

National Catholic Educational Association

George R. Brown Convention Center

April 2 - 4, 2013

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Show Organizer Information and Forms



Dear Exhibitor,

Thank you for choosing to exhibit at the NCEA 2013 Convention & Expo. NCEA 2013 will take place April 2 - 4 in Houston, TX, at the George R. Brown Convention Center.

Please find attached your exhibitor service manual. This manual helps you maximize your efforts by consolidating information from many sources into one easy-to-read document, including information for ordering electricity, furniture, and lead retrieval services in addition to shipping information. Please be mindful of all deadlines as they vary from vendor to vendor. This manual includes everything you will need to know to have a successful NCEA 2013.

NCEA goes through a lengthy process when selecting vendors for convention to ensure that all exhibitors receive the best value and customer service. All approved vendors will have an "official vendor" logo on their paperwork. While you have the right to use any vendor for the Convention, choosing non-official/ approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2013.

Important information for 2013:

- GES cost-saving webinar – discounts available
- Updated insurance regulations
- Floor covering required for all exhibit booths
- George R. Brown Exhibition Guidelines

If you have questions about anything in the service kit, please feel free to contact NTP's Jackie Odemer at NCEAexhibitor@ntpsnow.com or 800-687-7469, x219.

We look forward to working with you and seeing you in Houston!

Best Regards,

Handwritten signature of Amy E. Durkin in blue ink.

Amy E Durkin, CEM
Director of Association Events

Handwritten signature of Jackie Odemer in black ink.

Jackie Odemer
National Trade Productions, Inc.
NCEA Show Management

DEADLINE CHECKLIST

This *Deadline Checklist* has been created to assist you in pre-show ordering and planning your participation as an exhibitor. The dates listed are the absolute latest that forms/orders can be received to be considered an advance order and receive the vendors' discounts. We recommend you order all services before the dates listed. Use this page as a reminder to yourself to place your orders and send in your forms.

Be sure to retain a copy of each form you fill out for your records.

<u>DATE</u>	<u>TASK</u>	<u>COMPLETE</u>
ASAP	Exhibit Staff Housing Reservations	_____
ASAP	Registration Exhibit Booth Staff	_____
Feb 1	Company Descriptions due for printed program	_____
Feb 26	Advance Shipments: 1 st Day Warehouse Accepts Freight	_____
March 9	Booth Catering	_____
March 9	Electrical Service/Lighting	_____
March 9	Internet Service	_____
March 9	Telephone Service	_____
March 9	Lead Retrieval Services	_____
March 11	GES Discount Price Deadlines	
	▪ Furnishings & Accessories	_____
	▪ Carpet	_____
	▪ Booth Cleaning	_____
	▪ Signs & Graphics	_____
	▪ Sign/Banner Hanging Service	_____
	▪ Display Labor	_____
March 25	Audio Visual & Computer Rental	_____
March 27	Advance Shipments: Last Day Warehouse Accepts Freight	_____
April 1	Exhibit Set-Up – 8:00 am – 6:00 pm	_____
April 1	Direct Shipments to Convention Center	_____
April 2	Exhibit Set-Up – 8:00 am – 10:00 am	_____
	Installation MUST be complete 10:00 am	

Show Management will be conducting a final walkthrough from 10:00 am - 11:00 am

April 2 - 4 NCEA 2013 Convention & Expo

April 4	Exhibit Break Down – Begins 3:30 pm	_____
April 5	Dismantle Complete by 12:00 pm (noon)	_____

GENERAL INFORMATION

For all questions on NCEA 2013 policies, regulations and display limitations, contact NTP's Jackie Odemer at 703-706-8219, or 800-687-7469, x219.

For questions regarding shipping, storage, labor, rental of utilities, furniture, carpet, special decorations, audio/visual, flowers, photography services, etc., please see the Official Contractors listing at the end of this section.

EXHIBIT LOCATION

George R. Brown Convention Center
1001 Avenida de las Americas
Halls D & E
Houston, TX 77010
Phone: (713) 853-8000 Web: www.houstonconventionctr.com

SHOW HOURS

Tuesday	April 2	12:00 am - 6:00 pm
Wednesday	April 3	8:30 am - 4:30 pm
Thursday	April 4	8:30 am - 3:30 pm

(Hours Subject to Change)

Exhibitor personnel are permitted to enter the hall at 7:30am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management the day prior and obtain a Special Work Permit. Exhibitors must exit the hall at posted times during set-up and tear-down and at the end of exhibit hours on show days.

EXHIBIT SET-UP HOURS

Monday	April 1	8:00 am - 6:00 pm
Tuesday	April 2	8:00 am - 10:00 am

Set-up MUST be completed by 11:00am on April 2

Note: All displays must be in place and display material, cartons and refuse removed from the aisles by 10:00am, Tuesday April 2nd to facilitate final preparations of the exhibit hall. Exhibitors will be permitted to work within their exhibit spaces until 11:00 am.

EXHIBIT BREAK DOWN

Thursday	April 4	3:30 pm - 9:00 pm
Friday	April 5	8:00 am - 12:00 pm

All materials must be removed by 12:00 pm on April 5

Note: All exhibitor materials must be removed from the hall by 12:00 pm (noon), Friday, April 5, 2013. All signed Bills of Lading must be completed and turned into the GES Exhibitor Service Center by 9:00 am on Friday, April 5. All carriers must check-in no later than 8:00 am on Friday, April 5 for all outbound shipments. Displays must be completely packed and ready to ship, before your carrier or vehicle will be allowed access to the loading docks.

GENERAL INFORMATION

Exhibitors may not begin dismantling any portion of their booth before 3:30 pm on Thursday, April 4th. All boxes/cartons are to remain out of sight until the exhibit hall has closed. Exhibitors who begin dismantling during expo hours face a penalty of lost priority points towards future space draws.

BOOTH EQUIPMENT & CARPET

Each 10' deep exhibit will receive 8 foot high back drape and 3 foot high side drape (8 foot drape will be Red, Blue, and White and side drape will be blue) as well as a 7" x 44" company ID sign. Electricity, furnishings, displays, and any other items needed are the responsibility of the exhibitor.

All exhibits **must have** wall-to-wall carpeting or other flooring, with no concrete floor exposed. The aisle carpet color for NCEA 2013 will be blue, with pavilions carpeted in red. Exhibitors are encouraged to order booth cleaning/vacuuming for each night of the show. Cleaning service can be ordered from GES by completing the form available in this manual.

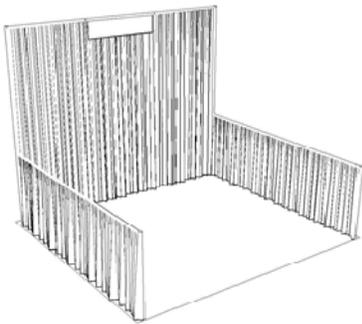


Diagram of a standard 10' x 10' booth space:

PARKING

The George R. Brown Convention Center (GRB) features a 1,600-space parking garage located at the corner of Polk Street and Avenida de las Americas and conveniently connected to the GRB and the Hilton by Level 2 skywalks. In addition, a 650-car garage is located under Discovery Green Park across the street from the GRB, in addition to several privately owned surface lots surround the convention center. All are just a short walk away.

Daily parking rates are \$10 at the surface lots, \$12 at the underground Convention District Parking Garage under Discovery Green and \$19 at the Hilton Americas-Houston garage.

BUSINESS CENTER

FedEx Office is located on Level on Level 2 of the GRB, and can cover many business needs – phone, fax, internet, shipping and more.

GENERAL INFORMATION

SECURITY

Uniformed security guards and badge checkers will be stationed throughout the exhibit hall on a 24-hour basis and will patrol the floor during non-show hours. Every reasonable effort is made to prevent losses. ***The final responsibility, however, lies with the exhibitor.*** It is advised that items such as laptops, small monitors, or anything that is easily concealed, NOT be left unsecured in a booth over night.

INSURANCE

It is each exhibiting company's responsibility to maintain liability and property insurance covering its trade show exhibit presence. Exhibitors agree that NTP, its agents and employees, NCEA, its agents and employees, and the George R. Brown Convention Center: (a) Will not be responsible for any damage to or for the loss or destruction of the exhibitor's property or injuries to the exhibitor, his/her representatives, agents or employees, all claims for any such loss, damage, destruction, or injury being expressly waived by the Exhibitor. (b) Will be exempted from or indemnified for any claims for injury to any of the Exhibitor's representatives, agents, or employees.

NCEA as licensee of the George R. Brown Convention Center shall require all of its contractors, exhibitors and agents to procure and maintain commercial general liability insurance naming the city of Houston as an additional insured and affording immediate protection to the limits of not less than \$500,000 per occurrence and carry workers' compensation before allowing such persons to enter the facility. All policies shall contain an endorsement waiving any claim or right of subrogation against the city.

EXCLUSIVE SERVICES

The City and its exclusive providers have sole and total control over all of the following services (collectively, "Exclusive Services"):

- Food and beverage service (including samples)
- Temporary utilities (electrical, compressed air, water, and drainage)
- Telecommunications (voice, data, and network services)
- Exhibit booth cleaning
- Facility-affixed audio and lighting
- Structural rigging

GENERAL INFORMATION



Official Contractors

NCEA goes through a lengthy process when selecting vendors for Convention to ensure that all exhibitors receive the best value and customer service. All approved vendors will have an "official vendor" logo on their paperwork. While you have the right to use any vendor for the Convention, choosing non-official/non-approved vendors may end up costing you more. NCEA asks that you use only the official vendors for NCEA 2013.

Audio-Visual & Computers (in-booth a/v and computer rentals)

BAVServices	Contact.....	Bob Majdanik
10 Sonwil Drive	Phone	(800) 264 5010 x118
Buffalo, NY 14225	Email.....	bob@bavservices.com
	www.bavservices.com	

Catering (exclusive booth food & beverage service provider)

Aramark	Phone.....	(713) 853-8106
1001 Avenida de las Americas	Fax.....	(713) 853-8188
Houston, Texas 77010	www.houstonconventionctr.com	

Convention Center (cleaning)

George R. Brown Convention Center	Phone.....	(713) 853-8000
1001 Avenida de las Americas	www.houstonconventionctr.com	
Halls D & E		
Houston, TX 77010		

General Service Contractor (material handling, display labor, rentals)

Global Experience Specialists, Inc (GES)	Phone.....	(800) 475-2098
7000 Lindell Road	Phone.....	(702) 263 -1520
Las Vegas, NV 89118-4702	Fax.....	(866) 329-1437
	www.GES.com/chat	

Hotel (Official Agency)

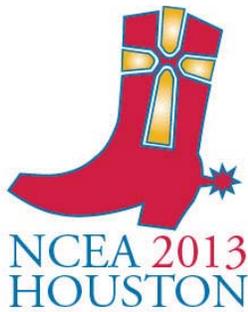
Travel Planners	Reservations.....	(800) 221-3531
381 Park Avenue, South	Main Phone.....	(212) 532-1660
New York, NY 10016		

Internet & Telephone (in-booth internet & telephone access)

Smart City	Phone.....	(713) 853-8900
5795 W. Badura Ave, Suite 110	Phone.....	(888) 446-6911
Las Vegas, Nevada 89118	www.smartcity.com	

Lead Retrieval (provides systems to capture sales leads)

Convention Data Services	Phone	(508) 743-0197
107 Waterhouse Road	Or	(800) 746-9734
Bourne, MA 02532	Email.....	xpressleadpro@cdsreg.com



Cost-Saving Tips for NCEA 2013 Exhibitors

Exhibiting in trade shows is one of the best and most cost-effective ways to drive new sales and market your business. However, like any marketing opportunity, participating in a trade show is not without costs. In an effort to help you keep your costs as low as possible, thus maximizing your return on investment, we offer you the following tips:

- Do as much as possible in advance. Suppliers from carpet and electrical rental companies to airlines often offer advance discounts. Especially when renting services for use at show-site, be sure to order before the advance-pricing deadline.
- GES will offer an exhibitor training webinar, titled “A Tour of the Exhibitor Services Manual.” This webinar will offer cost saving ideas for all of your exhibitors. As a commitment to the education and retention of NCEA’s exhibitors, we will provide a \$50.00 GES credit to every exhibiting company that participates in one of these webinars.
- Give your shipping company adequate lead time. If you schedule your pick-up far enough in advance that it can go overland, you’ll avoid costly air freight bills.
- Save material handling (drayage) costs by shipping your goods to arrive on straight time. If you’re shipping your freight directly to the convention center and can get it brought into (and back out of) the hall between 8:00am and 4:30pm, you’ll avoid paying overtime labor charges. Be sure your driver checks in before 12:00pm to help to guarantee offloading on straight time. Contact GES or show management if you are unclear about material handling fees and/or times.
- Be sure all your cartons are securely banded/shrink-wrapped to a skid/palette. Loose pieces incur “special handling” charges because forklifts can’t quickly remove them from vehicles. Also be aware that special handling charges can apply in various other circumstances (van lines where freight must be removed from side doors, small-package delivery companies like FedEx, stacked shipments). Contact GES if you have questions about whether your particular shipment might incur special handling charges.
- Schedule your booth installation labor (if necessary) on straight time. If your booth cannot be set by full-time personnel from your company, you’ll need to hire labor from GES or another union trade show contractor. Do your best to schedule your freight to arrive as early as possible in the day so you can get it offloaded and into your booth early, and your laborers can complete work before overtime rates begin at 4:30pm. Do the math on the labor order form rates – it might save you money to incur an extra hotel night and come in a day early if it means you can pay all your labor straight time by setting up in two days instead of one.
- To save costs on shipping and material handling, consider renting an exhibit (available from GES or other local reputable display houses) or switching to lighter weight materials when having your new exhibit built.
- Pre-wire the electricity in your display to as few plugs as possible so you can save on ordering extra electrical outlets or extension cords on-site. Also, consider building supplemental electrical outlets into your display.
- If you require electrical under your carpet, be sure to submit a floor plan of your booth to exhibitor services well in advance so the power is distributed before GES lays the carpet and/or delivers your freight. If it’s not, you’ll incur labor charges to remove and replace your carpet and crates.

REGISTRATION & HOTEL/TRAVEL

EXHIBITOR REGISTRATION

The badging system is essential for the safety and security program at any event. Therefore, Show Management has instructed security personnel to allow **only** badged personnel within the exhibit area. ***Under no circumstances will anyone be allowed on the exhibit floor without proper show identification.*** We ask for your cooperation and attention in complying with this system; it is to the benefit of all concerned.

Information online registration can be found at the NCEA web-site ([click here](#)) or paste the following link in your browser: <http://www.ncea.org/convention/conventioncentral.asp>

- Choose *Exhibitor Information* and then *Register Booth Staff*
- Once you have chosen your company, enter your NCEA password (sent with your booth confirmation)
- The main mailer contact is NOT automatically registered.

Booth personnel will be furnished with badges that will admit them into the exhibit hall (including all catered functions in the exhibit hall) during exhibit installation and dismantle, show hours, and the NCEA Exhibitor Reception. Badges may be picked up at the registration desk on site.

Exhibitor personnel badge allotment: Three complimentary full convention registrations per 10' x 10' (100 sq. ft.) exhibit. Additional exhibitor registration badges may be purchased for \$20 per registrant.

Your credentials can be picked up on site at NCEA Registration. List **ONLY** those individuals who will be manning your booth. **NOTE: No one under the age of 18 is permitted to enter the exhibit hall during move-in and move-out hours**

Exhibitor Registration Hours

Registration for exhibit booth personnel will be located in Hall E of the George R. Brown Convention Center. You must have a badge at all times to gain access to the exhibit hall.

Monday, April 1	8:00 am – 7:00 pm
Tuesday, April 2	7:00 am – 3:00 pm
Wednesday, April 3	8:00 am – 4:00 pm
Thursday, April 4	8:00 am – 2:00 pm

GROUND TRANSPORTATION

Complimentary Shuttle Buses will be provided from NCEA 2013 official hotels to the George R. Brown Convention Center excluding the Hilton Americas, Embassy Suites, Four Seasons and Holiday Inn Express Downtown-Convention Center which are within walking distance.

HOTEL & DESTINATION INFORMATION

NCEA 2013 housing is available. The hotels where sleeping rooms have been reserved at special NCEA 2013 rates are included in this section. All rooms are subject to applicable taxes and hotel fees. All listed hotels, excluding the Hilton Americas, Embassy Suites, Four Seasons and Holiday Express Downtown-Convention Center which are within walking distance to the convention center, will be serviced by NCEA complimentary shuttle buses.

[Click Here](#) to reserve your room or copy and paste this link:

<https://www.tphousing.com/r/startres.asp?EICode=2486&AttCode=19>

REGISTRATION & HOTEL/TRAVEL INFO.

Hotel	Early Bird Rate (Before January 31)	Standard Rate (After January 31)	Distance to Convention Center	Shuttle
Courtyard Hotel	\$159 S/D	\$159 S/D	7 blocks	Yes
Crowne Plaza	\$145 S/D	\$155 S/D	12 blocks	Yes
Doubletree Hotel	\$145 S/D	\$155 S/D	12 blocks	Yes
Embassy Suites	\$159 S/D	\$169 S/D	1 block	No
Four Seasons	\$169 S/D	\$169 S/D	3 blocks	No
Hilton Americas*	\$160 S/D	\$160 S/D	Connected	No
Holiday Inn Express Downtown- Convention Center	\$149 S/D	\$159 S/D	2 blocks	No
Hyatt Hotel	\$145 S/D	\$155 S/D	10 blocks	Yes
Magnolia Hotel	\$145 S/D	\$155 S/D	7 blocks	Yes
Residence Inn	\$159 S/D	\$159 S/D	7 blocks	Yes

*Headquarters hotel

Please contact Travel Planners for questions and more information at 1-800-222-3531/+1-212-532-1660 or email res@tphousing.com

DRIVING DIRECTIONS

Go on line to <http://www.houstonconventionctr.com/Home/MapsParking/DrivingDirections.aspx> for maps and driving directions.

PROMOTE YOUR PRESENCE

If you are not the person who handles your exhibition marketing, please provide this entire section to the person who does – this information is extremely valuable and time-sensitive!

In this section, you will find important information and deadlines so you can effectively promote your company's presence at the largest private-education association gathering in the nation – NCEA Convention & Expo.

SHOW DIRECTORY LISTING DEADLINE

As an NCEA exhibitor, you receive a free listing in the online exhibitor directory as well as the printed NCEA Show Directory. Some information about your company is already listed in the online exhibitor directory, but you need to update and complete your listing information for the printed Show Directory. The deadline for inclusion in the printed NCEA Show Directory is **Friday, February 1, 2013**.

SPONSORSHIPS

Information on available sponsorships and advertising opportunities can be found at <http://www.ncea.org/convention/addopps.asp>. For sponsorship assistance, please contact us at NCEAsales@ntpsnow.com, or 703-683-8500, ext. 230.

INVITE YOUR CUSTOMERS

Inviting customers to NCEA Convention is a POWERFUL way to thank your best customers for their support and an added opportunity to meet face-to-face with them. Each NCEA exhibitor is offered complimentary 1-day Expo Only Passes. Be sure to capitalize on this value-added marketing opportunity and drive traffic to your booth! As an exhibitor please sign-up your customer as a part of the exhibitor registration process (separate tab). Please note: Expo Only Passes are for the exhibit hall/general session/liturgry only and cannot be used for entry to the professional development sessions.

SOCIAL MEDIA TIPS

Social media is a great way to promote your participation in NCEA! Stay connected with the industry using the simple tips in this section.

Twitter

Use your company's Twitter profile to share information about NCEA 2013, your booth, product or service news, and other activities. Include the **#NCEA2013** hash-tag on all tweets to participate in the conference conversation.

Make your Twitter posts conversational and informal. Encourage discussion with questions, polls, and "Did you know" posts. Whenever possible, include links and photos. Re-tweet messages from other handles that relate to NCEA 2013 and use the hash-tag.

Some sample Tweets:

- See you at #NCEA2013 on April 2 - 4 in Houston! <link: <http://www.ncea.org/>>
- We'll be announcing new products/services at #NCEA2013. Check it out: <link for more info>
- Visit us during #NCEA2013 at booth # for <information, giveaways etc.>

PROMOTE YOUR PRESENCE

Facebook

Use your company's Facebook profile to make announcements about NCEA 2013, promote products or services, reveal information about your booth, and share news about your NCEA 2013 plans.

Customized Facebook posts with more information and visuals are better. Always include an image. Treat them like mini-blog posts to differentiate from Twitter messages.

Sample posts:

- We're visiting Houston on April 2 - 4 for the NCEA 2013 Convention & Expo. <Details on booth, activities> Will you be there? (link: <http://www.ncea.org/convention/conventioncentral.asp>) <Image of product>
- We're announcing new products/services at NCEA 2013. Learn more: <link for more details> <Add teaser details about benefits of product, image of product>

Other Platforms

Use other social media tools when appropriate. For example, outreach to bloggers about your new products/services. Publish posts on LinkedIn. Post videos on YouTube. Incorporate video and image links on Twitter and Facebook. Use the tools and voice that matches your company's persona.

USEFUL LINKS AND SOCIAL MEDIA HANDLES:

NCEA Convention & Expo 2013 — <http://www.ncea.org/convention/conventioncentral.asp>

NCEA Facebook — www.facebook.com/nceaorg

NCEA Twitter — @NCEATALK



X•Press Leads Exhibitor Success Kit

Revision: Version 5
Issued: February 15, 2011



The X•Press Leads Exhibitor Success Kit was created by Convention Data Services. ©2010. All Rights Reserved.

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Background

Why Exhibit

Exhibiting has long been an integral part of a successful marketing plan for many companies. The ability to meet face-to-face is the most effective way to build relationships with prospects and clients. Exhibiting provides the perfect venue to identify and collect sales leads, begin and further customer and colleague relationships, and promote your company brand.

Understanding Attendees

Today's attendee has changed from just a few years ago and expects an interactive event experience that begins before the show and lasts well after the event has ended.

Attendees today are maximizing every interaction and touchpoint at the events they attend. Pre-planning tools like social networking, exhibitor email invitations, exhibit floor mapping and scheduling allow attendees to make the most efficient use of their time onsite by researching exhibitors, sessions and other attendees months in advance.

This translates into attendees who have booked much of their onsite time and have predetermined to a large extent which exhibitors they are going to visit.

It is important to make sure that you, as an exhibitor, have gotten yourself onto attendee's itineraries. It is also imperative that your booth presentation be as welcoming as possible in order to attract who may not have planned on visiting you during the event.

Who Is In Charge?

Make sure that your exhibiting efforts pay off by assigning a single person to be in charge of the leads collection process. This person has several roles. They will set goals for the meeting, coordinate training for the booth staff, select the lead retrieval equipment, monitor and report on goals, and most importantly, make sure that leads are delivered into the right hands for follow up.

Today's Attendee Profile

- Is extremely focused on productivity
- Has researched exhibitors and pre-planned much of their time
- Has a list of targeted exhibitors to visit
- Has less time to visit exhibitors on the spur of the moment



Pre-show: Setting Goals

Aligning Exhibiting and Marketing Objectives

To achieve success at an event it is important to have an exhibiting presence that is compatible with your company's marketing plan. The company message and brand should be incorporated throughout the booth and fully support elements from the marketing program.

List of Exhibiting Objectives

The first step in creating a successful exhibiting game plan is to define your exhibiting objectives. Typical objectives include collecting qualified leads, reinforcing the company brand and announcing a new product launch.

Whatever your goals are, it is important to write them down in order to create a game plan that will meet your objectives.

Evaluating ROI

With an emphasis on Return on Investment (ROI), many options have emerged to help companies gauge the success of their exhibiting efforts.

There are several simple formulas for helping set goals and determining ROI that are explained in the following sections.

Setting a Leads Goal

When setting a goal for leads collection make sure it is realistic, taking into consideration the total number of anticipated attendees who could be qualified leads at the event. **When a goal is determined, create a method for tracking your efforts.** A simple spreadsheet is enough to determine if each booth staffer is meeting, missing or exceeding their individual lead goal.

Lead Goal Formula

$$\begin{array}{r} \text{Number of Exhibit Hours} \\ \times \text{ Number of Exhibit Staff} \\ \times \text{ Interactions Per Hour} \\ \hline = \text{ Total Lead Goal} \end{array}$$

Example

$$\begin{array}{r} 18 \text{ exhibit hours} \\ \times 3 \text{ exhibit staffers} \\ \times 4 \text{ leads collected per hour} \\ \hline = 216 \text{ leads to collect, } 72 \text{ leads per staffer} \end{array}$$

Select an achievable number for your interactions per hour. Around four interactions is a reasonable number to use as a starting point. Each day onsite, review the number of leads collected and check against the goal. Discuss what daily changes can be made to help collect and qualify enough leads to meet your goal.



Pre-show: Setting Goals (cont'd)

Determining Leads Value

Reinforce the importance of leads to your booth staff and sales force doing the follow up by assigning a value to each lead. Incentives can be matched to lead collection and follow up.

Lead Value Formula

$$\begin{array}{l} \text{Total Lead Goal} \\ \times \text{ Estimated Closing Percentage} \\ \times \text{ Average Sale Value (\$)} \\ \hline = \text{ Value of Leads (or potential revenue \$)} \\ \div \text{ Total Lead Goal} \\ \hline = \text{ Total Value of Each Lead} \end{array}$$

Example

$$\begin{array}{l} 216 \text{ leads to collect} \\ \times .33 \text{ 1/3 (33\% of leads that will buy)} \\ \times \$2500 \text{ average sale value} \\ \hline = \$178,200 \text{ value of leads collected} \\ \div 216 \text{ leads to collect} \\ \hline = \$825 \text{ value of each lead} \end{array}$$

Determining Cost Per Lead

Determining the cost per lead establishes the amount of money spent on collecting each lead. When compared to the value of each lead, ROI can be clearly established and tracked.

Cost Per Lead Formula

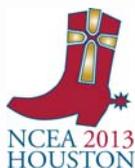
$$\begin{array}{l} \text{Cost of Exhibiting} \\ \text{(include space, booth, travel/entertainment, etc.)} \\ \div \text{ Number of Leads Collected} \\ \hline = \text{ Cost Per Lead} \end{array}$$

Example

$$\begin{array}{l} \$38,000 \text{ total exhibiting costs} \\ \div 216 \text{ number of leads} \\ \hline = \$176 \text{ cost of each lead} \end{array}$$

Using the Lead Value and Cost Per Lead formulas, you can determine the return on investment that can be expected from exhibiting at the show. In our example, net revenue generated by the show is \$140,200 (value of leads – cost of exhibiting). When subtracting the cost of each lead from the value of each lead, the example yields a value of \$649 per lead.

Both the net show revenue and final value per lead clearly show the ROI for exhibiting. The crucial step is to make sure you reach your lead goals and convert those leads into sales.



Pre-show: Getting Ready

Ideal Lead Profile

Many salespeople consider leads from trade shows to be cold calls. This perception has developed due to a failure of the booth staff to collect all necessary information or fully qualify the leads that are collected. A good lead is more than just a scan of the badge. It requires verification that the scanned information is correct, confirmation that the lead is a decision maker or influencer interested in your products and services (a qualified lead) as well as the lead's desired follow up action.

In your planning, define the information that is required from an ideal lead. Basic information will include the lead's name, company, position and contact information. Additional information requested by your sales team may include if the lead has purchased your products in the past, are they familiar with all your product families, etc.

Create a list of the questions that will qualify each lead as "ideal" and make sure there is a game plan or script for collecting the necessary information. This information can also be used for rating leads.

Custom Qualifiers

To get the greatest value from your leads and effectively evaluate your show ROI it is important to qualify each prospect that visits your booth. As important is indicating the correct follow up action that matches the prospect and will keep the sales process moving forward. When you order your XPress Leads unit there will be standard qualifiers and follow up actions pre-programmed into the device or software. Examples of these are included below.

You may choose to customize these qualifiers and follow up actions to match the unique needs of your organization. Samples of customized parameters are also outlined. Customizing these allows you to best identify hot leads for your fast follow up and conversion to sales.

Standard Qualifiers:

- Recommends
- Final Say
- Makes Purchase Decision
- Partial Interest
- Purchase in 30 days
- Purchase in 3 months
- Purchase in 6 months
- Ready to Purchase
- Immediate Need
- Order Placed at Show

Customized Qualifiers:

- Model A
- Model B
- Model C
- Send Catalog A
- Send Catalog B
- Send Catalog C
- North Coast Region
- West Coast Region
- Hot Lead
- Cold lead



Pre-show: Getting Ready (cont'd)

Rating Leads

The easiest way to help sales successfully follow up—and to realize the value of the leads collected—is to establish a rating system to identify the quality of each lead.

Develop a simple system to rate leads based on the criteria that is most important to your sales team. For instance, if making sales is the ultimate goal of exhibiting, the important criteria would include “Decision Maker”, “Ready To Buy”, “Our Product Meets Their Needs”

Using this criteria, set up a lead rating system, for example:

Rank Your Leads

For greatest effectiveness assign point values to each rating.

Rating	Decision Maker?	Ready to Buy	Needs Met
A	Purchases	Yes	Yes
B	Recommends	30 Days	Most met
C	Influences	No	Some met

Prospect List

As stated in the background section of this document, today’s attendee needs to make the best use of their time onsite. It is therefore important to make sure that your exhibit is on their list of places to visit. It is also important to make sure that the right prospects are going to be at the show.

The only way to ensure the right people are in attendance and that they come and visit you is to market to these people before the event starts. Regardless of the promotional channels you use, a list of prospects to target must be developed.

There are many sources, both internal and external, for building a prospect list. Consider these different sources when putting together your prospect list:

- Attendee list purchased from show management
- Last year’s attendee list
- Company CRM list
- Company inquiries
- Distribution channel contacts
- Social networking site set up for the event
- Association membership list

The prospect list will act as the basis for your pre-show marketing efforts.



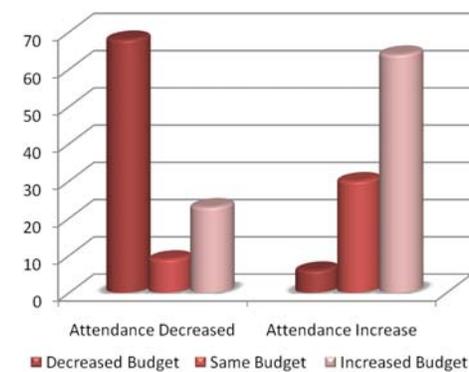
Pre-show: Getting Ready (cont'd)

Promotion

There is a sales axiom that states that the first time you contact someone you are a stranger, the second time an acquaintance, the third time a friend. Following this theory, your goal should be to touch each prospect three times before the event to get them to attend and visit your booth. Using a variety of communication techniques is most effective

A promotional campaign can include a coupon or invitation to come by your booth to receive a special promotional item. Contests create a good response rate. For instance, choose prizes to give away each day of the show and allow campaign recipients to register online but require them to stop by your booth to collect the prize.

