# Booth Layout Form

**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.**

**MANDATORY FORM***

## 2015 Gulf Coast Symposium on HR Issues

NRG Center
May 14 - 15, 2015

***Form Deadline Date:***
April 24, 2015

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

**A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.**

- ☐ Display Cases - Form Q-1
- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

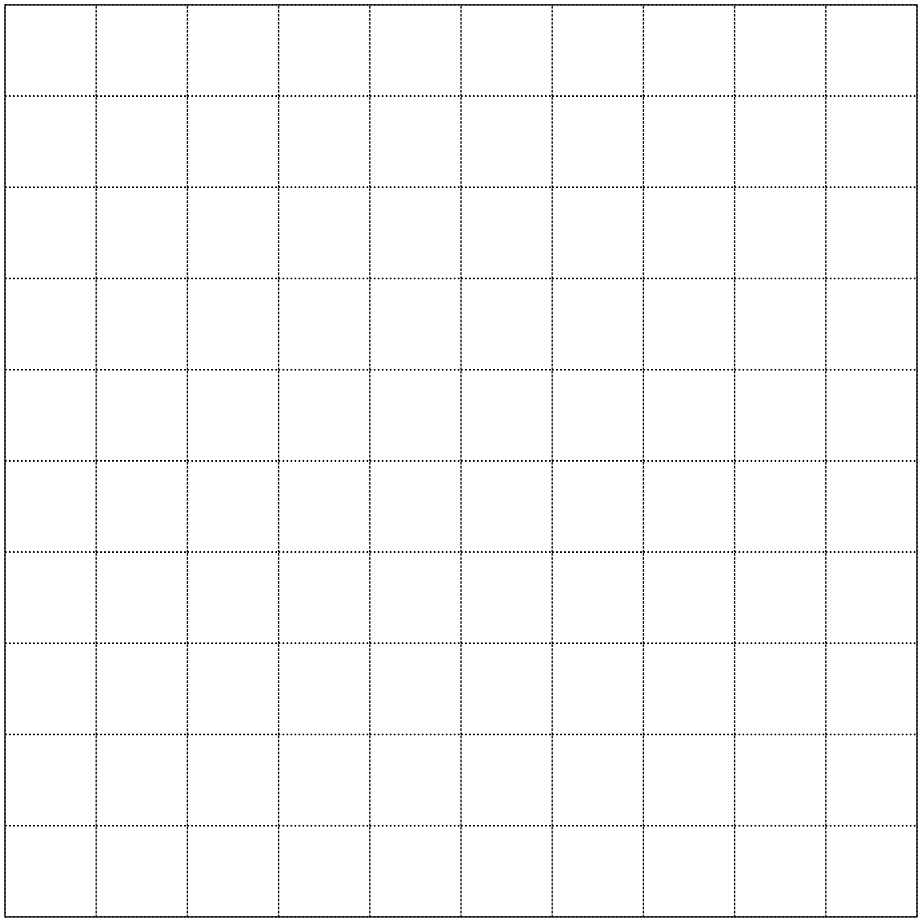
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

**BACK OF BOOTH** (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

**FRONT OF BOOTH** (indicate adjacent booth or aisle number:_____)

***This form must be returned to GES for your orders to be processed.**

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**Need Assistance?**
**Toll Free: 800.475.2098** | Tel: 702.515.5970 | www.ges.com/chat

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