 AM - 3:30 PM
Monday, February 5 8:00 AM - 5:00 PM

Show Hours

Tuesday, February 6 9:15 AM - 5:00 PM
Wednesday, February 7 9:15 AM - 4:30 PM
Thursday, February 8 9:30 AM - 2:00 PM

Exhibitor Move Out

Thursday, February 8 2:00 PM - 10:00 PM
Friday, February 9 8:00 AM - 12:00 PM

Empty Container Return

Thursday, February 8 2:30 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday, February 9 10:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, February 9 12:00 PM All exhibitor materials must be removed.

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

Advance Shipments to Warehouse:

c/o PES & GES
AFCEA/USNI WEST 2018
(Your Company Name & Booth Number)
491 C Street
Chula Vista, CA 91910
USA

Shipments should arrive on or between:

January 6 - 30, 2018
Hours for receiving are Monday - Friday, 8:00 AM - 2:30 PM

Direct Shipments to Show Site:

c/o PES & GES
AFCEA/USNI WEST 2018
(Your Company Name & Booth Number)
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101
USA

Shipments should arrive on:

February 4, 2018, 7:00 AM - 3:30 PM
February 5, 2018, 8:00 AM - 5:00 PM

Marshaling Yard Site Address:

AFCEA/USNI WEST 2018
(Your Company Name & Booth Number)
2383 Faivre St
Chula Vista, CA 91911
USA

General Information

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



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What is an Official Service Provider?

- PES & GES have 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 PES & GES will assist you in your pre-show planning from start to finish.
- We are at your service for all your exhibiting needs.

PES & 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/025601158/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process

Exhibitor Services

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

Tips for New Exhibitors

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



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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be 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 January 16, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/025601158/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/025601158/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/025601158/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:
Paradise Expo, LLC & Global Experience Specialists
Bank of America
P.O. Box 96174
Chicago, IL 60693

Bank ACH/wire transfer payment information

<p>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</p>	<p>Global Experience Specialists (GES) Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959</p>	<p>If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA</p>
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

No Tipping Required

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

Where Did My Crates Go?

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

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

Don't Forget to Take Out the Trash

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

Keeping Up Appearances

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

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

It's All About the Padding

Ordering carpet for your booth? Think about 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/025601158/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/025601158/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/025601158/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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



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Form Deadline Date:
January 16, 2018

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/Showsite		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/025601158/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

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

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

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

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

Cardholder Name - Please Print

Billing Address

City State Zip/Country

Account Number	Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express	<input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
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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 PES & GES services at future events.

Please Sign
Cardholder Signature

Cardholder Name - Please Print Date

Check Number	MM/DD/YY
Total Check Payment	Check Dated
\$	
Total Credit Card Payment	
\$	

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Check Payments Return to Paradise Expo, LLC & Global Experience Specialists • Bank of America P.O. Box 96174, Chicago, IL 60693

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Domestic Third Party Billing Request

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Form Deadline Date:
January 16, 2018

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 _____
Exhibiting Company Authorized Signature

_____ & _____
Exhibiting Company Authorized Name - Please Print Date

GES P P GES
GES GES

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.

- | | | | | | |
|---|---|---|--|---|--------------------------------------|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs |
| <input type="checkbox"/> 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 _____
 MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign _____
Third Party Cardholder's Signature

_____ I agree in placing this order that I have accepted
Third Party Cardholder's Name - Please Print Date GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

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

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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International Third Party Billing Request

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



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Form Deadline Date:
January 16, 2018

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
Account Number Expiration Date
MM/YY
 MasterCard Corporate Card
 VISA Personal Card
 American Express

Please Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print

Date

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

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

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

- Booth Cleaning 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 Corporate Card
 VISA Personal Card
 American Express

Please Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print

Date

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

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

Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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Carpet

Standard

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

Includes:

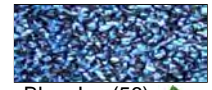
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



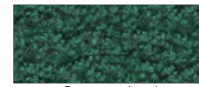
Blue (42)



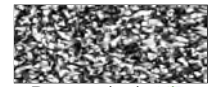
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



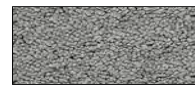
Red (49)

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:

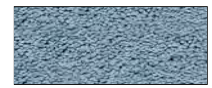
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



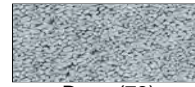
Cement (70)



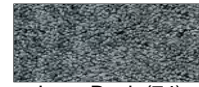
Charcoal (71)



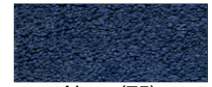
Cobalt (72)



Dove (73)



Lava Rock (74)



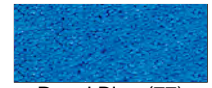
Navy (75)



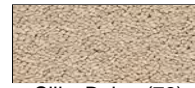
Onyx (76)



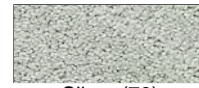
Red (49)



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)



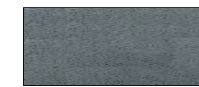
Iceberg (84)



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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



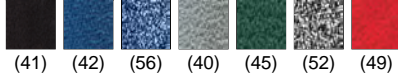
Easy Ordering Tips:

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

Carpet

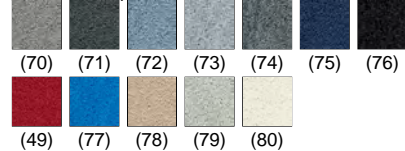
Standard Color Options

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



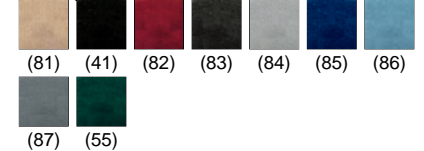
Plush Color Options

(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	Discount (\$)	Regular (\$)	Qty	Total
5001	Pre-Cut Standard Carpet 10'x10'		190.00	275.25		\$
5002	Pre-Cut Standard Carpet 10'x20'		373.25	533.50		\$
5003	Pre-Cut Standard Carpet 10'x30'		560.00	815.00		\$

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

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		3.95	4.40		\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		4.45	6.40		\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.40	8.85		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.80	2.27		\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	1.55	1.96		7.75	\$

Electrical or Utilities Under Carpet?

Yes* No *If yes, please order labor on Electrical Floorwork Labor Order Form.

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

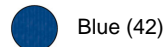
Table Skirt Colors



Beige (54)



Black (41)



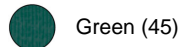
Blue (42)



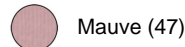
Gold (46)



Gray (40)



Green (45)



Mauve (47)



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



Quarter View



Vertical

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'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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/025601158/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300050	Chair, Plastic Contour, Black	75.70	113.55		\$
300052	Padded Chair	120.00	180.00		\$
300053	Padded Stool	136.00	205.00		\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300059	Table, Starbase, 30" Diameter x 40" High	256.25	384.25		\$
300058	Table, Starbase, 40" Diameter x 30" High	256.25	384.25		\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		131.50	197.25		\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		161.50	239.50		\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		184.25	276.50		\$
3007	Table, Skirt 4th Side		61.25	91.50		\$
Select size: 6' Table ____ 8' Table ____						

Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300400	Table 4', Unskirted, 24" x 30" High	131.00	196.75		\$
300600	Table 6', Unskirted, 24" x 30" High	158.25	237.50		\$
300800	Table 8', Unskirted, 24" x 30" High	184.25	276.75		\$

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		168.00	252.00		\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		206.75	303.75		\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		229.25	344.00		\$
3017	Counter, Skirt 4th Side		69.25	103.75		\$
Select size: 6' Counter ____ 8' Counter ____						

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	134.25	201.25		\$

Form Continues on Next Page

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Furniture and Accessories Order Form

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

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
301400	Counter 4', Unskirted, 24" x 42" High	134.25	201.25		\$
301600	Counter 6', Unskirted, 24" x 42" High	165.50	248.50		\$
301800	Counter 8', Unskirted, 24" x 42" High	229.25	344.00		\$

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	57.50	86.00		\$
300191	Riser 4', Single Tier, 48"x8"x8" High	41.25	61.50		\$
300194	Riser 6', Double Tier, 72"x8"x16" High	74.75	111.75		\$
300192	Riser 6', Single Tier, 72"x8"x8" High	57.50	86.00		\$

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		17.15	25.75		\$
3002	Drape, 8' High, Per Foot, 4' Minimum		20.60	31.25		\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300073	Display Case 4', Corner View	592.25	888.75		\$
300074	Display Case 4', Full View	575.25	864.00		\$
300075	Display Case 4', Half View	575.25	864.00		\$
300076	Display Case 4', Quarter View	575.25	864.00		\$
300078	Display Case 5', Full View	592.25	888.75		\$
300079	Display Case 5', Half View	592.25	888.75		\$
300080	Display Case 5', Quarter View	592.25	888.75		\$
300082	Display Case 6', Full View	609.75	914.75		\$
300083	Display Case 6', Half View	609.75	914.75		\$
300084	Display Case 6', Quarter View	609.75	914.75		\$
300088	Display Case 7', Vertical	796.50	1,193.50		\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	5.10	7.55		\$
300123	Aisle Stanchion, without Chain	49.50	74.50		\$
300103	Aluminum Easel	66.75	99.25		\$
300111	Bag Stand	92.00	138.25		\$
300102	Coat Rack	92.00	138.25		\$
300104	Garment Rack	92.00	138.25		\$
300106	Literature Rack	133.75	200.75		\$
300201	Pegboard, White, 4'x8'	159.75	239.75		\$

↳ Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	363.75	546.00		\$
300131	Security Cage, Large, without Lock	507.00	761.25		\$
300132	Security Cage, Small, without Lock	338.00	507.00		\$
300120	Sign Holder, Bell Base	83.50	124.75		\$

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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:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

300112	Ticket Tumbler, Small, Table Top	141.75	212.75		\$
300113	Wastebasket	20.60	30.25		\$
300118	Waterfall Stand	92.00	138.25		\$

Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/025601158/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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

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

Specialty Furniture

Seating - Sofas and Loveseats



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



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



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



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



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



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



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



305120 - Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H



305236 - Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H



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



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



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



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



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

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Specialty Furniture

Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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



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

Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Specialty Furniture

Seating - Ottomans



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



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



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



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



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



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



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



305251 - Ottoman, Vibe Cube, Black, 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



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



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



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

Seating - Office and Utility Seating



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



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



305147 - Chair, Luxor, High Back, 27"L 28"D 47"H Adj.



305148 - Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.



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



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



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

Specialty Furniture

Seating - Barstools



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



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



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



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



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305010 - Barstool, Gin, Maple, 16"L 16"D 29"H



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H



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



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



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



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



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



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



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



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



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



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



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



305164 - Table, Cafe, Graphite/Black, 30" Round 29"H



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



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

Specialty Furniture



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 Chomr 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



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



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



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



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



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



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

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

Tables - Cocktail



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



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



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



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



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



305276 - Table, Mosaic, Set of 3



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

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Specialty Furniture

Conference Tables



305402 - 10' Madison Table, 120\"/>



305400 - 5' Madison Table, 60\"/>



305401 - 8' Madison Table, 96\"/>



305410 - Madison Conference Table, 42\"/>



305190 - Powered Conference Table Module, Black, 5\"/>



305175 - Table, Conf., Geo, Black, 42\"/>



305176 - Table, Conf., Geo, Black, 60\"/>



305173 - Table, Conf., Geo, Chrome, 42\"/>



305174 - Table, Conf., Geo, Chrome, 60\"/>



305027 - Table, Conf., Graphite, 42\"/>



305028 - Table, Conf., Graphite, 72\"/>



305029 - Table, Conf., Graphite, 96\"/>



305177 - Table, Conf., Manhattan, 42\"/>



305293 - Table, Conf., Merlin, Gray Laminate/Black, 46\"/>



305281 - Table, Conf., White Laminate, 42\"/>

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

Tables - Martini Bar



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



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

Product Display



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

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

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

Lamps



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



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

Specialty Furniture Order Form

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AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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 Expresso:
<http://e.ges.com/025601158/furnishings/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	619.00	929.00		\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	669.50	1,004.25		\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	646.75	970.25		\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,112.50	1,668.50		\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,277.25	1,915.75		\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,277.25	1,915.75		\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,627.50	2,441.00		\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,534.75	2,307.25		\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	714.75	1,071.25		\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	720.00	1,081.50		\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	777.75	1,164.00		\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	915.75	1,370.00		\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	692.25	1,040.25		\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	665.50	998.00		\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	562.50	843.50		\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	844.50	1,267.00		\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	920.75	1,380.25		\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	400.75	601.50		\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	516.00	774.50		\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	566.50	849.75		\$
305269	Chair, Tangiers, 34"L 37"D 36"H	465.50	698.25		\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	408.00	611.75		\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	501.50	753.00		\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	536.75	805.50		\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	825.00	1,236.00		\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	825.00	1,236.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	321.25	482.00		\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	128.75	193.75		\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	128.75	193.75		\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	162.75	244.00		\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	150.50	225.50		\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	100.75	151.50		\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	156.50	234.75		\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	234.75	352.25		\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	542.75	814.75		\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	353.25	530.50		\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	559.25	839.50		\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	208.00	312.00		\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	345.00	518.00		\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	150.50	225.50		\$
305442	Laguna Chair, 18"L 19"D 34"H	302.75	420.25		\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	232.75	323.50		\$
305421	Malba Chair, Green, 20"L 20"D 32"H	232.75	323.50		\$
305441	Zenith Chair, 19"L 22"D 32"H	297.75	414.00		\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	452.25	678.75		\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	452.25	678.75		\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	446.00	669.50		\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	446.00	669.50		\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	264.75	397.50		\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	254.50	382.25		\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	254.50	382.25		\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	146.25	203.00		\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	126.75	190.50		\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	159.75	240.00		\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	361.50	542.75		\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	436.75	655.00		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
January 16, 2018