Advertising Effect on Attendance



Source: AttendTrend, Jacobs, Jenner & Kent / Frost Miller
Figures shown reflect advertising budgets for entire events, not exhibitor event budgets. The information is meant to reinforce the importance of promotion, not to show expected returns on exhibiting with or without advertising.

It cannot be emphasized enough how crucial pre-event marketing is to getting the attention of prospects.

The promotional message needs to support the goals of exhibiting as well as supporting your company's overall marketing plan. The message should also

be clearly stated or illustrated in each piece of marketing material that is distributed for show promotion.

In addition to your primary message, each marketing piece should clearly display company name, products and services, the event name, dates and location, and how to find you at the event.

One of the best ways to get a response to your promotional campaigns is to include an incentive for the recipient to respond or take action, e.g. attend the event.

Promotional Vehicles

Once you have determined your audience and message, it is time to choose the right vehicles to deliver your information. There are many show specific options available in addition to traditional advertising avenues.

Traditional options include advertisements online and in periodicals, direct mail, email blasts, public relations and press releases, web ads and personal contact. Your message and exhibiting goals will help determine the best advertising approach for your business.

Event management has also put in place a variety of opportunities to reach prospects with your message.

Many shows have setup web sites that include a social networking component. Social networking allows attendees and exhibitors to search for individuals that match specific profile criteria and then make contact. In addition to sponsorships, exhibitors can contact qualified prospects directly either through the application's messaging system or by generating lists for mailing or emailing.



Pre-show: Getting Ready (cont'd)

Events offer a variety of sponsorship opportunities both onsite and pre-event through banner ads and mention on the event web site. Newsletters and show updates also commonly have sponsorship opportunities available to exhibitors.

Discuss with show management the different options that are available for reaching out to registrants and prospects. Associating your marketing efforts with those of the show puts your company in the context of the event and makes people more open-minded to your message.

Keys to Advertising Success

Touch prospects as frequently as possible.

Keep track of your advertising results.

Regardless of the advertising options you use, there are two important factors to keep in mind: 1) touch your prospects as frequently as possible—at least three times, and 2) keep track of your advertising results. The

ease of tracking results varies, campaigns with contests where prospects respond or sign-up will be the easiest to track while magazine ads are more difficult.

Promotional Options from Convention Data Services

Convention Data Services in conjunction with show management offers several effective ways to market to prospects and build traffic to your booth.

X•Press VIP Evite

The X•Press VIP Program allows exhibitors to invite top prospects and clients to the event with a personalized individual email. An on-line administration area is given to exhibitors allowing them to track responses and acceptances from their VIPs.

X•Press Exhibitor Emails

X•Press Exhibitor Emails is free to exhibitors and allows them to send multiple promotional email blasts before the event to their company's prospect list, reaching a broad spectrum of potential attendees.

Exhibitors choose from professionally designed email layouts that showcase their unique message and include information about the event. There are templates designed for increasing booth traffic, promoting products, and building brand recognition. All the templates promote attendance with an offer from event management, event information and links to registration.

X•Press Attendee List

Pre-Show Attendee lists, when offered by show management, allow you to target prospects based on demographic questions they respond to in the registration process. You can drive attendance to your booth through a promotional offering, or identify key prospects to invite to your booth.

Through post show lists you can communicate with prospects that may not have visited your booth and expand the reach of your exhibiting presence.



Pre-show: Getting Ready (cont'd)

X•Press eBlast

Convention Data Services offers the opportunity to send email blasts to either the attendee list you purchased or to the leads you collect at the show. An email blast program that can send either plain text or HTML emails. By planning these communications in advance and with the help of XPressLeads, you can focus your attention onsite and post show on engaging your prospects and developing strong relationships.

X•Press Exhibit Tracker

The X•Press Exhibit Tracker is a marketing program that sends a post-show email to attendees providing links and contact information of the exhibitor's booths they visited. Each exhibitor name is linked to a contact card with additional exhibitor details including a link to their company website. The Exhibit Tracker is free to exhibitors.

Training

Training of your booth staff plays a crucial role in the success of exhibiting. The booth staff is responsible for not only collecting leads, but asking the questions that qualify leads and determine if they are legitimate prospects. By holding one or more training sessions with the staff, you can ensure that the right information is collected and visitors leave your booth with a positive impression.

Role Playing

Creating a script and engaging in role playing is an effective way to prepare your staff. Develop a script that quickly and concisely

solicits from each visitor the information deemed important by your sales staff—make sure all booth staff is aware of the qualifiers and follow up actions in your lead retrieval device so they can use this important tool to quickly and effectively qualify visitors.

Explaining Goals

Explain to staff members the goals and marketing message of exhibiting. The target leads goal for each staff member should be explained as well as the number of interactions per hour required to achieve the goal. A system of accountability should also be put in place to make sure each person achieves their assigned goals.

Familiarity with Equipment

Convention Data Services distributes leads equipment at the beginning of the event when exhibitors are first setting up their booths. Set aside time to train your booth staff on the use of the equipment. In order to achieve a relaxed and smooth interaction with prospects, staff members must be able to easily operate the equipment. Familiarity with how to update prospect information and enter responses to qualifying questions is important to fully qualifying each prospect.

Convention Data Services offers DITP (Delivery, Installation, Training and Pickup) service. Training for your entire staff is offered and is the most efficient way to make sure everyone is up to speed on equipment operation.



Onsite: Collecting Leads

Why Get Lead Retrieval from CDS

There are many methods for getting leads onsite. All the options, with the exception of X•Press Leads equipment, have flaws. Convention Data Services is the exclusive event supplier selected by show management. What this means is that Convention Data Services created the badges with all attendee information and our equipment is guaranteed to capture all of this important data.

Some of the most important information on the badge is not the name and contact information, but the demographic responses of the individual that can be collected only by using an X•Press Leads device. 3rd party vendors—including the equipment you own—are not setup to capture anything more than a badge number that would later have to be matched to a list of attendees to get contact information.

Getting Your Lead Device Setup and Running

Once your booth is set up, pickup your lead retrieval device and get it up and running. Each device has different requirements that range from simply plugging in the device to installing software on the PC that the device is connected to. Once the device is setup, try a few sample badge scans of your booth personnel to make sure the equipment is functioning properly. Also take a few moments to understand how to change the data that your equipment has scanned in order to be able to make modifications or add information to a lead's record.

Convention Data Services offers a DITP (Delivery, Installation, Training and Pickup) option with all leads equipment it rents. Purchasing this upgrade will save you time onsite and ensure that your equipment and staff are collecting leads smoothly.

X•Press Leads Family of Products



Onsite: Collecting Leads (cont'd)

Scanning Leads and Updating/ Expanding Attendee Data

Between registration and attending the show, registrant's data can change. They can get a new phone number, change their email or may have typed something incorrectly during the registration process. After scanning a badge, it is a good idea to verify the information with the prospect to make sure everything is accurate.

Adding Notes

By typing in additional notes about a prospect, you can personalize the conversation and indicate specific details that will enhance your follow up post show. You can receive this important information electronically, which will help you keep all of your lead information together and in a usable format.

Evaluating Performance

On a daily basis, the booth team should get together and compare results against the goals that were set before the event. In cases where goals are not met, have discussions about what can be done to meet expectations. Discuss situations that affect the ability to collect leads and their complete information and decide on adjustments that will allow you to stay on track with your leads goal.



Post-show: Closing the Deal

Follow Up

Without follow up, all your preparation and expense will go to waste. Statistics show that up to 80% of leads collected at events never have any follow up. Without follow up, there is no way to close the deal. Prospects have already come to you at the event, it is now your responsibility to follow up with your leads.

Create a game plan for following up on leads as part of your pre-show preparations. If you have a plan in place before the show, follow up will be easier and can be executed immediately following the show or even while the show is still in progress.

Examples of follow up actions include:

- Send a personal email to each person who visited your booth.
- Call your hot leads to discuss next steps
- Send an email blast with your company's message to all qualified leads identifying next steps. X•Press Leads email blast can assist you with this.
- Send a direct mail postcard to all your leads keeping your company fresh in their mind.

When creating the follow up plan, it is a good idea to have different responses for different types of leads you collected. All leads could (and should) receive an email thank you immediately at the close of the show, or, if possible, the same day they visited the booth.

If a lead specifies a follow up timetable and method, be sure to follow their instructions.

All leads should receive some type of follow up contact within 1 week of the show close. The interest in your company and products diminishes quickly after the show closes when

people return to their regular schedules. Timely follow up is absolutely critical to translating leads into sales.

Downloading and Managing Leads

The rental of X•Press Leads equipment comes with access to X•Press Leads Central an online leads management web site.

One business day after the event close, the leads you collect on X•Press Leads equipment will be posted to X•Press Leads Central. Use your show code and order number to enter the site and download a copy of your leads in CSV or Excel format. Both spreadsheet formats will import easily into virtually any CRM.

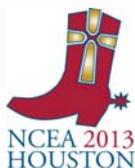
The URL for X•Press Leads Central is:

<http://www.xpressreg.net/XpressLeads/login.asp>

If you are missing your login information to the site, there is a text link on the login page to request an email with your information.

If your company does not have a CRM system, create a simple spreadsheet that lists leads on separate sheets based on region or sales person. Add columns to the spreadsheet that include who is responsible for working with the lead, follow up dates and methods, outcome of the follow up and next steps.

To help with your follow up efforts, you can order email blasts from Convention Data Services to be sent to your prospects that contain your unique message and personalization for each contact.



Post-show: Closing the Deal

Evaluating Exhibiting ROI

If you have completed the steps recommended in this document, you have already collected all the information necessary to determining your exhibiting ROI.

Use the formulas presented earlier in this document to determine ROI. Replace your goals and assumptions with the actual data from the show and recalculate to see exactly how much revenue was generated from the show as well as the true value of each lead that you collected. This information can be used for a variety of metrics related to the show that will help you evaluate and improve your exhibiting return.

Many sales take a while to go from contact to close. Keep your CRM or tracking spreadsheet up-to-date so that weeks or months from the close of the show, you can get a clear picture of your event ROI. Keep the information up-to-date until the next year's show and use the ROI worksheet as a starting point while planning and for post-event comparisons.

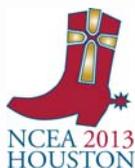
Post event, use the formulas in the previous sections of this document to compare goals to actual performance. If goals are met, the formulas and assumptions can be used for future events as a basis for setting new goals. If the goals are not met, discuss what needs to be done to make sure they are met in the future. For instance, if there was not enough traffic to the booth consider the amount of marketing you did before the event, was the booth and staff welcoming to prospects, etc.

METRICS

Why measure ROI?

- To document the value of show participation and results
- To identify additional opportunities that can increase revenue
- To evaluate relative results and success
- To plan enhancements for future shows and marketing initiatives

Using the X•Press Leads interactive ROI worksheet at the end of this document can help you with this effort, and can be a key tool in maximizing your event success!



Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Lead Goal

		Pre-Event Goal	Post-Event Actual
Number of Exhibiting Hours		<input type="text"/>	<input type="text"/>
Number of Booth Staff	X	<input type="text"/>	<input type="text"/>
Interactions Per Hour	X	<input type="text"/>	<input type="text"/>
Total Lead Goal	=	<input type="text" value="0"/>	<input type="text" value="0"/>

Lead Value

		Pre-Event Goal	Post-Event Actual
Total Lead Goal		<input type="text" value="0"/>	<input type="text" value="0"/>
Average Closing Percentage	X	<input type="text"/>	<input type="text"/>
Average Sale Value	X	<input type="text"/>	<input type="text"/>
Total Leads Value	=	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Lead Goal	÷	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Value of Each Lead	=	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Cost Per Lead

		Pre-Event Goal	Post-Event Actual
Cost of Exhibiting*		<input type="text"/>	<input type="text"/>
Number of Leads Collected	÷	<input type="text"/>	<input type="text"/>
Cost Per Lead	=	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

*Include all exhibiting expenses including booth, travel, entertainment, etc.

Event ROI

		Pre-Event Goal	Post-Event Actual
Total Leads Value		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Cost of Exhibiting	-	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Event ROI	=	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

Exhibiting ROI Worksheet

Event Name		Leads Leader
Event Start Date	City, State	Leader Email
Event End Date	Location	Show Code
Hall Hours	Booth #	Login

Exhibiting Objectives

Campaign Message(s)

Promotional Vehicles

<hr/>	<input type="checkbox"/> X•Press VIP Guest Pass
<hr/>	<input type="checkbox"/> X•Press Exhibitor Emails
<hr/>	<input type="checkbox"/> X•Press Email Blast
<hr/>	<input type="checkbox"/> X•Press Attendee List
<hr/>	
<hr/>	

Lead Rating

Criteria	Rating			
	4	3	2	1
Purchasing Role	Decides	Buys	Recommends	No Role

Ordering Information

<hr/>
Purchaser
Order Email
Order Number
Username
Password

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NCEA Convention & Expo 2013 – SHOW DIRECTORY

Printed Show Directory Listing Deadline: Friday, February 1, 2013

As an NCEA exhibitor, you receive a free listing in the online exhibitor directory as well as the printed NCEA Show Directory. Some information about your company is already listed in the online exhibitor directory. To ensure accuracy and inclusion in the printed Show Directory, please update your listing no later than **Friday, February 1, 2013.**

Some of the information you provide in the online exhibitor directory will be printed in the Show Directory, which is distributed to all registered attendees onsite. If you do not update your listing, we will assume you did not need to make changes, and information displayed in your online listing will be printed in the Show Directory. Please note that some of the items you provide online are **not** included in the printed Show Directory. We cannot guarantee inclusion in the printed show directory after **February 1, 2013.**

SUBMIT YOUR INFORMATION

1. Go to http://events.ntpsnow.com/NCEA2013/public/e_Login.aspx?sortMenu=109000
2. Login with the password that was sent to you in your booth confirmation email and invoices.
3. Under “Edit Booth Info” click on the “Edit” link.
4. Fill in all blank fields and verify all existing information.

Note: Your company description is limited to 500 characters or less (about 50 words).

5. Check boxes next to your company’s product categories, selecting a maximum of 10 product categories.
6. When complete, click “Save” at the bottom of the page and scroll to the top to check for any errors.
7. **Remember:** Information for the printed NCEA Show Directory will be taken directly from your online listing!

ADD LOGOS, PICTURES, PRESS RELEASES, PRODUCTS & SHOW SPECIALS TO YOUR ONLINE LISTING

As an added value, you can add logos, pictures, press releases, product descriptions, product photos and information about special show offers to your listing **FREE** of charge! Please note that these items **will not be printed** in the NCEA Show Directory. To upload press releases, products and show specials:

1. Click “Edit” under the appropriate header.
2. Complete empty fields and use the editing tools to create your items.
3. Click the “Add” or “Save” button at the bottom of the page.

QUESTIONS?

Email Jackie Odemer, NCEA’s Sales & Event Services Representative, at NCEAexhibitor@ntpsnow.com or 800-687-7469 x219 for assistance.

NOTE

After February 1, 2013, you can update your online listing however, the printed NCEA Show Directory will be closed for changes. NCEA and/or NTP reserve the right to edit copy.

RULES & REGULATIONS

AGE RESTRICTIONS

Expo: No one under the age of 18 is permitted in the exhibit hall during move-in and move-out. Children under the age of 18 must be accompanied by an adult during show hours in the exhibit hall.

NCEA EXHIBIT DISPLAY REGULATIONS

Show Management has developed these Exhibit Display Regulations in accordance with the guidelines adopted by the International Association for Expositions and Events. All exhibits must conform to these regulations. Exhibits not in compliance must be brought into compliance prior to the end of exhibit set-up. These regulations will ensure all exhibitors regardless of size, an equal opportunity, within reason, to present their product(s) in the most effective manner possible.

Exhibitors may not begin dismantling their exhibit until the close of the show. Any exhibitor who begins to dismantle or pack part of their exhibit before the close of the show will incur a loss of priority points.

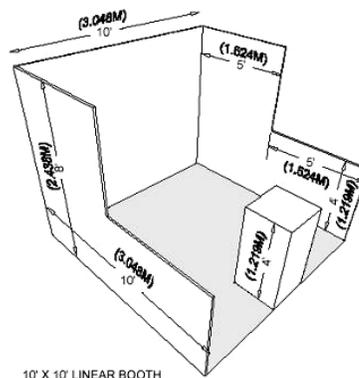
In addition to the terms on the exhibit space contract your company signed, these rules are made an integral part of our contract with you. If you have any questions, or need an explanation of a regulation, please contact Show Management at 800.687.7469, x205 (or 703.683.8500, x205). Please consult the GES of this manual for guidelines concerning union labor.

DISPLAY REGULATIONS

LINEAR OR IN-LINE BOOTH:

Linear Booths have one side exposed to an aisle and are generally arranged in a series along a straight line. Linear Booths are ten feet (10') wide and ten feet (10') deep, i.e. 10'x10'. In-line booths have an eight-foot (8') back wall height limit.

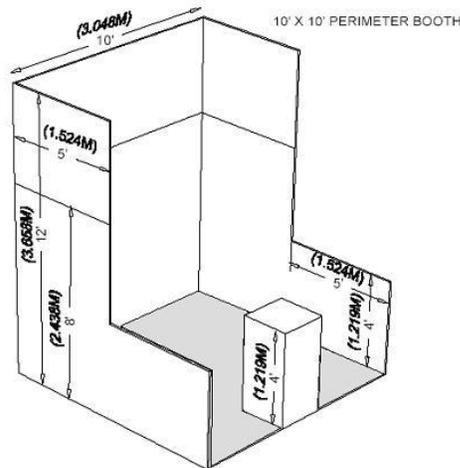
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of eight feet (8') is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle. Note: When three or more Linear Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



PERIMETER BOOTH:

A Perimeter Booth is a Linear Booth that backs up to a wall of the exhibit facility rather than to another exhibit. Perimeter Booths have a twelve-foot (12') maximum height limit.

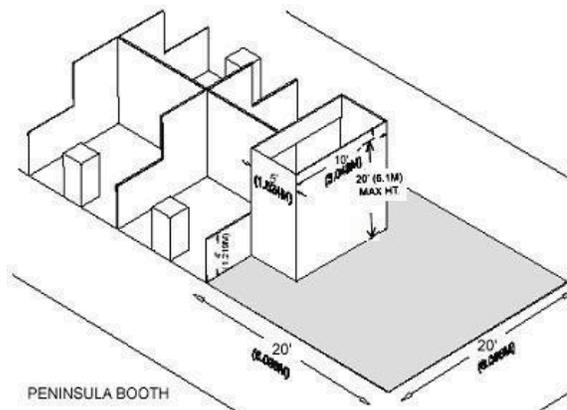
Display materials should not obstruct or block sight lines of neighboring exhibitors. The maximum height of twelve (12') feet is allowed only in the rear half of the booth space, with a four-foot (4') height limited imposed on all materials in the remaining space forward to the aisle. Note: When three or more Perimeter Booths are used in combination as a single exhibit space, the four-foot (4') height limitation is applied only to that portion of exhibit space which is within ten feet (10') of an adjoining booth.



PENINSULA BOOTH:

A Peninsula Booth is exposed to aisles on three (3) sides and composed of a minimum of four booths. A Peninsula Booth is 20'x20' or larger.

When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to four feet (4') high within five feet (5') of each aisle, permitting adequate line of sight for the adjoining Linear Booths. Twenty (20') feet is the maximum height allowance, including signage for the center portion of the back wall.



INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

UNFINISHED AREAS

All open or unfinished sides of the exhibit which may appear unsightly must be covered or Show Management will have them covered at exhibitor's sole expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit.

STORAGE OF CRATES, CARTONS & EXTRA MATERIALS

Storage of any materials in the space behind the booth is PROHIBITED. This area is for the electrical raceway ONLY!

FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, dollies, stanchions, forklifts, vacuums, brooms, etc.

HANGING SIGNS

Hanging signs may not exceed height limitations established for that particular style of exhibit and must be finished on all sides. Hanging signs are allowed **ONLY** in peninsula and island booths which are greater than 10 feet in depth and occupy **400 square feet or more**.

GES can hang all signs that do not have motors and weigh less than 250 pounds. Freeman is the official provider in-house at the George R. Brown for all signs over 250 pounds and/or points requiring motors.

NO corporate identification can be visible above the height limitations stated in each booth diagram.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

LITERATURE DISBURSEMENTS & SURVEYS

Literature samples and give-aways can be disbursed from within (and all surveys can be done from) your exhibit space ONLY!

RULES & REGULATIONS

PEEL-OFF LABELS, STICKERS, TAPE

The distribution of peel-off labels and decals is prohibited. Tape cannot be used to adhere signs to building walls or pillars, and may not be used to adhere items to any building flooring or other surfaces outside the exhibitor's booth. Removal and repair will be billed to the exhibitor.

SELLING (CASH & CARRY POLICY)

"Cash and Carry" sales are permitted on the show floor. Each exhibitor is responsible for completing a Texas Sales Tax form (available in this exhibitor services manual).

PHOTOGRAPHY REGULATIONS

Any attendee, exhibitor, or media representative who wants to take pictures of displays (other than their own) must **first** obtain permission from any exhibitor whose display will appear in the photograph. Should an exhibitor object to his display being photographed, photographs of that display will be prohibited.

BALLOONS

Helium balloons are prohibited within the Facility. Any cost to retrieve the balloons will be charged to the Exhibitor.

FOOD & BEVERAGE

Exhibitors may serve food and beverages from their booths; however they must order it from Aramark, the George R. Brown Convention Center In-house caterer. To provide samples of food or beverage manufactured by your company, a Food Manufacturers' Sampling Form must be completed and returned to the George R. Brown Convention Center. A form is available in this Exhibitor Services Manual.

GRATUITIES

Convention center and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by convention center employees or booth labor personnel, please report the incident to Show Management.

LIGHTING & SOUND REGULATIONS

Lighting – Lighting can be an integral part of an exciting exhibit presence, however in the interest of fairness and safety, the following guidelines have been established:

- No lighting, fixtures, lighting trusses or overhead lighting are allowed outside the boundaries of the exhibit space. Exhibitors intending to use hanging light systems should submit drawings to Show Management for approval.
- Lighting should be directed to the inner confines of the booth space. Lighting should not project onto other exhibits or show aisles.
- Lighting which is potentially harmful, such as lasers or ultraviolet lighting, should comply with facility rules and be approved in writing by Show Management.
- Lighting that spins, rotates, pulsates and other specialized lighting effects should be in good taste and not interfere with neighboring exhibitors or otherwise detract from the general atmosphere of the event.

RULES & REGULATIONS

Sound – The following noise abatement policy will be enforced at NCEA:

- Exhibitors may use sound equipment in their booths so long as the noise level does not disrupt the activities of neighboring exhibitors. Speakers and other sound devices should be positioned so as to direct sound into the booth rather than into the aisle. Rule of thumb: Sound and noise should not exceed 85 decibels.

ELECTRICAL

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. All wiring must be three-wire and grounded.
3. Wiring that touches the floor must be "SO" cord (minimum 14 gauge/3 wire) which is insulated to qualify for "extra hard usage."
4. Cord wiring above floor level can be "SJ" which is rated for "hard usage."
5. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
6. Power strips (multi-plug connectors) must be UL approved, with built-in over-load protectors.
7. 5. Each motor of 1 HP or over must be equipped with a fusible switch.

MUSIC LICENSING

Exhibitors using music in their booths, either live or mechanical, must provide NTP with a copy of the exhibitor's Licensing Agreement with ASCAP, BMI, SESAC or other such licensing organization or must expressly warrant in writing to NTP that no such license is required due to exemption under 17 U.S.C. § 110 (5) or other specified exemption. Further, should Exhibitor play music, Exhibitor agrees to indemnify and hold NTP and/or the Association harmless from any action brought against NTP or EDTA by ASCAP, BMI, SESAC or other licensing organization for the playing of such music.

FIRE SAFETY REGULATIONS

The information contained in this brief outline does not by any means completely cover the ordinances and regulations contained in the local Fire Code, but it does provide the basic rules governing exhibits in any building open to the public.

1. All decorative and construction materials must be non-combustible or flameproof. Cardboard, crepe paper, corrugated paper or other combustible materials are prohibited in display construction. All material is subject to inspection and flame testing by the Fire Marshal.
2. All exit doors and aisles serving any occupied area of the building must remain unobstructed.
3. Any merchandise or material attached as table skirts must be non-combustible or flameproof.
4. The following items may **NOT** be used without approval by the Fire Marshal:
 - a. Display or storage of LPG.
 - b. Flammable liquid.
 - c. Flammable gas.
 - d. Straw, sawdust, or shavings.
 - e. Welding or cutting equipment for demonstration purposes.
 - f. Gas-fired appliances for demonstration purposes.
 - g. Salamander stoves for demonstration purposes.
 - h. Lit candles and lanterns for demonstration purposes.
 - i. Compressed gas cylinders must be empty.

RULES & REGULATIONS

5. The storage of combustible shipping containers must be confined to the areas approved by the Fire Marshal.
6. The use of open flames, burning, or smoke-emitting materials as part of an act, display, or show is prohibited.
7. Combustible waste is to be collected as it accumulates and stored in non-combustible covered containers, which are emptied at least once a day.
8. Electrical equipment must be installed, operated, and maintained in a manner which does not create a hazard to life or property.

*These are basic rules and every exhibit **MUST** comply prior to the scheduled opening.*

AMERICANS WITH DISABILITIES ACT (ADA)

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's *Title III Regulations* and *Guidelines for Small Businesses*. These can be viewed via www.usdoj.gov/crt/ada/publicat.htm, or ordered through the US Department of Justice's ADA Information Line – (800) 514-0301.

Exhibitors with complex displays should pay special attention to the following conditions. Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot. The maximum rise for any run is 30 inches. Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides. Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp. Rough or unfinished edges are not permitted. Landings should be at least as wide as the ramp and should be at least five feet in length.

Exhibitors shall also indemnify and hold harmless NTP, NCEA, GES, and the George R. Brown Convention Center against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

EQUIPMENT REMOVAL PASSES

An Equipment Removal Pass will be required to remove any hand-carried equipment from the exhibit hall. These passes will be available from the Show Management Office. Security will be instructed not to permit the removal of equipment from the exhibit hall without such a pass. Equipment Removal Passes will be required at all times, except during move-out, when an Exhibitor badge will be required.

SPECIAL WORK PERMITS

Exhibitors who require access to the exhibit hall outside the published hours must be issued a Special Work Permit from the Show Management Office (located in Show Office E). Please come to the Show Management Office no later than 5:00pm to obtain your Special Work Permit for Monday evening. Additional security may be required at the exhibitor's expense if late work permits are required. We urge you to complete your exhibit installation/dismantling during specified hours. Exhibitors in the hall after hours are to be working within their booth space only.

Exhibitors needing additional set-up time may request a Saturday targeted move-in, but contacting show management.

USE OF EXHIBITOR APPOINTED CONTRACTORS (EAC'S)

An **Exhibitor Appointed Contractor (EAC)** is any company, other than the designated official contractors listed in this manual that an exhibitor wishes to use and which requires access to the exhibit hall before, during or after the show. These include independent display/installation & dismantle companies or anyone who is not an employee of your company that you will have working on your equipment and products.

Also included are delivery personnel, technicians, photographers, florists, A/V companies, and anyone hired by the exhibitor who needs access to the exhibit floor. Permission to use an Exhibitor Appointed Contractor cannot be given for utilities, booth cleaning or material handling services, as these are exclusive to the convention center and/or the general contractor. **Exhibitors who plan to use Exhibitor Appointed Contractors must complete the form included in the GES portion of this manual.**

RULES & REGULATIONS GOVERNING EAC'S

- *A certificate of insurance for the exhibitor appointed contractor MUST be received by GES. If no certificate is received, the EAC will not be allowed on the exhibit floor.*
- The EAC will refrain from placing an undue burden on the Official Contractor by interfering in any way with the Official Contractor's work.
- The EAC will not solicit business on the show floor at any time.
- The EAC will share with the Official Contractor all reasonable costs incurred in connection with his operation, including overtime pay for stewards, security if necessary, restoration of exhibit space to its initial condition, marking of exhibit floor, etc.
- The EAC will cooperate fully with the Official Contractors and will comply with existing labor/union regulations or contracts as determined by the commitment made and obligations assumed by Show Management in any contracts with the Official Contractors.
- **ALL** EAC's and their labor must be badged through Show Management/GES upon arrival on show site. No one will be allowed on the show floor without proper identification.
- EAC's will not be permitted to store equipment in the Convention Center. Due to limited space and fire regulations, all equipment must be stored off the premises. If found, equipment will be removed from building.
- The EAC, under no circumstances, will be allowed to remove floor-marking tape until the close of the exposition.

S U S A N

C O M B S

Texas Application

- Sales Tax Permit • Use Tax Permit • 9-1-1 Emergency Communications
- Prepaid Wireless 9-1-1 Emergency Service Fee • Fireworks Tax
- Off-Road, Heavy Duty Diesel Powered Equipment Surcharge

TEXAS COMPTROLLER of PUBLIC ACCOUNTS



If you are a sole proprietor, start on the next page, Item 10 –

1. Business Organization Type

- | | | |
|-------------------------------------------------------------|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Profit Corporation (CT, CF) | <input type="checkbox"/> General Partnership (PB, PI) | <input type="checkbox"/> Business Trust (TF) |
| <input type="checkbox"/> Nonprofit Corporation (CN, CM) | <input type="checkbox"/> Professional Association (AP, AF) | <input type="checkbox"/> Trust (TR) <small>Please submit a copy of the trust agreement with this application.</small> |
| <input type="checkbox"/> Limited Liability Company (CL, CI) | <input type="checkbox"/> Business Association (AB, AC) | <input type="checkbox"/> Real Estate Investment Trust (TH, TI) |
| <input type="checkbox"/> Limited Partnership (PL, PF) | <input type="checkbox"/> Joint Venture (PV, PW) | <input type="checkbox"/> Joint Stock Company (ST, SF) |
| <input type="checkbox"/> Professional Corporation (CP, CU) | <input type="checkbox"/> Holding Company (HF) | <input type="checkbox"/> Estate (ES) |
| <input type="checkbox"/> Other (explain) _____ | | |

2. Legal name of corporation, partnership, limited liability company, association or other legal entity

3. Federal Employer Identification Number (FEIN)..... -

(assigned by the Internal Revenue Service for reporting federal income taxes)

4. Check here if you DO NOT have an FEIN.

3

5. Please list any current or past 11-digit Texas Taxpayer Number for reporting any taxes or fees to the Texas Comptroller of Public Accounts.....

