

# Exhibitor Services Manual Table of Contents

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

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# Show Organizer Information and Forms



## DEADLINE CHECKLIST

### 3 MONTHS BEFORE THE SHOW / APRIL 2017

- Be sure you have read the Exhibitor Service Manual
- Register Exhibitor Badges
- Turn in EAC Authorization Form and Fees before deadline
- Complete Program & Directory Listing
- Reserve Program & Directory Ad Space
- Submit necessary GES forms prior to deadlines
- Make hotel reservations
- Make airline/transportation reservations

### 2 MONTHS BEFORE THE SHOW / MAY 2017

- Register Exhibitor Badges
- Review Material Handling Regulations
- Complete Program & Directory Listing
- Reserve Program and Directory Ad Space
- Submit necessary GES forms prior to deadlines
- Make hotel reservations – **Deadline May 30, 2017** for Omni Dallas Hotel (Headquarter Hotel)
- Make airline/transportation reservations

### 1 MONTH BEFORE THE SHOW / JUNE 2017

- Finalize booth personnel and register exhibitor badges online
- June 5 – EAC Form Deadline
- Make hotel reservations – **Deadline June 7, 2017** for Westin and Hilton Garden Inn
- June 5 – Show Special Deadline. Show Specials turned in after June 5 will not be printed in the Program & Directory but will be included on a Show Special addendum insert.
- June 5 – Upgraded Directory Listing Deadline
- June 5 – Program & Directory Advertising Contract and Payment Info. Deadline
- June 5 – Program & Directory Advertising Artwork Deadline
- June 16 – EAC Fee Deadline
- June 16 – GES Order Forms Deadline Date

### MONTH OF THE SHOW / JULY 2017

- July 5 – If you plan to pre-register booth staff, online registration must be completed by 5:00 p.m. CST


**MARKETPLACE**

## SHOW INFORMATION

### EVENT LOCATION

#### Halls C & D

Kay Bailey Hutchison Convention Center  
650 South Griffin Street  
Dallas, TX 75202

### ONSITE REGISTRATION

Onsite Exhibitor Registration will be available in Lobby D of the Kay Bailey Hutchison Convention Center.

Friday, July 7, 2017	8:00 a.m. – 5:00 p.m.
through	
Monday, July 10, 2017	8:00 a.m. – 4:00 p.m.

### EXHIBITOR MOVE-IN HOURS

**All staff assisting in move-in and move-out must be 18 years & older. No exceptions.**

Friday, July 7, 2017	8:00 a.m. – 5:00 p.m.
Saturday, July 8, 2017	8:00 a.m. – 5:00 p.m.

**All freight must be moved in by 5:00 p.m. on Saturday, July 8.**

### SHOW HOURS

Sunday, July 9, 2017	9:30 a.m. – 5:00 p.m.
Monday, July 10, 2017	9:30 a.m. – 4:00 p.m.

### EXHIBITOR MOVE-OUT HOURS

Exhibitors will not be permitted to remove any property from the exhibit hall and exhibits cannot be disassembled prior to show closing at 4:00 p.m. on Monday, July 10.

Monday, July 10, 2017	4:00 p.m. – 12:00 a.m.
Tuesday, July 11, 2017	8:00 a.m. – 12:00 p.m.

### TRA MARKETPLACE CONTACT INFO

800.395.2872 | 512.457.4100 | Fax: 512.477.6486 | [expoinfo@tramail.org](mailto:expoinfo@tramail.org)

Mail to: TRA Marketplace  
P.O. Box 1429  
Austin, Texas 78767-1429



## FACILITY SPECS

### EXHIBIT HALL

- Facility: Kay Bailey Hutchison Convention Center
  - Exhibit Halls: **C & D**
  - Ceiling Height: D: 35 ft. C: 31 ft. at Trusses, 37 ft. at Joists
  - Utilities: Electricity, Water, Drains, Compressed Air, Natural Gas, and Telephone
  - Floor Load: 350 PSF (lbs. per sq. ft.)
  - Concrete floors, carpeted aisles
- Note: All exhibit booths are required to have **floor covering**.

### LOADING FACILITIES

Drive-in access varies from approximately 18' x 10' to 24' x 20' depending on exhibit hall. Floor load is 350 PSF (lbs. per sq. ft.).

### BOOTH EQUIPMENT

- Booth Back Drape: 8' high back wall, Lime Green/Silver/Silver/Lime Green
- Booth Side Drape: 3' high side rail, Lime Green
- Aisle Carpet: Black
- All exhibitors will be provided with a 7" x 44" identification sign showing company name and booth number.
- **All booths are required to have some form of floor covering.** If an exhibitor lays his/her own carpet, the carpet tape must be easily removed. The exhibitor is responsible for removing all tape and residue.
- Proper tape and all other equipment may be obtained through GES using the forms in this manual or by ordering online at <https://ordering.ges.com/042600348>.

### BOOTH HEIGHT RESTRICTIONS

- In-line, Corner & Half Island booths are limited to 8' in height
- Perimeter booths are limited to 14' in height
- Peninsula & Island booths are limited to 20' in height

Please review the **Display Rules and Regulations** for specifics regarding booth specs and design.



## GENERAL INFORMATION

### AGE RESTRICTIONS

**No children under 16 years of age will be admitted to the exhibit hall at any time under any circumstances**, including infants in strollers and those being carried. Proof of age will be required. This restriction is strictly enforced for safety reasons and applies to both exhibitors and attendees.

### BALLOONS

Helium balloons are not allowed (including distribution and sale). Static helium balloon displays are permitted as an integral part of the exhibit. Any helium-filled balloons, such as advertising balloons, larger than eighteen (18) inches, may be used only if they are securely anchored to the exhibit.

Please notify your Show Management of all balloon displays a minimum of sixty (60) days prior to the move-in day of your event.

PLEASE NOTE: Storage of helium or compressed air cylinders is prohibited in the building.

Exhibitors are responsible for retrieving all helium balloons that may escape and float to the ceiling or other areas. Labor costs associated with the removal of balloons will be charged to exhibitor at the prevailing rate.

### DEMONSTRATIONS AND SOLICITATIONS

All demonstrations must be confined to the exhibit space. No exhibitor may solicit attendees or distribute literature or other materials outside of his booth space. Aisles may not be obstructed at any time. Solicitations in the exhibit hall by non-exhibiting personnel are strictly prohibited and offenders will be asked to leave.

### SUITCASING

Suitcasing is defined as the unethical practice to solicit or sell products or services to delegates attending a show without the proper authorization by an event producer. It is strictly prohibited at Marketplace and any attendee who is observed soliciting business in the aisles, public spaces, or in another exhibitor's booth will be asked to leave. It is Show Management's objective to do everything possible to support our exhibitors in having a successful show so please report any suitcasing you observe to Show Management.

### MUSIC LICENSING

Exhibitors shall not play or permit the playing or performance of, or distribution of any copyrighted material at the show unless it has obtained all necessary rights and paid all required royalties, fees or other payments.





## PROPERTY REMOVAL BY EXHIBITORS

Exhibitors may remove property only through the freight entrances. To discourage early dismantling of exhibits, exhibitors are **not allowed** to remove property from the hall on **Monday, July 10** **prior to show closing at 4:00 p.m.**

## ROLLING CARTS

There is a “no wheels” policy in the exhibit hall for the TRA Marketplace during show hours. This includes wheeled bags and luggage carts. This will help us ensure the safety and enjoyment of all individuals in the exhibit hall.

## SECURITY

**The Texas Restaurant Association will provide perimeter security to the best of its ability.** Security guards will be in the exhibit hall at all times. Exhibitors are encouraged to take steps to prevent theft by cooperating with TRA security policies. If you see any security violation, please report it immediately to the security officers or to Show Management.

## SELLING ON SHOW FLOOR

Selling **IS** permitted on the show floor and Show Management encourages attendees to place orders while at the Show.

## SOUND

The use of sound systems or equipment producing sound is a privilege, not a right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued by adhering to the following:

The 80/80 Rule: Any sound that consistently exceeds 80 decibels measured at the edge of an exhibitor’s booth or is clearly identifiable more than 80 feet from that booth is considered objectionable.

## OTHER REGULATIONS

Hiring of Kay Bailey Hutchison Convention Center personnel to help carry, erect or dismantle displays is strictly prohibited.



## ISSUES COMMON TO ALL BOOTHS

### DEMONSTRATIONS

The part of the exhibit program involving the interaction of exhibit personnel and their audience through corporate presentations, product demonstrations or sampling.

Demonstration area must be organized within the exhibitor's space so as not to interfere with any traffic aisle and sampling or demonstration tables must be placed a minimum of two feet (2') from the aisle line. Spectators or samplers should not interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits.

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather to watch a demonstration or for sampling and interfere with the flow of traffic, it is an infringement on the rights of other exhibitors. Aisles must not be obstructed at any time. Special caution should be taken when demonstrating machinery or equipment that has moving parts, cooking equipment with an open flame, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 3ft and/or install hazard barriers as necessary to prevent accidental injury to spectators. Additionally, demonstrations should only be conducted by qualified personnel.

### OUTSIDE CONTRACTORS

Exhibitors are allowed to designate outside contractors to erect and dismantle their booths. However, exhibitors are required to notify Show Management by completing the EAC Authorization Form in the "General Information" section of this manual. The contractor is also required to show proof of liability coverage before setup. If Show Management does not receive proof of insurance, the contractors' employees will not be allowed to work in the exhibit hall.

### VARIANCES

Any exceptions or alterations to the restrictions and boundaries described herein must meet with the approval of Show Management and must be obtained prior to the booth set up. If Show Management determines that your exhibit obstructs or interferes in any way with other exhibits in the area, you will be asked to conform to the rules during the TRA Marketplace. If you are unable to comply with the rules, you may be instructed to dismantle your booth or the part of the booth that does not conform. Show Management will not give refunds to any exhibitors asked to dismantle their booths.

### SOUND/MUSIC

In general, 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 80 decibels when measured from the aisle immediately in front of a booth.** The use of sound systems or equipment producing sound is a privilege, not a



## MARKETPLACE

right. Show Management reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

Exhibitors should be aware that music played in their booths, whether live or recorded, may be subject to laws governing the use of copyrighted compositions. ASCAP, BMI, and SESAC are three authorized licensing organizations that collect copyright fees on behalf of composers and publishers of music.

Refer to OSHA at [www.osha.gov](http://www.osha.gov) for more information.

### AMERICANS WITH DISABILITIES ACT (ADA)

All exhibiting companies are required to be in compliance with the Americans with Disabilities Act (ADA), and are encouraged to be sensitive, and as reasonably accommodating as possible, to attendees with disabilities.

Information regarding ADA compliance is available from the U.S. Department of Justice ADA Information Line, 800.514.0301, and from the ADA Web site at [www.usdoj.gov/crt/ada/adahom1.htm](http://www.usdoj.gov/crt/ada/adahom1.htm).

### STRUCTURAL INTEGRITY

All exhibit displays should be designed and erected in a manner that will withstand normal contact or vibration caused by neighboring exhibitors, hall laborers, or installation/dismantling equipment, such as fork lifts. Displays should also be able to withstand moderate wind effects that may occur in the exhibit hall when freight doors are open. Refer to local building codes that regulate temporary structures.

It is recommended that all 20ft by 20ft and over exhibits require a drawing, plans or renderings, preferably digital, to be submitted to the Show Management. Exhibitors should ensure that any display fixtures such as tables, racks, or shelves are designed and installed properly to support the product or marketing materials to be displayed.