Company Name	Email	Phone Number	Booth Number
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Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	397.50	596.25		\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	309.00	463.50		\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	601.50	902.25		\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	447.00	670.50		\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	324.50	487.25		\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	324.50	487.25		\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	324.50	487.25		\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	324.50	487.25		\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	172.00	258.50		\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	172.00	258.50		\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	221.50	332.75		\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	233.75	351.25		\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	144.25	216.25		\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	144.25	216.25		\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	144.25	216.25		\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	144.25	216.25		\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	314.25	471.75		\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	314.25	471.75		\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	185.50	278.00		\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	409.00	614.00		\$
305207	Barstool, Zoocy Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	374.00	561.25		\$
305259	Christopher Barstool, 19"L 15"D 41"H	324.50	487.25		\$
305440	Zenith Barstool, 19"L 20"D 44"H	388.25	539.75		\$

Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	471.75	655.00		\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	353.25	491.25		\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,215.50	1,823.00		\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	550.00	764.25		\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	321.25	482.00		\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	240.00	360.50		\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	283.25	425.50		\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	321.25	482.00		\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	382.25	573.75		\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	240.00	360.50		\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	283.25	425.50		\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	321.25	482.00		\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	382.25	573.75		\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	240.00	360.50		\$

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Specialty Furniture Order Form

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Tables - Cafe

305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	246.25	369.75		\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	310.00	465.50		\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	222.50	333.75		\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	303.75	456.25		\$

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	468.75	652.00		\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,586.25	2,379.25		\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	548.00	761.25		\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	327.50	491.25		\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	251.25	377.00		\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	308.00	462.50		\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	327.50	491.25		\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	386.25	580.00		\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	308.00	462.50		\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	327.50	491.25		\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	386.25	580.00		\$
305130	Table, Bar, Red/Black, 30" Round 42"H	251.25	377.00		\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	268.75	403.75		\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	330.75	496.50		\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	252.25	379.00		\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	319.25	479.00		\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	492.25	685.00		\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	874.50	1,308.00		\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	372.75	518.00		\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	499.50	749.75		\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	499.50	749.75		\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	262.75	394.50		\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	254.50	382.25		\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	303.75	456.25		\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	355.25	533.50		\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	355.25	533.50		\$

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	470.75	654.00		\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	330.75	459.50		\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	396.50	595.25		\$
305273	Table, Aura, White Metal, 15" Round 22"H	180.25	271.00		\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	173.00	259.50		\$

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Specialty Furniture Order Form

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Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - End Tables					
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	238.00	357.50		\$
305211	Table, End, Oliver, 22" Round 22"H	222.50	333.75		\$
305046	Table, End, Silverado, 24" Round 22"H	286.25	429.50		\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	262.75	394.50		\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	262.75	394.50		\$
305276	Table, Mosaic, Set of 3	336.75	505.75		\$
305275	Table, Timber, Wood, 16" Round 17"H	212.25	318.25		\$

Tables - Conference					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,015.50	1,411.00		\$
305400	5' Madison Table, 60"L 48"D 29"H	684.00	950.75		\$
305401	8' Madison Table, 96"L 60"D 29"H	830.25	1,153.50		\$
305410	Madison Conference Table, 42"RND 29"H	622.00	864.25		\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	105.00	157.50		\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	290.50	435.75		\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	467.50	701.50		\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	307.00	460.50		\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	467.50	701.50		\$
305027	Table, Conf., Graphite, 42" Round 29"H	386.25	580.00		\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	520.25	780.75		\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	639.75	960.00		\$
305177	Table, Conf., Manhattan, 42" Round 29"H	351.25	527.25		\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	452.25	678.75		\$
305281	Table, Conf., White Laminate, 42" Round 29"H	365.75	549.00		\$

Tables - Martini Bar					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,368.00	5,057.25		\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,256.50	1,885.00		\$

Product Display					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305415	Madison Bookcase, 36"L 12"D 72"H	508.75	707.50		\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	604.50	907.50		\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	722.00	1,081.50		\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	604.50	907.50		\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	722.00	1,081.50		\$

Office and Utility Furniture					
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	430.50	645.75		\$
305416	Madison Credenza, 60"L 20"D 29"H	860.00	1,194.75		\$
305417	Madison Executive Desk, 60"L 30"D 29"H	777.75	1,081.50		\$

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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 _____

Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	301.75	453.25		\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	223.50	335.75		\$

Electrical Outlets Not Included



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

Reminder

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 PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

\$

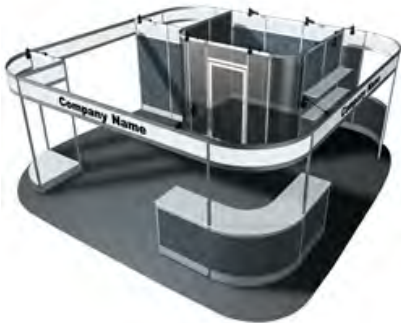
Cancellation Policy: Items cancelled will be charged **100%** of original price after move-in begins.

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.

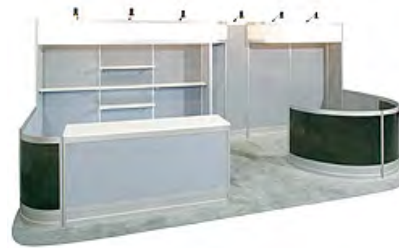
20x20 Exhibits



600005 - Exhibit System GEM #5, 20'x20' Island Includes:

- three digitally printed signs
- one locking office
- four shelves
- one curved counter
- two 1m counters
- ten arm lights
- one standard 20' x 20' carpet
- no padding

10x20 Exhibits



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

- one 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

6ft Table Display



600001 - Exhibit System GEM #1, 6' Tabletop Display Includes:

- one custom ID sign
- three arm lights
- two shelves
- one 6' skirted table
- no carpet and padding

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

Standard Exhibit Systems

Accessories



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"



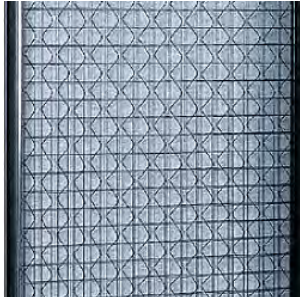
600222 - Exhibit, Light Box,
Medium 37"x56"



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)

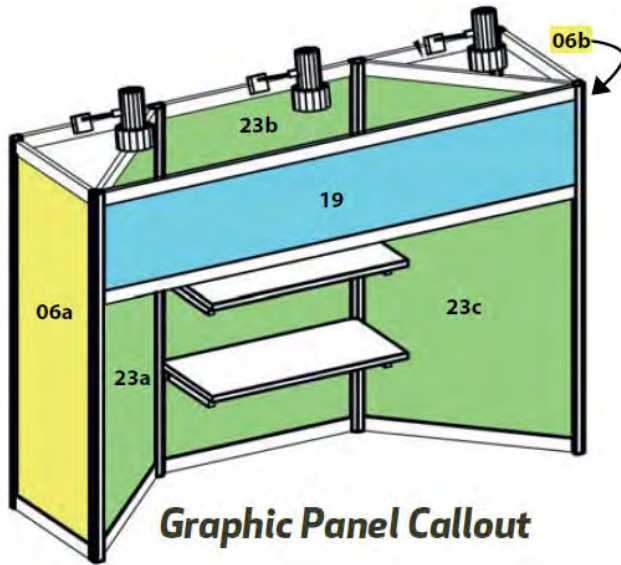


Silver (79)

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 #1, 6' Tabletop (600001)



Graphic Panel Callout

- 23** 608323 26 9/16" wide x 45" tall
Discount Price - \$163.75 /Regular Price - \$246.50
Produced on 3/16" Thick White Foamcore
- 06** 608306 18 7/16" wide x 45" tall
Discount Price - \$68.00 /Regular Price - \$102.00
Produced on 3/16" Thick White Foamcore
- 19** 608319 65 15/16" wide x 12" tall
Discount Price - \$108.50 /Regular Price - \$162.75
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/025601158/exhibit1/esm>

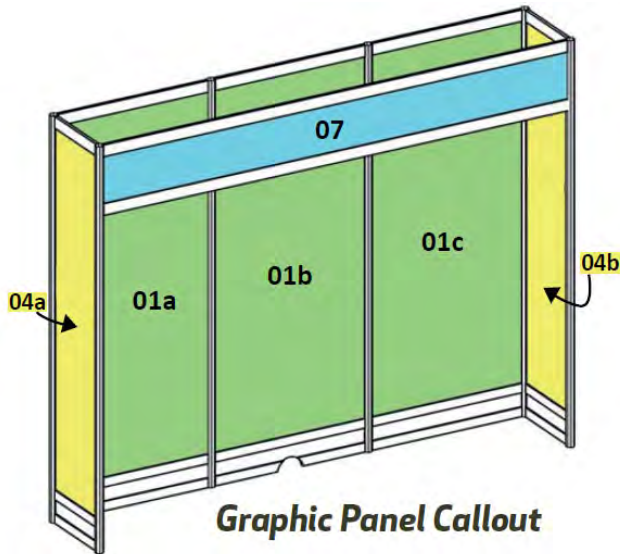


Booth Rendering

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

Standard Exhibits Graphics

Exhibit #2, 10 x 10 (600002)



- 01 608301 38 1/8" wide x 86 1/4" tall
 Discount Price - \$448.75 /Regular Price - \$674.25
 Produced on 3/16" Thick White Foamcore
- 04 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$225.00 /Regular Price - \$337.25
 Produced on 3/16" Thick White Foamcore
- 07 608307 117" wide x 12" tall
 Discount Price - \$191.50 /Regular Price - \$287.25
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/025601158/exhibit2/esm>

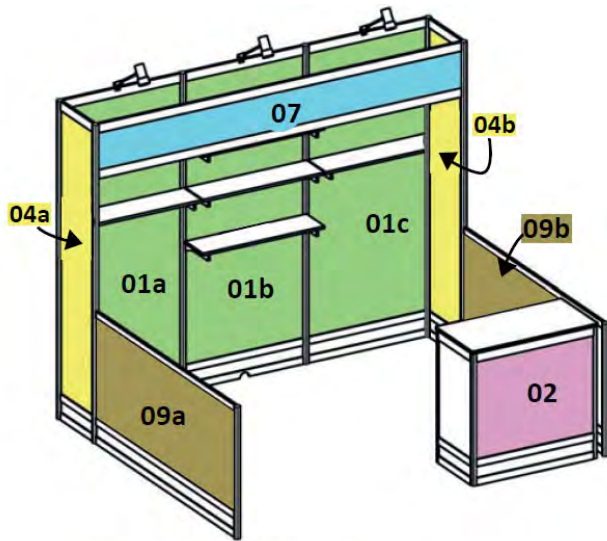


Booth Rendering

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 - \$448.75 /Regular Price - \$674.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$225.00 /Regular Price - \$337.25
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$191.50 /Regular Price - \$287.25
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$158.00 /Regular Price - \$237.50
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$319.50 /Regular Price - \$480.25
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/025601158/exhibit3/esm>