6. Have you ever received a Texas vendor or payee number (Texas Identification Number/TIN)?

YES NO

If "YES," enter number ...

State/country Month Day Year

7. Enter the home state or country where this entity was formed and the formation date.....

File number

Enter the home state registration/file number.....

File number

Non-Texas entities: enter the file number if registered with the Texas Secretary of State.....

8. If the business is a corporation, has it been involved in a merger within the last seven years?

YES NO

If "YES," attach a detailed explanation. (See instructions.)

9. Please list all general partners, officers or managing members (Attach additional sheets, if necessary.)

Name _____ Phone (area code and number) (____) ____ - ____

Home address _____ City _____ State _____ ZIP code _____

SSN _____ FEIN _____ Percent of ownership _____ % County (or country, if outside the U.S.) _____

Position held: General Partner Officer/Director Managing Member Other _____

Name _____ Phone (area code and number) (____) ____ - ____

Home address _____ City _____ State _____ ZIP code _____

SSN _____ FEIN _____ Percent of ownership _____ % County (or country, if outside the U.S.) _____

Position held: General Partner Officer/Director Managing Member Other _____

Proceed to Item 15 if you are not a sole proprietor –

ENTITY INFORMATION

Texas Application for Sales Tax Permit and/or Use Tax Permit

Legal name (Same as Item 2 OR Item 10)

Complete all information in this section for each PLACE OF BUSINESS in Texas. If you do not have a physical PLACE OF BUSINESS in Texas, skip to Item 29.

24. **PLACE OF BUSINESS** name and address - This address is for the physical location where business is conducted. **(Attach additional sheets for each PLACE OF BUSINESS in Texas.)**

Business name (DBA) _____

Street address (include St, Av, Ct, etc.) or rural route and box number **(Do NOT use P.O. Box address--must provide physical location address.)** Suite/Apt. number _____

City _____ State **T, X** ZIP code _____ Business location phone (____) _____ - _____

If this **PLACE OF BUSINESS** address is difficult to find or includes a rural route and box number, provide the physical location or directions. _____

See instructions prior to answering Items 25 and 26.

25. Within what city limits is this **PLACE OF BUSINESS**? _____ Check this box if this **PLACE OF BUSINESS** is **NOT** located within the limits of a city in Texas.

26. Within what county is this **PLACE OF BUSINESS**? _____

27. Is this **PLACE OF BUSINESS** operated from your home? YES NO

28. Enter the name and address of the owner or landlord of this **PLACE OF BUSINESS**. _____

29. Will your anticipated monthly taxable sales exceed \$8,000 per month? YES NO

30. Enter the date that you will begin making sales or begin other operations subject to Texas sales and use tax. **(Date cannot be more than 90 days in the future.)** / /

31. Will you operate this business all year?..... YES NO
If "NO," list the months you will operate. _____

32. Will you provide taxable services AT A CUSTOMER'S LOCATION and/or ship/deliver goods to customers?..... YES NO

33. Will you be conducting Internet and/or mail order sales?..... YES NO
NAICS code _____

34. Enter your North American Industry Classification System (NAICS) code. **(See specific instructions.)** _____
If you don't know your NAICS code, indicate your principal type of business.

- Agriculture Transportation Retail Trade Real Estate Direct Sales / Marketing
- Mining Finance Services Communications **(See Item 38.)**
- Construction Utilities Insurance Public Administration
- Manufacturing Wholesale Trade Health Spa Other **(explain)** _____

Primary business activity and type of products or services to be sold. _____

35. Will you sell or solicit business at temporary locations (fairs, trade shows, flea markets, carnivals, etc.) in Texas?..... YES NO
If "YES," list the locations or event names and when you will be at the location or event. **(Attach additional sheets, if necessary.)**

Location and/or event name (e.g., Canton First Mondays, State Fair in Dallas, etc.) _____ Period in attendance (e.g., first weekend of each month, late October, etc.) _____

36. Will you be required to report interest earned on sales tax? **(See specific instructions.)** YES NO (48)

37. List location of all distribution points, warehouses or offices in Texas. **(Do not include locations that are considered a place of business.) (Attach additional sheets, if necessary.)**

Street _____ City _____ State **T, X** ZIP code _____

_____ **T, X** _____

38. If you will be providing telecommunications services, indicate the 9-1-1 emergency communications fees you collect under Health & Safety Code, Chapter 771. **(Check all that apply.)** (54)

- 9-1-1 Wireless Emergency Service Fee (91) 9-1-1 Emergency Service Fee (92) 9-1-1 Equalization Surcharge (93)

39. Will you sell prepaid wireless telecommunications services?..... **44** YES NO (94)

PLACE OF BUSINESS INFORMATION

911 FEES

Texas Application for Sales Tax Permit and/or Use Tax Permit

Legal name (Same as Item 2 OR Item 10)

If you will be selling fireworks, complete Items 40 - 42; if not, skip to Item 43.

Month Day Year

40. Date of first operation that is subject to fireworks tax
41. What type of fireworks permit was issued by the Texas Department of Insurance? (See specific instructions.)
 Distributor Jobber Manufacturer Retailer
42. Will you make retail sales of fireworks to the general public under a consignment agreement? (Consignment sales are sales where the consignee pays the distributor only for items that the consignee sells and returns any unsold items.) YES NO (30)
 If "YES," provide the name and taxpayer number of the distributor for whom you are selling.
 Distributor name _____ Distributor Texas taxpayer number _____
43. Will you sell, lease or rent off-road, heavy-duty (50 horsepower or more) diesel-powered equipment? YES NO (50)
44. Is this permit for a winery located outside of Texas that will be shipping wine to consumers in Texas? YES NO
 If "YES," **you must obtain an Out-of-State Winery Direct Shipper's Permit from the Texas Alcoholic Beverage Commission.** (See instructions.)
45. Please provide the Texas Alcoholic Beverage Commission license number(s) for this address.

RELATED INFORMATION

46. Will you sell memberships to a health spa?..... YES NO
 If "YES," **you must attach a copy of your certificate of registration issued by the Texas Secretary of State.**
47. If you do not have a place of business in Texas, list names and addresses of all representatives, agents, salespersons, canvassers or solicitors in Texas. (**Attach additional sheets, if necessary.**)
 Name (first, middle initial, last) _____
 Street _____ City _____ State **T X** ZIP code _____

If you purchased an existing business or business assets, complete Item 48; if not, skip to Item 49.

Previous owner's Texas taxpayer number (if available)

48. Previous owner's trade name (DBA name) _____
- Previous owner's legal name, address and phone number, if available
 Name _____ Title _____ Phone (area code and number) _____
 Street address _____ City _____ State _____ ZIP code _____
- Check each of the following items you purchased. Inventory Corporate stock Equipment Real estate Other assets
- Purchase price of this business or assets and the date of purchase
 Purchase price \$ _____ Date of purchase _____

PREVIOUS OWNER

APPLICANTS MUST BE AT LEAST 18 YEARS OF AGE. Parents or legal guardians may obtain a sales tax permit on behalf of a minor.

49. The sole owner, ALL general partners, managing members, officers, directors or an authorized representative must sign. The representative must submit a written power of attorney. (**Attach additional sheets, if necessary.**) _____

I (We) declare that the information in this document and any attachments is true and correct to the best of my (our) knowledge and belief.

Type or print name and title of sole owner, partner, officer, director or member

Sole owner, partner, officer, director or member

Driver license number/state _____ Date of birth _____

sign here

Type or print name and title of partner, officer, director or member

Partner, officer, director or member

Driver license number/state _____ Date of birth _____

sign here

Type or print name and title of partner, officer, director or member

Partner, officer, director or member

Driver license number/state _____ Date of birth _____

sign here

SIGNATURES

WARNING. You may be required to obtain an additional permit or license from the State of Texas or from a local governmental entity to conduct business. A listing of links relating to acquiring licenses, permits, and registrations from the State of Texas is available online at <http://www.Texas.gov>. You may also want to contact the municipality and county in which you will conduct business to determine any local governmental requirements.

Instructions for Completing Texas Sales and Use Tax Permit Application

TEXAS COMPTROLLER *of* PUBLIC ACCOUNTS



GENERAL INSTRUCTIONS Texas Sales and Use Tax Application

Applicants must be at least 18 years of age. Parents/legal guardians may apply for a permit on behalf of a minor.

ENGAGED IN BUSINESS

You are engaged in business if you or your independent salespersons make sales, leases or rentals, or take orders for tangible personal property, or deliver tangible personal property or perform taxable services; or have lease (personal) property, a warehouse or other location in Texas; or benefit from a location in Texas of authorized installations, servicing or repair facilities; or allow a franchisee or licensee to operate under your trade name if they are required to collect Texas tax.

WHO MUST SUBMIT THIS APPLICATION

You must obtain a sales tax permit if:

- you are an individual, partnership, corporation or organization engaged in business in Texas; **AND**
- you are selling tangible personal property or providing taxable services in Texas to customers in Texas; **AND/OR**
- you acquire tangible personal property or taxable services from out-of-state suppliers that do not hold a Texas permit; **OR**
- you are a business service user that provides local exchange access, equivalent local exchange access, wireless telecommunications connections, or intrastate long-distance service, and you are responsible for collecting emergency communications charges and/or surcharges under Texas Health and Safety Code, Chapter 771; **OR**
- you sell prepaid wireless telecommunications services; **OR**
- you collect tax on the retail sale of fireworks (you are required to charge both the sales tax and the fireworks tax); **OR**
- you collect tax on the sale of health spa memberships; **OR**
- you sell, lease or rent off-road, heavy-duty diesel-powered equipment (you are required to charge both the sales tax and the surcharge); **OR**
- you are an out-of-state winery direct shipping wine to consumers in Texas (you are required to obtain an Out-of-State Winery Direct Shipper permit from the Texas Alcoholic Beverage Commission); **OR**
- you sell cigarettes, cigars and/or tobacco products to consumers in Texas (you are required to obtain a cigarette/tobacco retailer's permit—see Form AP-193. Refer to Cigarette/Tobacco Products under Texas Taxes); **OR**
- you are an individual, partnership, corporation or organization who makes sales, leases or rentals of taxable items in Texas but does NOT have a place of business in Texas, AND for out-of-state contractors improving real property in Texas with tangible personal property purchased outside of Texas.

Wholesalers and retailers must apply for a sales tax permit. Internet and catalog sellers engaged in business in Texas must be permitted and are responsible for collecting and remitting the applicable state and local taxes on sales delivered to customers in Texas.

DIRECT SALES AND MULTI-LEVEL MARKETING COMPANIES

The state of Texas requires direct sales organizations to collect and remit state and local sales and use taxes on sales made by distributors in Texas. Since the Direct Sales Company is regarded as the retailer, permits are not issued to distributors and direct sales organizations are required to collect sales tax from the independent distributors rather than accept resale certificates.

TAXPAYER SEMINARS

The Texas Comptroller's office offers taxpayer seminars throughout the state each year. New taxpayers are especially encouraged to attend these overviews of tax responsibilities for buyers, sellers and service providers.

Schedule information is available online at www.window.state.tx.us/taxinfo/seminars.html or call us at (800) 252-5555 for assistance in locating the next seminar near you.

OTHER REQUIREMENTS

If the business has or will have employees, contact the Texas Workforce Commission (www.twc.state.tx.us or by phone at (512) 463-2731).

For information about federal income taxes, contact the Internal Revenue Service (www.irs.gov or by phone at (800) 829-1040).

For information about Social Security, contact the Social Security Administration at www.ssa.gov.

For information related to new businesses and Texas permits and licenses, visit www.Texas.gov.

You may also check with your city, tax assessor-collector or local chamber of commerce to determine if there are any local taxes, permits or fees for which you may be responsible.

FOR ASSISTANCE

If you have any questions about the sales tax permit registration process, please contact your nearest Texas State Comptroller's office, or call (800) 252-5555 or (512) 463-4600. Our e-mail address is taxhelp@cpa.state.tx.us, or see our frequently asked questions online at www.window.state.tx.us/taxinfo/sales/questions.html. Representatives are available to assist you with permit questions, by phone, Monday through Friday (except federal holidays), from 7:30 a.m. to 5:30 p.m.

You can also apply for a Texas Sales and Use Tax Permit online at www.window.state.tx.us/taxpermit/.

FEDERAL PRIVACY ACT - Disclosure of your Social Security number is required and authorized under law, for the purpose of tax administration and identification of any individual affected by applicable law, 42 U.S.C. §405(c)(2)(C)(i); Tex. Govt. Code §§403.011 and 403.078. Release of information on this form in response to a public information request will be governed by the Public Information Act, Chapter 552, Government Code, and applicable federal law.

SALES TAX BOND - You may need to post a bond or other security for this permit. You will receive additional instructions if a bond is required.

AMERICANS WITH DISABILITIES ACT - In compliance with the Americans with Disabilities Act, this document may be requested in alternative formats by calling (800) 252-5555.

Under Ch. 559, Government Code, you are entitled to review, request and correct information we have on file about you, with limited exceptions, in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or phone number listed on this form.

Below is a listing of taxes and fees collected by the Comptroller of Public Accounts. If you are responsible for reporting or paying one of the listed taxes or fees, and you **DO NOT HAVE A PERMIT OR AN ACCOUNT WITH US FOR THIS PURPOSE**, please obtain the proper application by calling (800) 252-5555, or by visiting your local Comptroller Enforcement field office. Applications are available online at www.window.state.tx.us/taxinfo/taxforms/00-forms.html.

TAX TYPE(S)

9-1-1 Emergency Service Fee/Equalization Surcharge - If you are a telecommunications utility, a mobile service provider or a business service user that provides local exchange access, equivalent local exchange access, wireless telecommunications connections or intrastate long-distance service, and you are responsible for collecting emergency communications charges and/or surcharges, you must complete **Form AP-201**.

Amusement Tax - If you engage in any business dealing with coin-operated machines OR engage in business to own or operate coin-operated machines exclusively in your own premises or in someone else's place of business, you must complete **Form AP-146** or **Form AP-147**.

Automotive Oil Sales Fee - If you manufacture and sell automotive oil in Texas; or you import or cause automotive oil to be imported into Texas for sale, use or consumption; or you sell more than 25,000 gallons of automotive oil annually and you own a warehouse or distribution center located in Texas, you must complete **Form AP-161**.

Battery Sales Fee - If you sell or offer to sell new or used lead acid batteries, you must complete **Form AP-160**.

Cement Production Tax - If you manufacture or produce cement in Texas, or you import cement into Texas and you distribute or sell cement in intrastate commerce or use the cement in Texas, you must complete **Form AP-171**.

Cigarette, Cigar and/or Tobacco Products Tax - If you wholesale, distribute, store or make retail sales of cigarettes, cigars and/or tobacco products, you must complete **Form AP-175** or **Form AP-193**.

Coastal Protection Fee - If you transfer crude oil and condensate from or to vessels at a marine terminal located in Texas, you must complete **Form AP-159**.

Crude Oil and Natural Gas Production Taxes - If you produce and/or purchase crude oil and/or natural gas, you must complete **Form AP-134**.

Direct Payment Permit - If you annually purchase at least \$800,000 worth of taxable items for your own use and not for resale, you must complete **Form AP-101** to qualify for the permit.

Fireworks Tax - If you collect tax on the retail sale of fireworks, you must complete **Form AP-201**. This is in addition to the sales tax permit. You are required to charge both the sales tax and the fireworks tax.

Franchise Tax - If you are a non-Texas corporation or a non-Texas limited liability company without a certificate of authority, you must complete **Form AP-114**.

Fuels Tax - If you are required to be licensed under Texas Fuels Tax Law for the type and class permit required, you must complete **Form AP-133**.

Gross Receipts Tax - If you provide certain services on oil and gas wells OR are a utility company located in an incorporated city or town having a population of more than 1,000 according to the most recent federal census and intend to do business in Texas, you must complete **Form AP-110**.

Hotel Occupancy Tax - If you provide sleeping accommodations to the public for a cost of \$15 or more per day, you must complete **Form AP-102**.

International Fuel Tax Agreement (IFTA) - If you operate qualified motor vehicles that require you to be licensed under IFTA, you must complete **Form AP-178**.

Manufactured Housing Sales Tax - If you are a manufacturer of manufactured homes or industrialized housing engaged in business in Texas, you must complete **Form AP-118**.

Maquiladora Export Permit - If you are a maquiladora enterprise and wish to make tax-free purchases in Texas for export to Mexico, you must complete **Form AP-153** to receive the permit.

Motor Vehicle Seller-Financed Sales Tax - If you finance sales of motor vehicles and collect Motor Vehicle Sales Tax in periodic payments, you must complete **Form AP-169**.

Motor Vehicle Gross Rental Tax - If you rent motor vehicles in Texas, you must complete **Form AP-143**.

Off-Road, Heavy-Duty Diesel-Powered Equipment Surcharge - If you sell, lease or rent off-road, heavy-duty diesel-powered equipment, you must complete **Form AP-201**. This is in addition to the sales tax permit. You are required to charge both the sales tax and the surcharge.

Petroleum Products Delivery Fee - If you are required to be licensed under Texas Water Code, sec. 26.3574, you must complete **Form AP-154**.

Prepaid Wireless 9-1-1 Emergency Service Fee - If you sell prepaid wireless telecommunications services, regardless of whether the service is purchased in person, by telephone, over the Internet or by any other method, you must complete **Form AP-201**.

Sales and Use Tax - If you engage in business in Texas AND you sell or lease tangible personal property or provide taxable services in Texas to customers in Texas; and/or you acquire tangible personal property or taxable services from out-of-state suppliers that do not hold a Texas Sales or Use Tax permit, you must complete **Form AP-201**.

Sulphur Production Tax - If you own, control, manage, lease or operate a sulphur mine, well or shaft, or produce sulphur by any method, system or manner, you must complete **Form AP-171**.

Texas Customs Broker License - If you have been licensed by the United States Customs Service AND want to issue export certifications, you must complete **Form AP-168**.

SPECIFIC INSTRUCTIONS

ENTITY INFORMATION

- Item 2. Enter the legal name of the entity applying for the Texas Sales and Use Tax permit. Do not enter a doing business as (DBA) name in this space.
- Item 3. Federal Employer Identification Numbers (FEIN) for reporting federal income taxes are issued by the Internal Revenue Service (IRS). If you need a FEIN, contact the IRS at (800) 829-1040 or go to their Web page at www.irs.gov.
- Item 5. If the applicant, partner or organization has registered for reporting any Texas state taxes (franchise, fuels, hotel, etc.) to the Comptroller's office, enter the 11-digit taxpayer number assigned to the account. Leave this field blank if the applicant(s) has not previously registered with the Comptroller's office.
- Item 6. If the organization or partner has registered for a Texas Identification Number (TIN) as a vendor to the state, enter the 11-digit taxpayer number assigned to the account. Leave this field blank if the applicant(s) has not previously registered with the Comptroller's office.
- Item 7. File numbers are issued by the Texas Secretary of State (SOS) when the certificate of formation is filed to create the legal entity. Contact the SOS at (512) 463-5555, or go to their Web page, www.sos.state.tx.us, if you need assistance locating this information. Entities that were legally formed in other states or countries may need to obtain an application for registration from the SOS to legally conduct business in Texas. For information on the requirements and how to obtain an application for registration, contact the Secretary of State at (512) 463-5555 or go to their Web page at www.sos.state.tx.us. Entities that are not registered with the SOS should leave this field blank. Limited partnerships and limited liability partnerships must provide a copy of their registration documentation filed with the state where the entity was legally created.
- Item 8. If the applicant is a corporation that has been involved in a merger within the last seven years, provide documentation of the transaction such as a copy of the merger documents filed with the state of incorporation and/or a copy of the merger agreement.
- Item 9. A Social Security number (SSN) must be provided for all general partners, principal members/officers, managing directors, managers or trustees. If the general partner is a corporation, limited liability company or partnership, provide the FEIN assigned to the entity by the IRS, if applicable.

SOLE PROPRIETOR INFORMATION

- Item 10. Enter the legal name of the person applying for the Texas Sales and Use Tax permit. Do not enter a DBA name in this space. Single Member Limited Liability Companies and sole owner corporations should complete Items 1-9, then skip to Item 15.
- Item 11. Enter the SSN of the person applying for the permit. SSNs are obtained for internal use only by the Comptroller's office and are not made available to the general public. If the applicant does not have a SSN, DO NOT enter a temporary or other number assigned by the IRS for use when filing federal income taxes.
- Item 12. If the applicant, partner or organization has registered for reporting any Texas state taxes (franchise, fuels, hotel, etc.) to the Comptroller's office, enter the 11-digit taxpayer number assigned to the account. Leave this field blank if the applicant(s) has not previously registered with the Comptroller's office.
- Item 13. If the organization or partner has registered for a TIN as a vendor to the state, enter the 11-digit taxpayer number assigned to the account. Leave this field blank if the applicant(s) has not previously registered with the Comptroller's office.
- Item 14. FEINs for reporting federal income taxes are issued by the IRS. If you need a FEIN, contact the IRS at (800) 829-1040 or go to their Web site at www.irs.gov.

GENERAL BUSINESS INFORMATION

- Item 15. Please enter the address where you would like your sales tax information mailed. Provide a complete mailing address, including building number and suite or apartment number if applicable. Indicate if the address is on a street, court or boulevard and if there is a directional indicator (ex: North, Northeast). Indicate vanity postal city if applicable (ex: Lakeway instead of Austin, Alamo Heights instead of San Antonio, etc. See www.usps.com for correct standardized address.) If the mailing address is located outside of the United States, provide the mailing address used for postal delivery in the country where the information will be sent.
- Item 23. If you will accept payment by credit card, or if you will accept payments through an online payment processing company (such as PayPal), enter the name of the merchant credit card processor and/or online payment processor and the Merchant Identification Number assigned by the processor.

PLACE OF BUSINESS INFORMATION

PLACE OF BUSINESS OR BUSINESS LOCATION: Any store, office or location where you receive orders for tangible personal property or taxable services or make sales, leases or rentals of tangible personal property or taxable services at least three times or more in a calendar year. (See 34 Tex. Admin. Code, Rule 3.286: Seller's and Purchaser's Responsibilities.)

- Item 24. Provide the registered doing business as (DBA) name, or the name under which you are otherwise conducting business, and if applicable, the name of the shopping center or building in which the business is located, and the physical address of your business location. Enter the actual location of your business, number and street address. Example: "323 Jones Road." Do not use a P.O. Box or Rural Route number. (If your home is a location where you receive orders, that would be considered a place of business.) You may add meaningful directions (e.g., 2 miles south of FM 1960 on Jones Rd).
- Item 25. If the place of business is physically located within the boundaries of a city, provide the name of that city. It may be different from the postal city name provided in Item 26. (Example: A business that is within the city limits of Houston may be located in a ZIP code area that uses Friendswood as the postal city name.) You may need to contact the city planning office, or the tax appraisal district, to determine the city where your business is actually located. If the place of business is not located within city limits, check the indicated box.
- Item 26. Provide the name of the county where this business is physically located. (Example: A business that is outside the city limits of Beaumont may be located in Orange County, not Jefferson County. A business that is located inside the city limits of San Marcos may be in either Hays County or Caldwell County.)

Item 32. Mark the “yes” box if you will be mailing or shipping taxable items to customers or if you will be traveling to customers’ locations to provide taxable services. (Example: A company providing landscaping services should check “YES.”)

Item 34. Provide the North American Industry Classification System (NAICS) code for your business or check the box that indicates the general type of industry in which the applicant is engaged. The Comptroller’s office uses the NAICS, a product of the U.S. Census Bureau, to assign a code that indicates the general type of business operated in Texas.

It is easy to determine the NAICS code associated with your business. The Web address is www.census.gov/epcd/naics07/index.html. Enter one word in the keyword search field that generally describes your business. For example, if you’re in the restaurant business, enter “restaurant.” The search will return several options. To the right of each listing is the associated six-digit NAICS code. Please select the code that best fits your business.

Explain the type of business operated and/or primary type of products sold. For example: “Bookkeeping for small businesses,” “Interior Decorator for homes.”

Item 35. List all locations or events in Texas where you will be selling or soliciting business on a temporary or recurring basis; include the dates (if known) when you will be at that location, even if you are selling from a van or cargo truck in a parking lot. (Example: parking lot on the corner of Hollywood and Vine; first weekend of each month).

Item 36. You will be required to report interest earned on sales tax if all the following are true:

- you include installment payments that were received during a reporting period in “TOTAL SALES” on your sales tax return for that period (i.e., you keep your records on a **cash basis of accounting**); **AND**
- you make retail sales of taxable items on an installment purchase plan or deferred payment plan; **AND**
- you charge interest on the entire balance, including sales tax, on the sale of taxable items made on installment purchases or deferred payment plans; **AND**
- you do your own financing on some accounts on which interest is charged.

Item 37. List all locations (storage unit, warehouse, home office, etc.) that are operated by the company in Texas that do not accept three or more orders per year.

Item 38. If you are a telecommunications utility, a mobile service provider or a business service user that provides local exchange access, equivalent local exchange access, wireless telecommunications connections or intrastate long-distance service, you are responsible for collecting emergency communications charges and/or surcharges.

Item 39. A prepaid wireless 9-1-1 emergency service fee of 2 percent is assessed on the purchase price of each prepaid wireless telecommunications service that is paid for in advance by any method and that allows a caller to access 9-1-1 emergency communications service. The fee is collected by the seller from the consumer at the time of each retail transaction of prepaid wireless telecommunications service.

Items 40-42. In addition to a sales tax permit, you must be permitted by the Texas Department of Insurance to sell fireworks in Texas. Sellers of fireworks must collect sales and use tax and an additional 2 percent fireworks tax. Contact the Texas Department of Insurance (www.tdi.state.tx.us) for additional information about fireworks permits. Additional information about fireworks tax is available online at www.window.state.tx.us/taxinfo/fireworks.

Consignment sales are sales where the consignee pays the distributor only for items that the consignee sells and returns any unsold items to the distributor. The Comptroller regards all distributors who make consignment sales of fireworks to consignees to be the retailers of those fireworks for both sales tax and fireworks tax purposes. Distributors who make consignment sales of fireworks must collect and remit sales tax and fireworks tax on all Texas sales made by their consignees.

These definitions are found in the Occupations Code, Ch. 2154, Regulation of Fireworks and Fireworks Displays.

Manufacturer: A person, firm, corporation or association who makes fireworks.

Distributor: A person who imports fireworks into this state or sells fireworks to a jobber, retailer or other distributor for resale; or a holder of a single public display permit, a multiple display permit or another fireworks permit.

Jobber: A person who purchases fireworks for resale only to retailers.

Retailer: A person who purchases fireworks for resale only to the general public.

Item 43. The sale, lease or rental of off-road heavy-duty (50 horsepower or greater) diesel equipment is subject to sales and use tax and an additional 2 percent surcharge. Information about the off-road, heavy-duty diesel equipment surcharge is available online at www.window.state.tx.us/taxinfo/mtr_veh/mv_offroad.html or contact one of our representatives at (800) 252-5555 or at a local field office.

Item 44. If you sell alcoholic beverages in Texas you must be permitted by the Texas Alcoholic Beverage Commission (TABC) in addition to being permitted for the collection of sales and use tax. Contact TABC at www.tabc.state.tx.us or by phone at (512) 206-3360.

Item 46. Health Spas are defined as any business that offers for sale, or sells, memberships that provide the members instruction in or the use of facilities for a physical exercise program. Health spa operators must register with SOS and include a copy of their certificate of registration when applying for a sales tax permit. (See *Occupations Code* §§702.003, 702.101 and 702.107 for more details.) Examples may include a gym, circuit training and any other fitness facility that sells memberships.

Item 47. If you do **NOT** have a place of business in Texas, list the names and addresses of all representatives, agents, contractors or others representing your business in Texas. Do not complete this section if you have a place of business in this state.

Item 49. Sign and date the application. The completed application can be delivered in person to any of our local offices or mailed to our main office at

Comptroller of Public Accounts
111 E. 17th St.
Austin, TX 78774-0100

You will generally receive your permit approximately four weeks after we have received your completed and signed application. Incomplete applications may delay the process.



1001 Avenida de las Americas
Houston, TX 77010
713-853-8106 fax 713-853-8188

FOOD MANUFACTURERS' SAMPLING FORM

Items dispensed are limited to the products manufactured or processed by the exhibiting firm and must be related to the theme of the show. ARAMARK Corporation has food and beverage distribution rights within the George R. Brown Convention Center. Expositions sponsoring organizations and/or their exhibitors may distribute sample food and/or beverage products **ONLY upon written authorization**. All sample items **MUST receive prior approval and confirmation from ARAMARK Corporation, and the George R. Brown Convention Center management**. Exhibitors who do not comply will be asked to remove the item(s) from the facility.

For questions concerning sampling or purchase of food and/or beverage items used as traffic promoters (i.e. coffee, popcorn, sodas, bar service, etc.) contact the ARAMARK sales office at (713) 853-8106. **ALL REQUESTS MUST BE RECEIVED AT LEAST TWO WEEKS PRIOR TO THE START OF SHOW TO ALLOW TIME FOR PROCESSING. PLEASE MAKE NO ARRANGEMENTS PRIOR TO APPROVAL.**

GENERAL CONDITIONS FOR SAMPLING:

1. All items are limited to SAMPLE SIZE.
 - Beverages may be dispensed in containers holding not more than 2 oz.
 - Food items are limited to "bite size" (1 oz. or less).
2. The applicant named below acknowledges they have sole responsibility for use, sale, servicing or other disposition of such items in compliance with the applicable laws. Accordingly, the applicant agrees to indemnify and forever hold harmless ARAMARK Corporation, the George R. Brown Convention Center, and the City of Houston from all liabilities, damages, losses, costs or expenses resulting directly from their use, sale, serving or other disposition of such items
3. There is no fee required with a sampling form application. Show Manager and/or applicants are responsible for securing a City of Houston health permit for sample items. When approved and authorized to distribute, contact the City of Houston Health Department at (832) 393-5100
4. Standard fees for storage, handling, delivery, sales tax, etc. will be charged where applicable.

Name of Event _____ Event Date(s) _____
 Firm Name _____ Booth No. _____
 Address _____ City _____ State _____ Zip _____
 On-Site Contact _____ Phone _____ Fax _____
 Email Address _____
 Signature _____ Date _____
 Product(s) you wish to dispense _____
 Size of portion to be dispensed _____
 Proposed method of dispensing and reason for offering samples _____

Convention Center Authorization

APPROVED _____

APPROVED _____

General Manager
ARAMARK Corporation

Facility Management
George R. Brown Convention Center

GES: Furnishings, Labor & Material Handling

WAREHOUSE/ADVANCE SHIPMENTS

GES will receive and warehouse crated exhibits prior to the show installation, **between February 26, 2013 and March 27, 2013**. Please see the GES material handling forms for rate information. Use the shipping labels marked Advance Shipping. Freight received at GES's warehouse after the above deadline date will be charged a late arrival surcharge based on the provided rates.