### FLAMMABLE AND TOXIC MATERIALS

All materials used in display construction or decorating should be made of fire retardant materials and be certified as flame retardant. Samples should also be available for testing. Materials that cannot be treated to meet the requirements should not be used. A flame-proofing certificate should be available for inspection. Exhibitors should be aware of local regulations regarding fire/safety and environment which must be adhered to. Exhibitors should dispose of any waste products they generate during the exhibition in accordance with guidelines established by the Environmental Protection Agency and the facility. Grease disposal bins are available in the specified wash areas in the exhibit hall.



# BOOTH & DISPLAY GUIDELINES

## LINEAR & CORNER BOOTH

### LINEAR BOOTH

Linear Booths, also called “in-line” booths, are generally arranged in a straight line and have neighboring exhibitors on their immediate right and left, leaving only one side exposed to the aisle.

#### Dimensions

For purposes of consistency and ease of layout and/or reconfiguration, floor plan design in increments of 10ft has become the de facto standard in the United States. Therefore, unless constricted by space or other limitations, Linear Booths are most commonly 10ft wide and 10ft deep, i.e. 10ft by 10ft. The maximum back wall height limitation is 8ft.

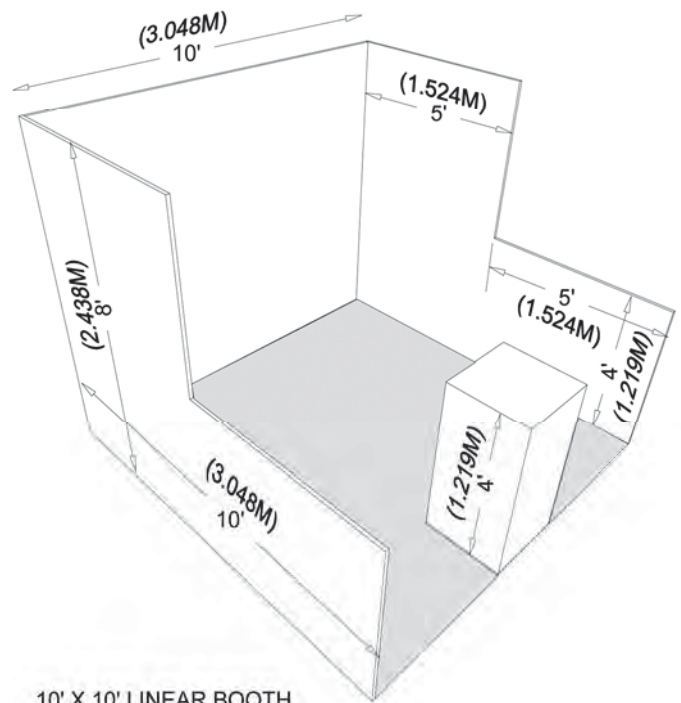
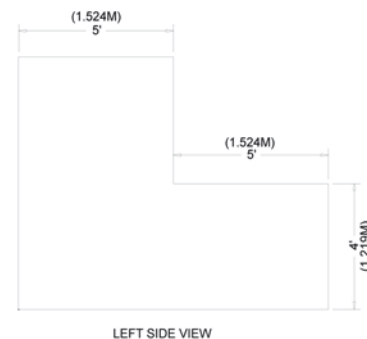
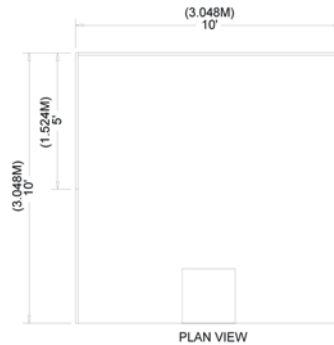
#### Use of Space

Regardless of the number of Linear Booths utilized, e.g. 10ft by 20ft, 10ft by 30ft, 10ft by 40ft, etc. display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors.

The maximum height of 8ft is allowed only in the rear half of the booth space, with a 4ft height restriction 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 4ft height limitation is applied only to that portion of exhibit space which is within 10ft of an adjoining booth.

### CORNER BOOTH

A Corner Booth is a Linear Booth at the end of a series of in-line booths with exposure to intersecting aisles on two sides. All other guidelines for Linear Booths apply.



10' X 10' LINEAR BOOTH

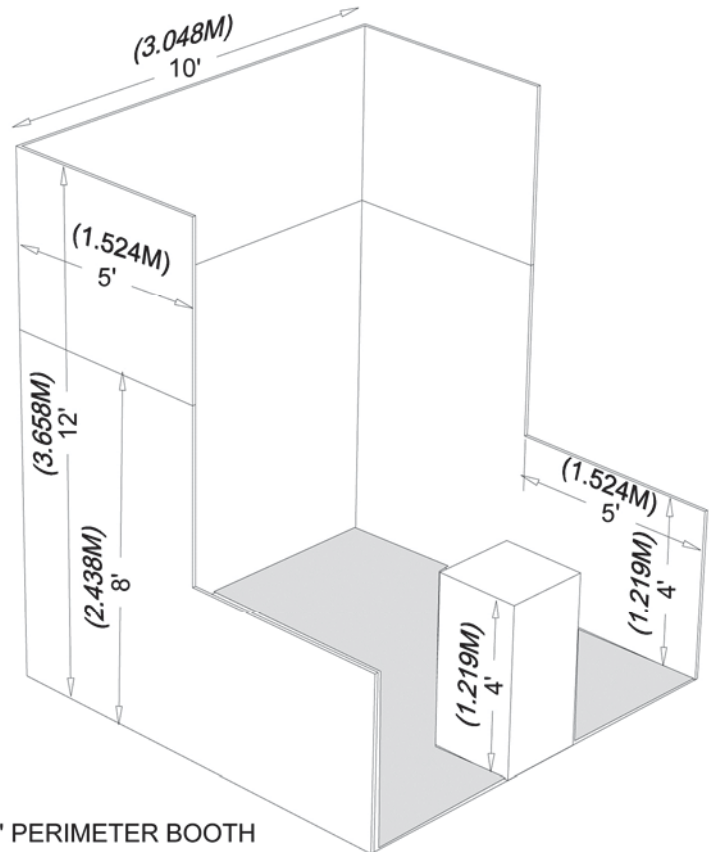
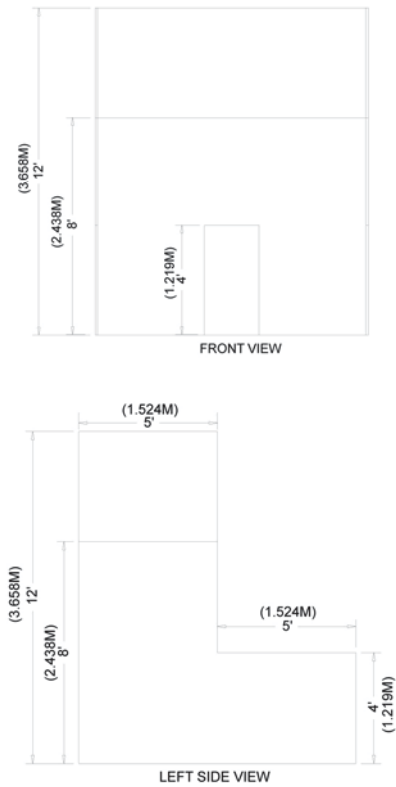
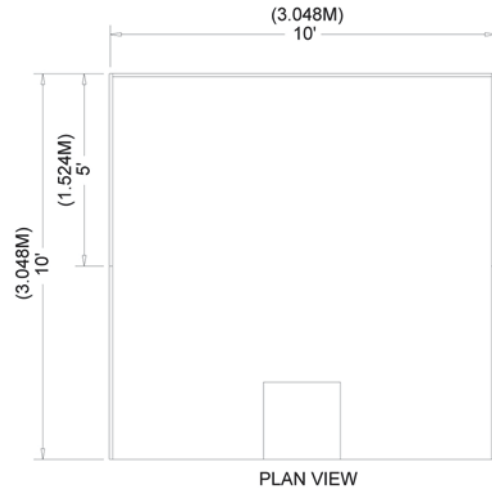


## PERIMETER BOOTH

A Perimeter Booth is a Linear Booth that backs to an outside wall of the exhibit facility rather than to another exhibit.

### Dimensions and Use of Space

All guidelines for Linear Booths apply to Perimeter Booths except that the maximum back wall height is 12-14ft





## ISLAND BOOTH

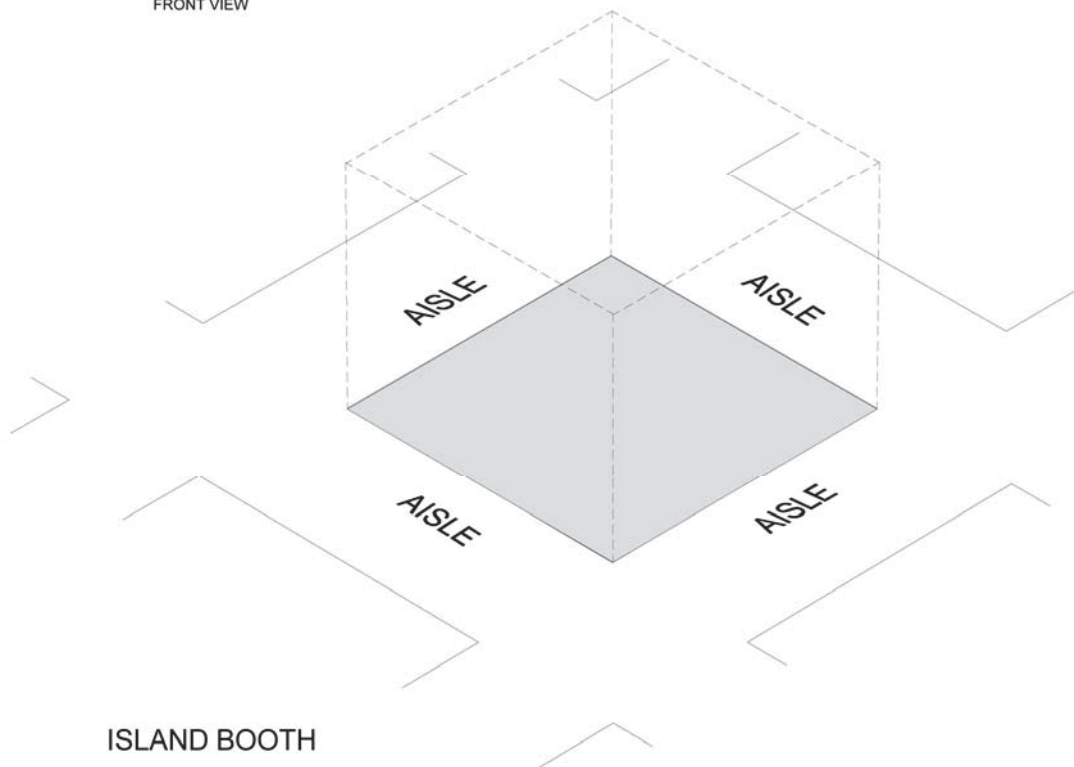
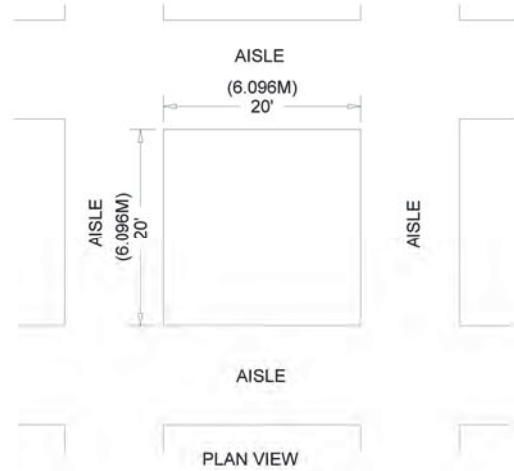
An Island Booth is any size booth exposed to aisles on all four sides.