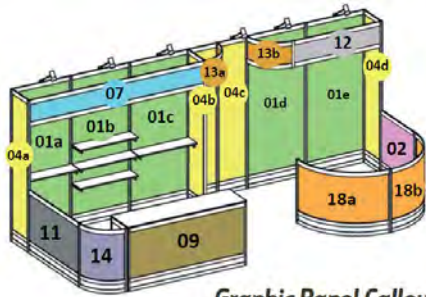


Booth Rendering

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 - \$98.50 /Regular Price - \$148.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$49.00 /Regular Price - \$73.75
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$250.50 /Regular Price - \$376.75
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$319.50 /Regular Price - \$480.25
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$122.50 /Regular Price - \$183.75
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$448.75 /Regular Price - \$674.25
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$225.00 /Regular Price - \$337.25
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$94.25 /Regular Price - \$141.25
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$158.00 /Regular Price - \$237.50
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$191.50 /Regular Price - \$287.25
Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

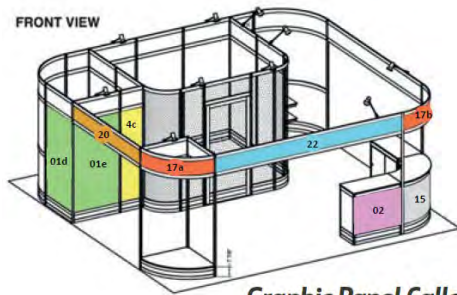
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/025601158/exhibit4/esm>

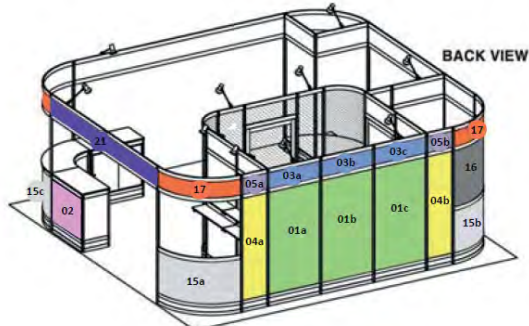
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

Standard Exhibits Graphics

Exhibit #5, 20 x 20 (600005)



Graphic Panel Callout



- 21** 608321 136 9/16" wide x 12" tall
 Discount Price - \$147.00 /Regular Price - \$220.75
 Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
 Discount Price - \$159.25 /Regular Price - \$239.50
 Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
 Discount Price - \$182.75 /Regular Price - \$274.25
 Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
 Discount Price - \$158.00 /Regular Price - \$237.50
 Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
 Discount Price - \$62.75 /Regular Price - \$94.00
 Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
 Discount Price - \$49.00 /Regular Price - \$73.75
 Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall
 Discount Price - \$448.75 /Regular Price - \$674.25
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
 Discount Price - \$225.00 /Regular Price - \$337.25
 Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
 Discount Price - \$299.50 /Regular Price - \$449.75
 Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall
 Discount Price - \$250.50 /Regular Price - \$376.75
 Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall
 Discount Price - \$254.00 /Regular Price - \$380.75
 Produced on 3/16" Thick White Foamcore



Booth Rendering

All Prices listed above are Per Panel.

Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment for booth graphics in order to produce signage. Please see Payment and Credit Card Authorization (G-2) for required information.

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

Link: <https://e.ges.com/025601158/exhibit5/esm>

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

Exhibit Systems Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

13 oz. Carpet Color Options
(Gray will be provided if no color is indicated below)

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

C Color Codes are Coated Panels
F Color Codes are Fabric

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

Standard Exhibits

10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,782.50	2,673.25		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				
600003	Exhibit System GEM #3, 10'x10' Inline	3,341.75	5,012.75		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600004	Exhibit System GEM #4, 10'x20' Inline	7,341.00	11,017.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600005	Exhibit System GEM #5, 20'x20' Island	10,927.75	16,397.00		\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____				

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
600110	Exhibit, Armlight Black	85.75	129.25		\$
600103	Exhibit, Counter, 1M Curved	796.50	1,191.75		\$
	↳ Trim Color: _____ Panel Color: _____				
600101	Exhibit, Counter, 1M x 1/2M x 40"H	403.25	604.75		\$
	↳ Trim Color: _____ Panel Color: _____				
600102	Exhibit, Counter, 2M x 1/2M x 40"H	553.75	831.25		\$
	↳ Trim Color: _____ Panel Color: _____				
600221	Exhibit, Light Box, Large 37"x85"	733.00	1,099.25		\$
600222	Exhibit, Light Box, Medium 37"x56"	580.50	871.00		\$
600223	Exhibit, Light Box, Small 37"x28"	357.75	537.00		\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	505.75	758.50		\$
600291	Exhibit, Panel, Wirewall, 1M	492.25	738.75		\$
600243	Exhibit, Shelf, 1M x 10" Deep	67.25	101.25		\$

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Exhibit Systems Order Form

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Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

600262	Tackboard, Gem, 4' X 8'	578.00	867.50		\$
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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

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed

\$ _____

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

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Digital File Preparation

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Graphic File Solutions

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

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

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

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



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

Avoiding Additional Costs

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

Vector Artwork

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

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual. Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.



gif
(raster)

ai / eps
(vector)

Vectors

Editable Text

Vectors

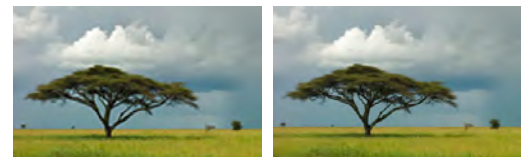
Outlined Text

Bitmap/Raster Artwork

TIFF and PSD - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or 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. See Visual.

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

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



Low Resolution
(72 dpi)

High Resolution
(300 dpi)



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/025601158/signs>

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Digital File Preparation

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Front and Backlit Graphics

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

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

File Sizes

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

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

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

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

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

Adobe Illustrator, InDesign, Photoshop

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

Placed Images

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

Fonts

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

Vinyl

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

Remember

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

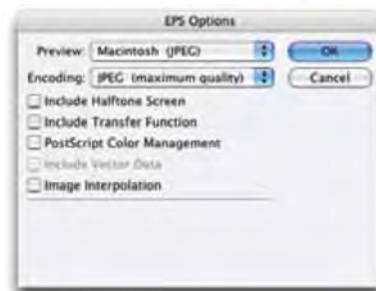
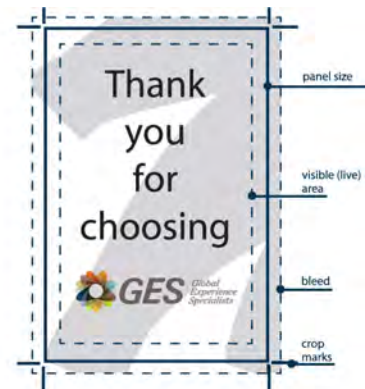


figure a.

Graphics and Signage Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/025601158/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	271.75	407.50		7.75	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	209.50	314.25		7.75	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	220.75	331.00		7.75	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	400.00	600.50		7.75	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	246.50	369.75		7.75	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	522.50	784.00		7.75	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	368.75	553.75		7.75	\$
601099	Printed Cardboard Base for Freestanding Boards	24.05	36.25		7.75	\$

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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

Total Payment Enclosed

\$

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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

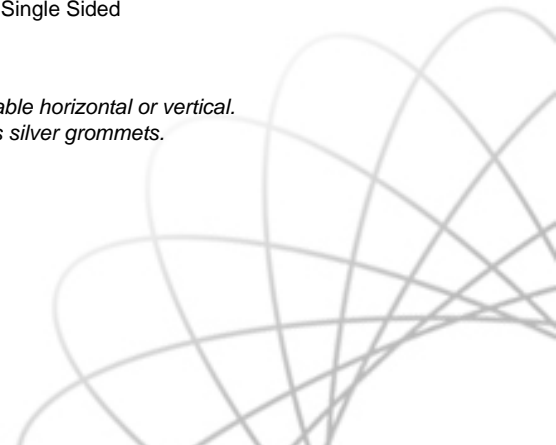
Includes sign holder rental, graphic and delivery.

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



AFCEA/USNI WEST 2018
San Diego Convention Center
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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 PES & 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.

Get an instant quote today at https://e.ges.com/025601158/logistics_Quote

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 - PES & 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 PES & 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.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

Late Surcharges - May be charged an additional overtime surcharge

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

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, 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 PES & 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." PES & 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 - PES & GES is liable for loss or damage to your goods only if the loss or damage is caused by PES & GES negligence.
- Sole Relief - If found liable for any loss, PES & 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.

GES Transportation Plus






DOMESTIC



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/025601158/logistics_quote

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

ges.com | 800.475.2098

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Visit ges.com and discover how we use art and science to create engaging experiences.



Material Handling/Drayage Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Step 1. Review Freight Material Handling Rates and Information

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

Rate **Crated**
\$112.75 cwt

Advance Shipments to Warehouse Dates:

Sat, Jan 6, 2018: Advance shipments may begin arriving at warehouse.
Tue, Jan 30, 2018: Last day for shipments to arrive at warehouse.

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

Rate **Crated**
\$114.75 cwt

Direct Shipments to Show site Dates:

Sun, Feb 4, 2018: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Mon, Feb 5, 2018: Last day for shipments to arrive at exhibit site by 5:00 PM.

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 \$55.60. Each additional package will be charged \$27.80.

Step 2. Estimate Order

Small Packages

1 1st Small Package Shipment x \$55.60 = _____ Total

_____ # of additional packages (each) x \$27.80 = _____ Total

CWT

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Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Material Handling/Drayage

Calculate Total CWT (Enter in increments of 100's only; round up to the next 100 mark if your weight is more than 8 lbs. over the previous 100 mark. 200 pound minimum per shipment.). We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.

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

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

_____ Date
Authorized Name - Please Print

I agree in placing this order that I have accepted PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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 \$9.20 per cwt will apply before published timeline.

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 - 2:30 PM; Closed 12:00 PM - 12:30 PM and Holidays.

CWT

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition 025601158

BOOTH NUMBER

**C/O PES & GES
491 C Street
Chula Vista, CA 91910 USA**

***Shipment Should Arrive on or Between:
Saturday, Jan 6, 2018 - Tuesday, Jan 30, 2018***

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 - 2:30 PM; Closed 12:00 PM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition 025601158

BOOTH NUMBER

**C/O PES & GES
491 C Street
Chula Vista, CA 91910 USA**

***Shipment Should Arrive on or Between:
Saturday, Jan 6, 2018 - Tuesday, Jan 30, 2018***

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 - 2:30 PM; Closed 12:00 PM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

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.



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition 025601158

BOOTH NUMBER

C/O PES & GES
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101 USA

Shipment Should Arrive on or Between:

Sunday, Feb 4, 2018 after 8:00 AM - Monday, Feb 5, 2018 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



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition 025601158

BOOTH NUMBER

C/O PES & GES
San Diego Convention Center
111 West Harbor Drive
San Diego, CA 92101 USA

Shipment Should Arrive on or Between:

Sunday, Feb 4, 2018 after 8:00 AM - Monday, Feb 5, 2018 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

Request for Pre-Printed Outbound Material Handling Release/Labels

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 16, 2018



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 January 16, 2018.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/025601158/prePrint/esm>

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

Company/Consignee	Attention			
111 West Harbor Drive	San Diego	CA	92101	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicercenter®. 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.

PES & 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

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Warehouse Storage - Before and After Show

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Company Name	Email	Phone Number	Booth Number
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Full Service Advantages Before and After Shows:

GES has available storage space in the San Diego area with facilities and services to:

- Receive and hold your equipment and/or exhibition materials.
- Provide delivery services for outbound shipping and/or local delivery.
- Facilitate interstate shipping.
- Coordinate labor installation and dismantling services for shows, including supervision.

Additional services are available through our Creative Services Department to refurbish materials between shows. Contact us for cost information.

Storage Rates Are As Follows:

Transportation to warehouse after show, includes warehouse handling (1000 lb. minimum) \$16.20 cwt.

Monthly Storage (does not include Return to Warehouse charges) minimum charge of \$92.00 per month or \$9.20 cwt.

GES has warehouse facilities and services in many cities throughout the country. Contact us for information in your area.

All storage services are subject to GES' Terms and Conditions of Contract or Storage Agreement, whichever is applicable. Exhibitors must insure their own goods while in storage even if the storage is provided under a separate contractual agreement. Failure to pay storage fees in a timely manner will result in a lien against your property.

Contact us for Service Information



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/025601158/contactus/esm>

Freight Service Questionnaire

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention

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/025601158/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 PES & 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

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Marshaling Yard and Direct Deliveries Information

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Tips For New Exhibitors



What is a marshaling yard? The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

Why is a marshaling yard used? Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

Marshaling Yard Site Address:

2383 Faivre St
Chula Vista, CA 91911
USA

Marshaling Yard Process

It is important that you advise your carrier of this Marshaling Yard information to better facilitate your direct shipment to showsite.