Send your shipments to the address provided on the Advance Shipment labels.

DIRECT SHIPMENTS TO SHOW SITE & INSTALLATION HOURS

Shipments and deliveries to the George R Brown Convention Center will be accepted during the official installation hours below:

Monday, April 1	8:00 am – 4:30 pm
Tuesday, April 2	8:00 am – 10:00 am

Send your shipments to the address provided on the Direct Ship labels in this section. Note the convention center union jurisdictions on the Exhibitors' Union Rules and Regulations insert.

OUTBOUND SHIPMENTS & DISMANTLING HOURS

Exhibitors may begin dismantling exhibits as soon as the show ends at 3:30 pm Thursday, April 4.

Exhibitors may not dismantle for any reason before 3:30 pm on Thursday, April 4.

Outbound shipments may be picked up during the official dismantling hour:

Thursday, April 4	4:00 pm – 7:00 pm
Friday, April 5	8:00 am – 12:00 pm

Arrangements for outbound freight pickup by an outside carrier must be made by the exhibitor, and outbound freight carrier check-in must be made at the Exhibitor Service Center no later than 8:00 am on Friday, April 5. GES customer service representatives will assist in filling out bills of lading and coordination of outbound freight shipments using GES Logistics. Bills of lading, once completed, must be returned to the Exhibitor Service Center freight desk, once your shipment is packed, taped and labeled. All shipments being shipped from the convention floor require a bill of lading.

We recommend that exhibitors remain in their booth area until their freight is picked up. Please do not leave the exhibit hall without checking that the Exhibitor Service Center has all paperwork for outbound shipments. This will eliminate any delays in obtaining labor and will expedite your shipment to its final destination. Any materials unclaimed or not properly labeled will be removed from the exhibit hall by GES and stored at the exhibitor's expense until sufficient information for shipment is determined.

All exhibit materials must be removed from the hall by 12:00 pm (noon) on Friday, April 5.



**National Catholic Educational Association
2013 Convention & Expo
Exhibitor Order Form**



E-Mail, mail or fax completed form to:
BAVServices
10 Sonwil Drive, Buffalo, NY 14225
Fax: (716) 685-5014 Phone: (800) 264-5010
Contact: Bob Majdanik, Ext. 118
bob@bavservices.com



Convention Name **NCEA 2013 Convention & Expo**
 Date(s) in Use **April 2 – 4, 2013 – George R. Brown Convention Center, Houston TX**
 Delivery Date _____ Time _____ Booth # _____
 Pickup Date _____ Time _____ On Site Contact _____
 Organization Name _____ Phone _____
 Bill Contact Name _____ Fax _____
 Address _____ Email _____
 City _____ State _____ Zip _____

Equipment	Conference Rate			Total
	Advance	7 Days	On-Site	
Projectors and Screens				
_____ 3000 Lumen Projector	\$900.00	\$1,035.00	\$1,170.00	\$
_____ 7000 Lumen Projector	\$1,750.00	\$2,013.00	\$2,275.00	\$
_____ 6' Tripod Screen	\$75.00	\$86.00	\$98.00	\$
_____ 8' Tripod Screen	\$100.00	\$115.00	\$130.00	\$
_____ 10' Cradle Screen	\$200.00	\$230.00	\$260.00	\$
Computers				
_____ PC Laptop Computer	\$375.00	\$431.00	\$488.00	\$
_____ Macbook Pro Laptop Computer	\$425.00	\$489.00	\$553.00	\$
_____ Computer Audio	\$150.00	\$173.00	\$195.00	\$
Data Monitors				
_____ 19" LCD Monitor	\$175.00	\$201.00	\$228.00	\$
_____ 20" LCD Monitor	\$275.00	\$316.00	\$358.00	\$
_____ 22" LCD Monitor	\$375.00	\$431.00	\$488.00	\$
_____ 27" LCD Monitor	\$475.00	\$546.00	\$618.00	\$
_____ 32" LCD Monitor	\$575.00	\$661.00	\$748.00	\$
_____ 42" LCD Monitor	\$800.00	\$920.00	\$1,040.00	\$
_____ 50" Plasma Monitor	\$1,200.00	\$1,380.00	\$1,560.00	\$
_____ 60" LCD Monitor	\$1,800.00	\$2,070.00	\$2,340.00	\$
For Custom Installations:				
* BAV supplies the equipment rented plus a table stand, floor stand or a hanging bracket. Installation into your booth or exhibit area needs to be scheduled with your exhibit company or the onsite decorator.				
Video				
_____ DVD Player	\$30.00	\$35.00	\$39.00	\$
_____ Blu-Ray Player	\$50.00	\$58.00	\$65.00	\$
Audio (includes powered speaker and speaker stand)				
_____ Wireless Lavalier Microphone	\$275.00	\$316.00	\$358.00	\$
_____ Wireless Handheld Microphone	\$275.00	\$316.00	\$358.00	\$
_____ Wireless Headset Microphone	\$275.00	\$316.00	\$358.00	\$
_____ Wired Lavalier Microphone	\$150.00	\$173.00	\$195.00	\$
_____ Wired Handheld Microphone	\$150.00	\$173.00	\$195.00	\$
Miscellaneous				
_____ Booth Up-lighting Package	\$400.00	\$460.00	\$520.00	\$

BAVServices will deliver the equipment to the booth at the specified time to ensure its proper set up and operation.

Credit Card Type VISA MasterCard Am Ex
 Credit Card # _____
 Security ID # (3-digit code on back of charge card) _____
 Exp. Date _____
 Name _____
 Signature _____

Total Equipment Fees _____
 18% Service Charge _____
 Total Rental Charges _____
 Check Enclosed (Amount) _____

ALL ADVANCE ORDERS MUST BE RECEIVED BY MARCH 25, 2013

Orders not cancelled within 24 hours of the event will be charged 50% of the total rental cost.

How do you recognize your **new #1 client?**

With **complete prospect profiles** captured with **X•Press Leads**.

A simple scan gives you the contact and demographic information to identify your ideal prospects. Make your exhibiting efforts pay off with the small investment that yields huge returns.

X•Press Lead Family Solutions for every exhibitor

X•Press Connect Plus

- Portable and handheld
- Scans anywhere
- Full color display
- Optional Bluetooth printer



X•Press Connect

- Scan or type badge ID on your mobile device
- Real-time leads list
- Review and add notes
- Set Appointments
- Fast email followup



System Requirements:
Android – compatible with phones and tablets (2.x or higher)
Apple iOS – compatible with phones and iPads (3.x or higher)
3 megapixel or higher camera is recommended

X•Press LeadKey

- View and sort leads anytime
- Uses your PC
- Instant access to leads
- Add notes easily



X•Press LeadPro

- Stand-alone, desktop unit
- Instant printout
- Unlimited paper supply
- Complimentary USB flash drive



LeadPro requires
120 volt AC outlet

Leads are available 1 business day post-event at www.xpressleadpro.com/leads for no additional charge. All orders include onsite and post show tech support.

X•Press Extras Tools that save time and increase sales

Attendee Lists

Pre- and Post-Event Attendee Lists available.

- Contact Attendees' who may or may not be able to visit your booth
- Identify ideal prospects
- Build relationships with prospects

Email Blasts

Use X•Press Email Blasts for effective follow-up while your company is fresh in your prospect's minds.

- Personal greetings
- Highlights your unique message and brand
- Fully formatted HTML

Custom Qualifiers

Target ideal prospects for your organization.

- Customize qualifying questions
- Identify customer interests
- Simplify your follow up

X•Press DITP

Save time onsite with DITP—Delivery, Installation, Training and Pick-up, at your booth.

- Saves time
- Guarantees proper setup
- Staff training

Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

Save 10% Order a Complete Lead Management Package:

- the Lead Retrieval System
- 20 Custom Sales Qualifiers for targeted post-show follow up and
- X•Press DITP (Delivery, Installation, Training and Pick-up Service to your booth).

EARLY* thru 02/08/13
ADVANCE* thru 03/08/13
STANDARD** after 03/08/13

QTY TOTAL



X•Press Connect Plus Package - Lead Retrieval on Our Mobile Device

This full-featured lead retrieval app runs on our rugged Android phones. Exhibitors who don't have a smart phone can still use the powerful Connect app preloaded on a CDS smart phone. With our new wireless option, leads can be downloaded **during** and after the show!

Connect Plus Printer - Add a Bluetooth printer for hardcopy leads printout. One per unit

<input type="checkbox"/>	\$560	\$640	\$760	_____
<input type="checkbox"/>	+\$75	+\$85	+\$95	_____



X•Press LeadKey Package - Plug-and-Play PC Solution

Use your laptop to capture leads using a USB flash drive with X•Press Leads software program and scanner. Leads can be saved directly to laptop's hard drive.

Requires Windows 2000 or greater, 2 USB 1.1 connections and .NET Framework. NOT compatible with MACs.

<input type="checkbox"/>	\$505	\$590	\$710	_____
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X•Press LeadPro Package - All-In-One Desktop Solution

Easy-to-use product for those who want everything in one, simple unit. The built in printer gives instant access to leads and complimentary USB flash drive stores prospect information.

The X•Press LeadPro requires electricity.

<input type="checkbox"/>	\$460	\$545	\$660	_____
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New! X•Press Connect for your iPhone, Android or Tablet!



X•Press Connect - Lead Retrieval on Your Mobile Device

Use your own mobile device to scan or type badge ID for real-time lead information. X•Press Connect features include standard qualifiers or surveys, fast email "follow-up", schedule appointments (**iPhone only**), lead rating, view real-time statistics and the ability to work offline with full functionality to avoid roaming charges. *Leads available online during and after the event.*

Additional Licenses - Get a license for each person in your booth and increase your leads

System Requirements:
Android – compatible with phones and tablets (2.x or higher)
Apple iOS – compatible with phones and iPads (3.x or higher)
3 megapixel or higher camera is recommended

<input type="checkbox"/>	\$335	\$390	\$450	_____
<input type="checkbox"/>	\$105 for each additional license			_____

Individual Lead Retrieval Units - Please see product descriptions above

Individual X•Press Connect Plus - features listed above without the DITP and Custom Qualifiers

<input type="checkbox"/>	\$425	\$475	\$540	_____
--------------------------	-------	-------	-------	-------

Add the Connect Plus Bluetooth Printer - One per unit, *available for Connect Plus Only*

<input type="checkbox"/>	+\$75	+\$85	+\$95	_____
--------------------------	-------	-------	-------	-------

Individual X•Press LeadKey - features listed above without the DITP and Custom Qualifiers

<input type="checkbox"/>	\$365	\$415	\$475	_____
--------------------------	-------	-------	-------	-------

Individual X•Press LeadPro - features listed above without the DITP and Custom Qualifiers, Includes USB

<input type="checkbox"/>	\$315	\$370	\$430	_____
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X•Press Extras - Optional Services (prices listed below are per unit)

X•Press eBlast Email Service

X•Press eBlast is the complete event email campaign solution. Send custom HTML or plain text emails to your leads, complete with a personalized greeting and your company's unique message. *- this is a post-show service*

<input type="checkbox"/>	\$205	\$255	\$300	_____
--------------------------	-------	-------	-------	-------

X•Press Mailing Labels

Make following up on your leads simple with X•Press Mailing Labels. Your leads are merged and printed on to peel & stick labels then shipped directly to your office. *International orders, additional shipping charges will be applied.*

<input type="checkbox"/>	\$140	\$140	\$140	_____
--------------------------	-------	-------	-------	-------

X•Press Custom Sales Lead Qualifiers

Available for all systems to enhance your post-show follow up. Target ideal prospects! Submit customized qualifiers with an online order or by email to xpressleadpro@cdsreg.com . - 20 lines with a 22 character limit

<input type="checkbox"/>	\$100	\$120	\$155	_____
--------------------------	-------	-------	-------	-------

X•Press DITP Service

Delivery, Installation, Training and Pick-up Service. Ensure your booth staff learns tips to maximize results.

<input type="checkbox"/>	\$100	\$120	\$155	_____
--------------------------	-------	-------	-------	-------

Company Name: _____

ORDER ONLINE;
www.xpressleadpro.com

Use Show Code: **NCEA043**

Fax both order pages to:
1-508-759-4238

Questions? Please call:

1-800-746-9734

1-508-743-0197

or email:

lclementi@cdsreg.com

TOTAL (US dollars)	=
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Not everyone will have a business card. Everyone will have a name badge to scan. Don't miss a single prospect!

Leads are available 1 business day post-event at www.xpressleadpro.com/leads for no additional charge.
 All orders include onsite and post event tech support.

CONTACT

COMPANY: _____
 CONTACT NAME: _____
 BILLING ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ BOOTH #: _____
 PHONE: _____ FAX: _____
 EMAIL: _____
 COMPANY WEB ADDRESS: <http://www.>_____

All orders will be confirmed by email.

PAYMENT

PAYMENT METHOD: MC VISA AMEX
 CARD NUMBER: _____
 NAME ON CARD: _____
 EXPIRATION DATE: _____ *"Convention Data Services" will appear on your credit card statement.*
 SIGNATURE: _____

Authorization

Your signature denotes acceptance of the Terms & Conditions on both pages of this order form and is required prior to processing.

SIGNATURE: _____
 PRINT NAME: _____ DATE: _____

Terms & Conditions

1) Convention Data Services, Inc. hereinafter called "CONTRACTOR" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. All equipment and software remains the sole property of CONTRACTOR. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of CONTRACTOR or customer, all deposits and fees shall be returned.

2) The method of payment shall be in United States dollars and submitted with the order for service. CONTRACTOR will only accept checks drawn on banks located in the United States of America or certified funds. **Checks will not be accepted as payment at the show site.**

- 3) Early & Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. Services will not be rendered until payment in full is received.
ALL EARLY & ADVANCE ORDER CANCELLATIONS WILL BE SUBJECT TO A \$100.00 CANCELLATION FEE.
- 4) Onsite orders are based on unit availability. **NO REFUNDS WILL BE MADE FOR ORDER CANCELLATIONS RECEIVED WITH-IN 4 WEEKS OF THE OPENING DATES OF THE SHOW.**
- 5) No partial refunds will be allowed onsite should exhibitor fail to meet the system requirements stated on the front of the order form for X Press LeadKey orders. If your computer does not meet these requirements, our onsite representatives will do their best to upgrade your computer. Otherwise an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 6) The X Press LeadPro requires electricity. No partial refunds will be allowed onsite should exhibitor fail to order electricity for X Press LeadPro orders. If you do not have electricity, and need an alternative unit, an alternate lead retrieval device will be provided subject to availability. **No refunds will be granted in these circumstances.**
- 7) The customer agrees to return any equipment to CONTRACTOR in the same condition. The customer agrees to the immediate payment, upon request by CONTRACTOR for all damages or loss of equipment, except such as may result from normal operation thereof; and the customer acknowledges and understands that the applicable replacement cost is as follows: X Press LeadLite Unit: \$500.00; X Press Lead-Pro Unit: \$2,000.00; X Press LeadKey: \$500.00; X Press Connect Plus (Commando): \$1,000.00; X Press Connect Plus BlueTooth Adapter: \$500, X Press Connect Plus: Remote Printer (Fujitsu) \$1,000.00; X Press Connect Plus: AC Adapter for Blue Tooth Printer \$250; Barcode Scanner: \$1,000.00; Unit Power Adapter: \$25.00; Carrying Case: \$50. The customer authorizes CONTRACTOR to charge the credit card provided \$500.00 for failure to return the equipment within two hours after the official hall closing. The customer also authorizes CONTRACTOR to charge the credit card the replacement cost indicated above for either the failure to return the equipment or for any damaged equipment.
- 8) Customer is responsible to pay all applicable Federal, State or Local taxes. If the applicable tax rate is different from the published rate at the time of placing the order, then Contractor may adjust the tax due by the customer accordingly. If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exempt Certificate for that state. Please submit this certificate with order, otherwise tax will be charged to your order.
- 9) CONTRACTOR'S liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by CONTRACTOR.
- 10) Customer agrees to return all equipment to CONTRACTOR'S service desk within two hours of the show closing. **EQUIPMENT LEFT IN THE EXHIBIT AREA IS THE RESPONSIBILITY OF THE CUSTOMER.**
- 11) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.
- 12) If you have ordered our Delivery/Pick-up service, there must be a company representative available to receive the equipment. Deliveries are completed the day before the show opens unless otherwise noted. If no one is present in your booth when we deliver your system, you will be responsible for picking up your equipment. Pick-ups are done one (1) hour following the close of the show.
- 13) CONTRACTOR disclaims any responsibility for misuse, loss or power, power surges, and customer adjustments that are not covered in the instructions, acts of God, or any other act beyond the control of the CONTRACTOR.
- 14) Equipment images for marketing purposes represent the current equipment, however due to continuous new product development and technology upgrades, equipment fulfillment onsite may not always match equipment images found on forms and other ordering methods.

Questions? Please Call;

1-800-746-9734

1-508-743-0197

or email;

lclementi@cdsreg.com

Fax both order pages to:

1-508-759-4238

NO REFUNDS ON ORDERS PLACED WITHIN 4 WEEKS OF SHOW OPENING

***Early & Advance order cancellations are subject to a \$100.00 cancellation fee**

****Onsite orders limited to availability**



CONVENTION DATA SERVICES®

GES Information and Order Forms

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



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 George R. Brown Convention Center
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Official Service Provider

Global Experience Specialists, Inc. (GES) 7000 Lindell Road Las Vegas, NV 89118-4702	Phone (in USA): 800.475.2098 FAX (in USA): 866.329.1437 Contact us Online: www.ges.com/chat	International Calls: 702.515.5970 International Faxes: 702.263.1520
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GES will be onsite at your show to assist you in coordinating any last minute services, ordering additional products and answering any questions you may have.

Show Information

Booth Size: 10' X 10'
 Backwall Drape: Red/Blue/Red/Blue/White
 Sidewall Drape: Blue
 Aisle Carpet Color: Blue

Important Dates *Be sure to check all order forms for additional deadlines*

Discount Deadline Date

Friday, March 8 GES orders must be received with payment by this date.

Installation

Monday, April 1 8:00 AM - 6:00 PM Please take notice - move in after 4:30 PM is considered overtime, all applicable surcharges will apply.
 Tuesday, April 2 8:00 AM - 10:00 AM

Show Hours

Tuesday, April 2 12:00 PM - 6:00 PM
 Wednesday, April 3 8:30 AM - 4:30 PM
 Thursday, April 4 8:30 AM - 3:30 PM

Dismantle

Thursday, April 4 3:30 PM - 9:00 PM
 Friday, April 5 8:00 AM - 12:00 PM

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

Empty Container Return

Thursday, April 4 3:30 PM Start time for Empty Container Return.

Carrier Check-in Post-Show

Friday, April 5 9:00 AM Carriers post-show must be checked-in by this time.

Facility Clear

Friday, April 5 12:00 PM All exhibitor materials must be removed.



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

Shipping Addresses Use Provided Shipping Labels in this Exhibitor Services Manual to Expedite Handling

Consign all **domestic** shipments c/o GES. Please do **not** consign **international** shipments c/o GES. Contact our international division at: GESLogistic_international@ges.com.

Advance Shipments to Warehouse:

c/o GES
National Catholic Educational Association
(Your Company Name & Booth Number)
YRCW
9415 Wallisville Road
Houston, TX 77013
USA

Shipments should arrive on or between:

February 26 - March 27, 2013
Hours for receiving are Monday - Friday, 9:00 AM - 3:00 PM

Direct Shipments to Exhibit Site:

c/o GES
National Catholic Educational Association
(Your Company Name & Booth Number)
George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010
USA

Shipments should arrive on:

April 1, 2013, 8:00 AM - 6:00 PM Please take notice - move in after 4:30 PM is considered overtime, all applicable surcharges will apply.
April 2, 2013, 8:00 AM - 10:00 AM

Marshaling Yard Site Address:

c/o GES
National Catholic Educational Association
(Your Company Name & Booth Number)
YRC
2233 Polk Street
Houston, TX. 77003
USA

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We have designed this form to help you better understand the role of the Official Service Provider, the services we offer and to provide tips to maximize your cost savings.

What is an Official Service Provider?

GES has been selected as the Official Service Provider by the show organizer to design and produce your show. Because of the many areas that GES is involved in at the show, we are familiar with the key individuals managing your event. If at any time during the planning process you are unsure where to turn, just ask us – we're at your service.

Many Exhibitors are not aware of the depth and breadth of products and services offered by GES. Because we have insight into and control of the entire show process, we can generally save you time and money by assisting in your pre-show planning.

GES Show Services

Booth Furniture and Accessories

The booth furniture and accessories brochure showcases a wide variety of both standard and specialty furniture. All items rented from GES will automatically be delivered to your booth and picked up at the close of the show, with no material handling charges incurred by you.

Booth Carpet

GES offers a wide variety of carpet selections. The booth carpet brochure covers carpet choices from standard to custom color, size, grade, and padding.

Custom Exhibits

Let GES design and build an extraordinary custom exhibit that will deliver your marketing message. Please visit our design gallery at www.ges.com.

Rental Exhibits

Our hassle-free rental program gives you a customized look without the long-term commitment of purchasing an exhibit. Please visit our design gallery at www.ges.com.

Installation and Dismantle Services

If you already own an exhibit, or plan to purchase one, you will need to arrange for installation and dismantling of your booth. As the Official Service Provider on this show, GES provides you with the best labor and on-site personnel from move-in to move-out.

Graphics

Give visitors to your exhibit a great first impression by displaying captivating graphics and signs.

Shipping

GES can manage your transportation without a hassle. We offer simplified rates, online tracking, and single invoicing. Call to have your "shipping made easy."

Lighting and Rigging

A great way to maximize your visibility on the show floor is by creating mood and movement in your booth through lighting.

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.

How Can I Order My Show Services?

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

Step 1: Go to <https://e.ges.com/042001967/esm>

Step 2: Find your show by typing the show name into the search box and selecting it.

Step 3: Browse products and services and make your selections. When you add the first item or service to your cart, you will be prompted to sign in or create an account if you have not ordered on Expresso before.

Step 4: When you're ready to complete your order, click your shopping cart and submit the required information.

GES National Servicer[®]

The GES National Servicer[®] provides consistency and continuity of customer service for exhibitors at all GES shows, offering the following services:

- Single point of contact for all GES shows
- Coast to coast time zone coverage
- Personalized exhibitor service for all pre- and post-show orders

7000 Lindell Road
 Las Vegas, NV 89118
 Phone: 800.475.2098 / Fax: 866.329.1437
 International Phone: 702.515.5970 / Fax: 702.263.1520
 Online Chat: www.ges.com/chat

GES Servicer[®]

Once you are at the show, the GES Servicer[®] is onsite to place any last minute orders and provide show information.

Exhibitor Services

Our Exhibitor Services organization is the service team responsible for answering exhibitor questions, processing your orders and handling any special requests. They are the conduits between production, operations and your exhibiting needs. Regardless of your request, you can contact them for advice and information about the show – if they don't know the answer, they will find it!



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



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As your tradeshow partner, our goal is to provide you with hassle-free service so you can get on with your show. Even if you use an Exhibitor Appointed Contractor, you should have a basic working knowledge of the Exhibitor Services Manual contents and information.

By following the information below, you will enjoy a smooth trade show experience.

Ordering Trade Show Services

- Please include your complete customer information on each order form including address with zip code, phone and fax numbers, e-mail addresses, company, and contact name and most importantly, booth number. If you have multiple booth locations, please complete separate order forms for each location (booth, meeting room, etc.).
- Please ensure that the credit card information is complete and correct including the expiration date.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of the carpet you order is appropriate for your booth space (e.g.; do not order a 10' x 20' carpet for a 10' X 10' booth).
- Keep the total square footage of your booth space in mind when you order your decorating items. Don't order more than will comfortably fit in your booth and still allow you to do business.

Inbound - Move In

- Confirm your furnishings orders with the GES National Servicer[®] www.ges.com/chat. You should receive a confirmation of your order within 3-5 days of placement.
- **Confirm target dates with GES and communicate them to your carrier. Refer to the Special Handling brochure to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.**
- Keep the phone number of your carrier with you, including weekend contact and tracking numbers.
- Have your hotel information available, including phone number, address etc.
- After emptying crates, place empty labels on all sides of your crates and cases. Remember to remove old empty labels. Additionally, empty labels are sometimes color coded, so make sure you get the correct color and be sure your booth number is on each label.

Showsite

Put together a trade show survival kit to include in your freight or carry with you, including:

- Small Tool Kit
- Stapler, Scissors, Tape
- Pens & Markers for labels
- First Aid Kit
- Bottled Water

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.

Outbound - Move Out

- Keep in mind, the return of empty containers varies depending on the size of the show, so coordinate your outbound flight to accommodate this. GES does not provide security at show site. It is the Customer's responsibility to stay with their property. GES is not responsible for loss or damage to property left in the Customer's booth at any time for any reason.



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Safety is very important for everyone working in the exhibit hall.

Global Experience Specialists, Inc. (GES) values safety throughout our organization and demonstrates it in the work we perform. By following the safety guidelines below you will be doing your part in creating a safe work environment.

Safety Guidelines:

- Only authorized personnel and employees allowed, all others are prohibited.
- This is an active work zone.
- All exhibitors and attendees enter at their own risk. Do not enter the dock/yard areas.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Wear closed toe shoes.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.

If you notice anything unsafe please contact a GES employee immediately.

During move in and move out individuals under the age of 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



STOP.



THINK.



SAFETY.



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



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Union Information

To assist you in planning your participation in your Houston area show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. Carpenters Local 551 and Teamsters Local 988.

Teamster Labor

Global Experience Specialists, Inc. (GES) will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment, such as forklifts, flatbeds, dollies, etc. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.

Installation and Dismantle Labor

Global Experience Specialists, Inc. (GES) will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter.

Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Assembly, installation and dismantle of anything using electricity as a source of power is the responsibility of union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES **Servicenter** staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel, and discuss it with the personnel in charge.

Gratuities

Our work rules prohibit the SOLICITATION OR ACCEPTANCE of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.



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



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

I. Definitions

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

II. Scope

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

III. Customer Obligations

a. **Payment for services.** Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
 b. **Credit Terms.** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 1/2% 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 subcontractor or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

b. **GES to Customer:** To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

V. DISCLAIMER AND LIMITATION OF LIABILITY

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.

VI. No Liability for Loss or Damage to Goods

a. **Condition of Goods:** GES shall not be liable for damage, loss, or delay to uncrated freight, 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 declaration of any part of a claim (logistics claims excluded).

IX. Jurisdiction, Choice of Forum

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

X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

04/20/2013

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Order Directly Online:

<https://e.ges.com/042001967/esm>

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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

**EXCERPT FROM THE CITY OF HOUSTON FIRE CODE
 DIVISION 3. EXHIBITION HALLS, COLISEUMS, ETC.**

Sec. 26-28 Compliance with section 26-29 required.

The owner or person in charge of any building, tent or area used for exhibition purposes in or on which displays, concessions, exhibits, shows or rides are installed and operated for public entertainment, information, and/or merchandising purposes shall comply with requirements as set forth in subparagraphs (1) THROUGH (25) OF SECTION 26-29 and shall notify each lessee of such requirements at the time of setting up the lease arrangements. (Ord. No. 73-2078, 1, 11-21-73)

Sec. 26-29. Requirements enumerated.

No person shall install, operate or maintain any display, concession, exhibit, show or ride in any building or area for purposes of public entertainment, information and/or merchandising purposes unless such display, concession, exhibit, show or ride is installed, operated and maintained in accordance with the following requirements:

- (1) All tents, awnings, curtains drapes and decorations, either interior or exterior, must be constructed of flameproof material, or treated with an approved flameproofing solution. (Treatment shall be renewed as often as may be necessary to maintain the flameproofing effect.)
- (2) All exits, hallways and aisles leading from buildings and/or tents are to be kept clear and unobstructed when the buildings occupied.
- (3) No exit door shall be locked, bolted or otherwise fastened or obstructed when the building is occupied.
- (4) All sawdust and shavings shall be kept damp at all times.
- (5) All hay and straw shall be stored and maintained in a manner approved by the office of the fire marshal.
- (6) Automobiles, trucks, tractors, machinery and other motor vehicles utilizing flammable fuels, which are placed on display inside any building shall have no more than (2) gallons of fuel in the tank; and all fuel tanks shall be locked to effectively sealed and battery cables shall be disconnected from the ignition system. Ignition keys for vehicles on display shall be disconnected from the ignition system. Ignition Keys for vehicles on display shall be kept by a responsible person at the display location for removal of such vehicles from the building in event of emergency.
- (7) The use of liquefied petroleum gases in buildings, tents or areas used for exhibition purposes is strictly prohibited except that use of such gases for demonstration purposes shall be by special permit from the fire marshal in accordance with provisions of Article XXIX of this code.
- (8) Trash and rubbish, grease, etc. shall be removed from buildings, tents and areas at least once each day.
- (9) All electrical wiring shall be installed in a manner approved by the city electrical inspector.

- (10) Approved fire extinguishing equipment shall be proved and maintained in all areas as designated by the fire marshal.
- (11) All standpipes and hose cabinets shall be kept clear and unobstructed at all times.
- (12) The use of welding and cutting equipment for demonstration purposes shall be approved by the fire marshal.
- (13) The demonstration of equipment using liquid fuel in buildings is prohibited, except as prescribed in Article XX of this code.
- (14) There shall be no obstructions blocking exit doors from the outside of any building, such as autos parked in doorways, or barricade across sidewalks.
- (15) Where smoking is permitted, there shall be provided on each table and at other convenient places suitable noncombustible ashtrays or match receptacles. It shall be an offense for any person to smoke or to carry lighted tobacco in areas within buildings where a trade show is being set up or torn down except in specific areas designated by the fire marshal or his representative for smoking tobacco.
- (16) Each exhibitor shall provide an approved metal container with metal cover for daily accumulation of waste material.
- (17) All griddles and cook stoves shall be installed at a reasonable and safe distance from all combustible materials and be protected by metal and asbestos protectors.
- (18) The use of all gas-fired heating units, either portable or stationary, shall meet the approval of the city plumbing inspector and/or fire marshal. The use of the so called "salamander" stove is strictly prohibited.
- (19) All cooking appliances shall be equipped with ventilating hoods and equipment as deemed necessary by the fire marshal, but in any instance such equipment shall be installed in accordance with provisions of the city building and fire codes.
- (20) All flammable liquids used in any exhibit area shall be stored in an approved underground tank and/or special approved storage room, and dispensed from an approved pump into a vehicle tank or Underwriter's Laboratories labeled safety cans, in compliance with Article XV of this code.
- (21) No curtains, drapes or decorations shall be hung in such a manner as to cover any exit signs.
- (22) No vehicles shall be parked in fire lanes outside of buildings.
- (23) No flammable liquids shall be used or admitted inside of buildings except by approval of the fire marshal.
- (24) Artificial lighting such as lanterns and candles are prohibited.