### Dimensions

An island booth is typically 20ft x 20ft or larger, although it may be configured differently.

### Use of Space

The entire cubic content of the space may be used up to the maximum allowable height, which is 20ft including signage.



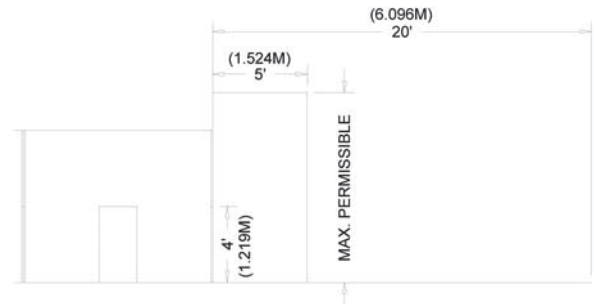
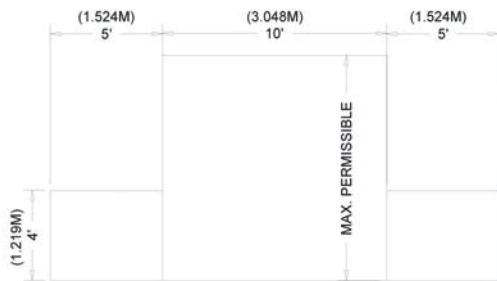


## PENINSULA BOOTH

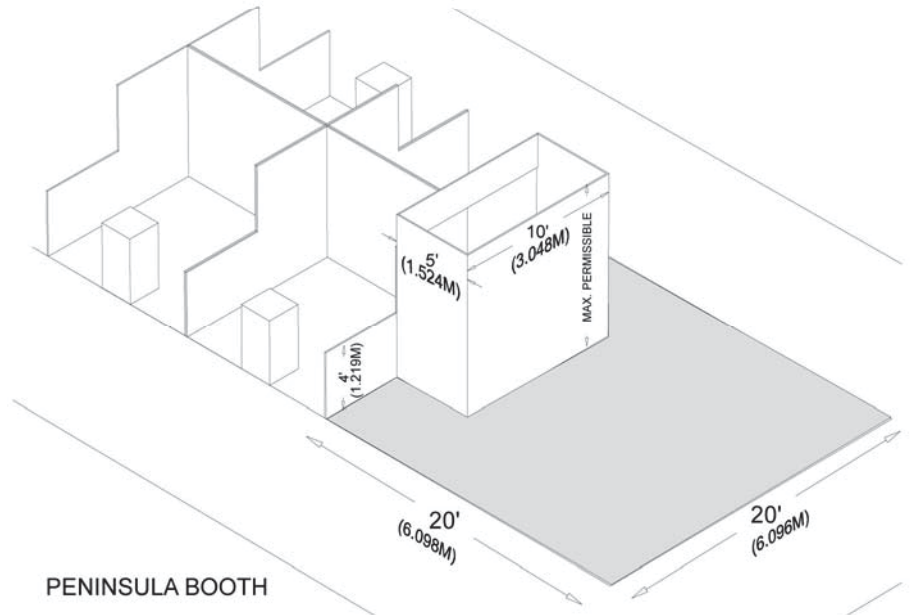
A Peninsula Booth is exposed to aisles on three sides, and comprised of a minimum of four booths. There are two types of Peninsula Booths: (a) one which backs to Linear Booths, and (b) one which backs to another Peninsula Booth and is referred to as a “Split Island Booth.”

### Dimensions

A Peninsula Booth is usually 20ft by 20ft or larger. When a Peninsula Booth backs up to two Linear Booths, the back wall is restricted to 4ft high within 5ft of each aisle, permitting adequate line of sight for the adjoining Linear Booths. The maximum height range allowance is 20ft, including signage for the center portion of the back wall. Double-sided signs, logos and graphics shall be set back ten feet (10') from adjacent booths.



FRONT VIEW



PENINSULA BOOTH

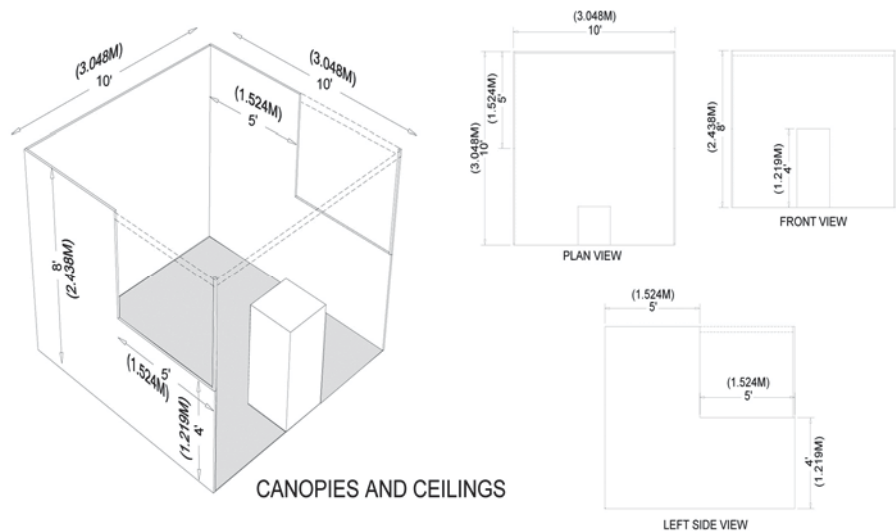


## DISPLAY REGULATIONS

### CANOPIES AND CEILINGS

Canopies, including ceilings, umbrellas and canopy frames, can be either decorative or functional (such as to shade computer monitors from ambient light or to allow for hanging products). Canopies for Linear or Perimeter Booths should comply with Line-of-Sight requirements.

The bottom of the canopy should not be lower than 7ft from the floor within 5ft of any aisle. Canopy supports should be no wider than three inches 3in. This applies to any booth configuration that has a sight line restriction, such as a Linear Booth. Fire and safety regulations in many facilities strictly govern the use of canopies, ceilings, and other similar coverings. Check with Show Management prior to determining specific exhibition rules.



### HANGING SIGNS & GRAPHICS

Most exhibition rules allow for hanging signs and graphics in all standard Peninsula and Island Booths, usually to a maximum height range of 20ft from the top of the sign. The distance is measured from the floor to the top of the sign. Whether suspended from above, or supported from below, they should comply with all ordinary use of space requirements. For example, the highest point of any sign should not exceed the maximum allowable height for the booth type.

Hanging Signs and Graphics should be set back 10ft from adjacent booths and be directly over contracted space only. Approval for the use of Hanging Signs and Graphics, at any height, should be received from Show Management at least 60 days prior to installation. Variances may be issued at the Show Management's discretion. Drawings should be available for inspection.

### TOWERS

A Tower is a free-standing exhibit component separate from the main exhibit fixture. The height restriction is the same as that which applies to the appropriate exhibit space configuration being used. Towers in excess of 8ft should have drawings available for inspection. Fire and safety regulations in many facilities strictly govern the use of towers. A building permit or safety lines may be required.





## MULTI-STORY EXHIBIT

A Multi-Story Exhibit is a booth where the display fixture includes two or more levels. A Multi-Storied Exhibit requires prior approval by the exhibit facility, and relevant local government agency, as well as Show Management because it is deemed to be a “structure” for building purposes. The city building department generally needs to issue a building permit based on an application and drawings prepared and submitted by a licensed architect or engineer. Exhibitors should obtain local building regulations early on to ensure that all time constraints are met.



## FREQUENTLY ASKED QUESTIONS

### GENERAL FAQ's

#### Am I required to have floor covering?

**Yes, you are required to have floor covering for your entire booth space.** Floor covering can either be purchased through GES or you may bring your own. If an exhibitor lays his/her own carpet, the carpet tape must be easily removed. The exhibitor is responsible for removing all tape and residue.

#### How do I get my exhibitor badge?

Online Exhibitor Badge Registration opens March 15, 2017. Each exhibitor receives five (5) complimentary badges for each 10x10 booth purchased. **Exhibitor badges will not be mailed.** All Exhibitors must pick up their badges onsite at the Registration counter.

#### When do exhibitors have access to the exhibit floor?

Show Hours: Sunday, July 9 (9:30 a.m. – 5:00 p.m.) & Monday, July 10 (9:30 a.m. – 4:00 p.m.)  
 Exhibitor Move-in: Friday, July 7 (8:00 a.m. – 5:00 p.m.) & Saturday, July 8 (8:00 a.m.- 5:00 p.m.)  
 Exhibitor Move-out: Monday, July 10 (4:00 p.m. – 12:00 a.m.) & Tuesday, July 11 (8:00 a.m. – 12:00 p.m.)

#### What is the regulated temperature in Kay Bailey Hutchison Convention Center?

Dress in layers. Temperatures in large spaces like convention halls can be hot or cold. It's always better to be prepared.

#### What is an Official Service Provider?

An Official Service Provider is a contractor appointed by show management as the sole provider of specified services such as installation and dismantle services, materials handling, and shipping. GES is the Official Service Provider for the 2017 TRA Marketplace.

#### Whom should I contact if I am having difficulties onsite?

If you need assistance onsite, please feel free to visit the Show Management office.

#### How do I book a hotel room at the TRA Marketplace rate?

Hotel reservations must be made through the TRA Marketplace Housing Bureau to receive special conference rates. Book and modify your hotel reservations online at <https://www.tramarketplace.com/travel/housing>.

#### What is Lead Retrieval?

Lead retrieval is the capturing and follow-up of sales leads generated at a tradeshow. Used as a marketing tool, lead retrieval adds value for exhibitors by increasing their return on investment and provides a system for attendees to track which exhibitors they visited. The recommended lead retrieval company is ATS. For more information or to order, please click [www.atsleads.com](http://www.atsleads.com).



## MATERIAL HANDLING FAQ'S

### What is Material Handling?

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.

### What can I carry into the exhibit hall myself?

Exhibitor personnel may hand carry their own materials and equipment as long as it does not require motorized or mechanical devices (i.e. dollies, fork-lifts, and pallet jacks)

### Can I set up my booth by myself?

Exhibitors may perform all the work in their booths with **their own, full-time company personnel**. Please ensure that all full-time employees have valid company identification at show site. Any necessary labor must be obtained through GES.

### Where can I unload/reload my personal vehicle at the Kay Bailey Hutchison Convention Center

The Official Service Provider, GES, will direct your POV (Privately Owned Vehicle) to the appropriate dock area of the convention center to unload/reload during the published move-in/move-out hours. **Be sure to reference the Exhibitor Service Manual for unloading/reloading details and examples of a POV.**

### What is a POV (Privately Owned Vehicle)?

A POV (Privately Owned Vehicle) is a vehicle that is owned by an employee of the exhibiting company, or the exhibiting company itself, designed to transport passengers, NOT cargo or freight.



## SERVICE CONTRACTORS

\* Denotes exclusive contractor. Exhibitor-appointed contractor are **NOT** permitted for these services.