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at San Diego Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the San Diego Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/025601158/contactus/esm>

Show Site Storage Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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 Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

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 Servicenter.
- 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	83.45		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	= Total
705044	Storage, ST	125.50	156.88	188.25			\$
705044	Storage, OT	208.25	260.25	312.50			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/025601158/labor/esm>

Step 2. Schedule Additional Deliveries

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

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

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or 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 4:30 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	223.00	279.25	334.75			\$
705200	5,000#, OT	303.25	379.00	455.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/025601158/labor/esm>

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Show Site Storage Order Form

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

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Forklift for Storage Deliveries

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

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

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$ _____

Vehicle Placement Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
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Form Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

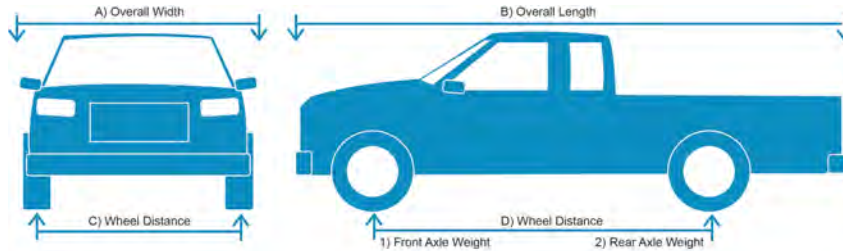
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment 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.

Step 1. Provide Vehicle Information



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

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

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	501.35		\$

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

\$ _____

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Installation and Dismantling Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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 (½) hour without the use of tools.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 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 (\$)	# Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	122.50	153.15	183.75			\$
705000	Install & Dismantle, ST Move Out	122.50	153.15	183.75			\$
705000	Install & Dismantle, OT Move In	214.40	268.00	321.60			\$
705000	Install & Dismantle, OT Move Out	214.40	268.00	321.60			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/025601158/labor/esm>

Step 2. Please Indicate Service



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

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

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/025601158/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.

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Installation and Dismantling Order Form

All orders are governed by the PES & GES Payment Policy and PES & 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 PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

\$ _____

Forklift Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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 4:30 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	223.00	279.25	334.75			\$
705200	5,000#, ST Move Out	223.00	279.25	334.75			\$
705200	5,000#, OT Move In	303.25	379.00	455.25			\$
705200	5,000#, OT Move Out	303.25	379.00	455.25			\$

Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	= Total
705030	Freight, ST Move In	122.50	153.15	183.75			\$
705030	Freight, ST Move Out	122.50	153.15	183.75			\$
705030	Freight, OT Move In	214.50	268.00	321.60			\$
705030	Freight, OT Move Out	214.50	268.00	321.60			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/025601158/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.

All orders are governed by the PES & GES Payment Policy and PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

\$

Hanging Sign / Truss Labor Information

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by January 16, 2018.

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.
- All signs, with the exception of banners, must have structural rigging points and signs exceeding 200 pounds must include detailed construction plans with a current structural engineer's stamp
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.
- A facility pick point connection fee of \$ 100.00 per banner will apply. Additionally, a facility pick point connection fee of \$100.00 per final/termination point will apply for structural signs over 100 lbs.
*Does not include Lift or Labor.
- A facility pick point connection fee of \$100.00 per final / termination point will apply.
*Does not include Lift or Labor.

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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 4:30 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	592.00	740.00	888.00			\$
705300	High Lift, ST Move Out	592.00	740.00	888.00			\$
705300	High Lift, OT Move In	772.00	965.00	1,158.00			\$
705300	High Lift, OT Move Out	772.00	965.00	1,158.00			\$

Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Total
705020	Sign Assembly, ST Move In Only	123.00	153.50	184.25			\$
705020	Sign Assembly, OT Move In Only	214.50	267.75	321.25			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/025601158/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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All orders are governed by the PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
January 16, 2018

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, PES & 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 PES & GES with a contact name and number to discuss

If no, PES & 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 advance 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.

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

Discount Deadline Date:
January 16, 2018

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.

PES & 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. PES & GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

Assembly

PES & 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 PES & 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 PES & GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Discount Deadline Date:
January 16, 2018

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. 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 PES & GES. PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & GES services at future events.

Total Payment Enclosed

\$ _____

Booth Layout - Hanging Signs

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 16, 2018

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

092817 025601158

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Review and Return: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition

0250601158

Booth Number

**C/O PES & GES
491 C Street
Chula Vista, CA 91910 USA**

Shipment Should Arrive on or Between:

Saturday, Jan 6, 2018 - Tuesday, Jan 30, 2018

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 - 2:30 PM; Closed 12:00 PM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

AFCEA/USNI WEST 2018

Name of Exhibition

0250601158

Booth Number

**C/O PES & GES
491 C Street
Chula Vista, CA 91910 USA**

Shipment Should Arrive on or Between:

Saturday, Jan 6, 2018 - Tuesday, Jan 30, 2018

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 - 2:30 PM; Closed 12:00 PM - 12:30 PM & Holidays.

Carrier _____
Number _____ of _____ pieces

Please print this label on a color printer if possible

Electrical Chain Hoist and Truss Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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. Hoists 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.

Step 1. Order Chain Hoists

CM Lodestar Chain Hoists

Yes, hoist is being used for hanging sign

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
702133	Hoist, Electric Chain, 1 TON	318.50	477.75		\$
702132	Hoist, Electric Chain, 1/2 TON	263.00	394.25		\$

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

702131	Hoist, Electric Chain, 1/4 TON	237.50	356.50		\$
702134	Hoist, Electric Chain, 2 TON	371.00	557.00		\$

Rotating Motors

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
609107	Rotating Motor 100#	197.00	296.50		\$
609106	Rotating Motor 250#	263.00	394.25		\$
609105	Rotating Motor 500#	331.00	497.00		\$

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

Tomcat Aluminum Truss

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
608131	Truss, 12" Box, Black, Per Foot	21.90	33.00		\$
608132	Truss, 12" Box, Silver, Per Foot	20.05	29.75		\$
608135	Truss, 12" Corner Block, Black	119.25	179.25		\$
608136	Truss, 12" Corner Block, Silver	105.75	159.25		\$
608133	Truss, 20" Box, Black, Per Foot	25.25	37.50		\$
608134	Truss, 20" Box, Silver, Per Foot	23.30	34.75		\$
608138	Truss, 20" Corner Block, Black	132.50	199.25		\$
608137	Truss, 20" Corner Block, Silver	119.25	179.25		\$

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Electrical Chain Hoist and Truss Order Form

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

Discount Deadline Date:
January 16, 2018

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 PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PDC & GES to retain personal information to better serve my need for PES & 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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Electrical Checklist

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



AFCEA/USNI WEST 2018
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<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 and Equipment Rental)	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"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Electrical Safety and Regulation

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

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

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will not be connected. A fee of \$300.00 may be assessed for the safety and rules violation.

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:

- 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

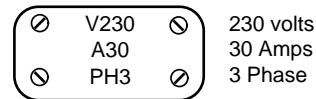
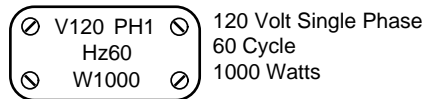
All orders are governed by the PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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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.



Is this price listed for power per day?

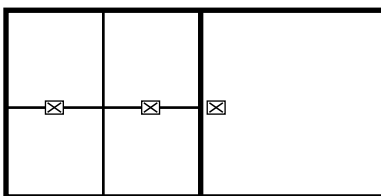
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

Where does the power come from?

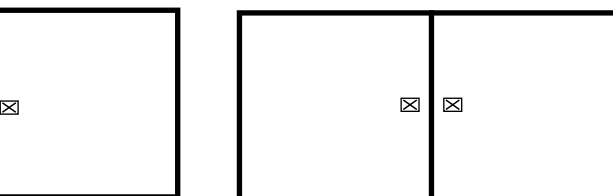
The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 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?

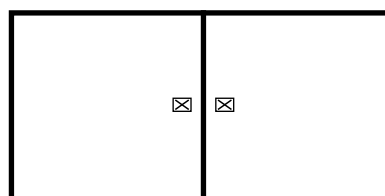
For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed 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.



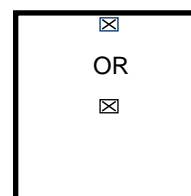
Inline Booths



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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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	175.00	262.50		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	291.25	431.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	378.00	563.50		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	453.25	677.25		\$

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"/>	675.00	1,009.75		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	943.25	1,415.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	1,211.00	1,813.50		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,612.50	2,415.50		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	2,081.00	3,118.25		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,352.75	5,025.50		\$

* Requires booth work labor (See Electrical Booth Work Labor Order Form); maximum one (1) connection per outlet. If no labor form is received for booth work, an automatic labor ticket will be generated and billed accordingly. Rates based on when complete information is received.

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.85	8.70		\$

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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.

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24 Hour Electrical Outlets Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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	350.00	525.00		\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	582.50	862.00		\$
700003	015 Amp/1500 Watts, 1/4 HP 120V	756.00	1,127.00		\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	906.50	1,354.50		\$

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"/>	1,350.00	2,019.50		\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	1,886.50	2,830.00		\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	2,422.00	3,627.00		\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	3,225.00	4,831.00		\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	4,162.00	6,236.50		\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	6,705.50	10,051.00		\$

* 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	5.85	8.70		\$

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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.

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Lighting Order Form

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



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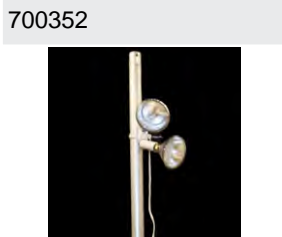
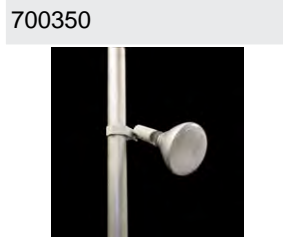
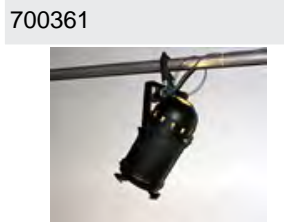
Discount Deadline Date:
January 16, 2018

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



Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- 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.



Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
700361	Floodlight, 1000 Watt Overhead**	607.25	908.25		\$
700350	Floodlight, 120 Watt*	225.00	337.50		\$
700352	Floodlight, 120 Watt Double*	275.00	412.50		\$

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

** May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

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

Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

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Electrical Floorwork Labor Order Form

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



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Discount Deadline Date:
January 16, 2018

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 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:30 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	145.00	181.25	217.50			\$
705060	Electrical, OT	290.00	362.50	435.00			\$

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.

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Electrical Floorwork Labor Order Form

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

Discount Deadline Date:
January 16, 2018

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 PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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.

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Electrical Booth Work Labor Order Form

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



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Discount Deadline Date:
January 16, 2018

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 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:30 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	145.00	181.25	217.50			\$
705061	Electrical, OT	290.00	362.50	435.00			\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Total
705300	High Lift, ST	592.00	740.00	888.00			\$
705300	High Lift, OT	772.00	965.00	1,158.00			\$

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 will require electrical labor.
- Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

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Form Continues on Next Page

Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
January 16, 2018

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 (1/2) 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 PES & GES Payment Policy and PDC & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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Form Deadline Date:
January 16, 2018

Company Name	Email	Phone Number	Booth Number

Show Site Contact	Show Site Email	Show Site Phone Number
Main Drop Location 208 V Three Phase _____ AMPS	120 V _____ AMPS 480 V Three Phase _____ AMPS	208 V Single Phase _____ AMPS



Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e.refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

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

Plumbing Services Information

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



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February 6 - 8, 2018

Important Conditions and Regulations

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of the booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices are based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor, a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Compressed Air

- Trade Show Electrical (GES) is not responsible for moisture, oil, or water in the lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.

Water

- Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.

Labor

- Laying of any lines under carpet, or other flooring, or spotting from ceiling will be an additional labor charge.

Rates

- Discount rates apply if a complete order is received by the discount deadline date.
- A complete order consists of:
 - Complete valid Payment and Credit Card Authorization
 - Order Plumbing Outlets
 - Schedule Plumbing Labor
 - Return Booth Layout for PlumbingIncomplete orders will be subject to change to regular on outlets and labor rates based on when complete order is received.
- GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or depreciated value of goods, whichever is less.