(Ord. No. 73-2078, 1, 11-21-73; Ord. No. 74-352, 1(56), 2-20-73; Ord. No. 76-386, 1, 3-9-76)

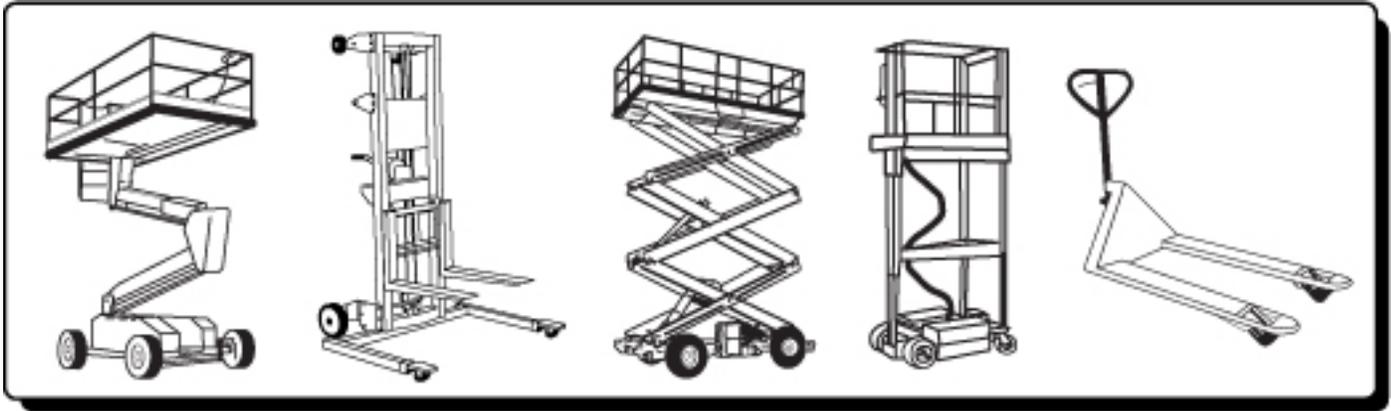


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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

ATTENTION ALL EXHIBITORS!



The operation or use of all motorized lifting 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 material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

ALL LIFTS, SCOOTERS, PALLET JACKS, DOLLIES AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE PROVIDER.

Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please **do not** take it for your use.

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.

Thank you for your complete cooperation.





National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

ATTENTION:

PETROLEUM SURCHARGE INFORMATION

Increased petroleum costs have impacted every facet of our business, from the cost of carpeting, plastics, visqueens, graphic substrates, propane & diesel fuel.

While the cost of gasoline has fluctuated greatly in recent months, the costs for other petroleum based products still are at record levels. GES has enacted a petroleum surcharge to partially recover the increased costs related to petroleum.

The Petroleum Surcharge will result in a 3% increase on all services published in the exhibitor services manual with the exception of GES Logistics, which already has a fuel surcharge built into the rates. These charges will be shown as a separate line item on your GES invoice.

GES thanks you for your continued support and patience during this critical time.



TO BE COMPLETED BY EXHIBITOR

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

Form Deadline Date:
March 2, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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 (Form L-3), a valid Certificate of Insurance and the Agreement and Rules and Regulations between GES and the EAC (Form L-4) is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC 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: _____

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

Description of Proposed service for Exhibitor: _____

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

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

PLEASE SIGN X _____
AUTHORIZED SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

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 Kit/Service 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 injures that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

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Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

Form Deadline Date:
March 2, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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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

1. EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the exhibitor kit, including all union rules and regulations, and accept liability for any negligent actions.
2. 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.
3. 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.
4. **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.**
5. **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.**
6. **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 Kit/Services Manual.**
5. 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.
7. 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)
8. 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.
9. 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.
10. EAC has attached herewith certificates of insurance confirming the following required insurance:
 - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
 - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
 - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
 - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), National Catholic Educational Association (Show Management), National Catholic Educational Association (Show) and George R. Brown Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
11. 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.
12. 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.
13. EAC/Exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
14. EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
15. 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.
16. 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.
17. 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.



TO BE COMPLETED BY EAC
2 of 3
RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.263.1520 for international exhibitors

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 2, 2013

<small>COMPANY NAME</small>	<small>EMAIL ADDRESS</small>	<small>BOOTH NUMBER</small>
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Rules and Regulations (continued)

18. 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.
19. 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 Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
20. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
21. 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.
22. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
23. 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.
24. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
25. This agreement is to be interpreted under the laws of the State of Nevada.
26. 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	
<small>AUTHORIZED SIGNATURE</small>		

<small>AUTHORIZED NAME - PLEASE PRINT</small>	<small>DATE</small>
-----------------------------------------------	---------------------

Printed Name: _____

Title: _____

Company: _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Name at Showsite: _____

Office Phone: _____ Cell Phone at Showsite: _____

Badges will be needed for the following individuals:

Name: _____	Cell Phone: _____
Name: _____	Cell Phone: _____
Name: _____	Cell Phone: _____

Official Use Only

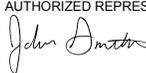
Accepted by GES Authorized Representative:

PLEASE SIGN	X	
<small>AUTHORIZED SIGNATURE</small>		
<small>AUTHORIZED NAME - PLEASE PRINT</small>	<small>DATE</small>	

Need Assistance?

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031113

ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE			DATE (MM/DD/YY) 01/01/13	
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		
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819				INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:		
COVERAGES						
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS	
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	01/01/13	01/01/14	EACH OCCURENCE	\$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
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____ <input type="checkbox"/> _____	SKLS-029499S	01/01/13	01/01/14	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE (Per accident)	\$
					AUTO ONLY-EA ACCIDENT	\$
A	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> _____				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	01/01/13	01/01/14	EACH OCCURENCE	\$1,000,000
					AGGREGATE	\$1,000,000
						\$
						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/13	01/01/14	<input checked="" type="checkbox"/> WC STATU-ORY LIMITS <input type="checkbox"/> OTHER	
					E.L. EACH ACCIDENT	\$1,000,000
					E.L. DISEASE-EA EMPLOYEE	\$1,000,000
D	OTHER				E.L. DISEASE -POLICY LIMIT	\$1,000,000
					Each Occurrence & Aggregate	
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. Global Experience Specialists, Inc. (GES) (Official Service Provider), National Catholic Educational Association (Show Management), George R. Brown Convention Center (Facility), and National Catholic Educational Association (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: April 2 - 4, 2013 at city of Houston.						
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION		
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 1415 Cockrell Hill Road, Suite 300 Dallas, TX 75211				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.		

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 Official Services Provider Information (form L-3) in this exhibitor manual).
4. FORM OF COVERAGE: Must be "occurrence" form of coverage.
5. NAME ADDITIONAL INSUREDS: Global Experience Specialists, Inc. (GES) (Official Service Provider), National Catholic Educational Association (Show Management), National Catholic Educational Association (Show) and George R. Brown Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. CERTIFICATE HOLDER: Must be Global Experience Specialists, Inc. (GES)
7. POLICY EFFECTIVE DATE: Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. POLICY EXPIRATION DATE: Must be on or after the last day of Exhibitor Move-Out.
9. LIMITS OF INSURANCE: Must be the same or greater than required by contract. See #10 on Agreement and Rules and Regulations between GES and EAC (L-4).
10. AUTHORIZED REPRESENTATIVE: Must be signed (not stamped) by an authorized representative of Producer.

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

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

Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 34 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 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

How to Ship to Exhibit Site

- Consign all **domestic** shipments c/o GES.
- Do **not** consign **international** shipments c/o GES; however, please contact our international division at:
GESLogistic_international@ges.com.
- 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.
- For a rate quote please call GES Logistics at 1.888.454.4437.

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. For a rate quote please call GES Logistics at 1.888.454.4437.

Tracking Shipments

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

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 Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise GES will invoice the entire load at the Uncrated rate.

- **Crated** – Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** – Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

Estimating Material Handling Charges, *continued*

- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** – May be charged an additional overtime surcharge
 - a. If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
 - b. Freight shipments sent to the show after it has opened.
 - c. Freight shipments that are received at showsite that do not meet their published date & 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, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the In-Booth 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 Servicercenter®** or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

Outgoing Shipments

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

Measure of Damage

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

Insurance

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



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



National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

IMPORTANT NOTICE

Global Experience Specialists, Inc. (GES) has established a Marshaling Yard to ease congestion in the vicinity of George R. Brown Convention Center and to better utilize the available dock space at the convention center.

The address to this Marshaling Yard is: YRC 2233 Polk Street, Houston, TX. 77003

A \$42.25 per shipment fee will be added to your invoice for use of this marshaling service.

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

The Marshaling Yard process is as follows:

- 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 George R. Brown 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 George R. Brown Convention Center, the number of booths on a truck, etc.
- Driver must check in at the GES Marshaling Yard. **POV's will promptly be dispatched to the appropriate offload point. You must have at least two (2) people in the vehicle - one to stay with product and one to remove vehicle from dock immediately. Maximum unloading time is 15 minutes.**
- 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. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$16.45 fee will be charged per 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.

If we can answer any questions or be of assistance with your inbound freight arrangements, please contact our National Servicer at www.ges.com/chat.





Get GES Transportation Plus and
Save 10%
On Material Handling

The banner features a teal background with white text. To the right, there are two vertical panels: the left one shows a road with a truck icon, and the right one shows a sky with an airplane icon. A dashed white line connects the truck and the airplane, suggesting a shipping route.

With decades of tradeshow experience, GES Logistics understands your transportation needs. As the Official Services Provider for your show, we offer a variety of fully integrated services at competitive rates.

GES Transportation Plus provides:

- Online tracking 24/7
- On-site GES support team
- Consolidated invoice

Note: Round-trip shipping is required to qualify for Transportation Plus rates. Transportation Plus does not apply to shipments that are considered small package, local or shipments over 5000 lbs.

Get an instant quote today at logisticsquote.ges.com.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Transportation Plus: Ship With GES Logistics To Receive A 10.00% Savings On Material Handling. To set up your savings with Transportation Plus for domestic shipments please call 888.454.4437, or complete the GES Logistics - Domestic Shipping Quote Form (R-8) included in this exhibitor services manual and fax it to 702.515.5972, or email us at GESLogistics@ges.com. For international shipments complete the GES Logistics - International Shipping Quote Form (R-20) in this exhibitor services manual and fax it to 866.329.1437 or 702.263.1520, or email us at GESlogistic_International@ges.com. Call 888.454.4437 for a quote for any shipments that are under 5000 lbs. Transportation Plus does not apply to shipments that are considered Small Package, Local or shipments over 5000 lbs. **Round Trip shipping is required to qualify for Transportation Plus rates.**

Price List

Important Information

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 82.50 cwt	\$ 74.25 cwt	ST/ST \$ 111.38 cwt	\$ 100.24 cwt
ST/OT \$ 107.50 cwt	\$ 96.75 cwt	ST/OT \$ 145.13 cwt	\$ 130.62 cwt
OT/OT \$ 132.00 cwt	\$ 118.80 cwt	OT/OT \$ 178.20 cwt	\$ 160.38 cwt

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

Crated Materials		Special Handling Materials	
Standard Rates	Transportation Plus Saving Rates	Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 72.50 cwt	\$ 65.25 cwt	ST/ST \$ 97.88 cwt	\$ 88.09 cwt
ST/OT \$ 94.50 cwt	\$ 85.05 cwt	ST/OT \$ 127.58 cwt	\$ 114.82 cwt
OT/OT \$ 116.00 cwt	\$ 104.40 cwt	OT/OT \$ 156.60 cwt	\$ 140.94 cwt

Uncrated Materials

Standard Rates	Transportation Plus Saving Rates
ST/ST \$ 116.00 cwt	\$ 104.40 cwt
ST/OT \$ 151.20 cwt	\$ 136.08 cwt
OT/OT \$ 185.60 cwt	\$ 167.04 cwt

Advance Shipments to Warehouse: GES will receive uncrated carpet and pad at the warehouse. A special handling charge will apply on these shipments. **Price includes:** unloading crated freight (the warehouse cannot receive uncrated shipments); storing at warehouse for up to 34 days (any materials stored beyond 34 days will incur additional costs applied to your invoice); reloading onto trucks and delivery to the exhibit site; unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

Direct Shipments to Exhibit Site: Price includes: unloading freight and delivery to your booth; picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site. However, any materials shipped back to warehouse from exhibit site will incur additional costs applied to your invoice.

Small Packages: Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. per 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.

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.

Arrival Dates and Surcharges for Shipments: A 30% (\$60.00 minimum) late arrival surcharge based on the above rates will apply to each shipment received not within the below deadlines.

Advance Dates:

Tue, Feb 26, 2013: Advance shipments may begin arriving at warehouse.
Wed, Mar 27, 2013: Last day for shipments to arrive at warehouse.

Direct Dates:

Mon, Apr 1, 2013: Direct shipments may begin arriving at exhibit site after 8:00 AM.
Tue, Apr 2, 2013: Last day for shipments to arrive at exhibit site by 10:00 AM.

How To Know What Rates To Use Based On Show Move-In/Move-Out:
Straight Time: Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
Overtime: All other times, Saturdays, Sundays, Holidays.
ST/ST: If freight will be handled on straight time into the show and out of the show.
ST/OT: If freight will be handled one way on straight time and one way on overtime, either into the show or out of the show.
OT/OT: If freight will be handled on overtime into the show and out of the show.

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, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.45 fee will be charged per shipment.

Please Indicate Below

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.)

_____ pounds ÷ 100 = _____ Total CWT

Shipment Will Be Sent To:

Exhibit Site Warehouse

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

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

Place Order Here

(Please Complete R-8 or R-20 for Using GES Logistics)

SMALL PACKAGE DESCRIPTION	PRICE	X QUANTITY = TOTAL PRICE
Small Package, 1st Carton	\$ 47.50	1 \$
Small Package, Each Additional Carton	\$ 23.75	\$

MATERIAL HANDLING DESCRIPTION	PRICE	X CWT = TOTAL PRICE
A. Total All Items Ordered		\$
B. Petroleum Surcharge Assessment: 3%		A x 3% = B \$
C. Payment Enclosed		A + B = C \$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



What is "Special" Handling?

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

Special Handling Includes:

Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.

Side Door Loading

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

Constricted Space Loading

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

Designated Piece Loading

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

Stacked, Cubed-out, or Loose Shipments

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

Multiple Shipments

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

Mixed Shipments

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

Improper Delivery Receipts

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

Uncrated Shipments

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

Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

R-5



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

BOOTH NUMBER

**C/O GES
YRCW
9415 Wallisville Road
Houston, TX 77013
USA**

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Feb 26, 2013 - Wednesday, March 27, 2013

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, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

BOOTH NUMBER

**C/O GES
YRCW
9415 Wallisville Road
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Carrier _____
Number _____ of _____ pieces





FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

BOOTH NUMBER

C/O GES

George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, April 1, 2013 after 8:00 AM - Tuesday, April 2, 2013 by 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



FROM:



TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

BOOTH NUMBER

C/O GES

George R. Brown Convention Center
1001 Avenida de las Americas
Houston, TX 77010
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Monday, April 1, 2013 after 8:00 AM - Tuesday, April 2, 2013 by 10:00 AM

CERTIFIED WEIGHT TICKETS ARE REQUIRED FOR ALL SHIPMENTS. Drivers must check in by 2:00 PM to be guaranteed same day unloading. In the event of weight discrepancies or shipments received without a certified weight certificate, a \$ 16.45 fee will be charged per shipment.

Carrier _____
Number _____ of _____ pieces



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



National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

Common Carriers & Air Carriers

Delivery Hours: Monday - Friday 9:00 AM - 3:00 PM (first come, first served).
No Appointment Required for Common Carriers.

Specialized Point to Point Ground Carriers (i.e., Van Lines, etc.)

1. Must call 24 hours before delivery to make an appointment. This will insure efficient unloading of specialized shipments and greatly reduce waiting times for the carrier.
2. Appointments for unloading will be scheduled between the hours of 8:00 AM - 3:00 PM. The availability of time slots will be determined by GES Receiving Personnel. All carriers must check in by 1:00 PM or Over Time billing rates apply.
3. Driver must have proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have copy of the bill of lading.
4. Drivers must have 2 copies of their bill of lading. GES must also be provided with one copy of their bill of lading.
5. Bill of lading must include piece count.
6. Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.
7. **If your Point to Point ground carrier fails to schedule a delivery appointment or does not show up at their appointed time, there will be a significant delay in the unloading process and the carrier may be required to return for the next day's schedule.**

**Please contact GES Freight Receiving at
281.705.3015 / 8:30 AM - 3:00 PM to make an appointment
24 hours prior to scheduled delivery time.**

**Make sure you notify your Point to Point ground carrier that an
appointment is required 24 hours in advance of delivery.**

Thank you for your assistance in helping to maintain the efficiency of our busy warehousing operations and in turn helping us to provide the best possible show experience for our clients.



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Complete this form for pre-printed outbound material handling documents (Bill of Lading) and shipping labels at the close of the show.

To take advantage of this service, please complete and return this form. If this form is not received by GES by the time of above Deadline Date, this pre-printing service will not be provided.

Step 1. Tell us the location of materials for pickup:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS: 1001 Avenida de las Americas	CITY: Houston	STATE: TX	ZIP: 77010	COUNTRY: USA	
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:	COUNTRY:	
PHONE:	FAX:	BOOTH NUMBER:			

SHIPPING DESTINATION 2:

Number of Labels Needed:

COMPANY/CONSIGNEE:		ATTENTION:			
STREET ADDRESS:	CITY:	STATE:	ZIP:	COUNTRY:	
PHONE:	FAX:	BOOTH NUMBER:			

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

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

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



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 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

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

Pick Up Information

DATE:	SHIPPING / RECEIVING HOURS (4 HOUR WINDOW REQUIRED):		
STREET ADDRESS:	CITY:	STATE:	ZIP: COUNTRY:
PICK UP CONTACT:	PHONE NUMBER:	FAX NUMBER:	
SHIPPING INSTRUCTIONS (ADDITIONAL CHARGES MAY APPLY):			MARK FOR WEEKEND PICK UP OR DELIVERY: <input type="checkbox"/> Pick Up <input type="checkbox"/> Delivery

Delivery Information

DATE:	RECEIVING HOURS:
DESTINATION:	EXHIBITOR NAME:
SHOW NAME:	BOOTH NUMBER:
STREET ADDRESS:	CITY: STATE: ZIP: COUNTRY:
SHOW CONTRACTOR:	CONTACT: PHONE NUMBER:

Method of Shipment

Ground: <input type="checkbox"/> Less than a Truck Load <input type="checkbox"/> Truck Load Rates (Price Per Shipment) Shipments 0-100 lbs.* Shipments 101 lbs. and up* _____ *Subject to Applicable Surcharges	Air: <input type="checkbox"/> Next Day <input type="checkbox"/> 2nd Day <input type="checkbox"/> Deferred * Dim weight or actual weight, whichever is greater, will apply to Next Day and 2nd Day.	Special Instructions (Additional Charges May Apply)
--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------

Weight & Dimensions (Final Weight Subject to Correct Weight & Dimensions)

Mark "X" in the H/M column to designate hazardous materials as defined in Department of Transportation Regulations.

LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT	LIST EACH PIECE	H/M	DIMENSIONS IN INCHES			EST. WEIGHT
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	
		L x	W x	H				L x	W x	H	

Total Pieces:	Total Weight:	Hazardous Materials Contact Number () _____ - _____
You must read the Terms and Conditions of Contract under which GES provides transportation services to you, our valued customer. The Terms and Conditions may be downloaded by going to www.ges.com/terms/logistics.aspx . If you do not have internet capability, a copy of the Terms and Conditions may be obtained by contacting your GES Logistics representative at 1.888.454.4437.		I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. Authorized Signature - Please Sign: _____ X I have read and agree to the Terms and Conditions of Contract and have the right and authority to bind the exhibiting company referenced herein to such terms.
AUTHORIZED NAME - PLEASE PRINT _____		DATE _____

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.

Subject to individually determined rates or contracts that have been agreed upon in writing between GES and shipper, if applicable, otherwise to the rates, classifications and rules that have been established by GES and are available to the shipper, on request; **By signing this order form, shipper agrees to be bound by all its terms and conditions.**

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



Get *GES Global Transportation Plus* and
Save 10%
On Material Handling



GES Logistics provides an integrated network of carriers that service transportation solutions to over 80 countries by land, air and sea. Documentation services include ATA Carnet and temporary import bonds for the most comprehensive worldwide support available.

GES Global Transportation Plus delivers these unique benefits:

- Save 10% on material handling when using GES Logistics round-trip shipping
- Consolidated invoicing for material handling and shipping charges
- Managed transportation to and from the show floor
- On-site customer support

Note: All international transportation services are subject to the terms, conditions, limits of liability and instructions as set forth by the carrier.

To request a quote call 702.515.5970 or contact us at logisticsquote.ges.com/international.

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Attention Exhibitors - Unloading Personal Vehicles (POV)

Exhibitors bringing exhibit materials in personal vehicles (POV) will be required to obtain a DOCK PASS at the Freight Desk in order to gain dock access.

This pass will allow 20 minutes to unload the POV before it must be moved from the dock ramp area. At the end of the 20-minute allotted time, vehicles must be moved to the convention center parking areas. Vehicles exceeding this time limit may be towed.

The definition of a POV is one which, **MUST BE** unloaded within 20 minutes by a full-time company employee(s), **MUST BE** unloaded by hand, and **MUST NOT BE** a closed-bodied vehicle with dual wheels.

VEHICLES THAT QUALIFY:



Sedan



Van



Sports Utility Vehicle



Pickup

Special Freight Services — Small Passenger Vehicles Only!

Maximum Weight 200 lbs

- To facilitate the move-in and move-out of Exhibitors with small exhibit material shipments, Global Experience Specialists, Inc. (GES) is pleased to make available for hire, one (1) laborer with one (1) pushcart, for one (1) trip. Services can be made **one way** from the dock to your booth or your booth to the dock. Charges for these services are \$54.50 each way.
- This service is for those who have **small hand carry items** all of which must fit on a 2' x 6' push cart, in one trip only. **If you arrive with a truck, van, trailer, or truck with trailer filled with exhibit material you will not qualify for this service and will be redirected.**
- A cartload is eight (8) pieces or less, weighing less than 200 lbs. total. There is one cartload allowed per booth.
- Your vehicle must unload on the receiving dock of the exhibit hall. GES personnel will direct vehicles. The cart is not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one person to go with your product to the booth space and one person to remove your vehicle from the unloading area to the parking area.
- Freight that is too large or heavy will be charged Material Handling rates.** No personal trucks (one (1) ton & over), no rental trucks, trailers, or bobtails will be unloaded through cartload service.



Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
200506	Dock to Booth	\$54.50	1	\$
200506	Booth to Dock	\$54.50	1	\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Payment Enclosed		A + B = C	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------

Need Assistance?

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RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

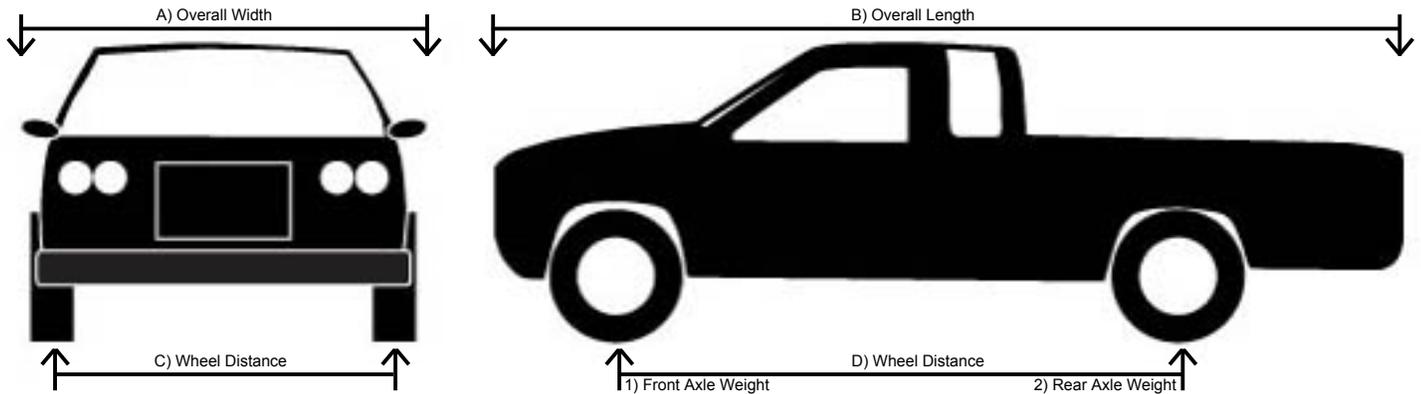
Vehicle placement on the trade show floor will be a round-trip fee of \$210.50 per vehicle. It is understood that this will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service.

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 any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitor's must stay clear during movement of the vehicle.

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

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.

Be advised that if you are planning to display a vehicle, you are required to provide the information listed on this page. A GES Representative will contact you regarding a specific time when to have your vehicle ready to go onto the tradeshow floor.



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	Total Price
1.									\$
2.									\$
3.									\$
4.									\$
5.									\$

* For dual Axle vehicles measure distance from the front wheel to between the back wheels

A.	Total All Items Ordered:	\$
B.	Petroleum Surcharge Assessment: 3% A x 3% = B	\$
C.	Item # 200507 Payment Enclosed A + B = C	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.		
Authorized Signature - Please Sign:		X
AUTHORIZED NAME - PLEASE PRINT		DATE

GES® offers eco-friendly and conventional carpet to enhance the look and comfort of your exhibit. Available in various colors of three carpet grades with padding option:

Ultra Plush (50 oz.) 
 50 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

Plush (26 oz.) 
 26 oz. carpet is 100% recyclable and offered as a business standard for our premium grades.

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

Padding (1/2 in.) 
 Double-netted rebound pad is 100% recyclable, made with 98% pre & post consumer content.

100% recyclable flooring solutions have the same industry tradeshow performance standards as conventional carpet and help to reduce the volume of excess materials from entering landfills.

 The leaf symbol indicates recyclable or eco-friendly materials, per manufacturers specifications.

Ultra Plush

Includes:

- 50 oz. 100% recyclable premium carpet 
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

Ultra Plush Color Codes

- Bisque (81)
- Cabernet (82)
- Iceberg (84)
- Seascape (86)
- Teal (55)
- Black (41)
- Graphite (83)
- Midnight (85)
- Sterling (87)

Our carpet is offered as pre-cut, custom-cut or in carpet packages that include visqueen and recycled padding. Visqueen and recycled padding are also available as upgrades.

Rental includes material handling, installation, front edge taping, and pick-up at the close of the show.

To order contact the GES National Servicer® at 800.475.2098 or fill out and fax the enclosed order form.