### OFFICIAL SERVICE PROVIDER\*

GES – Global Experience Specialist  
7000 Lindell Road  
Las Vegas, NV 89118  
Phone: 800.475.2098  
Fax: 866.329.1437  
[www.ges.com](http://www.ges.com)

### AUDIO VISUAL

Freeman  
Phone: 214.333.1817  
Fax: 469.621.5620  
[mimi.ton@freeman.com](mailto:mimi.ton@freeman.com)

### BOOTH CLEANING\*

GES – Global Experience Specialist  
Phone: 800.475.2098  
Fax: 866.329.1437  
[www.ges.com](http://www.ges.com)

### BOOTH FURNISHINGS\*

GES – Global Experience Specialist  
Phone: 800.475.2098  
Fax: 866.329.1437  
[www.ges.com](http://www.ges.com)

### CATERING/ICE\*

Centerplate (At the KBHCC)  
650 S. Griffin St.  
Dallas, TX 75202  
Phone: 214.743.2435  
Fax: 214.743.2514

### ELECTRICAL\*

Kay Baily Hutchison Convention Center  
Convention Services Department  
650 S. Griffin St.  
Dallas, TX 75202  
Phone: 214.939.2726  
Fax: 214.939.2740



# EAC PROCEDURES

## DEFINITION

An Exhibitor-Appointed Contractor (EAC) is any company other than one of the 2017 TRA Marketplace Official service contractors that an exhibitor employs inside the exhibit hall before or after the show.

## EXCEPTIONS

Exceptions to using the official contractors will be granted only if they do not interfere with or prejudice the orderly installation, interim services, or dismantling of the exhibits. An exception will not be granted if it is inconsistent with commitments made and obligations assumed by the Texas Restaurant Association (TRA), TRA Marketplace and its agents, in any contract with service contractors, or in its lease with the Kay Bailey Hutchison Convention Center.

## EXCLUSIONS

Permission to use an EAC will NOT be granted for the following services:

Catering/Ice	Material Handling/Drayage
Electrical	Plumbing/Natural Gas
Internet/Telephone Services	Rigging
Labor/Booth Cleaning	Security

The service contractor designated by the TRA Marketplace must be used for each of these services.

## AGREEMENT

Should you utilize an EAC, you agree to indemnify and hold harmless TRA and TRA Marketplace and its agents, and the exhibit facility from any act or situation that would cause TRA, TRA Marketplace and its agents, and the exhibit facility to become liable or suffer losses, damages, injuries, claims, demands and expenses, including legal expenses, due to the presence or actions of the EAC.

The use of EACs will be considered when the exhibitor and EAC have filled out the EAC Authorization Form and returned it by the deadline: **June 16, 2017**



## PROOF OF INSURANCE

Requests must be accompanied by original certificates of liability insurance from each EAC. Photocopies will not be accepted. Insurance must include workers' compensation/employer's liability and comprehensive general liability with minimum policy limits of \$1 million. Limits must meet the requirements established by the State of Texas, and should name the Texas Restaurant Association, the TRA Marketplace, Global Experience Specialists (GES), and its agents as ADDITIONAL INSUREDS.

## EAC FEE STRUCTURE

See the EAC Fee Structure page for more information about costs associated with allowing an EAC on the show floor. Payment must be received from all EACs before they are allowed into the exhibit hall.

## EAC AUTHORIZATION FORM

Complete the authorization form once for each EAC you have committed to hire for the TRA Marketplace. If you are using multiple EACs, please complete one form for each.

*Note: All EAC forms must be received from the exhibiting company and should include an original signature.*



## EXHIBITOR BADGE REGISTRATION

Registering your booth staff instructions were included in the booth confirmation email sent to your exhibitor contact on file with TRA Marketplace. Each company receives 5 complimentary exhibitor badges per 10'x10' (100 sq. ft.) of booth space. Additional badges are \$25 per person. If you do not register your entire booth allotment at once, you may register your remaining staff later by clicking the [Modify Registration link](#) in your registration confirmation email. **Online Exhibitor Badge Pre-Registration closes Wednesday, July 5, 2017.**

If you have not ordered your badges by this date, you must do so onsite during move-in days. For accuracy and efficiency, please follow these key points when completing your badge order:

- One badge per person; badges must be worn at all times.
- Badges are only for employees scheduled to work your booth or deliver supplies at TRA Marketplace.
- Badge holders and lanyards will be available onsite at Exhibitor Registration.
- Brokers should communicate with the companies they are representing to determine who is responsible for badges – duplicate badges will not be allowed.

### ONSITE REGISTRATION

Onsite Exhibitor Registration will be available inside Lobby D of the Kay Bailey Hutchison Convention Center.

Friday, July 7, 2017	8:00 a.m. – 5:00 p.m., through
Monday, July 10, 2017	8:00 a.m. – 4:00 p.m.

### REPLACEMENT BADGE CHARGE: \$60 PER BADGE

If you have already received your badge and do not have it with you onsite, you will be charged for a replacement badge. If you lose your badge during TRA Marketplace, you will also be charged for a replacement badge. This policy will be strictly enforced.

### 2017 SHOW POLICIES

1. **No one under the age of 16 will be admitted into the TRA Marketplace during show hours (including infants and toddlers).** This rule is strictly enforced and applies to both attendees and exhibitors.
2. Rolling carts, wheeled bags and luggage carts will not be allowed in the exhibit hall during show hours.
3. Anyone who is observed to be soliciting business in the aisles or other public places in the convention center will be asked to leave.
4. TRA Marketplace is a trade event and is NOT open to the public. You must be directly involved in the foodservice industry to attend. A business card demonstrating your affiliation with the industry or your company's tax ID number is required to register onsite.
5. By attending TRA Marketplace you consent to the use of your image and/or name by the Texas Restaurant Association on marketing materials and any registered publishing, broadcast and cable media without charge or obligation.

**FAILURE TO COMPLY WITH SHOW POLICIES WILL RESULT IN EXPULSION FROM THE SHOW AND FORFEITURE OF BADGE AND MONIES PAID.**



## PROGRAM & DIRECTORY LISTING

The 2017 TRA Marketplace Program & Directory provides attendees with an alphabetical listing of exhibitors, including booth location and exhibitors by product category.

This directory is the “Yellow Pages” for attendees who are shopping for the latest products and services year round. It is the main reference for follow-up after the show.

Each exhibitor listing is included FREE along with 10 FREE category listings per 10x10 booth.

You don't want to be left out – complete your Program & Directory listing today!

**DEADLINE: JUNE 5, 2017**

NOTE: Only the exhibitor contact (individual who signed the booth contract) can update your company's exhibitor information.



### DIRECTIONS FOR COMPLETING YOUR LISTING:

1. Go to [Exhibitor Login](#)
2. Select Company Name from dropdown and use your Exhibitor ID to log on. Your Exhibitor ID can be found above.
3. Click on the Profile tab
4. Select the grey box labeled "Profile"
5. Verify your company information. Please remember, information in the "Directory Contact" and "Directory and Listing Info" will be available to attendees online and through the official mobile app.
6. Click the Confirmation Box at the bottom of the page
7. Save and Continue

For more information, contact the TRA Marketplace Department at 800.395.2872 or email [expoinfo@tramail.org](mailto:expoinfo@tramail.org).





MARKETPLACE

# FREE MARKETING OPPORTUNITIES & SHOW TIPS

## TRA MARKETPLACE PROGRAM & DIRECTORY

Reach attendees year-round! Your company name and contact information will be listed for FREE in alphabetical order in the official Program & Directory. In addition, you can list up to 10 product categories per 10x10 booth. To list your company in the TRA Marketplace Program & Directory, go to [www.tramarketplace.com](http://www.tramarketplace.com).

## FREE EXHIBITOR CUSTOMER REGISTRATION

Customize this FREE digital flyer to send out to your customers via email or print and leave behind. Simply add your company name, promo code and booth number. The promo code allows unlimited free online pre-registrations before July 5, 2017. Call 800.395.2872 or email [expoinfo@tramail.org](mailto:expoinfo@tramail.org) to obtain your customer registration promo code. **This flyer will NOT be accepted at onsite attendee registration. It is valid for attendee pre-registration ONLY. Onsite customers will be charged \$65 per person.**

## USE THE TRA MARKETPLACE LOGO

For those exhibitors who want to use the show logo on their promotional materials or email signature, please visit the Exhibitor Service Manual on our website at [www.tramarketplace.com](http://www.tramarketplace.com) where you can download the logo for FREE.

## WEBSITE LINK

We will list your company name and contact information in the [www.tramarketplace.com](http://www.tramarketplace.com)'s Online Exhibitor Listing as well as provide a link to your website. This will drive more traffic to your website as well as your booth.

## ATTENDEE LIST FOLLOW-UP

One of the keys to a successful show is getting new customers. Follow-up after the show is critical if you plan on retaining new business. Plan your post-event sales agenda ahead of time!

Exhibitors can purchase attendee mailing lists by completing the Attendee List Order Form or rent lead retrieval units by ordering online at [www.atsleads.com](http://www.atsleads.com). Make sure you take advantage of the discount deadline date to save time and money!

## SHOW SPECIALS

Show Specials are a fantastic way to drive attendees to your booth. A Show Special must include a unique promotion, discount, give-away or offer exclusive to attendees. Simply add your show special to your portal and we will promote it on the TRA Marketplace website and in the Program and Directory for FREE!

# PROGRAM & DIRECTORY SAMPLE

Advertise in the 2017 Texas Restaurant Association Marketplace Program & Directory and connect with influential foodservice buyers. The program will be available on the show floor to all attendees. With expanded editorial and extensive exhibitor listings, this directory will be a year-long resource for foodservice executives.

**SPECS: 6" X 8.5", PERFECT-BOUND 132 PAGE BOOK**



## Full Page Ad



TEXAS RESTAURANT ASSOCIATION  
**MARKETPLACE**  
**WELCOME!**

We're the second largest foodservice trade show in the U.S. and have been part of the industry landscape here for the last 78 years. The Texas Restaurant Association produces this event every year to showcase the dynamic restaurant industry.

SEE WHAT WE HAVE TO OFFER!

Visit Booth 1621

**TRA**  
 Texas Restaurant Association

RESTAURANTVILLE.COM

CONNECT WITH US

#TRXRESTASSOC #TRAMARKETPLACE

2015 TRA MARKETPLACE

## Half Page Horizontal Ad



## Quarter Page/Half Page Vertical Ad

**Safety is the Entree—Dividends are the Dessert.**

A safe workplace protects your people and your business. Learn how the Texas Restaurant Association Safety Group and our Work Safe, Texas, community can help you prevent workplace accidents—and earn dividends.

Contact Tim Sekiya at (800) 395-2872 or email tsykiya@tramail.org.

**Texas Mutual**  
 Insurance Company  
**WORK SAFE, TEXAS**

While we can't guarantee dividends every year, Texas Mutual has returned \$1.6 billion to safety-conscious policyholders since 1992.

**THE CUTTING EDGE**

**SUNDAY, JUNE 28**

**11am | Make the Cut Round 1**  
 Teams from their Corner High School and Midlothian High School will present their original restaurant concepts to a panel of tough judges. Which concept will make the cut?

**12:30pm | Creative Concept Development**  
 What does it take to build a small spark of an idea into the next great restaurant concept? According to these trailblazing restaurateurs it takes a mix of creativity, business savvy, daring and drive. They'll share their biggest fails, lessons learned, and greatest successes. Be inspired to step out of your comfort zone and take your business to the next level.

- Ron Rappier, Nation's Restaurant News, moderator
- Jay Goldstein, Fish City Grill
- Kyle Noonan, Feedings Concepts
- Jeffrey Taborough, Biggie's PR & Marketing

**1:30pm | Cutting Through the Glass Ceiling**  
 The numbers don't look too bleak: 45% of foodservice managers are women compared to 38% in other industries. 58% of foodservice supervisors are women compared to 42% in other industries. 1997 and 2007 the number of women-owned restaurants jumped 50%. But what's the story behind the statistics? How have successful women forged their paths through what is still a male-dominated industry, particularly of the highest level? Don't miss this lively discussion on meeting it in the hospitality industry!