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Plumbing Services Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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



Easy Ordering Tips:

- Always include the Plumbing Layout Form with your order for correct placement of outlets and connections.
- If you would like to order Bottled Gases (not available in all locations), please call for quote.
- Any and all service will be subject to a labor charge. Please remember to schedule labor on the the Plumbing Labor Order Form before the deadline date to avoid extra charges.

Compressed Air: 90-100 lbs PSI

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701037	1st Air Outlet	646.25	969.00		\$
701038	Air Outlet, CFM requirements (minimum 5 CFM per outlet - price is per CFM)	23.90	36.00		\$
701039	Air Outlet, Connection	232.75	350.00		\$
701040	Air Outlet, Supplemental (within 10 feet of first outlet)	322.25	483.25		\$

Bottled Gases

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701067	Compressed Nitrogen Cylinder	216.00	324.25		\$
701059	Natural Gas Outlet	724.00	1,086.25		\$
701063	Natural Gas Outlet, Connection	233.75	351.00		\$
701069	Regulator, Cylinder Gas	161.50	242.75		\$

Drain: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701045	1st Drain Outlet	646.25	969.00		\$
701051	Drain Outlet, Connection	232.75	350.00		\$
701052	Drain Outlet, Supplemental (within 10 feet of first outlet)	352.00	528.25		\$

Water: 1/2" and 3/4"

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701081	1st Water Outlet	646.25	969.00		\$
701087	Water Outlet, Connection	232.75	350.00		\$
701088	Water Outlet, Supplemental (within 10 feet of first outlet)	352.00	528.25		\$

Water Filling and Draining

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Total
701090	Fill & Drain, 1-199 Gallons, Per Unit	484.50	727.50		\$
701092	Fill & Drain, 400+ Gallons, Per Unit	925.75	1,392.50		\$
701091	Fill & Drain, 200-399 Gallons, Per Unit	710.75	1,066.00		\$

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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract, including authorization for PES & GES to retain personal information to better serve my need for PES & 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.

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Plumbing Labor Order Form

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Discount Deadline Date:
January 16, 2018

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



Easy Ordering Tips:

- Any and all connections will be subject to a labor charge.
- Include a Plumbing Layout Form for easier installation.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:30 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	122.50	153.15	183.75			\$
705011	Plumbing, OT	214.40	268.00	321.60			\$

Step 2. Please Indicate Service



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

What is GES Supervision? An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge (\$50.00 Minimum) for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

Option 1

- Exhibitor Supervised
 - You must schedule date & time below as well as # of plumbers and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 - A 30%(\$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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Plumbing Labor Order Form

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

Discount Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 3. Schedule Plumbing Labor for Exhibitor Supervised Labor

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring plumbing installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time (overtime rates may apply), and does not need to be scheduled. If plumbers are required in booth at a specific time for dismantle, please notify the GES Electrical Service Desk at the show.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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 _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

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Booth Layout - Plumbing

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



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Form Deadline Date:
January 16, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- Make a notation on the layout of where your plumbing outlets need to be installed.
- Indicate if you want the drop at a separate location from connection location. If so, indicate if you want hoses from drop point to connection point run under carpet.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

Step 1. Booth Information

Each square is _____ feet square since my booth is _____ feet wide by _____ feet long.

Back Adjacent Booth or Aisle Number: _____

Right Side Adjacent Booth or Aisle Number: _____

Left Side Adjacent Booth or Aisle Number: _____

Front Adjacent Booth or Aisle Number: _____

Step 2. Draw Your Booth Layout

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

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Notice of Intent to Use EAC and Policies and Procedures

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 5, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: _____

Contact Name: _____ Cell Phone: _____

Street Address: _____ Email: _____

City: _____ State: _____ Zip/Postal Code: _____

Office Phone: (area code) _____ Fax: (area code) _____

Description of proposed service for Exhibitor: _____

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.



X _____
Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print Date

Review and Return Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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Agreement and Rules and Regulations between GES and EAC

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 5, 2018

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - All Policies (except Worker's Compensation) shall name Paradise Expo, LLC & Global Experience Specialists (Official Service Provider), J.Spargo & Associates (Show Management), AFCEA/USNI WEST 2018 (Show) and San Diego Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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Agreement and Rules and Regulations between GES and EAC

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



AFCEA/USNI WEST 2018
San Diego Convention Center
February 6 - 8, 2018

Form Deadline Date:
January 5, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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 Servicercenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

Authorized Signature of EAC:

Please Sign

X _____
Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print Date

Review and Return

Return with Certificate of Insurance to: Paradise Expo, LLC & Global Experience Specialists, Exhibitor Services, 491 C Street, Chula Vista, CA 91910

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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ACORD 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)
01/01/18

PRODUCER ABC Insurance Agency Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	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. INSUREERS AFFORDING COVERAGE
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INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819	INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:
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COVERAGES

3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000
	FIRE DAMAGE (Any one fire) \$ 50,000				
	MED EXP (Any one person) \$ 5,000				
	PERSONAL & ADV INJURY \$1,000,000				
	GENERAL AGGRREGATE \$2,000,000				
	PRODUCTS-COMP/OP AGG \$2,000,000				
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT \$1,000,000 (Ea accident)
	BODILY INJURY \$ (Per person)				
	BODILY INJURY \$ (Per accident)				
	PROPERTY DAMAGE \$ (Per accident)				
	AUTO ONLY-EA ACCIDENT				
	OTHER THAN AUTO ONLY: \$ \$				
A	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000
	AGGREGATE \$1,000,000				
	_____ \$				
	_____ \$				
	_____ \$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	X WC STATU-ORY LIMITS OTHER
	E.L. EACH ACCIDENT \$1,000,000				
	E.L. DISEASE-EA EMPLOYEE \$1,000,000				
	E.L. DISEASE -POLICY LIMIT \$1,000,000				
D	OTHER				Each Occurrence & Aggregate

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

5. Paradise Expo, LLC & Global Experience Specialists (Official Service Provider), J.Spargo & Associates (Show Management), San Diego Convention Center (Facility), and AFCEA/USNI WEST 2018 (Show) are hereby named as additional insured, except for Workers' Compensation. Paradise Expo, LLC & Global Experience Specialists and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Paradise Expo, LLC & Global Experience Specialists, 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 PES/GES shall be excess and non-contributory. Show date(s) are: February 6 - 8, 2018 at city of San Diego.

CERTIFICATE HOLDER	X	ADDITIONAL INSURED; INSURER LETTER: X	CANCELLATION
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6. Paradise Expo, LLC & Global Experience Specialists Exhibitor Services 491 C Street Chula Vista, CA 91910	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 10.
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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:** Paradise Expo, LLC & Global Experience Specialists (Official Service Provider), J.Spargo & Associates (Show Management), AFCEA/USNI WEST 2018 (Show) and San Diego Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Paradise Expo, LLC & Global Experience Specialists
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.

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Show Site Work Rules

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



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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

Members of this union claim jurisdiction 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. You may set up your exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools. If your exhibit preparation, installation, or dismantling requires more than one-half (½) hour, you must use union personnel supplied by the Official Decorating Contractor. As an exhibitor, you will be pleased to know that when union labor is required, you may provide your company personnel to work along with a union installer in Southern California on a one-to-one basis.

Teamsters Union

Members of this union claim jurisdiction on the operation of all material handling equipment, all unloading and reloading, and handling of empty containers. An exhibitor may move materials that can be carried by hand, by one person in one trip, without the use of dollies, hand trucks, or other mechanical equipment.

Electrical Union

Members of the IBEW claim jurisdiction for hard wiring ordered outlets to the line side of the exhibitors' equipment and wiring of caps over 120 volts, to the raw cord feeding exhibitors' equipment. All plugs over 120 volts will be plugged in by electrical union personnel. Exhibitors may plug in their own plugs of 120 volts to their ordered outlets.

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

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

Stop. Think. Safety.

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



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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 PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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Inherently Fire Retardant or Flame Retardant Treatment

1. All decorations, drapes, signs, banners, plastic displays, hay, straw, moss, split bamboo and other similar materials must be flame retardant to the satisfaction of the Fire Department and the State Fire Marshal.
2. Table coverings must be flame retardant treated unless they lay flat, with an overhang of no greater than six (6) inches.
3. Oilcloth, tarpaper, sisal paper, nylon, orlon and certain other plastic materials cannot be made flame retardant and their use is prohibited.
4. A Certificate of Flame Resistance shall be available for review by the Fire Marshal or on file with the Fire Marshal for all decorative materials.

Vehicles/Internal Combustion Engines on Display

1. Any autos, trucks, motorcycles or other motorized vehicles displayed shall have their batteries disconnected and terminals taped.
2. All motor vehicle tanks containing fuel or which have ever contained fuel, shall be furnished with locking-type gas caps or sealed with tape. The level of gas in tanks cannot exceed five gallons or one-quarter tank, whichever is less.
3. Garden tractors, chainsaws, power plants and other gasoline-powered equipment shall be safeguarded in a similar manner.
4. All autos, trucks and vehicles of any kind must show the location on the Fire Department approved floor plan 14 days prior to the show date.

Combustibles

1. Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner.
2. No cardboard boxes or any combustible materials may be stored on top of or near any electrical wiring in the spaces behind the backwall drapery (booth) or behind any display.

Obstructions

Aisles designated on approved show floor plans shall be kept clean, clear and free of obstructions. Booth construction shall be substantial and fixed into position in specified areas for the duration of the show. Chairs, easels, signs and demonstration areas shall not be placed beyond booth area into aisles.

Electrical Extension Cords and Multi-Plug Adapters

1. Extension cords shall service one appliance only and shall be a three wire approved type (with ground). The extension cord cannot exceed the capacity of the existing circuit breaker and cannot exceed fifteen amps.
2. Multi-plug adapters must be UL approved and have a current (electricity) overload safety device. Cube adapters and other devices which increase outlets are not acceptable unless equipped with an internal circuit breaker.
3. All spliced wires are illegal.

Compressed Cylinders

1. Compressed cylinders must be attached to a stand if used upright or laid flat on floor.
2. Compressed flammable gases are prohibited inside a building. This includes acetylene, hydrogen, propane, butane and L.P.G.

Cooking and/or Warming Devices

1. Cooking and/or warming devices shall be electric. Sterno may be used for warming trays. Cooking devices shall be approved by a recognized testing laboratory; e.g., U.L., F.M.
2. Cooking, warming devices and/or heated products shall be isolated from the public by either placing the device a minimum of four (4) feet back from the front of the booth or provide a plexiglass shield 18 inches high, 1/4 inch thick across the front, and down both sides of the demonstration area.
3. Decorative candles are NOT permitted.

Heat Producing Equipment

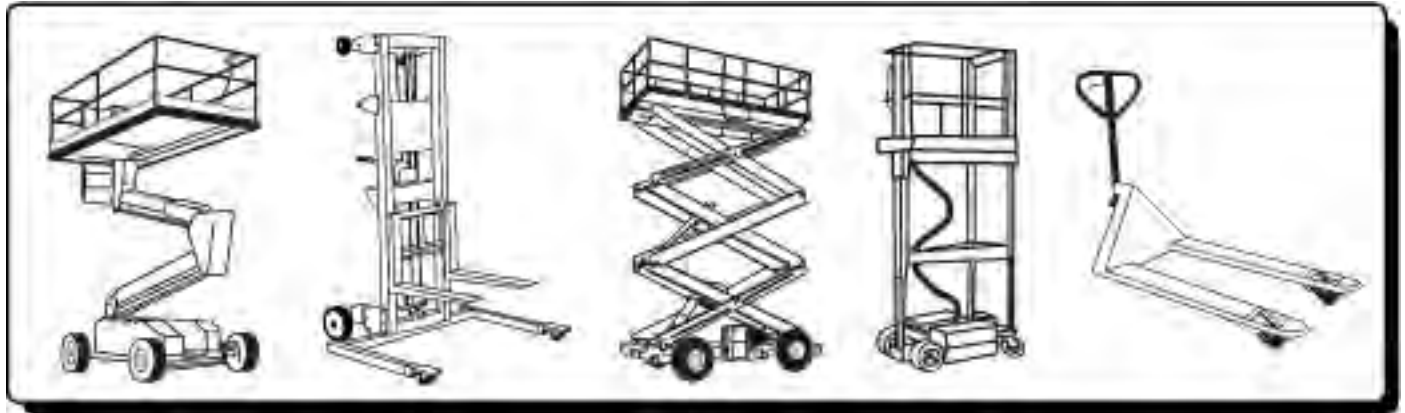
Welding, soldering or any open flame devices are prohibited.