Plush

Includes:

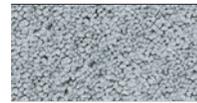
- 26 oz. 100% recyclable premium carpet
- 4 mil poly covering
- anti-static treatment
- 3M Scotchgard™ protection



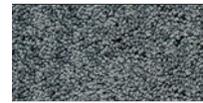
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



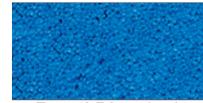
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Standard

Includes:

- 13 oz. filament nylon carpet
- Available in pre-cut sizes (see order form for details)
- Custom-cut includes 4 mil poly covering



Black (41)



Blue (42)



Blue Jay (56)



Burgundy (43)



Emerald Green (44)



Gray (40)



Pepper (52)



Red (49)

Plush Color Codes

- | | | | |
|--------------------|---------------|-------------|-------------------|
| - 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) | |

Standard Color Codes

- | | |
|----------------------|-----------------|
| - Black (41) | - Blue (42) |
| - Blue Jay (56) | - Burgundy (43) |
| - Emerald Green (44) | - Gray (40) |
| - Pepper (52) | - Red (49) |

Chairs



300051 - Chair, Contemporary Arm, 23"W 18"D 31"H



300052 - Chair, Contemporary Side, 19.5"W 18"D 31"H



300050 - Chair, Plastic Contour, 18"W 18.5"D 32"H



300053 - Stool, Contemporary, 17"W 18"D 48"H

Tables



300057 - Table, Rectangle, 24"x36"x30" High



300056 - Table, Square, 24"x24"x30" High



300059 - Table, Starbase, 30" Diameter x 40" High



300058 - Table, Starbase, 40" Diameter x 30" High

Skirted Tables



3004 - Table 4', Skirted 4 Sides, 24" x 30" High



3006 - Table 6', Skirted 3 Sides, 24" x 30" High



3008 - Table 8', Skirted 3 Sides, 24" x 30" High



3007 - Table, Skirt 4th Side

Table Skirt Colors



Beige (54)



Black (41)



Blue (42)



Burgundy (43)



Forest Green (45)



Gold (46)



Gray (40)



Purple (48)



Red (49)



Teal (55)



White (50)

Display Furniture



Full View



Half View



Quarter View

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300131 - Security Cage, Large, without Lock



300132 - Security Cage, Small, without Lock



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300118 - Waterfall Stand

RETURN WITH G-2: PAYMENT & CREDIT CARD AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

COMPANY NAME _____ EMAIL ADDRESS _____ BOOTH NUMBER _____

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Chairs				Accessories			
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	\$ 97.25	\$ 146.00	300103	Aluminum Easel	\$ 53.25	\$ 80.00
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	\$ 89.00	\$ 134.00	300111	Bag Stand	\$ 73.25	\$ 110.00
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	\$ 59.25	\$ 89.00	300102	Coat Rack	\$ 73.25	\$ 110.00
300053	Stool, Contemporary, 17"W 18"D 48"H	\$ 106.00	\$ 159.00	300104	Garment Rack	\$ 73.25	\$ 110.00
Tables				300106	Literature Rack	\$ 122.00	\$ 183.00
300057	Table, Rectangle, 24"x36"x30" High	\$ 97.25	\$ 146.00	300201	Pegboard, White, 4'x8'	\$ 139.00	\$ 209.00
300056	Table, Square, 24"x24"x30" High	\$ 89.00	\$ 134.00	300107	Refrigerator	\$ 291.00	\$ 437.00
300059	Table, Starbase, 30" Diameter x 40" High	\$ 204.00	\$ 306.00	300131	Security Cage, Large, without Lock	\$ 406.00	\$ 609.00
300058	Table, Starbase, 40" Diameter x 30" High	\$ 204.00	\$ 306.00	300132	Security Cage, Small, without Lock	\$ 272.00	\$ 408.00
Skirted Tables				300120	Sign Holder, Bell Base	\$ 66.75	\$ 100.00
Skirting for Tables - White Vinyl Top and Pleated Skirt				300108	Sign Holder, Chrome, 22"x28"	\$ 66.75	\$ 100.00
3004	Table 4', Skirted 4 Sides, 24" x 30" High	\$ 119.00	\$ 179.00	300211	Tackboard, 4'x8'	\$ 146.00	\$ 219.00
3006	Table 6', Skirted 3 Sides, 24" x 30" High	\$ 143.00	\$ 215.00	300112	Ticket Tumbler, Small, Table Top	\$ 114.00	\$ 171.00
3008	Table 8', Skirted 3 Sides, 24" x 30" High	\$ 166.00	\$ 249.00	300113	Wastebasket	\$ 16.35	\$ 24.55
3007	Table, Skirt 4th Side	\$ 36.50	\$ 54.75	300118	Waterfall Stand	\$ 73.25	\$ 110.00
Skirted Counters				Prices include delivery, installation, rental, and removal.			
Skirting for Counters - White Vinyl Top and Pleated Skirt				Orders placed at show site are subject to availability.			
3014	Counter 4', Skirted 4 Sides, 24" x 42" High	\$ 166.00	\$ 249.00				
3016	Counter 6', Skirted 3 Sides, 24" x 42" High	\$ 187.00	\$ 281.00				
3018	Counter 8', Skirted 3 Sides, 24" x 42" High	\$ 210.00	\$ 315.00				
3017	Counter, Skirt 4th Side	\$ 43.75	\$ 65.75				
Risers							
300191	Riser 4', Single Tier, 48"x8"x8" High	\$ 32.75	\$ 49.25				
300192	Riser 6', Single Tier, 72"x8"x8" High	\$ 46.25	\$ 69.50				
Custom Booth Drape							
3001	Drape, 3' High, Per Foot, 4' Minimum	\$ 13.45	\$ 20.20				
3002	Drape, 8' High, Per Foot, 4' Minimum	\$ 16.35	\$ 24.55				
Display Furniture							
300074	Display Case 4', Full View	\$ 461.00	\$ 692.00				
300082	Display Case 6', Full View	\$ 489.00	\$ 734.00				
300083	Display Case 6', Half View	\$ 489.00	\$ 734.00				
300084	Display Case 6', Quarter View	\$ 489.00	\$ 734.00				
Accessories							
300124	Aisle Stanchion Chain, Plastic, Per Foot	\$ 4.17	\$ 6.25				
300123	Aisle Stanchion, without Chain	\$ 39.50	\$ 59.25				

Please Indicate Choice
Place Order Here
Drape / Skirt Color (3004, 3006, 3008, 3007, 3014, 3016, 3018, 3017, 3002 ONLY)

Gray will be provided if no color is indicated below:

- | | | |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Red (49) |
| <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) | |

4th Side Table Skirt (3007 ONLY)

-
- 6' Table
-
- 8' Table

4th Side Counter Skirt (3017 ONLY)

-
- 6' Counter
-
- 8' Counter

Tackboard/Perfboard Alignment (300201 and 300211 ONLY)

-
- Horizontal
-
- Vertical

Please include Booth Layout form (H-3) for placement of items.

Orders received after the discount deadline date are subject to availability and/or substitutions.

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8.25%		C x 8.25% = D	\$
E.	Payment Enclosed		C + D = E	\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.				
Authorized Signature - Please Sign: X				
AUTHORIZED NAME - PLEASE PRINT			DATE	

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

Need Assistance?

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

COMPANY NAME _____ EMAIL ADDRESS _____ Booth Number _____

GES Furniture Packages offer significant savings!
Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
400011	Furniture Package 1 Includes 10% Off: (2) Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.	\$ 250.07	\$ 375.80	400012	Furniture Package 2 Includes 10% Off: (4) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket. <i>Orders placed at show site are subject to availability.</i>	\$ 548.42	\$ 823.10

Prices include delivery, installation, rental, and removal.

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

Please Indicate Choice
Place Order Here
Table Skirt Color (Item # 400011 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Red (49) |
| <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) | |

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
400011	Furniture Package 1			\$
400012	Furniture Package 2			\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8.25%		C x 8.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign:

X

AUTHORIZED NAME - PLEASE PRINT	DATE
--------------------------------	------



Seating - Sofas and Loveseats



305066 - Loveseat, Black Leather, 64"L 36"D 34"H



305068 - Loveseat, Key West, Black, 57"L 35"D 33"H



305067 - Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"H



305118 - Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"H



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



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



305117 - Sofa, Astro, 83"L 36"D 29"H



305125 - Sofa, Key West, Black, 85"L 35"D 33"H



305121 - Sofa, Lisbon, Black Leather, 88"L 36"D 34"H



305116 - Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H



305124 - Sofa, Memphis, 55"L 31"D 28"H



305226 - Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H



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



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

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

Seating - Club Chairs



305235 - Chair, Allegro, Blue Fabric, 36\"/>



305081 - Chair, Astro Light Beige, 36\"/>



305072 - Chair, Barcelona, Black, 30\"/>



305073 - Chair, Barcelona, White, 30\"/>



305074 - Chair, Cappuccino, 29\"/>



305180 - Chair, Globus, 28\"/>



305178 - Chair, Lisbon, Black Leather, 40\"/>



305080 - Chair, Marrakesh, Light Beige, 34\"/>



305127 - Chair, Memphis, 27.25\"/>



305225 - Chair, Mirabel, Brown Leather, 36\"/>



305179 - Chair, Newport, Charcoal Leather, 24\"/>



305220 - Chair, Roma, White Vinyl, 37\"/>



305070 - Chair, Tub, Key West, Black, 31\"/>



305035 - Corner, Charcoal Leather, 34\"/>

Seating - Chairs



305152 - Chair, Altura, Guest, 25\"/>



305041 - Chair, Berlin, Black/White, 18\"/>



305042 - Chair, Berlin, Red/White, 18\"/>



305110 - Chair, Brewer, Black, 20\"/>



305109 - Chair, Brewer, Gray, 20\"/>



305217 - Chair, Casper, Clear, 21\"/>



305231 - Chair, Fusion, Clear/White, 19\"/>



305230 - Chair, Fusion, Green/White, 19\"/>



305232 - Chair, Fusion, Red/White, 19\"/>



305079 - Chair, Ice Transparent/Chrome, 17.25\"/>



305034 - Chair, Iso Mesh Black, 36\"/>



305111 - Chair, Jetson, 19\"/>



305149 - Chair, Luxor, Guest, 27\"/>



305113 - Chair, Manhattan, 26\"/>



305108 - Chair, New York, 23\"/>



305115 - Chair, Panton, White, 20\"/>



305078 - Chair, Stage, Beige, 24\"/>



305071 - Chair, Stage, Camel, 24\"/>



305077 - Chair, Stage, Onyx, 24\"/>



305075 - Chair, Stage, Red, 24\"/>



305069 - Chair, T-Vac Translucent, 25\"/>

Seating - Ottomans



305088 - Ottoman, Bench, Black, 24"L 60"D 17"H



305089 - Ottoman, Bench, White, 24"L 60"D 17"H



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



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



305086 - Ottoman, Half Round, Black, 72"L 36"D 17"H



305087 - Ottoman, Half Round, White, 72"L 36"D 17"H



305094 - Ottoman, Oval, Black, 52"L 32"D 19"H



305095 - Ottoman, Oval, White, 52"L 32"D 19"H



305240 - Ottoman, Puzzle Bench, White, 48"L 24"D 18"H



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



305090 - Ottoman, Square, Black, 40"L 40"D 17"H



305091 - Ottoman, Square, White, 40"L 40"D 17"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



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



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



305114 - Chair, Flex with Wheels, 24"L 22"D 31"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.



305076 - Chair, Otto, Highback Black, 23"L 21"D 43"H



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



305112 - Chair, Tilt with Arms, Black, 26"L 25"D 34"H



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

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

Seating - Barstools



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



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



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



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



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H



305006 - Barstool, Ohio, Black, 18" Round 31"H Adj.



305007 - Barstool, Ohio, Grey, 18" Round 31"H Adj.



305005 - Barstool, Ohio, Red, 18" Round 31"H Adj.



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Grey Nebula



Metallic Silver



Brushed Red



Brushed Blue

Tables - Cafe



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



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



305159 - Table, Cafe, Graphite/Chrome, 36" Round 29"H



305166 - Table, Cafe, Grey/Black, 36" Round 29"H



305158 - Table, Cafe, Grey/Chrome, 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/Chrome, 30" Round 29"H



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



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



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



305163 - Table, Cafe, Silver/Black, 30" Round 29"H



305155 - Table, Cafe, Silver/Chrome, 30" Round 29"H

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

Tables - Bar



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



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



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



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



305142 - Table, Bar, Graphite/Chrome, 30" Round 42"H



305145 - Table, Bar, Graphite/Chrome, 36" Round 42"H



305135 - Table, Bar, Grey/Black, 36" Round 42"H



305144 - Table, Bar, Grey/Chrome, 36" Round 42"H



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



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



305143 - Table, Bar, Maple/Chrome, 30" Round 42"H



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



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



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



305132 - Table, Bar, Silver/Black, 30" Round 42"H



305141 - Table, Bar, Silver/Chrome, 30" Round 42"H

Tables - Cocktail



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H



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



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305015 - Table, Cocktail, Soho, 38"L 38"D 18.5"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



305047 - Table, End, Geo, Black, 26"L 26"D 20"H



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



305049 - Table, End, Inspiration, 24"L 28"D 22"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305045 - Table, End, Soho, 26"L 26"D 27"H



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



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

Conference Tables



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 36"D 29"H



305029 - Table, Conf., Graphite, 96"L 36"D 29"H



305170 - Table, Conf., Gray, 42" Round 29"H



305171 - Table, Conf., Gray, 72"L 36"D 29"H



305172 - Table, Conf., Gray, 96"L 36"D 29"H



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



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



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



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



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



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

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



305002 - Bookcase, Graphite, 36"L 13"D 71"H



305001 - Bookcase, Mahogany, 36"L 13"D 71"H



305053 - Etagere, Black, 30"L 16"D 70"H



305052 - Etagere, Pewter, 30"L 16"D 70"H



305215 - Pedestal, Black Plastic, 24"L 24"D 36"H



305216 - Pedestal, Black Plastic, 24"L 24"D 42"H



305102 - Pedestal, Graphite, 30"L 30"D 42"H



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

Office and Utility Furniture



305040 - Credenza, Graphite, 72"L 24"D 29"H



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



305057 - Desk, Executive, Graphite, 60"L 30"D 29"H



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



305138 - Desk, Writing, Graphite, 48"L 24"D 30"H



305059 - File, Lateral, Graphite, 36"L 20"D 29"H



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



305106 - Kiosk, Black/Maple, 24"L 21"D 42"H



305104 - Podium, Lecturn, Cherry, 24"L 19"D 50"H



305038 - Table, Computer, Graphite, 36"L 30"D 42"H



305036 - Table, Training, Grey, 48"L 24"D 30"H

Lamps



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



305203 - Lamp, Floor,
Trovato, LED, White, 7"L
7"D 72"H



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



305202 - Lamp, Table,
Trovato, White, 7"L 7"D
26"H

RETURN WITH G-2: PAYMENT & CREDIT CARD AUTHORIZATION FORM TO:

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

National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
Seating - Sofas and Loveseats				Seating - Ottomans			
305066	Loveseat, Black Leather, 64"L 36"D 34"H	\$ 668.00	\$ 1,000.00	305090	Ottoman, Square, Black, 40"L 40"D 17"H	\$ 324.00	\$ 486.00
305068	Loveseat, Key West, Black, 57"L 35"D 33"H	\$ 462.00	\$ 693.00	305091	Ottoman, Square, White, 40"L 40"D 17"H	\$ 324.00	\$ 486.00
305067	Loveseat, Newport, Charcoal Leather, 54"L 34"D 33"	\$ 731.00	\$ 1,100.00	305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	\$ 104.00	\$ 156.00
305118	Sectional, 3 pc., Newport, Charcoal, 113"L 34"D 33"	\$ 1,450.00	\$ 2,180.00	305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D	\$ 104.00	\$ 156.00
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D	\$ 1,330.00	\$ 2,000.00	305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D	\$ 104.00	\$ 156.00
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	\$ 595.00	\$ 893.00	305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	\$ 104.00	\$ 156.00
305117	Sofa, Astro, 83"L 36"D 29"H	\$ 726.00	\$ 1,090.00	305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	\$ 104.00	\$ 156.00
305125	Sofa, Key West, Black, 85"L 35"D 33"H	\$ 518.00	\$ 777.00	305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	\$ 104.00	\$ 156.00
305121	Sofa, Lisbon, Black Leather, 88"L 36"D 34"H	\$ 729.00	\$ 1,090.00	305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	\$ 104.00	\$ 156.00
305116	Sofa, Marrakesh, Light Beige, 84"L 37"D 34"H	\$ 651.00	\$ 977.00	Seating - Office and Utility Seating			
305124	Sofa, Memphis, 55"L 31"D 28"H	\$ 692.00	\$ 1,040.00	305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj.	\$ 339.00	\$ 509.00
305226	Sofa, Mirabel, Brown Leather, 76"L 35"D 32"H	\$ 807.00	\$ 1,210.00	305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.	\$ 326.00	\$ 489.00
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	\$ 823.00	\$ 1,230.00	305114	Chair, Flex with Wheels, 24"L 22"D 31"H	\$ 152.00	\$ 228.00
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	\$ 607.00	\$ 911.00	305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	\$ 383.00	\$ 575.00
Seating - Club Chairs				305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	\$ 349.00	\$ 524.00
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	\$ 465.00	\$ 698.00	305076	Chair, Otto, Highback Black, 23"L 21"D 43"H	\$ 448.00	\$ 672.00
305081	Chair, Astro Light Beige, 36"L 36"D 29"H	\$ 490.00	\$ 735.00	305126	Chair, Task, 25"L 26"D 21"H	\$ 139.00	\$ 209.00
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	\$ 738.00	\$ 1,110.00	305112	Chair, Tilt with Arms, Black, 26"L 25"D 34"H	\$ 261.00	\$ 392.00
305073	Chair, Barcelona, White, 30"L 30"D 31"H	\$ 837.00	\$ 1,260.00	305043	Stool, Drafting, 25"L 26"D 34"H	\$ 202.00	\$ 303.00
305074	Chair, Cappuccino, 29"L 29"D 34"H	\$ 352.00	\$ 528.00	Seating - Barstools			
305180	Chair, Globus, 28"L 26"D 28"H	\$ 353.00	\$ 530.00	305012	Barstool, Banana, Black, 21"L 22"D 30"H	\$ 150.00	\$ 225.00
305178	Chair, Lisbon, Black Leather, 40"L 36"D 34"H	\$ 507.00	\$ 761.00	305013	Barstool, Banana, White, 21"L 22"D 30"H	\$ 150.00	\$ 225.00
305080	Chair, Marrakesh, Light Beige, 34"L 37"D 38"H	\$ 453.00	\$ 680.00	305010	Barstool, Gin, Maple, 16"L 16"D 29"H	\$ 193.00	\$ 290.00
305127	Chair, Memphis, 27.25"L 31.75"D 27.5"H	\$ 443.00	\$ 665.00	305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32	\$ 212.00	\$ 318.00
305225	Chair, Mirabel, Brown Leather, 36"L 35"D 32"H	\$ 489.00	\$ 734.00	305011	Barstool, Jetson, Black, 18"L 19"D 29"H	\$ 249.00	\$ 374.00
305179	Chair, Newport, Charcoal Leather, 24"L 34"D 33"H	\$ 434.00	\$ 651.00	305006	Barstool, Ohio, Black, 18" Round 31"H Adj.	\$ 215.00	\$ 323.00
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	\$ 503.00	\$ 755.00	305007	Barstool, Ohio, Grey, 18" Round 31"H Adj.	\$ 215.00	\$ 323.00
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	\$ 356.00	\$ 534.00	305005	Barstool, Ohio, Red, 18" Round 31"H Adj.	\$ 215.00	\$ 323.00
305035	Corner, Charcoal Leather, 34"L 34"D 33"H	\$ 503.00	\$ 755.00	305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	\$ 275.00	\$ 413.00
Seating - Chairs				305008	Barstool, Oslo, White, 17"L 20"D 30"H	\$ 275.00	\$ 413.00
305152	Chair, Altura, Guest, 25"L 20"D 34"H	\$ 280.00	\$ 420.00	305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 1	\$ 365.00	\$ 548.00
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	\$ 118.00	\$ 177.00	305207	Barstool, Zooey Swivel, White/Chrome Base, 15"Lx1	\$ 333.00	\$ 500.00
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	\$ 118.00	\$ 177.00	Tables - Cafe			
305110	Chair, Brewer, Black, 20"L 20"D 32"H	\$ 141.00	\$ 212.00	305162	Table, Cafe, Blue/Black, 30" Round 29"H	\$ 211.00	\$ 317.00
305109	Chair, Brewer, Gray, 20"L 20"D 32"H	\$ 141.00	\$ 212.00	305154	Table, Cafe, Blue/Chrome, 30" Round 29"H	\$ 281.00	\$ 422.00
305217	Chair, Casper, Clear, 21"L 21"D 36.5"H	\$ 180.00	\$ 270.00	305164	Table, Cafe, Graphite/Black, 30" Round 29"H	\$ 211.00	\$ 317.00
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H	\$ 139.00	\$ 209.00	305167	Table, Cafe, Graphite/Black, 36" Round 29"H	\$ 247.00	\$ 371.00
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H	\$ 139.00	\$ 209.00	305156	Table, Cafe, Graphite/Chrome, 30" Round 29"H	\$ 281.00	\$ 422.00
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	\$ 139.00	\$ 209.00	305159	Table, Cafe, Graphite/Chrome, 36" Round 29"H	\$ 334.00	\$ 501.00
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	\$ 213.00	\$ 320.00	305166	Table, Cafe, Grey/Black, 36" Round 29"H	\$ 247.00	\$ 371.00
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H	\$ 293.00	\$ 440.00	305158	Table, Cafe, Grey/Chrome, 36" Round 29"H	\$ 334.00	\$ 501.00
305111	Chair, Jetson, 19"L 18"D 31"H	\$ 186.00	\$ 279.00	305165	Table, Cafe, Maple/Black, 30" Round 29"H	\$ 211.00	\$ 317.00
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	\$ 311.00	\$ 467.00	305168	Table, Cafe, Maple/Black, 36" Round 29"H	\$ 247.00	\$ 371.00
305113	Chair, Manhattan, 26"L 22"D 34"H	\$ 225.00	\$ 338.00	305157	Table, Cafe, Maple/Chrome, 30" Round 29"H	\$ 281.00	\$ 422.00
305108	Chair, New York, 23"L 32"D 33"H	\$ 190.00	\$ 285.00	305160	Table, Cafe, Maple/Chrome, 36" Round 29"H	\$ 334.00	\$ 501.00
305115	Chair, Panton, White, 20"L 34"D 33"H	\$ 204.00	\$ 306.00	305161	Table, Cafe, Red/Black, 30" Round 29"H	\$ 211.00	\$ 317.00
305078	Chair, Stage, Beige, 24"L 26"D 36"H	\$ 194.00	\$ 291.00	305153	Table, Cafe, Red/Chrome, 30" Round 29"H	\$ 281.00	\$ 422.00
305071	Chair, Stage, Camel, 24"L 26"D 36"H	\$ 194.00	\$ 291.00	305163	Table, Cafe, Silver/Black, 30" Round 29"H	\$ 273.00	\$ 410.00
305077	Chair, Stage, Onyx, 24"L 26"D 36"H	\$ 194.00	\$ 291.00	305155	Table, Cafe, Silver/Chrome, 30" Round 29"H	\$ 343.00	\$ 515.00
305075	Chair, Stage, Red, 24"L 26"D 36"H	\$ 194.00	\$ 291.00	Tables - Bar			
305069	Chair, T-Vac Translucent, 25"L 23"D 30"H	\$ 288.00	\$ 432.00	305131	Table, Bar, Blue/Black, 30" Round 42"H	\$ 219.00	\$ 329.00
Seating - Ottomans				305140	Table, Bar, Blue/Chrome, 30" Round 42"H	\$ 287.00	\$ 431.00
305088	Ottoman, Bench, Black, 24"L 60"D 17"H	\$ 389.00	\$ 584.00	305133	Table, Bar, Graphite/Black, 30" Round 42"H	\$ 219.00	\$ 329.00
305089	Ottoman, Bench, White, 24"L 60"D 17"H	\$ 389.00	\$ 584.00	305136	Table, Bar, Graphite/Black, 36" Round 42"H	\$ 271.00	\$ 407.00
305085	Ottoman, Cube, Black, 17"L 17"D 18"H	\$ 101.00	\$ 152.00	305142	Table, Bar, Graphite/Chrome, 30" Round 42"H	\$ 287.00	\$ 431.00
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H	\$ 102.00	\$ 153.00	305145	Table, Bar, Graphite/Chrome, 36" Round 42"H	\$ 337.00	\$ 506.00
305086	Ottoman, Half Round, Black, 72"L 36"D 17"H	\$ 386.00	\$ 579.00	305135	Table, Bar, Grey/Black, 36" Round 42"H	\$ 271.00	\$ 407.00
305087	Ottoman, Half Round, White, 72"L 36"D 17"H	\$ 386.00	\$ 579.00	305144	Table, Bar, Grey/Chrome, 36" Round 42"H	\$ 337.00	\$ 506.00
305094	Ottoman, Oval, Black, 52"L 32"D 19"H	\$ 315.00	\$ 473.00	305134	Table, Bar, Maple/Black, 30" Round 42"H	\$ 219.00	\$ 329.00
305095	Ottoman, Oval, White, 52"L 32"D 19"H	\$ 315.00	\$ 473.00	305137	Table, Bar, Maple/Black, 36" Round 42"H	\$ 271.00	\$ 407.00
305240	Ottoman, Puzzle Bench, White, 48"L 24"D 18"H	\$ 317.00	\$ 476.00	305143	Table, Bar, Maple/Chrome, 30" Round 42"H	\$ 287.00	\$ 431.00
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D	\$ 231.00	\$ 347.00	305146	Table, Bar, Maple/Chrome, 36" Round 42"H	\$ 337.00	\$ 506.00

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National Catholic Educational Association
George R. Brown Convention Center
April 2 - 4, 2013

Discount Deadline Date:
March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
404200	GEM #3 10' x 10' Package <i>Includes: (1) 10' x 10' Standard Exhibit System, (1) 10' x 10' Standard 13oz Carpet, (3) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 3,248.35	\$ 4,877.55	404104	Bar Package <i>Includes: (2) White Oslo Barstools, (1) Martini Bar.</i>	\$ 1,650.00	\$ 2,476.00
404201	GEM #4 10' x 20' Package <i>Includes: (1) 10' x 20' Standard Exhibit System, (1) 10' x 20' Standard 13oz Carpet, (2) Contemporary Stools, (1) Wastebasket.</i>	\$ 6,188.35	\$ 9,282.55	404101	Barcelona Club Package <i>Includes: (2) Black Barcelona Chairs, (1) Inspiration End Table.</i>	\$ 1,762.00	\$ 2,649.00
404001	Chair Package A <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.</i>	\$ 414.85	\$ 622.55	404103	Deluxe Chair Package <i>Includes: (2) New York Chairs, (1) Cafe Table 36"X29".</i>	\$ 714.00	\$ 1,071.00
404023	Display Case Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.</i>	\$ 905.00	\$ 1,358.00	404110	Newport Collection <i>Includes: (1) 3-Piece Newport Sectional (Charcoal Leather), (1) Soho Coffee Table.</i>	\$ 1,799.00	\$ 2,704.00
404024	Display Case Package B <i>Includes: (2) Contemporary Arm Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.</i>	\$ 887.50	\$ 1,332.00	404107	Premium Chair Package <i>Includes: (2) Black Brewer Chairs, (1) Bar Table 36"X29".</i>	\$ 616.00	\$ 925.00
404011	Stool Package A <i>Includes: (2) Contemporary Stools, (1) Starbase Table 30"X40", (1) Wastebasket.</i>	\$ 432.35	\$ 648.55	404105	Premium Pedestal Package <i>Includes: (2) Black Banana Barstools, (1) Locking Pedestal.</i>	\$ 738.00	\$ 1,107.00
404002	Chair Package B <i>Includes: (2) Contemporary Arm Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.</i>	\$ 353.85	\$ 531.55	404106	Premium Stool Package <i>Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".</i>	\$ 587.00	\$ 881.00
404012	Stool Package B <i>Includes: (2) Contemporary Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.</i>	\$ 415.35	\$ 623.55	404108	South Beach Club Collection <i>Includes: (1) White Half-Round Ottoman, (1) 3-Piece South Beach Sectional (Platinum Suede).</i>	\$ 1,716.00	\$ 2,579.00

Prices include delivery, installation, rental, and removal.
Cancellation Policy: Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.

Please Indicate Choice

13 oz. Standard Carpet Colors (404200, 404201 ONLY).

Gray will be provided if no color is indicated below:

- Black (41) Blue (42) Blue Jay (56)
- Burgundy (43) Emerald Green (44) Gray (40)
- Pepper (52) Red (49)

Table Skirt Color (404002, 404012 ONLY).

Gray will be provided if no color is indicated below:

- Beige (54) Black (41) Blue (42)
- Burgundy (43) Forest Green (45) Gold (46)
- Gray (40) Purple (48) Red (49)
- Teal (55) White (50)

Panel Type and Color (404200, 404201 ONLY).

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

- Coated: Black (C41) Coated: Maple
- Coated: Oxford White (C50) Coated: Prism Blue (C42)
- Coated: Silver Gray (C79) Fabric: Black (F41)
- Fabric: Blue (F42) Fabric: Gray (F40)

Trim Metal Color (404200, 404201 ONLY).

Silver will be provided if no color is indicated below:

- Black (41) Silver (79)

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
A.	Total All Items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8.25%		C x 8.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

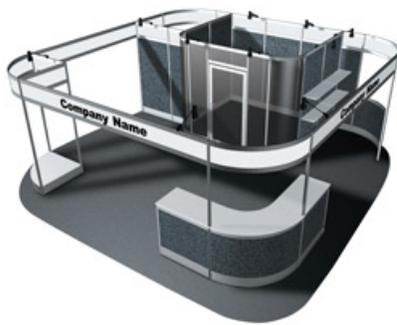
AUTHORIZED NAME - PLEASE PRINT	DATE
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With 5 GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicenter® representative at www.ges.com/chat.

20x20 Exhibits



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

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

10x20 Exhibits



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

- one 116-7/8" x 12" digitally printed signs
- one 57-13/16" x 12" digitally printed signs
- 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

Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40\"H



600102 - Exhibit, Counter, 2M x 1/2M x 40\"H



600221 - Exhibit, Light Box, Large 37\"x85"



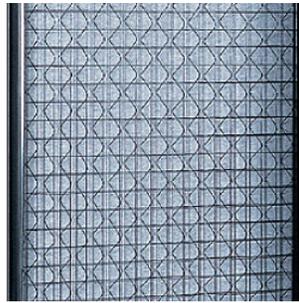
600222 - Exhibit, Light Box, Medium 37\"x56"



600223 - Exhibit, Light Box, Small 37\"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10\" Deep

Trim and Panel Choices

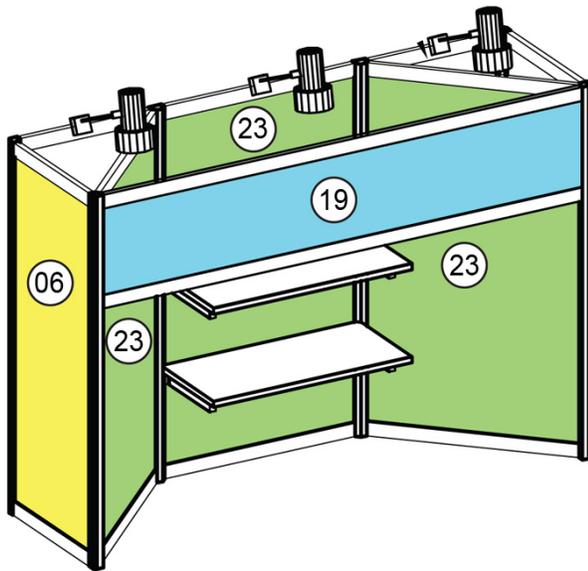
Panel Type & Color

- | | | | |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
|  Coated: Black (C41) |  Coated: Maple |  Coated: Oxford White (C50) |  Coated: Prism Blue (C42) |
|  Coated: Silver Gray (C79) |  Fabric: Black (F41) |  Fabric: Blue (F42) |  Fabric: Gray (F40) |

Trim Color

- | | |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
|  Black (41) |  Silver (79) |
|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|

Exhibit #1, 6' Tabletop (600001)



23 608323 26 9/16" wide x 45" tall

Discount Price - \$144.00 /Regular Price - \$216.00

Produced on 3/16" Thick White Foamcore

06 608306 18 7/16" wide x 45" tall

Discount Price - \$59.50 /Regular Price - \$89.25

Produced on 3/16" Thick White Foamcore

19 608319 65 15/16" wide x 12" tall

Discount Price - \$95.25 /Regular Price - \$143.00

Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

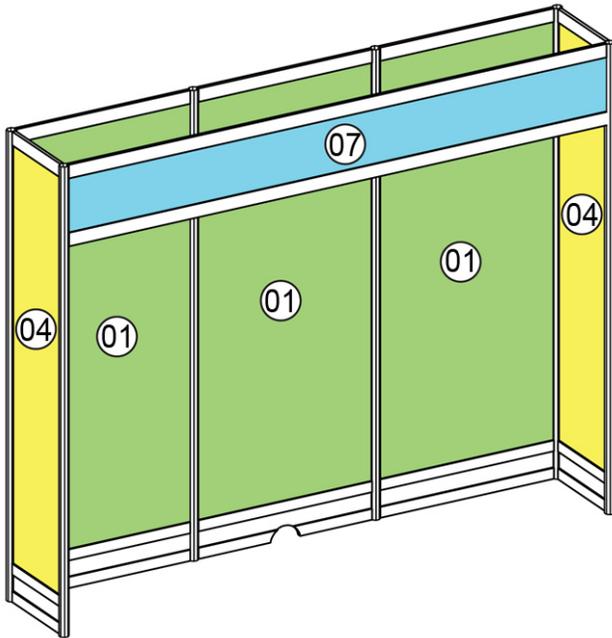
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Patti Ott
630.295.6141



Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$395.00 /Regular Price - \$593.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$197.00 /Regular Price - \$296.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$169.00 /Regular Price - \$254.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

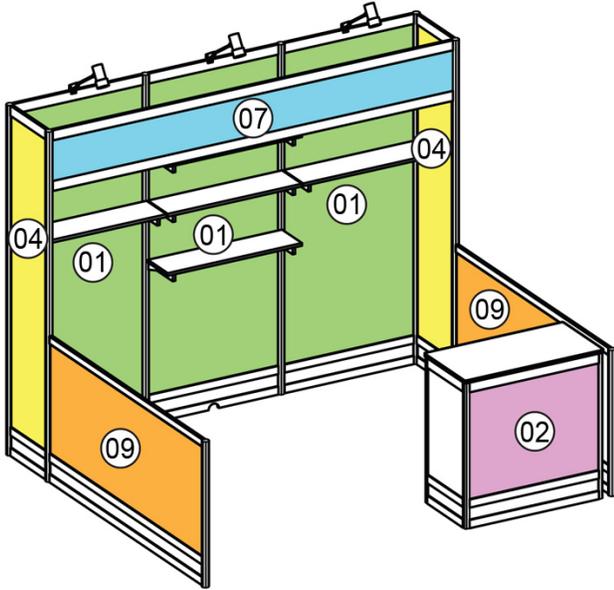
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Patti Ott
630.295.6141



Exhibit #3, 10 x 10 (600003)



- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$395.00 /Regular Price - \$593.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$197.00 /Regular Price - \$296.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$169.00 /Regular Price - \$254.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$139.00 /Regular Price - \$209.00
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$281.00 /Regular Price - \$422.00
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

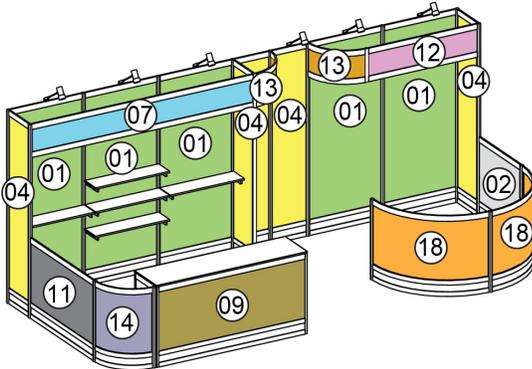
Please note that pricing listed is for Graphic Panels only. GEM units are rented separately.