- Henny Nichols, D Magazine, moderator
- Lisa Perrin, Pinner Ranch Steakhouse
- Sherry Van Meter, 2015/2016/2017 Grand
- Duran Borja, La Duin Concepts & Baking Studio

**2:30pm | Texas ProStart Invitational State Champion Presentation**  
 Students from the New Center High School restaurant management team will present their winning restaurant concept to a panel of tough judges. Which concept will make the cut?

**3pm | Make the Cut Round 2**  
 Teams from College Station High School and Midlothian High School will present their original restaurant concepts to a panel of tough judges. Which concept will make the cut?

2015 TRA MARKETPLACE

## Divider Page Ad/Logo Upgrade



**Martin's Famous POTATO ROLLS AND BREAD**

Have you tried the "F1 Branded Hamburger Roll in the US"?

**Martin's Potato Rolls are the best!**  
 Made by an American family owned and operated company, Martin's Potato Rolls are baked with the highest quality ingredients available: high protein wheat flour, nonfat milk, real cane sugar, yeast, and butter. We believe that high quality ingredients make great tasting rolls and bread!

What are you waiting for?  
 Stop by booth #2227 to taste the difference for yourself!

potatorolls.com

**EXHIBITORS**

Booth 505  
**ShoProCS**  
 85 East Paul St  
 Rochester, NY 14604  
 www.shoprocs.com

Booth 545  
**A La Carte Foods Inc./Evens Foods**  
 P.O. Box 246  
 Pansenville, LA 70391  
 www.alacartefoods.com

Booth 905  
**A Taste Together**  
 7273 Murray Dr. Ste. 4A  
 Stockton, CA 95210  
 www.atetastegether.com

Booth 104  
**A.C. Services Co., Inc.**  
 P.O. Box 200  
 Atlanta, VA 24014  
 www.a-c-services.com

Booth 727  
**AcuServe Products, Inc.**  
 8415 N. Clarendon Blvd., Ste. 100  
 Fort Worth, TX 76147  
 www.acuserve.com

Booth 1066  
**Adaptive Sales & Marketing**  
 1801 Regal Ln Ste 1012  
 Dallas, TX 75201

Booth 1038  
**Adaptive Digital Solutions**  
 5301 E. Capital Blvd., Ste. 100  
 Charlotte, NC 28217  
 (714) 246-0253  
 www.adaptivedigital.com

Booth 1205  
**AcuServe Products Supply**  
 Dallas, TX 75204  
 (214) 442-8720  
 www.acuserve.com  
 info@acuserve.com

EXHIBITORS

## PROGRAM & DIRECTORY ADVERTISING

Advertise in the 2017 TRA MarketPlace Program & Directory and connect with influential foodservice buyers. The program will be available on the show floor to all attendees and is a year-long resource for foodservice executives.

### DISPLAY AD RATES

Divider Page*	\$1100
Full Page	\$1000
½ Page Horizontal	\$800
½ Page Vertical	\$800
¼ Page	\$450

\* Premium Position (Limited Number)

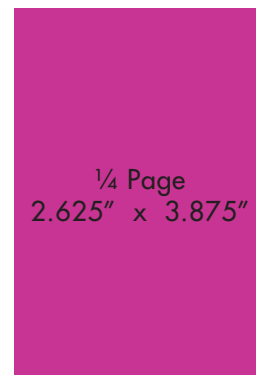
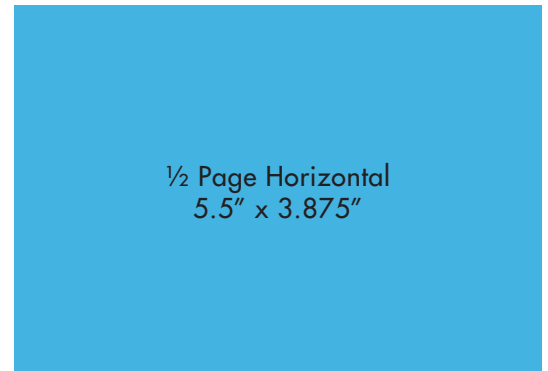
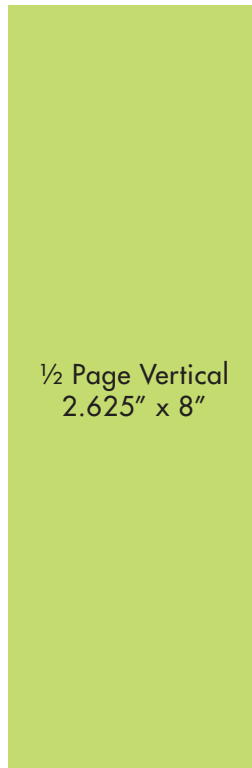
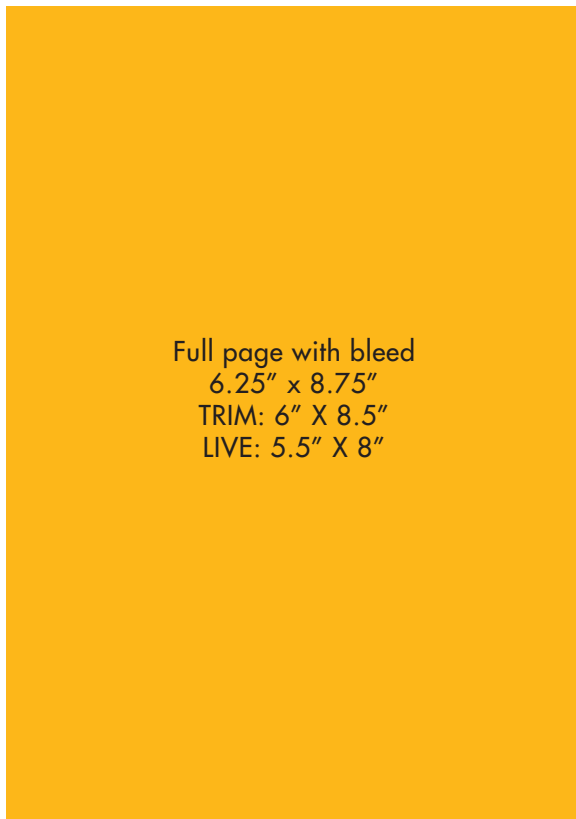
- Two Divider pages placed before the exhibitor listings and the product listings. Full page, full color only.
- Only four divider page ads available.

### MECHANICAL SPECS

- All ads must be 300dpi and CMYK.
- Provide hi-resolution PDF press-quality format (if full page ad, include the bleed in the PDF).
- DO NOT send native files such as InDesign, Illustrator or Photoshop PSD files.
- Files not supplied in formats or sizes specified may not be accepted or may result in additional charges.
- Composite color proofs are not required, but TRA is not responsible for color or content of the printed ad if no proof is sent.

### DEADLINES AND SUBMISSION INSTRUCTIONS

- Space must be reserved and contract with payment information received by June 5, 2017.
- Artwork is due no later than June 16, 2017. Email all artwork to [expoinfo@tramail.org](mailto:expoinfo@tramail.org).



# PROGRAM & DIRECTORY ADVERTISING CONTRACT

COMPANY NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## AD INFORMATION

- Divider Page\* \$1100
- Full Page \$1000
- ½ Page Horizontal \$800
- ½ Page Vertical \$800
- ¼ Page \$450

\* Premium Position (Limited NumØr)

## TERMS & CONDITIONS

The publisher accepts no responsibility for the content of any ad appearing in the 2017 TRA Marketplace Program & Directory.

Appearance of an ad in the 2017 TRA Marketplace Program & Directory does not imply endorsement by the TRA.

Payment in full is due by June 5, 2017. Ads will not be invoiced.

Cancellations must be submitted in writing to [expoinfo@tramail.org](mailto:expoinfo@tramail.org) before the space reservation deadline of June 5, 2017.

Artwork must be submitted to [expoinfo@tramail.org](mailto:expoinfo@tramail.org) no later than June 16, 2017. Additional charges may be incurred if artwork does not meet specifications.

## PAYMENT INFORMATION

\*PCI Compliance mandates that this form must be mailed or faxed — Do not email.

CHECK # \_\_\_\_\_  AMERICAN EXPRESS   MASTERCARD/VISA  DISCOVER

CARD NUMBER: \_\_\_\_\_

EXP. DATE: \_\_\_\_\_ CSC#: \_\_\_\_\_ TOTAL AMOUNT: \_\_\_\_\_

CARDHOLDERS NAME: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

Fax completed form with payment information to 512-477-6486 or mail to:  
 TRA Marketplace Department, P.O. Box 1429, Austin, TX 78767-1429



**JULY 9-10, 2017**  
**KAY BAILEY HUTCHISON CONVENTION CENTER**  
**DALLAS, TEXAS**



# UPGRADE PROGRAM & DIRECTORY LISTING

## DIRECTORY LOGO UPGRADE

Use your logo to stand out! Your company logo will be placed above your company's listing.

**DEADLINE:** June 5, 2017

**COST:** \$100 per logo

**FORMAT:** High Resolution .eps, .jpeg, or .tif

**E-MAIL LOGO TO:** expoinfo@tramail.org

## CONTACT INFORMATION - only for upgrades!

COMPANY NAME:

CONTACT NAME:

PHONE:

FAX:

E-MAIL:

## PAYMENT INFORMATION

\*PCI Compliance mandates that this form must be mailed or faxed — Do not email.

CHECK #  AMERICAN EXPRESS  MASTERCARD/VISA  DISCOVER

CARD NUMBER:

EXP. DATE:

CSC#:

TOTAL AMOUNT:

CARDHOLDERS NAME:

BILLING ADDRESS:

CITY:

STATE:

ZIP:

SIGNATURE:

IF YOU ARE PURCHASING AN UPGRADE - RETURN TO:  
**FAX** 512.477.6486 | **MAIL** TRA Marketplace Department  
 P.O. Box 1429, Austin, TX 78767-1429



**JULY 9-10, 2017**  
**KAY BAILEY HUTCHISON CONVENTION CENTER**  
**DALLAS, TEXAS**



## NEW PRODUCT SHOWCASE

Your new product, along with your company name and booth number, will be displayed in an area of the show floor dedicated to showcasing the great new offerings on the market. You can also upload a picture and description into the New Product Showcase within our official mobile app for attendees and customers to learn about your product pre-show, during the show and post-show. Additionally, New Products will be highlighted in the 2017 TRA Marketplace Program & Directory.

**DEADLINE:** June 5, 2017

**COST:** \$300 | \$150 add-on for Top Shelf Placement

### CONTACT INFORMATION

COMPANY NAME:

CONTACT NAME:

PHONE:

FAX:

E-MAIL:

### NEW PRODUCT INFORMATION

PRODUCT NAME:

PRODUCT DESCRIPTION:

(25 words or less; description will be included in Program & Directory)

All new products must be delivered to the Show Office at the Kay Bailey Hutchison Convention Center by noon on Saturday July 7, 2017.

### PAYMENT INFORMATION

\*PCI Compliance mandates that this form must be mailed or faxed — Do not email.

CHECK #  AMERICAN EXPRESS  MASTERCARD/VISA  DISCOVER

CARD NUMBER:

EXP. DATE:

CSC#:

TOTAL AMOUNT:

CARDHOLDERS NAME:

BILLING ADDRESS:

CITY:

STATE:

ZIP:

SIGNATURE:

RETURN TO:

**FAX** 512.477.6486 | **MAIL** TRA Marketplace Department

P.O. Box 1429, Austin, TX 78767-1429

**expoinfo@tramail.org | 800.395.2872 | FAX: 512.477.6486 | tramarketplace.com**



## SHOW SPECIALS

**INCREASE BOOTH TRAFFIC**  
and create a buzz with a

**KEEP THE SHOW GOING**  
with post-show attendee

**MAXIMIZE YOUR REACH**  
by selecting attendees  
who fit your ideal  
customer file

Show Specials are a great way to drive attendees to your booth. The specifics of what you offer are up to you. The more value your Show Special has, the more buyers you will have visiting your booth. Once you submit your Show Special, we will promote it on the TRA Marketplace website as well as in the official Marketplace Program and Directory. This program is intended to bring value to you, the exhibitor, and to the attendee. Exhibitors who provide a Show Special will also receive a Pre-Marketplace Attendee List.