Operation of All Mechanical Lifts

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



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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. PES & GES equipment is for use by PES & 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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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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 PES & GES Payment Policy and PES & GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.



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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

Definitions

PES: means Paradise Decorating Company and their employees. GES: means Global Experience Specialists, Inc., d/b/a GES, and/or GES Logistics, and/or Trade Show Electrical (a/k/a TSE), and/or Trade Show Rigging (a/k/a TSR) and their employees, hereinafter referred to jointly as PES/GES; Agents: ' agents, sub-contractors, carriers, and the agents of each; Customer: Exhibitor or other party requesting Services from ; Goods: Exhibits, property, and commodities of any type for which is requested to perform Services; Carrier: Motor carrier, van line, air carrier, or air or surface freight forwarder; Shipper: Party who tenders Goods to Carrier for transportation; Cold Storage: Holding of Goods in a climate controlled area; Accessible Storage: Holding of Goods in an area from which Goods may be removed during shows; Services: Warehousing, transportation, drayage, un-supervised labor, supervised labor and/or related services; Show Site: The venue or place where an exposition or event takes place; Supervised Labor (OK TO PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by ; Un-Supervised Labor (DO NOT PROCEED): Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by . Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use un-supervised labor.

Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

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VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

G-7 062116 092817 025601158



IX. Jurisdiction, Choice of Forum

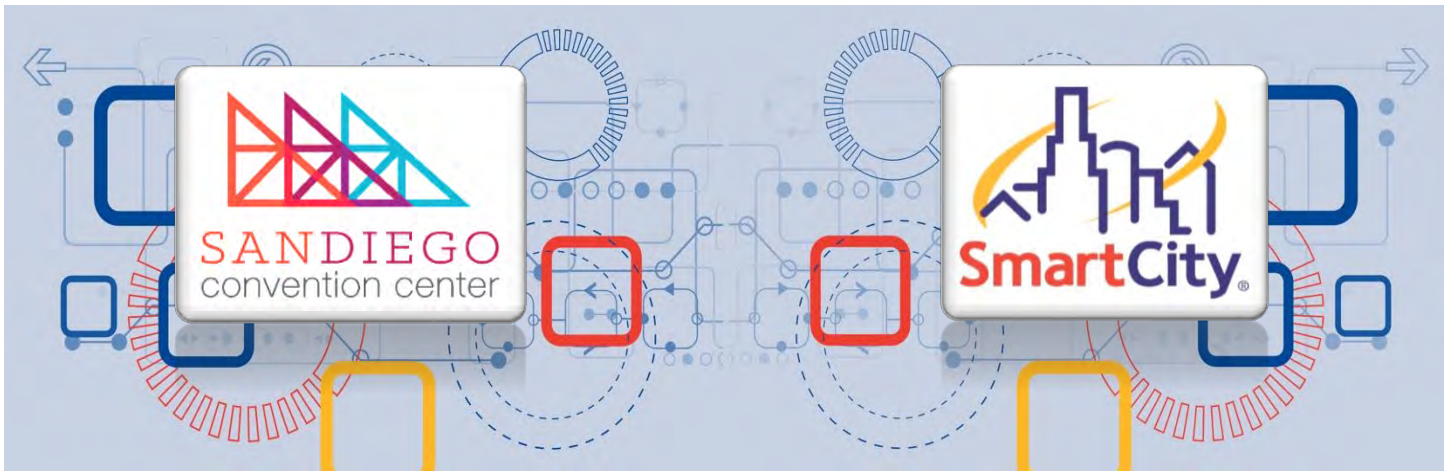
These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement." In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer Goods. The responsibility of GES with respect to Customer Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.



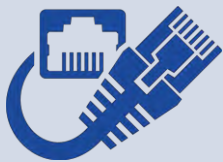
West 2018

February 6th – February 8th, 2018

Order 14 days prior to the 1st day of the event move-in for **incentive rate.**

Incentive deadline for the above event is **January 19th, 2018**

Smart City is the exclusive telecommunications and television service provider for the San Diego Convention Center.



Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



To review and order our services visit <https://orders.smartcitynetworks.com>



Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



Television Service

- HD Service

Booth cleaning order form



Return form with payment to: United National Maintenance
 1550 S. INDIANA AVE • CHICAGO, IL 60605 • PHONE 800-248-8558 • FAX 312-922-8599 • EMAIL ttovar@unitedhq.com

AFCEA / USNI WEST 2018

Name of venue SAN DIEGO CONVENTION CENTER		Show date FEBRUARY 6-8, 2018		Booth #
Company name			Office #	On-site Contact #
Street Address		City	State	Zip
Authorizing signature		On-site email		On-site name

Exhibitors requiring vacuum, shampoo, mop, wax and trash removal during show hours must place their order and make payment to United National Maintenance. These services are not included with your rental space.

CARPET CLEANING (100 SQ.FT. MINIMUM):

ADVANCE ORDER

FLOOR ORDER

DAILY BOOTH CLEANING INCLUDING NIGHTLY VACUUMING OF BOOTH & EMPTYING WASTEBASKETS Days _____ X Sq. Ft. _____ @ \$0.35 _____ \$0.37= _____

ALL ORDERS LESS THAN DAILY BUT MORE THAN ONE TIME WILL BE CHARGED AT THE ONE TIME RATE.

VACUUM ONE TIME ONLY Days _____ X Sq. Ft. _____ @ \$0.37 _____ \$0.39= _____

SHAMPOO PRIOR TO SHOW OPENING MUST GIVE 24 HR. NOTICE Days _____ X Sq. Ft. _____ @ \$0.69 _____ \$0.72= _____

DAMP MOP ONLY - TILE FLOORING Days _____ X Sq. Ft. _____ @ \$0.32 _____ \$0.34= _____

FOR EXHIBITORS USING COMPUTER OR ELECTRONIC EQUIPMENT - PROTECT FROM STATIC CHARGE, ORDER ANTI-STATIC SPRAY.

ANTI-STATIC SPRAY Days _____ X Sq. Ft. _____ @ \$0.08 _____ \$0.11= _____

PERIODIC PORTER SERVICE IS PERFORMED AT TWO (2) HOUR INTERVALS, DURING SHOW HOURS. Days _____ @ \$100.00 per day= _____

HOURLY PORTER SERVICE (ONE HOUR MINIMUM) Hours _____ @ \$27.50 per hour= _____

GRAND TOTAL

WE ACCEPT VISA, MASTERCARD & AMERICAN EXPRESS
3% HANDLING CHARGE WILL BE ADDED TO YOUR ORDER

PAYMENT IN U.S. DOLLARS, CREDIT CARD AUTHORIZATION OR COMPANY CHECK MUST ACCOMPANY THIS ORDER FOR PROCESSING

CREDIT CARD VERIFICATION: Last four digits of credit card number:

Card EXP Date: MM/YY

Cardholder's Name:	Cardholder's Signature:
--------------------	-------------------------

Cardholder's Billing Address:	City:	State:	Zip Code:
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	CARD TYPE: <input type="checkbox"/> MASTERCARD <input type="checkbox"/> VISA <input type="checkbox"/> AMERICAN EXPRESS
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ANY questions regarding service ordered and received must be brought to the attention of the United National Service Desk at the show immediately upon noting same. Adjustments cannot be made unless discrepancies are reported prior to show opening on the day following the night when service was to be performed. **UNITED NATIONAL MAINTENANCE, INC. HAS BEEN NAMED EXCLUSIVE CLEANING CONTRACTOR FOR THIS SHOW**



SHORT TERM
 PLANT RENTAL, INC.
 448 Terraine Avenue
 Long Beach, CA 90814
 (562) 494-7777
 Fax (562) 498-3800
 www.shorttermplantrental.com

AFCEA
San Diego Convention Center
February 6-8, 2018

QUALITY AND SERVICE	Cost Each	Quantity	Total
RENTAL			
3 Foot Green Plant	45.00		
4 Foot Green Plant	55.00		
5 Foot Green Plant	65.00		
6 Foot Green Plant	75.00		
8 Foot Green Plant	100.00		
Boston Fern Regular	30.00		
Boston Fern Large	40.00		
Regular 6" Ivy	30.00		
Large 8" Ivy	40.00		
Regular 6" Pothos	30.00		
Large 8" Pothos	40.00		
BLOOMING PLANTS			
Chrysanthemums Yellow	30.00		
White	30.00		
Lavender	30.00		
Potted Orchid	75.00		
Bromeliads	40.00		
Azaleas (seasonal)	40.00		
Kalanchoe	40.00		
Succulents	40.00		
PROFESSIONAL FLORAL SERVICE			
Cut Flower Arrangement 16" high	75.00		
Cut Flower Arrangement 24" high	95.00		
Custom Succulent Arrangement	100-300.00		
Long Stem Roses	95.00		
Bubble bowl (for business cards only)	30.00		

SHOW ID 9515-18

RENTAL POLICY

All plants and materials are rental basis only. Items missing from booths are responsibility of the exhibitor and may be subject to additional charges.

DESIGN SERVICES

Our designers will be glad to make suggestions for your exhibit at no extra charge.

ALL PRICES INCLUDE:

- Installation
- Servicing
- Top Dressing
- Decorative Containers
- Removal at end of show

ALL GREEN PLANTS FOR RENTAL ONLY

CHOICE OF CONTAINERS

Please check one

- WHITE
 BLACK

PAYMENT POLICY

ALL ORDERS MUST BE PAID IN FULL PRIOR TO THE OPENING OF THE SHOW

TOTAL PLANTS AND FLOWERS _____
 ADD 8.00% SALES TAX _____
 TOTAL INCLUDING SALES TAX _____

**RETURN THIS ORDER FORM WITH CHECK TO SHORT TERM PLANT RENTAL OR
 FAX WITH CREDIT CARD INFO TO (562) 498-3800 or EMAIL tim@shorttermplantrental.com**

Company _____ Phone _____
 Address _____
 City _____ State _____ Zip _____
 Party in Charge _____ BOOTH # _____
 Authorized Signature _____
 Credit Card _____ Visa _____ M/C _____ AmEx _____ Expiration Date _____
 Card Number

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 CVV#

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*** CHECK or CREDIT CARD MUST ACCOMPANY ORDER ***

MAIL or FAX to:

"Convention Photo by Joe Orlando, Inc."

2222 Foothill Blvd, Suite E-340, La Cañada CA 91011 • Phone: 1.626.639.3015 • Fax: 1.626.794.0525

Servicing Trade Shows in Las Vegas, NV and Nationally for over 50 years

www.joeorlandophoto.com

email: mail@joeorlandophoto.com

YOUR P.O. NUMBER

QUANTITY	SERVICES	EACH	TOTAL
_____	COLOR ORIGINAL <input type="checkbox"/> Includes Photography Time, 8x10 Print	@ \$95.00	\$ _____
	No People <input type="checkbox"/> Posed Staff <input type="checkbox"/> Crowd During Show <input type="checkbox"/>		
Additional Photo Services After Original Ordered			
_____	HI RES DIGITAL IMAGE FROM COLOR ORIGINAL <input type="checkbox"/> Includes release and rights of image, 300 dpi @ 8x10 saved as jpeg.	Per Image @ \$50.00	\$ _____
_____	LOW RES DIGITAL IMAGE FROM COLOR ORIGINAL <input type="checkbox"/> Includes image saved as jpeg @ 72 dpi, perfect for powerpoint / website.	Per Image @ \$35.00	\$ _____
_____	COLOR 8x10 REPRINTS OF ORIGINALS	Per Print @ \$35.00	\$ _____
_____	PHOTOSHOP RETOUCHING <input type="checkbox"/> 1 Hour Minimum.	Per Hour @ \$160.00	\$ _____
			SUB TOTAL: \$ _____
DIGITAL PHOTOGRAPHY QUOTES <ul style="list-style-type: none">• Publicity, Banquets, Awards,• On Site CD Burning• Photoshop Retouching• Website Hosting of Low Res Image (For publicity or associations)			<input type="checkbox"/> Clients based in <i>California</i> add CA tax <input type="checkbox"/> Clients in other states no tax
			TAX: \$ _____
			All Orders add \$10.00 Shipping & Handling: \$ 10.00
			TOTAL: \$ _____
Fed-Ex #: _____			
Green Screen photography also available		Video Production (upon availability, call for quotes)	

PLEASE PRINT:

Name of Convention: **AFCEA/USNI West 2018** Dates: **February 6-8, 2018**

Convention Hotel / Location: **San Diego Convention Center - Halls D-H**

Daily Exhibit Hours: _____

Onsite Contact & Cell Phone Number: _____

Exhibitor: _____ Booth # & Size: _____

Display House: _____

Ship to Address: _____

Credit Card Billing Address: _____

City, State and Zip Code: _____

Telephone Number: (800) () _____ E-mail: _____

Authorized Signature: _____

Credit Card Info: Please Circle One:    Credit Card-V code or Security Code: _____

Credit Card Number: _____ Expiration Date: _____

Card Holder Name: _____ Authorized Signature: _____

The San Diego Convention Center Welcomes



February 6th-8th, 2018

We look forward to assisting you with all of your food and beverage needs during your event. We offer a unique blend of traditional and upscale food and beverage services. Allow us to create an extraordinary catering experience in your booth!