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (1-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Patti Ott
630.295.6141



Exhibit #4, 10 x 20 (600004)



- 12** 608312 57 7/8" wide x 12" tall
Discount Price - \$86.75 /Regular Price - \$130.00
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall
Discount Price - \$43.25 /Regular Price - \$65.00
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$221.00 /Regular Price - \$332.00
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$281.00 /Regular Price - \$422.00
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$108.00 /Regular Price - \$162.00
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$395.00 /Regular Price - \$593.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$197.00 /Regular Price - \$296.00
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$83.25 /Regular Price - \$125.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$139.00 /Regular Price - \$209.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$169.00 /Regular Price - \$254.00
Produced on 3/16" Thick White Foamcore



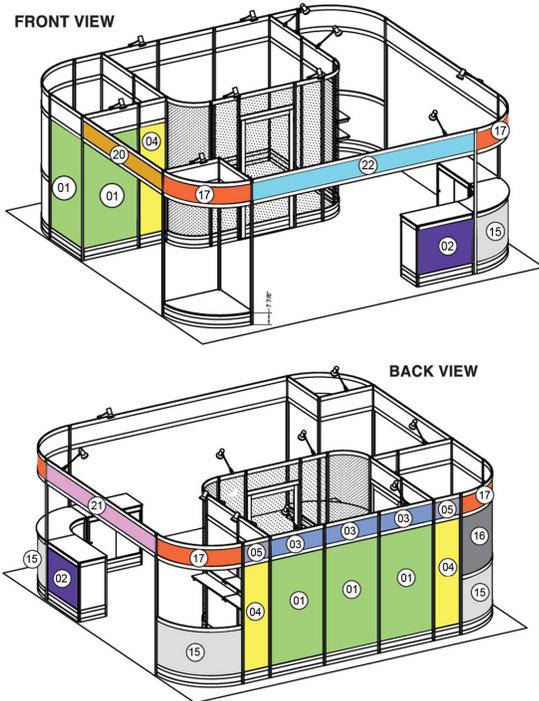
All Prices listed above are Per Panel.

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

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

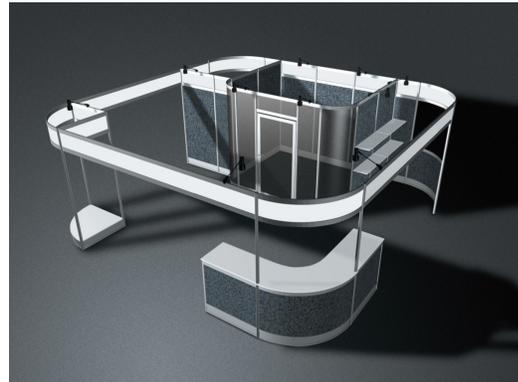
For additional questions, please contact:
Patti Ott
630.295.6141

Exhibit #5, 20 x 20 (600005)



- 21** 608321 136 9/16" wide x 12" tall
Discount Price - \$130.00 /Regular Price - \$195.00
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall
Discount Price - \$140.00 /Regular Price - \$210.00
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall
Discount Price - \$161.00 /Regular Price - \$242.00
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$139.00 /Regular Price - \$209.00
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall
Discount Price - \$55.25 /Regular Price - \$83.00
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall
Discount Price - \$43.25 /Regular Price - \$65.00
Produced on 3/16" Thick White Foamcore

- 01** 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$395.00 /Regular Price - \$593.00
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$197.00 /Regular Price - \$296.00
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall
Discount Price - \$264.00 /Regular Price - \$396.00
Produced on 1/8" Thick White Foamcell
- 15** 608315 60 11/16" wide x 30 1/4" tall
Discount Price - \$221.00 /Regular Price - \$332.00
Produced on 1/8" Thick White Foamcell
- 22** 608322 156 1/4" wide x 12" tall
Discount Price - \$224.00 /Regular Price - \$336.00
Produced on 3/16" Thick White Foamcore



All Prices listed above are Per Panel.

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

GES requires a form of payment on the booth graphic files in order to produce signage. Please see Digital File Preparation (I-2) for required information. Files uploaded to the GES FTP site without the required information will not be produced.

For additional questions, please contact:
Patti Ott
630.295.6141

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Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE	ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
20x20 Exhibits 600005 Exhibit System GEM #5, 20'x20' Island \$ 8,860.00 \$ 13,290.00				Accessories 661931 Exhibit, Panel, Slatwall, 1M x 8' \$ 408.00 \$ 612.00 600291 Exhibit, Panel, Wirewall, 1M \$ 400.00 \$ 600.00 600243 Exhibit, Shelf, 1M x 10" Deep \$ 54.25 \$ 81.50			
10x20 Exhibits 600004 Exhibit System GEM #4, 10'x20' Inline \$ 5,960.00 \$ 8,940.00				Orders placed at show site are subject to availability. Cancellation Policy: Furniture Package items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation.			
10x10 Exhibits 600002 Exhibit System GEM #2, 10'x10' Inline \$ 1,440.00 \$ 2,160.00 600003 Exhibit System GEM #3, 10'x10' Inline \$ 2,710.00 \$ 4,070.00							
6ft Table Display 600001 Exhibit System GEM #1, 6' Tabletop Display \$ 1,350.00 \$ 2,030.00							
Accessories 600410 Exhibit, Ad Board, 1M x 8' \$ 467.00 \$ 701.00 600110 Exhibit, Armlight Black \$ 69.75 \$ 105.00 600103 Exhibit, Counter, 1M Curved \$ 647.00 \$ 971.00 600101 Exhibit, Counter, 1M x 1/2M x 40"H \$ 327.00 \$ 491.00 600102 Exhibit, Counter, 2M x 1/2M x 40"H \$ 447.00 \$ 671.00 600221 Exhibit, Light Box, Large 37"x85" \$ 595.00 \$ 893.00 600222 Exhibit, Light Box, Medium 37"x56" \$ 469.00 \$ 704.00 600223 Exhibit, Light Box, Small 37"x28" \$ 290.00 \$ 435.00							

Please Indicate Choices
Place Order Here
13 oz. Standard Carpet Colors (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|----------------------------------------|---------------------------------------------|----------------------------------------|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) | <input type="checkbox"/> Blue Jay (56) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Emerald Green (44) | <input type="checkbox"/> Gray (40) |
| <input type="checkbox"/> Pepper (52) | <input type="checkbox"/> Red (49) | |

Table Skirt Color (600001 ONLY).

Gray will be provided if no color is indicated below:

- | | | |
|----------------------------------------|--------------------------------------------|------------------------------------|
| <input type="checkbox"/> Beige (54) | <input type="checkbox"/> Black (41) | <input type="checkbox"/> Blue (42) |
| <input type="checkbox"/> Burgundy (43) | <input type="checkbox"/> Forest Green (45) | <input type="checkbox"/> Gold (46) |
| <input type="checkbox"/> Gray (40) | <input type="checkbox"/> Purple (48) | <input type="checkbox"/> Red (49) |
| <input type="checkbox"/> Teal (55) | <input type="checkbox"/> White (50) | <input type="checkbox"/> Black |

Panel Type and Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

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

- | | |
|-----------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Coated: Black (C41) | <input type="checkbox"/> Coated: Maple |
| <input type="checkbox"/> Coated: Oxford White (C50) | <input type="checkbox"/> Coated: Prism Blue (C42) |
| <input type="checkbox"/> Coated: Silver Gray (C79) | <input type="checkbox"/> Fabric: Black (F41) |
| <input type="checkbox"/> Fabric: Blue (F42) | <input type="checkbox"/> Fabric: Gray (F40) |

Trim Metal Color (20x20 Exhibits, 10x20 Exhibits, 10x10 Exhibits, 600410, 600103, 600101, 600102, 600221, 600222, 600223 ONLY).

Silver will be provided if no color is indicated below:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Black (41) | <input type="checkbox"/> Silver (79) |
|-------------------------------------|--------------------------------------|

Electrical or Utilities Under Carpet?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

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

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.

 For Additional Custom Graphics, please go to <http://www.ges.com/graphics/quote/>
 For Custom Exhibits, please send a request to email gesed@ges.com

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Rental Tax: 8.25%		C x 8.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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CUSTOM ID SIGN
Colored signs are available at additional cost, please go to http://www.ges.com/ecomm/info/exhibit_graphics.pdf for example. An EPS Vector format file, with all the fonts converted to outline, and hard copy must be received with this order to receive a Custom ID Sign. Please review "I-2: Digital File Submission Guide" within this manual for additional information and instructions.
STANDARD ID SIGN COPY
Signs will be black text on white background.

If Custom ID is not required, please indicate ID copy. Print or type.



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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

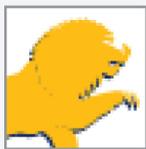
We want your graphics and images to look their absolute best. We are committed to partnering with you in order to provide the most comprehensive and effective solutions in the trade show industry. The graphic print and production industry is continuously evolving. In order to insure the best quality graphics and images from your digital files, and to make file transfers as seamless as possible, we are pleased to provide you with guidelines for submission of your art to Graphics Production. If you are unable to provide digital artwork for your signage needs, we are capable of providing you with layout services. Additional fees will apply. Please contact GES for details.

Suitable Formats for images or logos	
Program	Preferred Format
Adobe Illustrator CS4	ai, eps
Adobe Photoshop CS4	tiff (LZW), jpeg (high quality)
Adobe InDesign CS4	indd (include all links)
Adobe Acrobat	PDF (press quality setting)
QuarkXPress 7	qxd (include all links)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM (CD-R or CD-RW)	Please send hard copy color proofs
DVD-ROM (DVD-R or DVD-RW)	Please send hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory zip or sit compression

AVOIDING ADDITIONAL COSTS:

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint, etc.) 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 with the defined herein.



gif
@ 400%



ai / eps vector
@ 400%

Vector Artwork

For the best quality, artwork should be created in **vector format (ai or vector eps)**. Logos taken from websites are generally gifs. **Gif files are not acceptable as they will not print clearly.** See Visual.

Artwork which is going to be produced in vinyl, for example; solid company logo's or text, must be supplied in a **vector format (ai or vector eps)**.

Artwork created in a pixel format, i.e., TIFF and JPEG is not suitable. See Visual.

Vectors

Vectors

Text @ 100%

Outlined Text



Low Resolution
(72dpi) jpeg 88 Kb



High Resolution
(300dpi) jpeg 3.52 Mb

Bitmap/Raster Artwork

JPEG - We accept this format but only if used to compress a file for ease of sending, the original artwork should have been created high resolution - **300dpi or vector eps to print at the best possible quality.** See Visual.

PDF - These are print files only and can not be altered to fit different sizes, artwork must be set up at the correct proportion and at print ready quality.

Make sure images are saved at high resolution (300dpi). See Visual.



Color Set Up

If your artwork is using PANTONE Colors, please supply a Pantone color reference. Some colors are more likely to be achieved, but due to printer limitations, Pantone colors are matched to the best possible interpretation for the specific output device. Hard copies such as brochures or print outs can be used as a reference for color matching.

Fonts

Turn all fonts into 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.

FTP (File Transfer Protocol) Information

You can upload your file(s) after sending in your order using the information below.

SouthEast Region Shows HOST: ftp://csftp.ges.com/SouthEast

USER NAME: gesseftp PASSWORD: k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600505	Sign, 10"x60"	\$ 172.00	\$ 258.00
600506	Sign, 11"x14"	\$ 73.25	\$ 110.00
600507	Sign, 14"x22"	\$ 88.50	\$ 133.00
600508	Sign, 14"x44"	\$ 104.00	\$ 156.00
600510	Sign, 22"x28"	\$ 124.00	\$ 186.00
600512	Sign, 28"x44"	\$ 243.00	\$ 365.00
600501	Sign, 7"x11"	\$ 60.50	\$ 90.75
600502	Sign, 7"x44"	\$ 67.25	\$ 101.00
600547	Easel Back	\$ 10.40	\$ 15.60

We offer complete graphics services from Design to Print!

We can create custom graphics to fit any of your needs, including:

- Pressure Sensitive Vinyl (PSV) Booth Wraps (the same as vehicle wraps)
- Vinyl or Mesh Banners for use in your booth
- Backlit graphics for lightboxes and display cases
- Custom fit / contour cut / 3D graphics for eye catching effects
- Printing on specialized materials

For a quotation, please visit: <http://www.ges.com/graphics/quote/>

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided (includes frame rental, graphic & delivery)	\$ 184.00	\$ 276.00
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided (includes frame rental, graphic & delivery)	\$ 238.00	\$ 357.00
600526	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 216.00	\$ 324.00
600528	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 352.00	\$ 528.00
600527	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)	\$ 324.00	\$ 486.00
600529	Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided (includes cardboard base, graphic & delivery)	\$ 460.00	\$ 690.00
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets	\$ 194.00	\$ 291.00

Please Indicate Choice
Place Order Here
Cardboard Base Colors (Item # 600528, 600526, 600529, 600527 ONLY)

- Black White Gray
 Printed Base -Additional Cost Discount: \$21.15 Regular: \$31.75 (Item # 601099)
 Please add to total and include graphics in digital file submission.

I have NOT sent my print ready file(s) to GES

Please let us know when you expect to submit your artwork:

- I need assistance submitting my file(s), please contact me
 I will be submitting my file by (date) _____
 I need GES to set my copy
 Copy placement only - indicate copy in the area below

I have already sent my print ready file(s) to GES

Check the submission type used below:

- I put them on the GES FTP site
 I sent them to the gesgraphics@ges.com mailbox
 I sent a disc via USPS, FedEx, UPS or other
 I sent them directly to a GES employee (insert name below)

Orders placed at show site are subject to availability and will incur a 20% Late Order Charge.

Digital File Submission:

You can upload your file(s) after sending in your order using the information below.

<ftp://csftp.ges.com/SouthEast>
 USER NAME: gesseftp
 PASSWORD: k7md#2dx

Please make sure your file(s) are labeled with the exhibiting company's name and the show name (e.g. EGGWHITES_COOKING SHOW.zip)

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$

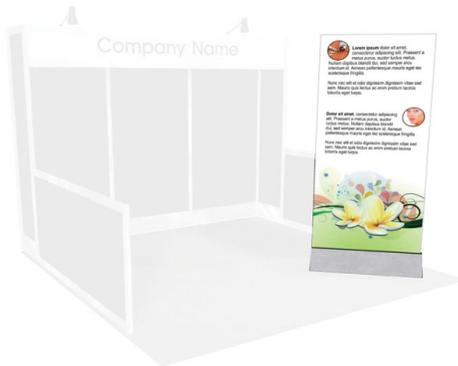
A.	Total All items Ordered			\$
B.	Petroleum Surcharge Assessment: 3%		A x 3% = B	\$
C.	Subtotal		A + B = C	\$
D.	Sales Tax: 8.25%		C x 8.25% = D	\$
E.	Payment Enclosed		C + D = E	\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE
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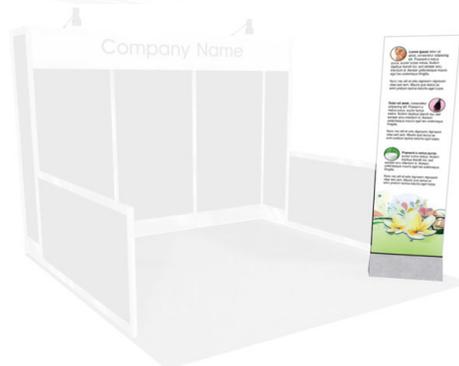

If you do not have a print file to submit, please write in the text and description for your sign order here:

38" Ad Board



- 600527 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
 - 600529 Freestanding 38"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided
- Includes cardboard base, graphic and delivery.
Printed base available at additional cost.*

24" Ad Board



- 600526 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)
 - 600528 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.*

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
March 8, 2013

 Go to below link to view images and information:
<http://ges.com/ecommm/info/landD.pdf>

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

**PLEASE COMPLETE THIS FORM FOR ALL DISPLAY LABOR NEEDED.
 TO DETERMINE IF YOU NEED DISPLAY LABOR, PLEASE READ THIS FORM CAREFULLY.**

- Exhibitor may unpack and place merchandise.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.

Important Information & Rates

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.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 78.00	\$ 97.50	\$ 117.00
Install & Dismantle, OT Code: 705000	\$ 117.00	\$ 146.00	\$ 176.00
Install & Dismantle, DT Code: 705000	\$ 156.00	\$ 195.00	\$ 234.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service
 GES Supervised (OK to Proceed)
Please complete "Key Information" form (L-2)

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% (\$60.00 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.

 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 of booth:

- Pop-Up Two Story Custom
 Other: _____

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF WORKERS	LABOR RATE	TOTAL	3% PSP	SUBTOTAL	8.25% TAX	GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.							A.	Total Labor Ordered		\$
Authorized Signature - Please Sign:							B.	30% (\$60.00 min) GES Supervision		\$
X _____ AUTHORIZED NAME - PLEASE PRINT							C.	Payment Enclosed		\$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

MANDATORY FORM*

COMPANY NAME _____	EMAIL ADDRESS _____	BOOTH NUMBER _____
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To Be Completed By Exhibitor When Order is Placed

Inbound Freight Information

Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Number of Crates _____ Shipped By _____ Date _____
 Number of Fiber Cases _____ Color _____ Pro Number _____
 Target Date _____ Loose Display _____ Crated Display _____
 Shipped To: (Check One) Warehouse Showsite

Setup Information for GES Installation

<input type="checkbox"/> Setup Drawings/Instructions Attached <input type="checkbox"/> Setup Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Setup _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Setup _____ Special Equipment Required _____ Description _____ Description _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Did You Order ---

Electrical Outlets Yes No Electrical Labor/Boothwork Yes No Electrical Under Carpet Yes No
 Electrical Drawings Attached Sent to the Official Electrical Contractor With the Exhibit
 Booth Cleaning Yes No Other Items _____
 Furniture Yes No
 A/V Equipment Yes No
 Telephone/Internet Yes No

Tear-down Information for GES Dismantle

<input type="checkbox"/> Tear-down Drawings/Instructions Attached <input type="checkbox"/> Tear-down Drawings With Exhibit <input type="checkbox"/> Case/Crate Number _____ <input type="checkbox"/> Number of Workers Required for Tear-down _____ <input type="checkbox"/> Forklift Ordered Hrs. _____ Time _____ <input type="checkbox"/> Number of Graphics _____ Layout Provided? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Number of Lights _____ Number of Light Boxes _____	<input type="checkbox"/> Rental Carpet Color _____ <input type="checkbox"/> Own Carpet Color _____ <input type="checkbox"/> Padding _____ Approximate Time for Tear-down _____ Special Equipment Required _____ Description _____ Description _____
-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Outbound Freight Information

Outbound Freight Charges _____ Consigned To _____
 PrePaid Collect (for non-GES Logistics Shipments only) Address _____
 Bill To _____ City/State/Zip _____
 _____ Second Consignee _____
 _____ Address _____
 GES Storage _____ City/State/Zip _____
 Method GES Logistics Common Carrier AirFreight Vanline Other _____
 Carrier (if known) _____
 Contact _____ Phone _____
 Exhibitor-completed GES' Outbound Material Handling Form attached: Yes No
 Exhibitor will pack all product, prepare shipping labels and complete GES' Outbound Material Handling Form attached: Yes No

Emergency Contact Information / Showsite Contact

Name _____ Title _____
 Telephone _____ Cell Phone _____
 Other Means of Contacting This Person _____
 Contact's Hotel _____ Arrival _____ Departure _____
 Purchasing Authorization Yes No

*This Form must be returned to GES for your orders to be processed.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: _____ X

AUTHORIZED NAME - PLEASE PRINT _____	DATE _____
--------------------------------------	------------

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
 March 8, 2013

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

PLEASE COMPLETE THIS FORM FOR ALL IN-BOOTH FORKLIFT AND LABOR NEEDED. TO DETERMINE IF YOU NEED IN-BOOTH FORKLIFT AND LABOR, PLEASE READ THIS FORM CAREFULLY.

- 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.
- Orders placed at show site will be completed in the order in which they are received.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour 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.

LABOR RATES ARE AS FOLLOWS:

Forklift w/Operator Per Hour	Discount	Regular	Show Site
5,000#, ST Code: 705200	\$ 147.00	\$ 184.00	\$ 221.00
5,000#, OT Code: 705200	\$ 206.00	\$ 258.00	\$ 309.00
5,000#, DT Code: 705200	\$ 265.00	\$ 331.00	\$ 398.00

Worker per Hour	Discount	Regular	Show Site
Freight, ST Code: 705030	\$ 78.00	\$ 97.50	\$ 117.00
Freight, OT Code: 705030	\$ 117.00	\$ 146.00	\$ 176.00
Freight, DT Code: 705030	\$ 156.00	\$ 195.00	\$ 234.00

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
Show Site Rate: Rate applies to orders placed at show site
 Labor ordered at showsite will be filled on a first-come/first-serve basis.

Please Indicate Service
 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:

- | | | |
|-------------------------------------|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Uncrating | <input type="checkbox"/> Unskidding | <input type="checkbox"/> Positioning |
| <input type="checkbox"/> Leveling | <input type="checkbox"/> Dismantling | <input type="checkbox"/> Recrating |
| <input type="checkbox"/> Reskidding | | |

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF FORKLIFTS	X	LABOR RATE	=	TOTAL	X	3% PSP	=	SUBTOTAL	X	8.25% TAX	=	GRAND TOTAL
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$
	AM PM	AM PM															\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Payment Enclosed

\$

Authorized Signature - Please Sign:

AUTHORIZED NAME - PLEASE PRINT

DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Discount Deadline Date:
March 8, 2013

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

GES IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial work.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. For rigging work starting at times other than 8:00 AM, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

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

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew	Discount	Regular	Show Site
High Lift, ST Code: 705300	\$ 533.00	\$ 666.00	\$ 800.00
High Lift, OT Code: 705300	\$ 666.00	\$ 833.00	\$ 999.00
High Lift, DT Code: 705300	\$ 800.00	\$ 1,000.00	\$ 1,200.00

Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
Overtime: All other times Monday through Friday. All day Saturday & Sunday.
Double Time: All day Holidays.

Worker per Hour	Discount	Regular	Show Site
Rigging, Hanging Sign, ST Code: 705020	\$ 78.00	\$ 97.50	\$ 117.00
Rigging, Hanging Sign, OT Code: 705020	\$ 117.00	\$ 146.00	\$ 176.00
Rigging, Hanging Sign, DT Code: 705020	\$ 156.00	\$ 195.00	\$ 234.00

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.

Show Site Rate: Rate applies to orders placed at show site

Please Indicate Service

GES Supervised (OK to Proceed)
 A 30% (\$60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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.

Type of Sign (Select one sign type per order)

Banner Structural Signage Systems

Shape of Sign (Select one sign type per order)

Square Rectangle Triangle

Circle Other _____

Dimensions & Weight of Sign

Width _____ Length _____ Height _____ Weight _____ lbs

_____ Structural Pick Points: # of Pounds _____ at each point

Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet

Is Your Sign Electrical? If yes, order power requirements on the Electrical Services Order Form in this manual.

Yes No

Does Your Sign Require Assembly? If yes, GES will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

Yes No

Include engineer-stamped assembly and hanging instructions 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 and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Place Order Here

SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	TOTAL # OF LIFT W/ CREW	LABOR RATE	= TOTAL	3% PSP	= SUBTOTAL	8.25% TAX	= GRAND TOTAL
	AM PM	AM PM								\$
	AM PM	AM PM								\$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

A.	Total Labor Ordered	\$
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Authorized Signature - Please Sign:

B.	30% (\$60.00) GES Supervision	\$
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X	AUTHORIZED NAME - PLEASE PRINT	DATE
---	--------------------------------	------

C.	Payment Enclosed	\$
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Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.



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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Hanging Signs

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

Remember:

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

Truss & Hoists

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

Remember:

1. All truss must be designed to comply with Show Organizer rules and regulations and facility limitations.
2. All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
3. **Climbing on truss is strictly prohibited.**
4. All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code. Place your order for electrical services and electrical labor on the Electrical Service Order Form.
5. All hoists must be from a recognized manufacturer and must be in good working order.
6. Hoist maintenance records should be available for inspection by GES.

**Please complete and return the
 Hanging Sign / Assembly Labor Order Form (H-2) March 8, 2013.**

To receive the Discount Price, you must complete and return the Hanging Sign / Assembly Labor Order Form with Hanging Sign instructions and the Payment & Credit Card Charge Authorization by March 8, 2013. The hanging sign must also arrive at the GES warehouse by March 27, 2013 to receive the Discount Price and to ensure that the sign is hung prior to show opening. THERE IS NO GUARANTEE THAT YOUR SIGN WILL BE HUNG IF IT IS NOT RECEIVED BY THE DEADLINE DATE.

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

Shipping Instructions

Please ship your hanging signs in advance. All hanging signs must be received in advance at the GES warehouse by March 27, 2013 to receive the Discount Price. Please ship all hanging signs in a separate container with the special sign label enclosed in this exhibitor services manual. Mark bills of lading "Hanging Sign". Prepay all shipments. Collect shipments will not be accepted. See *Shipping Information and Shipping Guidelines* for more information.

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

To expedite the hanging sign, please use the special shipping labels located in this section of this exhibitor service manual.



USE THESE SHIPPING LABELS AS THEY WILL EXPEDITE HANDLING. Copies of these labels are acceptable if additional labels are needed.
See form H-1a: Hanging Sign Shipping Labels when shipping Hanging Signs.

H-1a



FROM:



FROM:

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

Booth Number

C/O GES
YRCW
9415 Wallisville Road
Houston, TX 77013
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Feb 26, 2013 - Wednesday, March 27, 2013

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, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces 

ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

National Catholic Educational Association

NAME OF EXHIBITION

0420001967

Booth Number

C/O GES
YRCW
9415 Wallisville Road
Houston, TX 77013
USA

SHIPMENT SHOULD ARRIVE ON OR BETWEEN:

Tuesday, Feb 26, 2013 - Wednesday, March 27, 2013

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, 9:00 AM - 3:00 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces 

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

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

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National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

MANDATORY FORM*

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER		
STREET ADDRESS	CITY	STATE	ZIP	COUNTRY
PHONE	FAX	PURCHASE ORDER NUMBER		
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank 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, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied 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.

Bank wire transfer payment information:

Beneficiary: Global Experience Specialists
 c/o Bank of America **Account #:** 7188-1-01819
 901 Main Street, TX1-492-07-14 **ABA Routing #:** 0260-0959-3
 Dallas, TX 75202-3714 USA **SWIFT Address:** BOFAUS3N
 Telephone # 888-715-1000 ext 50118 **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

To properly credit your account, send the following information to the GES address listed on the order forms:

- exhibiting company name, show name, show facility, and booth number
- date and amount of wire transfer
- bank and country where transfer originated

- If you have any questions regarding our payment policy, please call GES National Servicer[®] at 800.475.2098 or visit the GES Servicer[®] at the show.
- 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.
- 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.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Account Number Corporate Card Personal Card

_____ - _____ - _____ - _____

PROVIDE EXPIRATION DATE **EXPIRATION DATE** MasterCard *Signature Required Below
 VISA
 American Express

CARDHOLDER'S NAME PLEASE PRINT

CARDHOLDER'S BILLING ADDRESS CITY

STATE ZIP COUNTRY

Calculation of Orders **TOTAL**

Material Handling	\$
Carpet	\$
Furniture & Accessories	\$
Specialty Furniture	\$
Standard Exhibit Systems	\$
Graphics & Signage	\$
Installation & Dismantling Labor	\$
In-Booth Forklift & Labor	\$
Hanging Sign Labor	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
Other GES Services (Specify)	\$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank <small>Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.</small>	\$

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: \$ _____

Enclosed is a check in the amount of: \$ _____

Check Number: _____ Dated: _____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X _____
 AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

 AUTHORIZED NAME - PLEASE PRINT DATE

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
 Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



National Catholic Educational Association
 George R. Brown Convention Center
 April 2 - 4, 2013

Form Deadline Date:
 March 8, 2013

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
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If you would like to arrange a third party to handle your display, please complete the below steps:

- **Step 1:** Fill in the appropriate information and select the services to be charged to the **Exhibiting Firm**. A signature is **required** to authorize these services.
- **Step 2:** Complete and sign the **Exhibiting Firm Credit Card Authorization**.
- **Step 3:** Fill in the appropriate information and select the services to be charged to the **Third Party**. A signature is **required** to authorize these services.
- **Step 4:** Complete and sign the **Third Party Credit Card Authorization**.