### Directions for completing your Show Special:

1. Go to [Exhibitor Login](#)
2. Select Company Name from dropdown and use your Exhibitor ID to log on. Your Exhibitor ID can be found above.
3. Click on the Profile tab
4. Select the grey box labeled "Show Specials"
5. Select the grey box labeled "New Event Special"
6. Complete the "Special Text" box with the Show Special description
7. Select the "Product Category" and "Product Subcategory" from the drop down boxes
8. Click the grey box labeled "Save"
9. Save and Continue

### OTHER IDEAS FOR PROMOTION

Redeemable gift cards at your booth  
 Press Releases  
 Distribute company newsletter  
 Show biz or sports personality in booth  
 Phone call blitz prior to show inviting key customers



**MARKETPLACE**

# ATTENDEE LIST ORDER FORM

2017 PRE-SHOW LIST (Available June 15, 2017 – No updates after this date)

Total Pre-Show List \$400 \_\_\_\_\_  
 Restaurant/Foodservice \$250 \_\_\_\_\_

2017 POST-SHOW (Available August 7, 2017)

Total Post-Show List \$500 \_\_\_\_\_  
 Restaurant/Foodservice \$300 \_\_\_\_\_

All lists come in Excel format and will be emailed to the address you submit below. If a file is too large to send via email, it will be mailed to you on a CD. Each record contains: Attendee Name, Company, Address, Type of Business, Position, Buying Influence, and whether or not they Serve Alcohol.

Subtotal \$ \_\_\_\_\_

Sales Tax \$ \_\_\_\_\_  
 (8.25% Texas-based exhibitors only)

GRAND TOTAL: \$ \_\_\_\_\_

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

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

\*PCI Compliance mandates that this form must be mailed or faxed—**Do not email!**

Check # \_\_\_\_\_ American Express \_\_\_ MasterCard/Visa \_\_\_ Discover \_\_\_\_\_

Card Number: \_\_\_\_\_

Exp. Date: \_\_\_\_\_ CSC#: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Cardholders Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

Fax completed form with payment information to 512.477.6486 or mail to:  
 TRA Marketplace, P.O. Box 1429, Austin, TX 78767-1429

For more information, contact the TRA Marketplace Department at 800.395.2872 or email [expoinfo@tramail.org](mailto:expoinfo@tramail.org)





## SERVICES & UTILITIES

### UTILITIES

Exhibitors are responsible for ordering and paying for all services required. Please note that natural gas utilities are available only in certain locations. **IF YOU NEED NATURAL GAS SERVICE, PLEASE CONSULT WITH SHOW MANAGEMENT IMMEDIATELY** to make sure that it will be available in your booth location.

*Note:* The fire marshal allows a maximum 5 lb. cylinder of propane gas per exhibitor. Electrical and water service is available in all booth locations. Order forms and information regarding all utilities are located in this section of the manual.

### FROZEN & REFRIGERATED STORAGE

A limited number of freezer and refrigerated trailers will be located in the Kay Bailey Hutchison Convention Center dock area near the back freight entrances. This service is offered to exhibitors on a first-come, first-serve basis.

Exhibitors wishing to utilize this service need to fill out the GES Cold Storage Form to secure space. Space will be assigned in the order forms are received. Neither Show Management nor the TRA security service shall be held responsible for lost merchandise.

### DISHWASHING STATIONS

Dishwashing stations will be located in designated areas of the exhibit hall. There will be an adequate number of containers located in the wash-up areas to dispose of garbage, grease and oil. The health department prohibits the washing of dishes, glasses or utensils in the restroom or disposing of garbage and refuse by the use of public toilets.



# SHIPPING

## SHIPPING INFORMATION

There are two basic methods of shipping your display materials and equipment for the 2017 TRA Marketplace:

### *Method 1: Shipping to the GES Warehouse*

By selecting this method of shipping, you can ship your materials to the freight company's warehouse to arrive between Monday, June 5, 2017 and Thursday, June 29, 2017. Materials are accepted at the warehouse Monday through Friday between the hours of 8:00 am – 3:30 pm.

**Please Note:** *Shipments arriving before Monday, June 05, 2017 will incur a storage fee, and shipments arriving after Thursday, June 29, 2017 will incur a Late to Warehouse Fee.*

To qualify for this type of shipping, the materials must be crated, boxed or on skids (and cannot require cold/frozen storage.) This service includes the acceptance and storage at the warehouse, delivery to exhibit site, unloading freight and delivering to your booth, picking up, storing, and returning empty shipping containers; and reloading freight for return to your specified destination from exhibit site.

The big advantages of the method are that the shipping time does not have to be exact since you have an extended window and you have more flexibility on the carrier used

### *Method 2: Shipping Direct to the Convention Center*

To use this method, your shipment must arrive during exhibitor move-in hours (Friday, July 7, 2017 and Saturday, July 8, 2017 from 8:00 am to 5:00 pm) There are no personnel at the Kay Bailey Hutchison Convention Center available to accept shipments prior to the official move-in days. Exhibitors who have targeted move-in days should schedule shipments to arrive early the day of their move-in.

**Please Note:** *Shipments not arriving on the above designated time frame, on a holiday, or on overtime will incur additional charges.*

All other exhibitors should schedule shipments to arrive early on Friday, July 7, 2017. This method must be used for uncrated and loose material shipments. Crated, skidded and boxed material may also be delivered at this time. This service includes acceptance of materials at show site, delivery to your booth, removal/storage/return of empty packing materials and loading of materials on designated carriers.

See GES Form R2 for pricing and order placement.



## PRODUCT STORAGE INFORMATION

### *Cold Storage – Offered on a first-come, first-served basis.*

Cold storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Refrigerated & Frozen Storage” order form and return to GES by June 16, 2017. Space will be assigned in the order the forms are received. Material handling fees will apply.

### *Dry Storage - Offered on a first-come, first-served basis.*

Dry storage will be accepted at show site only and storage space is limited. Refrigerated and freezer trailers will be available on the dock of the Kay Bailey Hutchison Convention Center. Exhibitors wishing to utilize this service should complete the “Show Site Storage” order form and return to GES by June 16, 2017. Space will be assigned in the order the forms are received. Material handling fees will apply.



# FIRE, HEALTH, & FOOD REGULATIONS

## FIRE REGULATIONS & SAFETY

All exhibitors must comply with the requirements of the City of Dallas Fire Department, as outlined in the attached sheets. Please read these regulations carefully. The fire department is very effective in the enforcement of regulations, and exhibitors should be prepared to demonstrate proof of compliance.

By order of the City of Dallas Fire Department, exhibitors using any sort of heat in their booth must have a 10# ABC fire extinguisher. If you will be displaying or using equipment with heated oil or grease for cooking purposes, you are required to have a Type K fire extinguisher in your booth within 3 feet of the cooking area. Fire Extinguishers may be purchased from GES using Form F1 or the following Dallas Vendors:

GES

T: 800.475.2098

F: 866.329.1437

[www.ges.com](http://www.ges.com)

## HEALTH REGULATIONS

To ensure exhibitor and attendee safety, the Dallas Health Department prohibits the washing of dishes, glasses or utensils in the restroom or disposing of garbage and refuse by the use of public toilets. Wash areas will be provided on the Show floor as well as disposal units for grease. All exhibitors must comply with the requirements of the City of Dallas Health Department.

Exhibitors who will be serving food within their booth space at the TRA Marketplace on July 9-10, 2017, at the Kay Bailey Hutchison Convention Center in Dallas, Texas, are **NOT REQUIRED** to apply for a Temporary Food Establishment Permit.

The following pages from the City of Dallas Health and Human Services Department are intended to be a guideline, NOT requirements, for exhibitors to use for safety purposes.

## FOOD REGULATIONS

Exhibitors offering a sample of their food ("bite size"; 2 oz or less) or non-alcoholic beverage (3 oz. or less) product must comply with all local, state and national regulations of transport, storage, preparation and distribution of the product to include refrigeration of any perishable products.



## ALCOHOL REGULATIONS

As the Show's producer, the Texas Restaurant Association must ensure it is fulfilling all its legal obligations. One of the regulations with which we must comply concerns the special dispensation from the Texas Alcoholic Beverage Commission that allows our exhibitors to serve alcoholic beverages from their booths.

Our permission is based on the fact that the servings must be sample pours only. In order to protect both TRA and our exhibitors, we have instituted a strict limit on the serving sizes allowed:

The maximum size cup for **beer** samples is 7 oz.

The maximum serving portion for **liquor** samples is 1/2 oz.

The maximum serving portion for **wine/wine coolers** is 2 oz.

You must ensure that ID's are checked for compliance with state age restrictions.

***Exhibitors who do not sign the Alcohol Acknowledgement Form, please see next page, will not be allowed to serve alcohol in their booth.***



MARKETPLACE

## ALCOHOL ACKNOWLEDGEMENT FORM

The 2017 Texas Restaurant Association Marketplace is quickly approaching. As the Show's Producer, the Texas Restaurant Association (TRA) must ensure it is fulfilling its legal obligations. One of the regulations with which we must comply concerns the special dispensation from the Texas Alcoholic Beverage Commission (TABC) that allows our exhibitors to serve alcoholic beverages in their booths.

If you will be serving alcoholic beverages in your booth, please be aware that all servings must be sample size only. We have instituted a strict limit on the serving sizes during the Texas Restaurant Association Marketplace to protect TRA and our exhibitors.

Maximum portion size per sample:

Beer	7 oz.
Spirits/Liquor/Liqueur	½ oz.
Wine/Wine Cooler	2 oz.

**IMPORTANT:** You must ensure that ID's are checked for compliance with state regulation. The legal age to consume alcoholic beverages in Texas is 21. Compliance with this rule will be strictly enforced. If you have any questions, please contact our office at 800.395.2872.

Sincerely,

Andrea Bahr, CEM  
Vice President Exposition & Events

Please acknowledge receipt of this information by signing below and returning this letter to Show Management by July 5, 2017. Email to [sluckey@tramail.org](mailto:sluckey@tramail.org) or fax to 512.477.6486.

***Exhibitors who do not sign this form will not be allowed to serve alcohol in their booth.***

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

Booth #: \_\_\_\_\_ Exhibitor ID: \_\_\_\_\_

Alcohol Move In Date: \_\_\_\_\_ Alcohol Move Out Date: \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## DALLAS LABOR JURISDICTIONS

When planning for your participation at the TRA Marketplace, please note that union labor may be required for certain aspects of your exhibit handling. To help you understand the show site work rules, we ask that you read the following guidelines. Please refer to the GES Show Site Work Rules (G6) for specific rules.

### MATERIAL HANDLING

Exhibitor personnel may handle their own equipment if it does not require motorized or mechanical devices (i.e. fork-lifts, pallet jacks and dollies.) Please note that exhibitors may not use pallet jacks to off-load or load equipment. Any equipment requiring motorized or mechanical devices must be handled by GES personnel.

### INSTALLATION AND DISMANTLING

Exhibitors may perform all the work in their booths with their own full-time company personnel. Please ensure that all full-time employees have valid company identification at show site. Any necessary labor must be obtained through GES. Labor may be ordered in advance by calling GES at 800.475.2098 for rates and quotes. They can also be reached at [www.ges.com/chat](http://www.ges.com/chat) or at show site at the Exhibitor Service Desk. If you will be employing the use of a contractor other than GES to setup and dismantle your booth, you will need to complete the "Exhibitor-Appointed Contractor (EAC) Form". Fees will be assessed to the EAC depending on the size of your booth.