AVOID LATE ORDER FEES:

Ordering Deadline Date is
Monday January 22, 2018

Please contact Mary Forney at 619-525-5818 or
email: mary.forney@visitsandiego.com

EXCLUSIVITY

Centerplate Catering holds the exclusive contract for food and beverage at the San Diego Convention Center. **NO OUTSIDE FOOD & BEVERAGE IS PERMITTED.** This includes bottled water and displays of candy. Centerplate reserves the right to assess a corkage fee for exceptions to our policies. Please review our food and beverage policy stating our guidelines and contact the catering department for further information.



SAN DIEGO
convention center

BOOTH CATERING GUIDE 2018

GENERAL INFORMATION

PLEASE TAKE THE TIME TO FAMILIARIZE YOURSELF WITH OUR POLICIES.

POLICIES

- All food and beverage items in the Exhibit Halls must be purchased through the Food and Beverage Department. THIS INCLUDES BOTTLED WATER.
- Exhibitor Booth Catering DOES NOT supply tables or electrical for your booth. You MUST order through your service contractor.
- All food and beverage orders require full payment in advance. We accept American Express, MasterCard, VISA or Company Check. Please make checks payable to Centerplate.
- Initial order, as well as additional services ordered on site, will be billed to the customer's credit card.
- A 20% service charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.
- Disposable service ware is used on all food and beverage functions on the Exhibit floor.
- A \$30.00++ "Trip Charge" will apply for each food and beverage delivery.
- Centerplate requires that a SDCCC Bartender dispense all alcoholic beverages.
- Menu items and prices are subject to change without notice.
- To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

CANCELLATION POLICY

- Full charges will be applied to cancellation of any menu items received within (72) hours, (3 business days), prior to delivery.

STAFFING

BOOTH ATTENDANT*	\$30.00 PER HOUR
BARTENDER*	\$30.00 PER HOUR
CHEF*	\$75.00 PER HOUR
DELIVERY FEE	\$30.00 PER TRIP

* Requires a 4 hr. minimum

EXHIBITOR BOOTH CATERING DOES NOT SUPPLY TABLES FOR YOUR BOOTH. YOU MUST ORDER THESE THROUGH YOUR SERVICE CONTRACTOR.

Please be advised that all food and beverage items in the exhibit halls must be purchased through the booth catering department –this includes bottled water.

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

A \$30.00++ delivery fee will be applied to all orders.

BEVERAGES

COFFEE SERVICE

FRESHLY BREWED COFFEE* (gallon) \$65.00
Freshly Brewed Coffee, Decaffeinated Coffee or Hot Teas
(Black and Herbal)

FRESHLY BREWED STARBUCKS COFFEE* (gallon) \$75.00
Freshly Brewed Starbucks Coffee, Decaffeinated Starbucks Coffee or
Hot Teas (Tazo)

**Includes Cups, Creamers, Sugar, Artificial Sweeteners, Stirrers and Napkins
Price per Gallon, 3-gallon minimum required..

BEVERAGE SERVICE

ASSORTED CANNED SODA* \$96.00

BOTTLED SPRING WATER* \$96.00

BOTTLED SPARKLING WATER* \$108.00

ASSORTED BOTTLED FRUIT JUICES* \$114.00

ASSORTED GATORADE* (20 oz.) \$140.00

ASSORTED SNAPPLE* (20 oz.) \$140.00

ICED TEA*** \$45.00

LEMONADE*** \$45.00

ASSORTED JUICES*** \$45.00
Orange, Cranberry, or Grapefruit

** (24) Beverages per case, (1) Case Minimum Required*

*** (32) Eco-Friendly Bottles per case, (1) Case Minimum Required; Designed with 30% Less Plastic.*

**** Price per gallon, (3) Gallon Minimum Required.*

A \$30.00++ delivery fee will be applied to all above orders.

BEVERAGES CONTINUED...

CQ INFUSED HYDRATION STATION

INFUSED SPA WATERS* (3.5 gallon) \$185.00

Choice of flavors: Strawberry, Lemon, Red Raspberry, Peach, Mango or Red Raspberry Pomegranate infused with seasonal Fresh Fruit

INFUSED ICED TEA* (3.5 gallon) \$240.00

Choice of flavors: Red Raspberry, Red Raspberry Pomegranate, Peach, Mango or Passion Fruit infused with seasonal Fresh Fruit

INFUSED LEMONADE* (3.5 gallon) \$240.00

Red Raspberry, Red Raspberry Pomegranate or Strawberry infused with seasonal Fresh Fruit

**Delivered in a 3.5 gallon decorative infusion jar, includes disposable cups and napkins.*

Approximately 50 /7oz cups per container

Exhibitor to provide: Table or counter

WATER SERVICE

WATER DISPENSER \$55.00

Rental price per day. Rental Begins on first day of delivery, not first day of usage. Client must have a space that has (1) regular wall socket available for electrical power. Requires 100 volt, 15 amp electrical service.

(3) GALLON JUG OF WATER \$35.00

ICE (Price per 40 Pounds) \$30.00

A \$30.00++ delivery fee will be applied to all above orders.

BREAKFAST | BAKERY

BREAKFAST (10 person minimum required)

CONTINENTAL BREAKFAST

\$18.75

Assorted Fruit Juices

Freshly Baked Breakfast Pastries and Muffins

Freshly Brewed Coffee, Decaffeinated Coffee and Hot Tea

BREAKFAST ENHANCEMENT (Not offered a la carte)

ENGLISH MUFFIN BREAKFAST SANDWICH

with Scrambled Eggs, Pork Sausage and Cheddar Cheese

\$6.75

FROM THE BAKERY Price per dozen; (3) dozen minimum required

ASSORTED DANISH

\$49.00

ASSORTED MUFFINS

\$46.00

ASSORTED DONUTS

\$46.00

ASSORTED BISCOTTI

\$45.50

ASSORTED SCONES

\$48.00

ASSORTED BAGELS WITH CREAM CHEESE

\$49.00

FRESHLY BAKED COOKIES

\$39.00

FRESHLY BAKED BROWNIES

\$42.00

GOURMET CUPCAKES

\$68.00

CENTERPLATES SIGNATURE CHOCOLATE DIPPED CRANBERRY MACAROONS

\$43.00

CHOCOLATE DIPPED STRAWBERRIES

\$45.00

SHEET CAKES

(Choice of fruit or cream filling – Includes disposable cake knife, plates, forks and napkins)

FULL SHEET CAKE* (80 SLICES)

\$475.00

HALF SHEET CAKE* (40 SLICES)

\$250.00

**Custom Artwork available starting at \$200.00++; pricing may vary depending on intricacy of logo/design. Contact your Catering Sales Manager for more information.*

A \$30.00++ delivery fee will be applied to all above orders.

PANTRY

FROM THE PANTRY

DOMESTIC CHEESE DISPLAY WITH CRACKERS (Serves 20 guests)	\$170.00
SEASONAL VEGETABLE CRUDITÉ WITH DIP (Serves 20 guests)	\$160.00
SLICED FRESH FRUIT	\$140.00
WHOLE FRESH FRUIT (Serves 20 guests)	\$60.00
POTATO CHIPS AND DIP (Serves 20 guests)	\$140.00
TORTILLA CHIPS WITH PICO DE GALLO (Serves 20 guests)	\$120.00
MIXED NUTS (2 pounds)	\$88.00
TRADITIONAL SNACK MIX (2 pounds)	\$48.00
MINTS (2 pounds)	\$56.00
PRETZEL TWISTS (2 pounds)	\$42.00
GRANOLA BARS (24 individual bars)	\$90.00
ASSORTED INDIVIDUAL BAGS OF CHIPS	\$3.00

A \$30.00++ delivery fee will be applied to all above orders.

LUNCHEONS

BUFFET LUNCHEON (Minimum of 10 guests)

GOURMET DELI BUFFET

\$47.00

Assorted Pre-made Sandwiches –Turkey, Roast Beef, Vegetarian and Submarine
Mustard and Mayonnaise, Chef's Selection of Deli Salad, Assorted Bags of Individual
Chips, Assorted Whole Fruit and Assorted Cookies

BOX LUNCHEON (10 box lunch minimum required)

BOX LUNCH

\$27.75

Choice of Turkey, Roast Beef or Vegetarian Sandwich
Served with Individual Bag of Chips, Freshly Baked Cookie and Canned Soda

GOURMET WRAP BOX LUNCH

\$30.00

Southwest Roast Beef Wrap with Grilled Peppers, Grilled Turkey with Pesto Wrap or
Grilled Vegetable Wrap
Served with Gourmet Potato Chips, Pasta Salad, Gourmet Brownie and Canned Soda

GOURMET SALAD BOX LUNCH

\$27.25

Chinese Chicken Salad or Grilled Chicken Caesar Salad
Served with Gourmet Potato Chips, Gourmet Brownie and Canned Soda

LUNCHEON SANDWICHES

ITALIAN SUBMARINE SANDWICH (serves 10)

\$100.00

Salami, Mortadella, Cappelletti, Provolone Cheese, Lettuce and Tomato
On a 2-Foot Loaf of Crusty French Bread
Italian Dressing or Mustard and Mayonnaise

ALL AMERICAN SANDWICH PLATTER (serves 20)

\$200.00

An assortment of Traditional American Meats and Cheeses to include
Roast Beef, Ham, Turkey, Swiss and American Cheeses
Lettuce, Tomato and your Choice of Mustard or Mayonnaise

PLATTER OF ASSORTED MINI-SANDWICHES

\$200.00

Forty Mini-Sandwiches to include:
Turkey, Roast Beef, Ham and Chicken Salad

A \$30.00++ delivery fee will be applied to all above orders.

LUNCHEONS CONTINUED...

LUNCHEON SIDE SALADS (Each bowl serves 20 guests)

GARDEN SALAD

\$120.00

Mixed Field Greens, Tomatoes, Carrot Curls and Cucumbers
Choice of Ranch, Italian or Bleu Cheese Dressings
Served with Hearth Baked Rolls and Butter

CHICKEN CAESAR SALAD

\$140.00

Crisp Romaine Lettuce, Sliced Breast of Chicken and Garlic Croutons
Traditional Caesar Dressing
Served with Hearth Baked Rolls and Butter

MEDITERRANEAN SALAD

\$160.00

Mixed Field Greens, Slices of Grilled Marinated Breast of Chicken,
Grilled and Marinated Vegetables, Feta Cheese, Vine Ripe Tomatoes,
Kalamata Olives
Lemon Herb Vinaigrette
Served with Hearth Baked Rolls and Butter

A \$30.00++ delivery fee will be applied to all above orders.

RECEPTION

COLD HORS D'OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

CHIMICHURRI SHRIMP SKEWER	\$75.00
WILD MUSHROOM BAGUETTE	\$63.00
AHI POKE With Wakami Salad, Tobiko and a Wonton Chip	\$72.00
CURRY CHICKEN ON TOASTED BRIOCHE	\$66.00
ANTIPASTO SKEWER with Artichoke, Tomato, Kalamata Olive and Mozzarella	\$75.00
STRAWBERRY STUFFED BRIE	\$75.00

HOT HORS D'OEUVRES

Prices below are per dozen / 2 dozen minimum per selection

DATE STUFFED WITH BLUE CHEESE WRAPPED IN BACON with Green Onion and Teriyaki Glaze	\$72.00
MEDITERRANEAN CHICKEN KABOB with Figs and Roasted Tomatoes	\$81.00
COCONUT CRUSTED SHRIMP with Ginger Sweet Chile	\$81.00
ANDOUILLE SAUSAGE EN CROUTE with Whole Grain Mustard	\$72.00
TANDOORI CHICKEN BROCHETTE	\$69.00
CARNITAS TAQUITOS with Cilantro Cream Fraiche	\$66.00

A \$30.00++ delivery fee will be applied to all above orders.