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 firm is ultimately responsible for payment of charges. If your named third party does not pay the invoice before the last day of the show, charges will revert to the exhibiting firm. All invoices are due and payable upon receipt. GES Terms & Conditions of Contract apply to both the Exhibiting Firm and Third Party Representative.

STEP 1: Exhibiting Firm - Complete Below Information **STEP 2: Exhibiting Firm Credit Card Charge Authorization**

EXHIBITING FIRM STREET ADDRESS CITY STATE ZIP PHONE FAX <i>The items checked below are to be invoiced to the Exhibiting Firm:</i> <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> Other (Please Specify) _____ I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. PLEASE SIGN X AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. PLEASE SIGN X CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT _____ DATE _____
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Check here if the Third Party or its sub-contractors will be providing services to Exhibiting Firm at show site. (EAC Notification Form and insurance requirements must be completed for admission)

STEP 3: Third Party - Complete Below Information **STEP 4: Third Party Credit Card Charge Authorization**

THIRD PARTY STREET ADDRESS CITY STATE ZIP PHONE FAX <i>The items checked below are to be invoiced to the Third Party:</i> <input type="checkbox"/> Exhibit Systems <input type="checkbox"/> I & D Labor <input type="checkbox"/> In-Booth Forklift Labor <input type="checkbox"/> Material Handling In & Out <input type="checkbox"/> Rental Carpet <input type="checkbox"/> Rental Furniture <input type="checkbox"/> Signs <input type="checkbox"/> Transportation Charges <input type="checkbox"/> All Services <input type="checkbox"/> Other (Please Specify) _____ I agree in placing this order that I am responsible for the above selected services and that I have accepted GES Payment Policy, GES Terms & Conditions of Contract, and Agreement and Rules and Regulations between GES and EAC (L4). PLEASE SIGN X AUTHORIZED SIGNATURE _____ AUTHORIZED NAME - PLEASE PRINT _____ DATE _____	CARDHOLDER'S NAME PLEASE PRINT CARDHOLDER'S BILLING ADDRESS CITY STATE ZIP COUNTRY Account Number _____ EXPIRATION DATE _____ <input type="checkbox"/> MasterCard <input type="checkbox"/> Corporate Card <input type="checkbox"/> VISA <input type="checkbox"/> Personal Card <input type="checkbox"/> American Express All information must be provided. Your order will not be processed if any information is missing. (i.e. Expiration Date, Account Number, Contact Information, Type of Card, and Signature.) We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. PLEASE SIGN X CARDHOLDER'S SIGNATURE _____ CARDHOLDER NAME - PLEASE PRINT _____ DATE _____
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Additional Service Order Forms

In conjunction with the National Association of Parish Catechetical Directors and the Catholic Library Association



NCEA 2013 Pre-Registered Attendee List - Available February 21 – March 28, 2013

NCEA 2013 Final Registered Attendee List - Available April 11, 2013

\$720 per list - Pre and/or Final Attendee List Mailing Only: Includes attendee names, address and company Excludes: Phone number, fax number, and email addresses.

\$900 per list - Pre and/or Final Attendee List Email Only: Includes attendee name, company and email. Excludes: Phone number, fax number mailing address and attendees who have "opted-out" of receiving emails.

When ordering an Email list, there is an additional one time fee of \$150 for the email proof set up and deployment.

Important Information: Attendee list available online. By using our online system you will receive instant record counts (see Step 1 below) prior to purchasing.

- The NCEA Attendee list is for a one-time use only; You will prevent duplication, transfer, or reproduction of the list, or information therein in any form whatsoever, and that you understand that any unauthorized usage will result in denied access for future use of attendee lists. List will include all records at time of purchase. **No refunds will be given for orders that are cancelled after processing.**

- **NEW FOR 2013! EMAIL LISTS WILL NOT BE SENT DIRECTLY TO EXHIBITORS.** A bonded mailing house is required. Please complete the bonded mailing house section when ordering. Upon approval of your marketing materials and completion of your order, your list will be sent to the mail house for fulfillment.

- Fields that will be included on the list rental (when provided by the registrant) are: **name, company, mailing address** (if mail list is selected), email address** (if email list is selected) and reg class.** **Mailing and email addresses will only be provided for attendees who have selected to receive promotional mailing by checking the "Opt-In" box on the registration form. Lists will be in an Excel format.

Please note: Lists do not include phone or fax.

Online Ordering System Instructions:

Step 1 – Online ordering: www.xpressleadpro.com/attendeelist (Show Code: **NCEA043**)

Select company name and continue. If ordering an Email list, you must enter the supplied Convention Data Services bonded mailhouse information. If ordering a mailing list, you must enter your company information into the bonded mailhouse fields.

Step 2 – Select your list filters based on attendee demographic profiles you want to target. The ordering system will search the registration database real-time and provide you with a record count that matches your criteria.

Step 3 – Select "Complete Request". Your list request will be submitted, and approved pending review of the bonded mailhouse entry. You will receive an email confirming your list request is being reviewed. **SAVE this email, it contains the unique URL required to finish your order once your list request has been approved.**

Step 4 – You will receive an approval code within 1 – 2 business days. Use your unique URL to access and complete your order. If you ordered an email list, you will receive instructions to submit your HTML materials. If you ordered a mail list, you will receive a link to download your list upon completion of your order.

What happens next?

If You Ordered an Email List

If you ordered the Email List, please submit your HTML or text with images to athrasher@cdsreg.com. Please allow a 2 – 3 day turn-around time for the eBlast proof to be created and sent to you for approval.

If You Ordered a Mailing List

If you ordered a Mailing List, your list will be emailed to the contact information that you enter into the bonded mailhouse fields when requesting your list. You can enter your company information into these required fields if you are ordering a mailing list.

Questions? Please contact:

Amy Thrasher • 1-508-743-0186 or 1-800-743-1186 • athrasher@cdsreg.com

Terms & Conditions

4) Customer is responsible for all applicable Federal, State, or Local taxes.

5) **CONTRACTOR's** liability for damage of any cause whatsoever will be limited to the total price for the goods and services provided by **CONTRACTOR**.

6) It is agreed that the governing law pertaining to this contract will be the laws of the State of Massachusetts, with venue exclusively in Barnstable County.

- 1) Convention Data Services, Inc. hereinafter called "**CONTRACTOR**" agrees to the delivery of services as specified and is to be rendered in a timely and professional manner according to standard industry practices. In the event of strikes, electrical power failures, accidents and/or occurrences beyond the control of **CONTRACTOR** or customer, all deposits and fees shall be returned.
- 2) The method of payment shall be in United States dollars and submitted with the order for service. **CONTRACTOR** will only accept checks drawn on banks located in the United States of America or certified funds.
- 3) Advance orders must be received on or before deadlines and paid in full. Orders received without payment or after the discount deadlines will be charged at the appropriate published price based on order deadline dates. **SERVICES WILL NOT BE RENDERED UNTIL PAYMENT IN FULL IS RECEIVED.** No refunds on advance orders.





ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.
 GRB Convention Center, Houston, Tx
 888-446-6911 (Phone)
 713-853-8949 (FAX)



Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expire Date (MM / YY):	Sec Code:
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.** **Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.** Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1st day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

Duplex Outlets (120 volts up to 2000 Watts)					Flood Lights on Stand (Includes power)						
----- Rate -----					----- Rate -----						
Watts	Discount	Standard	Qty	Total	Internal	Configuration	Discount	Standard	Qty	Total	Internal
2000	\$ 92.00	\$ 122.00	_____	= \$ _____	2000-WATT	150 Watt, 1spot	\$ 53.00	\$ 72.00	_____	= \$ _____	FLOOD-1
						150 Watt, 2spot	\$ 58.00	\$ 78.00	_____	= \$ _____	FLOOD-2
						300 Watt, 1spot	\$ 70.00	\$ 87.50	_____	= \$ _____	FLOOD-3
						300 Watt, 2spot	\$ 75.00	\$ 93.75	_____	= \$ _____	FLOOD-4

A separate outlet must be ordered for each location.

120/208/480 Volt Service (Does not include Labor and Material for connect and disconnect requirements)

Amps	120 Volt		Qty	208 Volt 1phase		Qty	208 Volt 3phase		Qty	480 Volt 3phase		Qty	Total
	Discount	Standard		Discount	Standard		Discount	Standard		Discount	Standard		
15	\$ 92	\$ 122	_____	\$ 190	\$ 247	_____	\$ 244	\$ 317	_____	\$ 430	\$ 559	_____	\$ _____
20	\$ 125	\$ 163	_____	\$ 235	\$ 306	_____	\$ 310	\$ 403	_____	\$ 550	\$ 715	_____	\$ _____
30				\$ 350	\$ 455	_____	\$ 530	\$ 689	_____	\$ 1225	\$ 1593	_____	\$ _____
60				\$ 530	\$ 689	_____	\$ 893	\$ 1161	_____	\$ 1938	\$ 2519	_____	\$ _____
100				\$ 780	\$ 1014	_____	\$ 1130	\$ 1469	_____	\$ 2856	\$ 3713	_____	\$ _____
150				\$ 1040	\$ 1352	_____	\$ 1475	\$ 1918	_____	\$ 3762	\$ 4891	_____	\$ _____
200													\$ _____
Special Quote – Attachment A or SOW (if applicable)												(Call 888-446-6911 for quote)	\$ _____
120/208/480 Power Total												\$ _____	

For Horsepower requirements see Conversion Table on back. For other requirements call Smart City Electric, Inc. at (713)853-8900.

24 Hour Power (Total of all Electrical Power Charges needing 24 hr service, clean or dedicated lines X 25%) **Total: \$ _____**

Electrical Labor (Contact Smart City Electric, Inc.) _____ Hours @ \$ _____, _____ Hours @ \$ _____ **Total: \$ _____**
 Monday – Friday 8am – 4:30pm.....\$60.00/Hr. All other times Sat., Sun., Holidays.....\$ 120.00/Hr (1/2 hour Increments)

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN WILL BE COLLECTED AT THE STANDARD RATE. SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT IS RECEIVED.

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 15.82% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.42% Tax [on Labor & Flood Lights]	: \$ _____
e. Grand Total Of Order Due (a + b + c + d)	: \$ _____

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Indicate location in Booth with an X. Island <input type="checkbox"/> Aisle # Standard <input type="checkbox"/> Aisle # Important! - Rates include bringing service to rear of standard booth or to nearest floor port inside an island booth. Specific location requests will incur additional charges. See item #2 Terms & Cond.	For Smart City Electric, Inc. Use	Type of Service:	Customer No. 2012 - 001 -	
	Special Instructions:		Payment Rec'd:	
	Floor Plan: <input type="checkbox"/> Yes 127 <input type="checkbox"/> No		CSR:	Date:

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply. ****** Credit Card authorization must be on file ******
2. Rates include bringing services (up to 100 Amps) to the rear of standard booth or to the nearest floor port inside an island booth. There are additional charges for services greater than 100 Amps. **All work performed within booth to place services in other locations will be charged on a time and material basis. A connect and disconnect fee will be incurred for all connected service, whether connected direct or otherwise.**
3. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
4. Straight time labor for an electrician is \$60.00 per hour. There is a one half hour minimum charge.
5. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
6. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
7. Supervision time will be charged at the rate of one half hour for each four hours of labor.
8. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
9. Mail order with check to address listed above or you may fax your credit card order.
10. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
11. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
12. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
13. **CANCELLATION** - There is a minimum \$50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripcords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
120 1Ø	20	30	30	45	-	-	-	-	-	-	-	-	-
208 1Ø	15	15	20	30	45	60	85	-	-	-	-	-	-
208 3Ø	15	15	15	20	30	45	60	60	100	100	-	-	-
480 3Ø	15	15	15	15	15	20	30	30	45	60	60	85	100

Complete and Return To

*** ORDERING SERVICES ***

MAIL CHECK OR FAX PAYMENT W/ORDER TO:



SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

*** FLOOR PLANS ***

MAIL OR FAX FLOOR PLANS TO:

SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://www.smartcitynetworks.com/Order/center.aspx?center=001>



Smart City
George R. Brown CC
Houston, TX
888-446-6911 (Phone)
713-853-8949 (Fax)



Company Name		Booth / Room	Show Name:
Billing Name		If a show directory is published, do you want your company name and assigned numbers listed? <input type="checkbox"/> Yes <input type="checkbox"/> No	Show Dates: / / To / /
Billing Address		Incentive Order Deadline: (see Incentive Price, Ts & Cs)	
City, State / Country, Zip		Email	
Contact	Telephone Number () -	Fax Number () -	
Credit Card Number: <input type="checkbox"/> AMX <input type="checkbox"/> MC <input type="checkbox"/> Visa		Expiration Date (MM / YY):	
Print Card Holder Name:		Card Holder Signature and/or Acceptance of T's & C's:	

Important! Important! Please review the "Product Overview / Glossary" section of our literature to assure that the services you have selected will provide the required functionality for any application(s) you will be utilizing. **A complete description of all services and Terms & Conditions may be found online at www.smartcity.com "Conventions" section.** Please call if assistance is needed.

Description of Service	Type	QTY	Incentive	Base	Total
1. Internet – Networking Services: (10 / 100 Base - T)					
a. NetPremium (Shared Ethernet Service, 1 Static Public IP address)	SE		\$ 1,100	\$ 1,375	
b. Additional Public IP Address / Device (NetPremium) - Max 10 addl allowed	IA-SP		\$ 150	\$ 185	
c. NetStandard (Shared EtherNAT Service, 1 Static Private IP address)	NE		\$ 900	\$ 1,125	
d. Additional Private IP Address / Device (NetStandard) - Max 10 addl allowed	IA-SN		\$ 125	\$ 155	
e. NetBasic (Shared up to 512K↑/1.5M↓)(1 Private DHCP IP, 1/Device) - Limited Qty	BE-1.5		\$ 795	\$ 995	
f. NetExpress (Shared up to 256K↑/512K↓)(1 Private DHCP IP, 1/Device)-Limited Qty	BE-512		\$ 595	\$ 745	
g. NetDedicated (Dedicated 1.54 Mbps w/5 IP addresses) - No addl IP's available	TS		\$ 3,495	\$ 4,370	
h. NetDedicated Plus (Dedicated 3 Mbps w/29 IP addresses)	TS-03		\$ 5,900	\$ 7,375	
2. Internet – Networking Services: Equipment					
a. Switch / Hub Rental (8 Port) – 10 / 100 Base -T	SW08		\$ 150	\$ 185	
b. Switch / Hub Rental (24 Port) – 10 / 100 Base -T	SW24		\$ 225	\$ 280	
c. Patch Cable (up to 50') – Cat 5e	PC		\$ 50	\$ 62	
3. Voice Services: PBX Service – Dial "9" for an outside line					
a. Single Line (no Instrument) (unrestricted long distance)	LO		\$ 275	\$ 345	
b. Multi-Line Phone w / 1 main Number & 1 rollover line (unrestricted LD)	ML		\$ 415	\$ 520	
4. Voice Services: Dedicated Line (Direct line do not dial "9")					
a. Dedicated Line - (no Instrument) (unrestricted) - Limited Quantity	DL		\$ 395	\$ 495	
5. Voice Services: Special Services					
a. Telephone Instrument (Single Line, Touchtone) upon request	SL / DI				
b. Long Distance Restrictions (Local & Credit Card / Local Only) upon request	CC / TLD				
6. Special Line Services (For 3rd Party Circuit Extensions - Must order circuit from local Bell Co or Other Provider)					
a. Analog Extended POTS line from Demarc to Booth	DP		\$ 200	\$ 250	
b. ISDN BRI or DSL Extended circuit from Demarc to Booth	IS / HL		\$ 400	\$ 500	
c. T-1 Extended Data / Telco circuit from Demarc to Booth (See T&C 8)	T2 / T1		\$ 2,000	\$ 2,500	
d. DS-3 Extended circuit from Demarc to Booth (See T&C 8)	T3		\$ 9,000	\$ 11,250	
e. Labor / Floor Work - Fee per hour (See T&C 1)	FW		\$ 125	\$ 125	
f. Point-to-Point / Special Engineering / VPN / Web Casting (See T&C 1)	VP / MI		(Call 888-446-6911 for quote)		
7. Special Quote – Attachment A or SOW (if applicable)					
MI (Call 888-446-6911 for quote)					
8. Move - In / On - Site order fee (if ordering service after show move-in has started).			(20%) x (Base Price)		
9. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue.			x (number of lines)		
			SUBTOTAL		
Unused portions of deposits returned with final billing.			ESTIMATED 10% TAX / FEES DEPOSIT = SUBTOTAL x 10%		
TOTAL PAYMENT MUST ACCOMPANY ORDER. Credit Card users may fax order to 702-943-6001			GRAND TOTAL		

***** Incentive Price applies to orders received With Payment 14 days prior to the 1st day of show move-in. *****

FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2012 - 001 -
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ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

INTERNET - NETWORK / TELEPHONE SERVICE CONTRACT

Terms and Conditions / Payment Options

- | | |
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| <ol style="list-style-type: none"> 1. Smart City is the exclusive provider and installer of all Voice, Data and Network services (wired and wireless) including communications cabling. This includes all cabling to meeting rooms, booths, within booths (under carpet and flooring), fiber optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunications related cabling. 2. The use of the network connection(s) provided by Smart City may be used only by the directors, officers and employees of the Company, its guests, its agents and consultants while performing service for the Company and cannot be resold or distributed to other companies or individuals. 3. All devices for which Smart City directly or indirectly provides Internet / Network connectivity must pay a device charge or purchase a Smart City assigned IP address. 4. Incentive Price applies when a completed order with payment is received no later than 14 days prior to the first day of show move-in. Base Price applies to (a) all orders received from One (1) to Thirteen (13) days before show move-in has started or (b) orders received on or before the 14 day Incentive Deadline without payment (c) orders placed on site or after show move-in has started will be at Base Price plus an additional 20% X Base Price. 5. Internet / Network – 10 / 100 Mbps, full-duplex, auto-sensing, Ethernet access to our backbone, with shared or dedicated Internet access up to 128 Kbps or greater (depending on service ordered) via an RJ-45 jack, is provided for each connection ordered. 6. Shared Internet Services Specific: Routers, Streaming Applications, VoIP, DHCP, NAT or Proxy Servers are not allowed with any of our shared Internet / Network services. This includes, but is not limited to, NetPremium, NetStandard, NetBasic, and NetExpress. Smart City can engineer a custom dedicated network(s) to accommodate such special requests. Please call for quote. 7. Rates listed include a single IP address, standard installation to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP / IP software or power to the booth. 8. Limited Availability: T-1 / DS-3 and other special circuit orders must be placed 45 days prior to show move-in date due to limited availability and to avoid additional charges. 9. Wireless Specific: (a) Smart City is the exclusive provider of voice, wired and wireless data service(s) for the Facility. Wireless Devices not authorized by Smart City are strictly prohibited. Customer(s) that desire to showcase their wireless products must contact Smart City 21 days in advance of show move-in to investigate the potential of Smart City engineering a customized cohesive network to operate without interference to other Customer(s), (applicable charges may apply). (b) The use of any wireless device that interferes with the facility's 2.4 / 5.8 GHz wireless data frequency range is prohibited and subject to disconnection at the Customer expense. 10. Unless otherwise directed, Smart City is authorized to cut floor coverings to permit installation of service. | <ol style="list-style-type: none"> 11. Internet Performance Disclaimer: Smart City does not guarantee the performance, routing, or throughput; either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and / or Internet backbone(s) beyond the Facility. 12. Only Smart City personnel are authorized to modify system wiring or cabling. Material and equipment furnished by Smart City for this service contract shall remain the property of Smart City. 13. CANCELLATION – There is a minimum \$150 Cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material, and / or engineering costs. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service(s) installed and not used. 14. Service problems must be reported to the Smart City Service Desk. Service claims will not be considered unless filed in writing by Customer prior to close of show. 15. Any additional cost incurred by SMART CITY to: 1) assist in trouble diagnosis or problem resolution found not to be the fault of SMART CITY or 2) collect information required to complete the installation that customer fails to provide (i.e. floor plans or special circuit numbers) may be billed to the Customer at the prevailing rate. 16. Equipment Management: (a) Customers should pick up hubs, wireless devices, telephone instruments and other rental equipment at the Smart City Service Desk. (b) The Customer will be fully responsible for the protection and safekeeping of rental equipment and will be responsible for returning all rental equipment to the Smart City Service Desk within one (1) hour following close of the show. 17. The prices listed on this contract do not include Federal, State, Local or Other Taxes and Tax surcharges. Taxes / Tax surcharges will be included on your final bill. Federal Tax ID is 65-0524748. 18. NOTE: THE CUSTOMER IS RESPONSIBLE FOR ALL INTERNATIONAL LONG DISTANCE AND OTHER APPLICABLE CHARGES AGAINST ASSIGNED TELEPHONE NUMBER(S) 19. All Single Line, Multi-Line, and Dedicated Line Telephone services include Directory Assistance, Information, "0+", Operator assisted, 1-800, 950, credit card type call usage and unlimited Domestic Long Distance. International Call charges will apply. 20. Long Distance (International Calls) and Line Restrictions: (a) Toll restriction will block lines to local only or local and "1-800" calling only. All other "1+" or "0+" dialing will be blocked (this includes all long distance access). (b) All lines will be blocked from "976" and "900" dialing unless otherwise requested. Additional deposits may be applicable. (c) Smart City will provide a detailed listing of all toll / billable type calls made from applicable services. Additional LD deposits required for Intl companies. 21. A per line move fee starting at \$100 (Telephone), \$200 (Internet) may apply to relocate the line(s) after it is installed. 22. Prices are based upon current rates and are subject to change without notice. |
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(1) All Customer contracts and agreements are solely between SMART CITY and the prospective Customer; (2) SMART CITY is not the employee, agent or partner of the Facility; (3) The Facility is not a party to, nor shall it have any obligations or liabilities whatsoever to any Customer, under any Customer Contract including without limitation, the obligation to provide any of the services covered by such Customer Contract; (4) No representations or warranties are being made by the Facility with respect to any Customer Contract or any Communications Services; (5) The right of the Customer to receive any Communications Service will be terminated if this Agreement is terminated for any reason provided therein; and the Facility will have no obligation to continue providing such service unless the Facility elects in its sole discretion to continue to provide such services itself or through a third party; (6) The provisions of the Customer Contract are separate and independent from the provisions of the Customer's lease space in the building and shall not affect the Customer's obligations under such lease and without limiting the foregoing, in no event shall any default by SMART CITY under the Customer Contract or any failure with respect to any Communications Services have any effect on any Customer's obligations to the Facility under any lease or any other occupancy agreement between such Customer and the Facility.

<ol style="list-style-type: none"> 23. A valid Credit Card number with signature MUST be on file regardless of payment method. For your convenience we will use this authorization to charge your credit card for any additional amounts incurred. 24. Smart City accepts payments in US dollars, Checks drawn on a US bank, Wire Transfers or the following Credit Cards: (Amex, MasterCard, Visa.). Make all checks payable to: Smart City. 25. Due to the cost of processing checks, any refunds due in the amount of \$10.00 or less will not be refunded except upon written request. 	Mail or Fax Completed Orders with Payment and Floor Plan To SMART CITY 5795 W. BADURA AVENUE, SUITE 110 LAS VEGAS, NEVADA 89118 (888) 446-6911 FAX (702) 943-6001
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Customer Acceptance of All Smart City Terms and Conditions / Attachments:

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments contained herein & Website.

Print Authorized Name	Authorized Signature	Date
FOR SMART CITY USE: Payment Rec'd (Amount):	Customer No: 2012 - 001 -	

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp

*** Tipping is not permitted. Any request from personnel for gratuities should be reported to Management immediately. ***

Network Security Declaration

Center: George R Brown CC (001) - TX

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2012 - 001 -

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

***** Please inform all show site personnel about the importance of Smart City's Network Security compliance issues *****

***** Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements *****

Are You Renting Computers? Yes No Rental Company Name: _____

Rental Company Contact: _____ Contact Number: _____

Device(s) Operating System: _____ Total # of Devices: _____

Type of Anti-Virus Software Installed: Norton McAfee Other: _____

Virus Scan Last Updated: _____ Date Security Updates Last Performed: _____ Date

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature

Date

Printed Name

Title



Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX

Company Name: _____

Show: _____

Booth / Room #: _____

Customer / Ref #: 2012 - 001 -

Voice and Data communications cabling. Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6), coaxial and all other data and telecommunication cable fall under Smart City's area of expertise.

IMPORTANT!! Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

Adjacent Booth or Aisle# _____

Adjacent Booth or Aisle# _____

X = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

T = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

I / H / PC / C = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

Orientation = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

Size = Booth dimensions (example 10x10) _____. **Scale** = 1 Box is equal to _____ ft.





SMART CITY ELECTRIC
 5795 W. BADURA AVE, SUITE 110
 LAS VEGAS, NEVADA 89169
 888-446-6911
 702-943-6001 (FAX)

GEORGE R. BROWN CONVENTION CENTER
WATER ♦ DRAIN ♦ GAS ♦ AIR
CONTRACT

Company Name		Booth / Room	Show Name:
Billing Name		Show Dates: / / To / /	
Billing Address		Discount Order Deadline: (see Ts & Cs, item #10)	
City, State/Country, Zip		E-Mail	
Contact	Telephone Number () -		Fax Number () -
Credit Card No.	Expiration /	Cardholder Signature (1)	Print / Type Cardholder Name

*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

Description	Discount Rate	Standard Rate	Quantity	Total	Internal
COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)					
First Connection	\$ 220.00	\$ 270.00	=	\$	PCA-1
Additional Connections	\$ 110.00	\$ 137.00	=	\$	PCA-2
First Connection (24 Hr Service)	\$ CALL	\$ CALL	=	\$	PCA-1-24
Special, Connection size: _____ CFM: _____ PSI: _____ (Call)			=	\$	PCA-SPEC

WATER: (Service Outlet 3/4")(For equipment only)

First Connection	\$ 140.00	\$ 180.00	=	\$	PW-1
Additional Connections	\$ 90.00	\$ 112.00	=	\$	PW-2
Special, Connection size: _____ (Call)			=	\$	PW-SPEC

NOTE: Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.

DRAINAGE: (3" drain line)(For equipment only) Direct Tie-in

First Connection	\$125.00	\$ 165.00	=	\$	PD-1
Additional Connections	\$ 90.00	\$ 120.00	=	\$	PD-2
Special, Connection size: _____ (Call)			=	\$	PD-SPEC

FILL AND DRAIN: (One time only - Labor charge for additional fills)

1 - 15 Gallons	\$ 60.00	\$ 78.00	=	\$	PWD-15
16 - 70 Gallons	\$ 75.00	\$ 100.00	=	\$	PWD-70
71 - 100 Gallons	\$ 100.00	\$ 125.00	=	\$	PWD-100
101 - 200 Gallons	\$ 150.00	\$ 180.00	=	\$	PWD-200
201 - 300 Gallons	\$ 175.00	\$ 200.00	=	\$	PWD-300
301 - 400 Gallons	\$ 210.00	\$ 250.00	=	\$	PWD-400
401 - 500 Gallons	\$ 240.00	\$ 275.00	=	\$	PWD-500
501 - 1000 Gallons	\$ 500.00	\$ 550.00	=	\$	PWD-1000
Add 500 Gallons	\$ 95.00	\$ 105.00	=	\$	PWD-SPEC

NATURAL GAS (Service Outlet 3/4")

All Services	\$ CALL	\$ CALL	=	\$	PNG-1
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LABOR: (Minimum 1/2 hour)

Monday - Friday (8am-4:30pm)	\$ 60.00 hr	=	\$	P-LABOR
Monday - Friday (4:30-8am), Weekends, Holidays	\$ 120.00 hr	=	\$	P-LABOR-OT

PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER.
PAYMENTS NOT RECEIVED PRIOR TO SHOW MOVE-IN
WILL BE COLLECTED AT THE STANDARD RATE.
SERVICE WILL NOT BE ACTIVATED UNTIL PAYMENT
IS RECEIVED.

a. Subtotal Of Charges [all of the above]	: \$	_____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$	_____
c. 15.82% Tax [on Tax Surcharge(b)]	: \$	_____
d. 8.42% Tax [on Subtotal (a)]	: \$	_____
e. Grand Total Of Order Due (a + b + c + d)	: \$	_____

Customer Acceptance of Terms and Conditions: _____ **Date:** _____

Smart City Electric, Inc. Use: Payment Rec'd: _____ Customer No: **2012-001-**

TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. *****
Credit Card authorization must be on file *****
2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. **All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.**
3. Straight time labor is \$52.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the customer at the Service Desk. **LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.
8. **NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.**
9. Smart City Electric, Inc. Federal ID is 22-3369145.
10. **Discount rate applies to orders received 21 days prior to the SHOW MOVE-IN date. Standard rate applies to all others.**
11. Installations are due 24 hours before show opening.
12. **CANCELLATION** - There is a \$50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

Complete and Return To

*** ORDERING SERVICES ***

MAIL CHECK OR FAX PAYMENT W/ORDER TO:



SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

*** FLOOR PLANS ***

MAIL OR FAX FLOOR PLANS TO:



SMART CITY ELECTRIC, INC.
5795 W. BADURA AVENUE, SUITE 110
LAS VEGAS, NEVADA 89118
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: www.smartcity.com/orders/placeorder.asp



Exhibitor Services

Cleaning Rates

BOOTH VACUUMING	.28c PER SQF.
SHAMPOOING	.40c PER SQF.
MOPPING BOOTH	.35c PER SQF.
PORTER SERVICE	Under 1,000 SQF. @ \$40/ DAY Over 1,000 SQF. @ \$60/ DAY

CONTINUOUS PORTER SERVICE DURING SHOW HOURS @ \$18.00 PER HOUR

Please click on the following link to place an order for booth cleaning:
http://ungerboeck.houstonfirst.com/coe/coe_p1_all.aspx?oc=01&cc=COESOP

The link is also available on our website www.houstonconventionctr.com under Exhibitors/GRB Forms.

If exhibitors have any questions they may contact Tanya Perez at **713-853-8907** or the following email addresses:

Tanya.perez@houstonfirst.com

GRB-ExhibitorServices@houstonfirst.com

Thank you,
GRB Event Services

National Catholic Educational Association

George R. Brown Convention Center

April 2 - 4, 2013

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