### UTILITIES

Electrical and plumbing services will be performed by Kay Bailey Hutchison Convention Center personnel. All wiring and electrical installations must be performed by a "house electrician." However, authorization may be granted for company engineers to perform special electrical work on their own company exhibit equipment.

### GRATUITIES

GES requests exhibitors do not tip GES or union employees (such practices as giving money, merchandise, and other special considerations for services rendered.) These employees are paid at an excellent wage scale denoting a professional status and tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of Show Management and a GES representative at the Exhibitor Service Desk.



# SECURITY TIPS

## BASIC SECURITY MEASURES PROVIDED BY SHOW MANAGEMENT

Uniformed guards will be stationed at entrances, exits and along the perimeter of the floor. This service will be provided 24 hours a day from the first move-in day to the last move-out day. Private guards may be hired from the official security service.

## DO'S AND DON'TS OF EXHIBIT SECURITY

- Show Management is extremely security conscious and takes every reasonable precaution to protect your property while it is at the 2017 TRA Marketplace, but Show Management will not assume responsibility for loss, damage or theft. Each exhibitor is responsible for his or her own property.
- Adherence to the following recommendations and precautions plus the vigilance of the personnel in your booth should ensure adequate security for your exhibit materials and personal property.
- Arrange for insurance coverage to protect your exhibit and product against damage or loss from the time it leaves your premises until it returns.
- When preparing exhibit material for shipment, avoid cartons that identify contents.
- Assign people to be present at your booth when your exhibit material arrives to receive the shipment and to take inventory. Report immediately to security or Show Management any discrepancies between quantities shipped and quantities received.
- Installation is a highly vulnerable period; so pay special attention to items easily pilfered. Place them in locked containers when you can't keep an eye on them.
- Do not put articles of any value in a contained marked "EMPTY STORAGE."
- Exhibitor personnel must wear show badges at all times during move-in, show days and move-out.
- During show days, someone should be on duty in your booth one half-hour prior to opening and for the same period of time after all trade guests have left.
- Immediately report to security or Show Management the presence of any unauthorized or suspicious visitors on the exhibitor floor.
- Don't leave personal items unguarded such as coats, wallets, handbags, briefcases, etc.
- Avoid leaving any small items or product samples of significant value in exhibit booths overnight. In the event these items cannot be removed, store out of sight and away from temptation. Use flameproof drop cloths to cover sensitive items when your booth is not manned.
- Remember - and remind those staffing your booth - that while guard service is provided by Show Management until the end of move-out, it remains your responsibility to take whatever precautions you deem necessary to protect your property.

**Please complete the Security Order Form if you would like to order private security for your booth.**





# SECURITY ORDER FORM



## D&L ENTERTAINMENT SERVICES, INC.

\* SECURITY \* CONSULTING \* STAFFING \* CROWD  
MANAGEMENT \*

### EXHIBIT SECURITY ORDER FORM

**JULY 3-JULY 11, 2017**

D & L ENTERTAINMENT SERVICES, INC. is a state licensed and insured security service contractor. D&L has provided security to convention/trade show and special event clients for more than thirty years. If you desire security for your individual exhibit or Booth please fill out this order form and return it to the address listed below.

Exhibit Security: Regular Rate - \$25.00 Hr. Discount Rate - \$27.00 Hr.  
Police Officers: Rates quoted on request.

NOTE: Rates are based on a 6-hour minimum per shift.  
**(NOTE: THE ABOVE RATES DO NOT INCLUDE SALES TAX – ADD 8.25% FOR SALES TAX TO THE ABOVE RATES.)**

TERMS: Full payment must accompany this form and be received in our office no later than 15 days prior to the first move-in day to qualify for the discount rate. On-Site Orders are at our regular rate and are payable at the time the order is placed.

**To pay by Credit Card:** visit [www.pay.dlesi.com](http://www.pay.dlesi.com) Please print your receipt & attach to this order when returned.  
**To pay by Check,** make payable to: D&L Entertainment Services, Inc. & send to 4120 Main St. Dallas, TX 75226

DATE / TIME	DATE / TIME
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____

EXHIBITING FIRM: \_\_\_\_\_ Booth #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Phone #: (     ) \_\_\_\_\_

Contact Person at Booth: \_\_\_\_\_

Authorized \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

SEND TO: ATTN.: MR. JOE FARLEY  
D & L ENTERTAINMENT SERVICES, INC. (Fed. Tax I. D. # 75-1605078)  
4120 Main St. Dallas, TX 75226  
D&L Corp. Office: (214) 634-0757 Fax: (214) 634-8525  
E-mail [joefarley@dlesi.com](mailto:joefarley@dlesi.com)



MARKETPLACE

## AIRLINE INFORMATION



### DELTA AIRLINES - MEETING EVENT CODE: NMPQJ

Delta is offering special discounts to TRA attendees when flying to Dallas over the dates of July 4-15, 2017.

Reservations and ticketing are available via [www.delta.com/meeting](http://www.delta.com/meeting). Select Book Your Flight and this will bring you to the "Book A Flight" page. Enter the meeting code of **NMPQJ** in the box provided.

Reservations may also be made by calling our Delta Meeting reservations at 800.328.1111, Monday-Friday, 7am-7pm CDT.

\*Please note that there is a direct ticketing fee for booking through the reservation number.



### UNITED AIRLINES - OFFER CODE: ZY22374522

United is offering TRA attendees flying to Dallas over the dates of July 1-14, 2017. You may book online at [www.united.com](http://www.united.com) and enter your Offer Code **ZY22374522** in the Offer Code box when searching for your flights.

If booking through a travel professional or United Meetings at 800.426.1122, please give them the following information:

Outside of the United States, please call your local United Airlines Reservation Office. Experience dependable, first-rate service and earn miles in MileagePlus®, United's award-winning frequent flyer program. To enroll in MileagePlus®, log on to [www.united.com](http://www.united.com).

*\*Please see Transportation Information for Shuttle information.*



# DRIVING AND PARKING DIRECTIONS

**Kay Bailey Hutchison Convention Center**  
**650 S Griffin St, Dallas, TX 75202**  
**Dallas, Texas 75202**

## CONSTRUCTION ALERT!

There is currently highway construction underway to improve connectivity and traffic flow into Downtown Dallas. For details including detours and lane closures go to [Dallas Horseshoe Project](#). The project is scheduled to be completed in 2017.

## PARKING AT THE KAY BAILEY HUTCHISON CONVENTION CENTER

Car, truck, and trailer parking at the convention center is easy. Kay Bailey Hutchison Convention Center’s garage and three surface parking lots (**Lots C, D, and E**) can accommodate almost any vehicle; however, Kay Bailey Hutchison Convention Center does not offer overnight parking or utility connections for campers and RVs. Download map: <http://www.dallasconventioncenter.com/getting-here/by-car/>

- **Garage** parking is \$15 per entry for cars and trucks (only).
- **Lot C** parking is \$15 per entry for cars and trucks (only).
- **Lot D** parking is \$15 per entry for cars and trucks (only).
- **Lot E** parking is...
  - \$10 for 8 hours for cars and trucks
  - \$20 for 24 hours for cars and trucks
  - \$75 for 24 hours for trailers/RVs/18-wheelers





MARKETPLACE

## TRANSPORTATION INFORMATION

### CAR RENTAL



#### Advantage Rent A Car

Call Advantage at 800.777.5500 to make reservations and provide the reservation agent with the discount code **CD02C826E8**

or go to <http://www.advantage.com/?rc=CD02C826E8> to receive a 10% discount off their internet rates and no fee for extra drivers.



#### AVIS RENTAL CAR

Call Avis at 800.331.1600 to make reservations and provide the reservation agent with this Avis Worldwide Discount (AWD) number **D256965** or go to [avis.com](http://avis.com) to receive the best available car rental rates for TRA attendees. The discount will be effective from July 2 to July 16, 2017.



Call Budget at 800.842.5628 to make reservations and provide the reservation agent with this Budget Customer Discount (BCD) number **U02249** or go to [www.Budget.com](http://www.Budget.com) to receive the best available car rental rates for TRA attendees. The discount will be effective from July 2 to July 16, 2017.

If your event will require the movement of large items or multiple packages, such as display stands and goods, Budget offers a “one stop shop” solution with great rates with Budget Truck Rental. Call them at 800.842.5628 for more details.



# MARKETPLACE

## TAXI SERVICES

Call individual companies for more information. Uber and other ride share services are also available in the Dallas area.

### Ambassador Cab

214.905.1111

### Cowboy Cab

214.428.0202

### Wynne Transportation

972.915.7300

## AIRPORTS

### Dallas/Fort Worth International Airport (DFW)

Distance to the Kay Bailey Hutchison Convention Center: 25 miles

Drive Time: 35 minutes

Cab Fare: \$50-55

### Dallas Love Field (DAL)

Distance to the Kay Bailey Hutchison Convention Center: 22 miles

Drive Time: 15-20 minutes

Cab Fare: \$35

## AIRPORT SHUTTLE

**SuperShuttle**

**EXECUCAR**  
Shuttle, Black Car, SUV.

SuperShuttle and their sister company, ExecuCar, have been chosen as the airport transportation for the 2017 TRA Marketplace. A special discount of 10% off is available to all exhibitors using the Code TE8PM. SuperShuttle and ExecuCar service both Dallas-based airports.

Use the link below to make your reservation or book online using the discount code **TE8PM**. Discounts are extended for online reservations only (**not over the phone**). The discount is valid between July 1-15, 2017.

[2017 TRA Marketplace SuperShuttle Discount Link](#)



## HOTEL INFORMATION

### OFFICIAL HOUSING BUREAU

Show Management has negotiated discounted rates, available exclusively to TRA Marketplace attendees and exhibitors, at official show hotels. Hotel reservations must be made through the TRA Marketplace Housing Bureau to receive these special rates.

Book your hotel reservations online at [www.tramarketplace.com](http://www.tramarketplace.com) for the Omni Dallas Hotel (our headquarter hotel), Westin Downtown Dallas or Hilton Garden Inn Downtown Dallas. You will use this website to book, modify or cancel your hotel reservations at any time and receive updated information about the event.

### WHY BOOK AT A MARKETPLACE HOTEL?

- Special negotiated rates at our Official Marketplace Hotels
- Access to sponsored activities, customers, colleagues and contacts
- Hotels are close to the Kay Bailey Hutchison Convention Center

### HOW TO RESERVE YOUR ROOM

To make a new reservation or modify or cancel an existing reservation visit the TRA Marketplace Housing Bureau online at [www.tramarketplace.com](http://www.tramarketplace.com). For questions contact us at [expoinfo@tramail.org](mailto:expoinfo@tramail.org) or 800.395.2872.

### ROOM ASSIGNMENTS & CONFIRMATIONS

Hotels assign specific room types upon check-in, based on availability. You will receive a confirmation upon booking and a final notice with the hotel's confirmation number a week prior to TRA Marketplace.

### CANCELLATIONS/NO-SHOWS

Hotel cancellation policy varies by hotel and will be clearly listed in your hotel confirmation. Failure to cancel your reservation by the listed cancellation deadline will result in a penalty equal to one night's room and tax or the loss of your deposit. No-shows will be charged one room night with tax.

### DEPOSITS

A deposit of one night's room plus tax will be charged at the time of reservation. The major credit card used to book your room will guarantee your room. Credit cards will be charged by the hotel.