STATIONS

DESSERT STATIONS

20 guest minimum required per order

CHEESECAKE BITES STATION

\$14.75

New York Cheesecake Squares
Vanilla Bean and Scented Strawberry Compotes
Chocolate Fondue, Hazelnut Caramel Sauces
Toasted Almonds, Coconut and Whipped Cream

Client to Supply:

4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

PETIT PATISSERIE STATION

\$16.00

A gourmet selection of Miniature French Pastries, Petit Fours,
Mini Tartlets, Chocolate Truffles and Chocolate Dipped Strawberries

Client to Supply:

4x6 workspace · Minimum of (1) – (6) ft table · Trash Removal · Clean Up

A \$30.00++ delivery fee will be applied to all above orders.

ACTION STATIONS

Minimum guarantee per day will apply, plus a one-time set-up fee of \$100.00++

ICE CREAM NOVELTY CART

\$775.00

(1) Ice Cream Cart

Standard Cart to include: (163) Assorted Ice Cream Novelties
(Assorted Ice Cream Novelties)

Additional Ice Cream Novelties @ \$4.75++ each

Should you desire an experienced Booth Attendant to distribute the product,
a \$35.00++ per hour/four hour minimum labor fee will apply.

Client to Supply:

110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

PREMIUM DOVE ICE CREAM CART

\$775.00

(1) Ice Cream Cart

Standard Cart to include: (100) Dove Ice Cream Novelties
(Assorted Dove Ice Cream Novelties)

Additional Ice Cream Novelties @ \$7.75++ each

Should you desire an experienced Booth Attendant to distribute the product,
a \$35.00++ per hour/four hour minimum labor fee will apply.

Client to Supply:

110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

A \$30.00++ delivery fee will be applied to all above orders.

STATIONS CONTINUED...

ACTION STATIONS CONTINUED...

Minimum guarantee per day will apply, plus a one-time set-up fee of \$100.00++

GOURMET SOFT PRETZEL STATION

\$775.00

To Include: (130) Freshly Baked Gourmet Soft Pretzels served with your choice of Nacho Cheese or Traditional Yellow Mustard Heated Pretzel display Case, Napkins and Appropriate Supplies

Additional Pretzels @ \$6.00++ each

A Booth Attendant is required. A \$35.00++ per hour/(4) hour minimum labor fee will apply

Client to Supply: 110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

POPCORN CART

\$775.00

To Include: popcorn and (258) Popcorn Bags and Napkins

Additional Bags of Popcorn @ \$3.00++ each

A Booth Attendant is required to pop the corn and distribute the product to your guests @ \$35.00++ per hour

Client to Supply:

110 volt single phase (15) amp · 4x4 work space · Trash Removal · Clean Up

FRESH BAKED GOURMET CHOCOLATE CHIP COOKIE STATION

\$775.00

Featuring Otis Spunkmeyer Premium Gourmet Chocolate Chip Cookies

To Include: (238) Chocolate Chip Cookies*, Oven, Napkins and Appropriate Supplies

Additional Cookies @ \$3.25++ each

A Booth Attendant is required to bake and distribute the product to your guests.

A \$35.00++ per hour/(4) hour minimum labor fee will apply.

*A portion of the cookies will be pre-baked and delivered to your booth on trays.

Client to Supply: 110 volt single phase (15) amp · 4x4 work space · Minimum of one (6) ft table · Trash Removal · Clean Up

FROZEN BLENDED BEVERAGE STATION

\$800.00

Frozen non-alcoholic specialty drink with choice of (2) Flavors-Strawberry, Wild Berry or Mango

Includes (145) 7oz. Blended beverages

Additional frozen drinks @ \$5.50++ each

A Booth Attendant is required to distribute the product.

Minimum Guarantee of \$800.00

A (2)-hour set-up time is required on the Show Floor.

A \$35.00++ per hour/(4) hour minimum labor fee will apply.

**Client to Supply: 110 volt single phase (6.5) amp · 4x4 work space
Minimum of one (6) ft table · Trash Removal · Clean Up**

A \$30.00++ delivery fee will be applied to all above orders.



STATIONS CONTINUED...

ACTION STATIONS CONTINUED...

Minimum guarantee per day will apply, plus a one-time set-up fee of \$100.00++

CAPPUCCINO CART

\$950.00

To Include: Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer
(190) Cups of Cappuccino and Espresso included.

(1) Experienced Booth Attendant, for a maximum of (4) hours

Cappuccino Machine set-up

(Machine is attached to a stainless steel cart to accommodate water supply and storage.)

Additional Cups of Cappuccino and Espresso @ \$5.00++ each

Minimum guarantee of \$950.00 per day will apply, plus a one-time set-up fee of \$100.00++.

Should you desire service for a longer period of time; a \$35.00++ per hour labor fee will apply.

**Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp
4x4 work space and storage area · Trash Removal · Clean Up**

STARBUCKS CAPPUCCINO CART

\$1425.00

To Include: Starbucks Coffee Beans and Grinder, Cups, Napkins, Stirrers, Sugar and Creamer

(259) 12 oz. Cups of Cappuccino and Espresso Included

(1) Experienced Starbucks Barista for a maximum of (4) hours

Cappuccino Machine set-up

(Machine is attached to a stainless steel cart to accommodate water supply and storage.)

Additional Cups of Cappuccino and Espresso @ \$5.50++ each

Minimum guarantee of \$1425.00 per day will apply, plus a one-time set-up fee of \$100.00++.

Should you desire service for a longer period of time; a \$35.00++ per hour labor fee will apply.

**Client to Supply: (30) amp (3) Phase (5) Wire power (110) volt single phase (15) amp
4x4 work space and storage area · Trash Removal · Clean Up**

STARBUCKS SHAKEN TEA STATION

\$950.00

To Include: (180) 12 oz. Cups of Tazo Iced Black Tea or Tazo Iced Passion Tea,
handcrafted using a martini style shaker, Starbucks Logo Cups, Napkins and

Appropriate Supplies

Additional Cups of Tea @ \$5.25++ each

Minimum guarantee of \$950.00 per day will apply, plus a one-time set-up fee of \$100.00++.

(2) Booth Attendants Required.

*An additional Booth Runner may be required depending on volume.

A \$35.00++ per hour/(4) hour minimum labor fee will apply for each attendant.

**Client to Supply: 4x4 work space and storage area · Minimum of one (6) ft table
Trash Removal · Clean Up**

A \$30.00++ delivery fee will be applied to all above orders.





Centerplate holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bring food or beverage into the San Diego Convention Center without the written approval of Centerplate - this includes bottled water. **Centerplate requires that a SDCC bartender dispense all alcoholic beverages.**

INSTRUCTION NOTE: Fill in and submit both the order form and the credit card authorization form completely to process your order.

Company Name: _____
 Billing Address: _____
 City: _____ State: _____
 Zip: _____
 Phone: _____ Fax: _____ Email: _____
 Booth #: _____ Event : _____
 Representative: _____ Title: _____
 On-Site Contact: _____ On-Site Cell #: _____

MENU ITEMS · SUPPLIES · EQUIPMENT

DELIVERY DATE	DELIVERY TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

DELIVERY FEE · BARTENDER · BOOTH STAFF · KITCHEN LABOR

START TIME	END TIME	QTY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

COMMENTS:

SUBTOTAL _____
20% SERVICE CHARGE _____
SUBTOTAL WITH SERVICE CHARGE _____
7.75% CA STATE TAX _____
TOTAL ESTIMATED CHARGES _____

To ensure availability of menu items, we encourage you to place your order 14 days prior to your scheduled event

Event Name: _____

Exhibitor Name: _____

On-Site Contact: _____ On-Site Cell #: _____

ONE OPTION BELOW MUST BE SELECTED:

- Company Check used for total charges on initial catering contract. Credit Card to be used for additional items ordered on site.
- Credit Card to be used for all charges Pre-Ordered for the show and additional items Ordered On-Site.

Credit Card #: _____ Credit Card Type: _____

Cardholder's Name: _____ Exp. Date: _____

CID #: _____

- Check this box if billing address for this credit card is the same as Address listed on page (1)

If the address is different, please fill in the information below for the credit card

Street Address _____

City _____ State _____ Zip _____

BY SIGNING BELOW, CUSTOMER AGREES TO PAY TOTAL CHARGES AS SPECIFIED ON THE CATERING CONTRACT AS WELL AS ANY APPLICABLE CHARGES FOR ADDITIONAL ITEMS ORDERED ON-SITE. CENTERPLATE WILL USE THIS AUTHORIZATION FOR ANY ADDITIONAL CHARGES INCURRED AS A RESULT OF ON-SITE ORDERS PLACED BY YOUR REPRESENTATIVE(S).

AUTHORIZED SIGNATURE _____ **DATE** _____

Once the above information has been completed, a Banquet Event Order (BEO) and Catering Contract will be processed. **Pre-Payment is required.** Payment arrangements can be made either by company check or credit card. Last page of this form is a fax cover page for your convenience.

PLEASE RETURN ORDER TO:
SAN DIEGO CONVENTION CENTER
ATTN: FOOD AND BEVERAGE DEPARTMENT
111 W. HARBOR DRIVE, SAN DIEGO, CA 92101
PHONE (619) 525-5800 • FAX (619) 525-5858



BOOTH ORDER FORM AND CREDIT CARD AUTHORIZATION MUST BE COMPLETED AND RETURNED TOGETHER FOR YOUR ORDER TO BE PROCESSED.



TODAYS DATE: _____

ATTENTION: **BOOTH CATERING DEPARTMENT – SAN DIEGO CONVENTION CENTER**

FAX NUMBER: **(619)-525-5858** # OF PAGES FAXED: _____

FROM: (CONTACT NAME) _____

(COMPANY NAME) _____

(FAX NUMBER) _____ (EMAIL) _____

EVENT NAME: _____ **BOOTH NUMBER:** _____

EVENT START DATE: _____ **CONTACT PHONE NUMBER:** _____

COMMENTS:

SAN DIEGO CONVENTION CENTER

BOOTH CATERING DEPARTMENT

EXHIBIT BOOTH

FOOD & BEVERAGE POLICY

CENTERPLATE holds the exclusive rights to all food and beverage within the San Diego Convention Center. This exclusive agreement prohibits exhibitors or other event participants from bringing food or beverage into the San Diego Convention Center without the written approval of CENTERPLATE; **this includes private labeled bottled water**. Exhibitors are not permitted to sell food or beverage in the San Diego Convention Center.

BOOTH SAMPLING:

Exhibitor/event participant must be the manufacturer or manufacturer's representative of the product to be sampled.

- ◆ **Product must be germane to the show/event.**
- ◆ **Food samples are restricted to: 2oz portion.**
- ◆ **Beverage samples are restricted to: 4oz fluid portion.**

If the exhibitor/event participant meets the above criteria, simply submit the Booth Sampling/Waiver Authorization form for approval. Your request will be processed and written approval will be sent to you. Food and beverage marketing/sampling activities must be conducted within the confines of the exhibitor's booth space.

If you are a manufacturer or manufacturers' representative and wish to **exceed** the sample size requirements, submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with a contract for the applicable waiver fee.

BOOTH WAIVER :

Exhibitors/event participants utilizing "traffic builders" (i.e. bottled water, popcorn, coffee, smoothies, full sized candy bars, etc.) that compete with food or beverage provided by Centerplate must submit the Booth Sampling/Waiver Authorization form. Your request will be processed and a written decision will be sent to you, along with the applicable corkage fees due.

ALL THE AFOREMENTIONED POLICIES WILL BE STRICTLY ADMINISTERED. ANY VIOLATION OF THESE WILL RESULT IN THE REMOVAL OF PRODUCT FROM THE SHOW FLOOR.

BOOTH SAMPLING/WAIVER AUTHORIZATION FORM

Event Name _____ Date(s) _____

EXHIBITOR/EVENT PARTICIPANT

On Site Cell # _____

Name _____ Contact _____

Email Address _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Booth # _____

Item(s) and portions to be distributed _____

Quantity to be distributed _____

Purpose _____

Approved:

_____ Date _____

Booth Catering Manager/F&B Department

Corkage/Waiver fees that apply to this approval: _____

Sampling Support Services

Please contact us at (619) 525-5818, no later than 21 days prior to your event to order Kitchen Prep Time, Equipment, Storage, Staffing, Ice, Bottled Water or other support services required for your sample distribution

Please fax this form no later than 21 days prior to your event:

San Diego Convention Center

Food & Beverage Department

111 West Harbor Drive

San Diego, Ca 92101

Phone: 619-525-5818 · Fax: 619-525-5858

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San Diego Convention Center
February 6 - 8, 2018

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