## PIRATE WARNING

Please beware of housing, exhibitor services and/or audio-visual company poachers that may contact exhibitors regarding hotel rooms, exposition services or audio-visual equipment for your booth at the 2017 TRA Marketplace. We are **NOT** working with any companies that would contact you directly to provide housing, services or audio-visual rentals. Please ignore these pirating calls and/or emails even if they appear to be legitimate (by stealing and using the TRA logo).

Entering into financial agreements with non-endorsed companies can have costly consequences for you such as:

1. Credit Card Fraud. Do not give your credit card information to anyone who calls or emails you. They could be selling you a fictitious hotel reservation claiming that it is at a lower rate than the TRA group block, steal your credit card information and then **you show up in Dallas with no guest room reserved!**
2. Credit Card Fraud. Our expo services company, GES, will NOT be calling you and asking for your order for carpeting, furniture, electricity, etc. These pirate companies will take your credit card information and then **you will show up at the Kay Bailey Hutchison Convention Center with nothing in your booth!** This same theory applies to audio-visual companies. . . they will **NOT** be contacting you so beware!

Our official hotel information and services information will be posted on the TRA website in early 2017: <https://www.tramarketplace.com>

A few of these pirating companies are listed below. Please report any unauthorized solicitations to [expoinfo@tramail.org](mailto:expoinfo@tramail.org).

Expo Housing Services  
 Global Travel Partners  
 Convention Housing Authority  
 Global Housing Services Corporation  
 Business Travel Services


**MARKETPLACE**

## TRA MARKETPLACE HOTELS



### Omni Dallas Hotel (Headquarter Hotel)

555 Lamar St, Dallas, TX 75202  
214.744.6664

Distance from Convention Center: N/A; skywalk connects hotel to convention center

Rates: Single \$185 Double \$185 Triple \$205 Quad \$205

Reservation Cut-off Date: May 30, 2017

Reservation Method: [www.tramarketplace.com](http://www.tramarketplace.com)

Website: <https://www.omnihotels.com/hotels/dallas>

Located in the center of the revitalized downtown Dallas, Omni Dallas Hotel is connected via sky bridge to the Kay Bailey Hutchison Convention Center and close to restaurants, shops, the Dallas Arts District and more. Local history and flavor is showcased throughout the hotel. Guest rooms, meeting space and restaurants all feature pieces from local Dallas artists. Stunning views of downtown can be enjoyed from the terrace pool deck and spacious fitness center. Omni Dallas Hotel is built to meet the U.S. Green Building Council LEED Gold Certification standards, placing it on the forefront of environmental awareness and conservation in the city.



### Westin Dallas Downtown Hotel

1201 Main St, Dallas, TX 75202  
972.584.6650

Distance from Convention Center: 5 blocks; 10 minute walk; 1 mile

Rates: Single \$179 Double \$179 Triple \$199 Quad \$199

Reservation Cut-off Date: June 7, 2017

Reservation Method: [www.tramarketplace.com](http://www.tramarketplace.com)

Website: <http://www.westindallasdowntown.com/>

Located in vibrant downtown Dallas next to Belo Garden and a mile from the Kay Bailey Convention Center, The Westin Dallas Downtown puts you in the center of it all. Our Dallas hotel is located within a mile from Klyde Warren Park, the Perot Museum of Nature and Science, and the American Airlines Center.





**MARKETPLACE**

July 9 - 10, 2017 | Dallas, Texas | [www.tramarketplace.com](http://www.tramarketplace.com)



### **Hilton Garden Inn Downtown Dallas**

1600 Pacific Avenue, Dallas, TX 75201  
214.299.8982

Distance from Convention Center: 5 blocks; 15-18 minutes; 1.1 miles; Train located in front of hotel runs every 30 minutes \$2.50 for one-way or \$5.00 for all day pass

Rates: Single \$159 Double \$159 Triple \$159 Quad \$159

Reservation Cut-off Date: June 7, 2017

Reservation Method: [www.tramarketplace.com](http://www.tramarketplace.com)

Website: <http://hiltongardeninn3.hilton.com/en/hotels/texas/hilton-garden-inn-downtown-dallas-DALPAGI/index.html>

Hilton Garden Inn Downtown Dallas is a brand new hotel featuring a unique blend of architecture and history as well as contemporary amenities and Texas accents. We are perfectly located near Dallas landmarks, upscale parks, museums, and corporate offices. Situated directly on the DART light rail line, our hotel provides easy access to trendy Big D neighborhoods like Uptown, Lower Greenville and Deep Ellum, as well as both DFW and DAL airports.

## One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

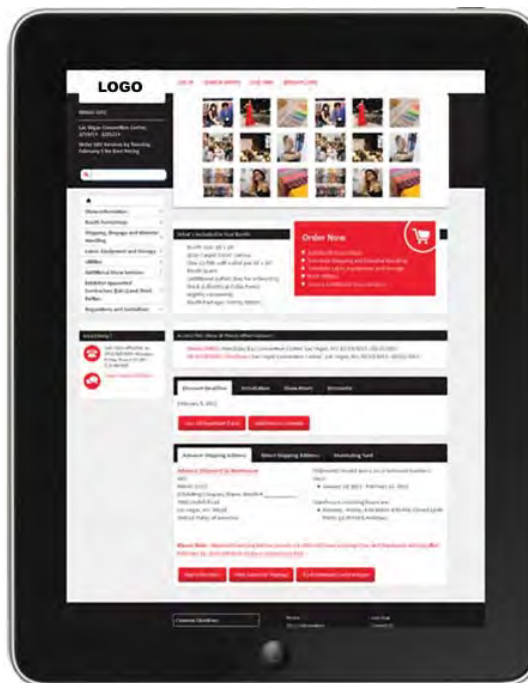
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/042600348/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



# Show Information

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

In order to maintain a consistent and professional appearance on the show floor, Texas Restaurant Association requires that all exhibitor booths have carpeting or an alternative floor covering.

## Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600348/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): 800.475.2098 International Calls: 702.515.5970  
 7000 Lindell Road FAX (in USA): 866.329.1437 International Faxes: 702.263.1520  
 Las Vegas, NV 89118-4702

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

## Show Information

Booth Size: 10' x 10'  
 Backwall Drape: Lime/White/White/Lime  
 Sidewall Drape: White  
 Facility Carpeted: Full-coverage carpet or floor covering is mandatory for all booths  
 Aisle Carpet Color: Black

If you are not bringing your own carpeting or floor covering, please see the Carpet Order Form for options and ordering.

## Discount Deadline Date

Friday, June 16 GES orders must be received with payment by this date.

## Exhibitor Move In

Friday, July 7 8:00 AM - 5:00 PM  
 Saturday, July 8 8:00 AM - 5:00 PM

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

## Show Hours

Sunday, July 9 9:30 AM - 5:00 PM  
 Monday, July 10 9:30 AM - 4:00 PM

## Exhibitor Move Out

Monday, July 10 4:00 PM - 10:00 PM  
 Tuesday, July 11 8:00 AM - 12:00 PM

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

## Empty Container Return

Monday, July 10 5:00 PM Start time for Empty Container Return.

## Carrier Check-in Post-Show

Tuesday, July 11 9:00 AM Carriers post-show must be checked-in by this time.

## Facility Clear

Tuesday, July 11 12:00 PM All exhibitor materials must be removed.

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062817  
G-1 052716 Cstm

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

Advance Shipments to Warehouse:

c/o GES  
Texas Restaurant Association Marketplace 2017  
(Your Company Name & Booth Number)  
1415 N Cockrell Hill Road  
Suite 300, Dock 29  
Dallas, TX 75211  
USA

Shipments should arrive on or between:

June 5 - 29, 2017  
Hours for receiving are Monday - Friday, 8:00 AM - 3:30 PM

Direct Shipments to Show Site:

c/o GES  
Texas Restaurant Association Marketplace 2017  
(Your Company Name & Booth Number)  
Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005  
USA

Shipments should arrive on:

July 7, 2017, 8:00 AM - 5:00 PM  
July 8, 2017, 8:00 AM - 5:00 PM

Marshaling Yard Site Address:

c/o GES  
Texas Restaurant Association Marketplace 2017  
(Your Company Name & Booth Number)  
500 Memorial Dr.  
Dallas, TX 75207  
USA

# General Information

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

## What is an Official Service Provider?

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

## GES Show Services

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

## Work Zone



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

## How Can I Order My Show Services?



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

- Go to <https://e.ges.com/042600348/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



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

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/042600348/contactus/esm>

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

## Exhibitor Services

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

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# Tips for New Exhibitors

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

## Texas Restaurant Association Marketplace 2017

Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

### First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of June 16, 2017 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/042600348/esm>

### Details Matter When Shipping

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

- Unloading the freight and delivery to your booth is not included. Avoid unexpected costs at show site and estimate the cost for this service. <http://e.ges.com/042600348/item/200500>
- We understand that your calculation is only an estimate. Invoicing will be done from the actual weight. Adjustments will be made accordingly.
- Save by combining shipments. A minimum charge applies for each shipment under 200 lbs.
- Make sure that a Bill of Lading is filled out completely for each shipment.
- Confirm that your driver has the correct dates and times that your shipment needs to be delivered and picked up.
- Use provided shipping labels to make sure show name, booth number and other vital information is provided.

Shipping, Drayage and Material Handling: <http://e.ges.com/042600348/shippinghandling/esm>

### Dot Your I's and Cross Your T's

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

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

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

### Bank ACH/wire transfer payment information

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

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

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

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## No Tipping Required

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/042600348/carpet/esm>

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/042600348/LaborandEquipment/esm>

# **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.







# International Third Party Billing Request

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Form Deadline Date:  
 June 16, 2017

Company Name Email Phone Number Booth Number

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

## Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number

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

Expiration Date

MM/YY
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- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X  
 Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print Date

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

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

- Booth Cleaning  Exhibit Systems  GES Logistics  I & D Labor  Forklift Labor  Material Handling  
 Rental Carpet  Rental Furniture  Signs  
 Other (Please Specify) \_\_\_\_\_

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

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

Expiration Date

MM/YY
-------

- MasterCard  Corporate Card  
 VISA  Personal Card  
 American Express

**Please Sign**

X  
 Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print Date

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

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


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# Carpet


## Standard

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

Includes:

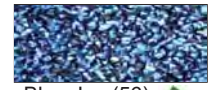
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



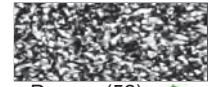
Blue Jay (56) 




Gray (40)



Green (45)



Pepper (52) 




Red (49)

## Plush

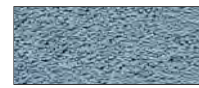
26 oz. premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

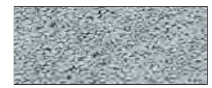
- 26 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



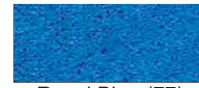
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

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

Includes:

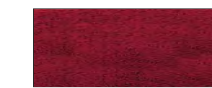
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



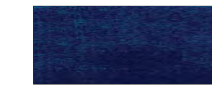
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

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

# Carpet Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



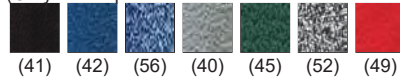
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

## Carpet

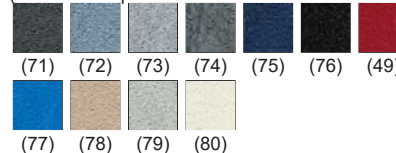
### 13 oz. Color Options

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



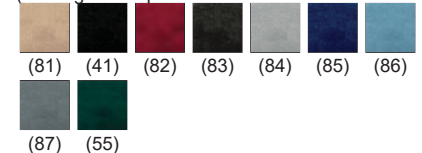
### 26 oz. Plush Color Options

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



### 50 oz. Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	PSP %	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		152.00	179.50		3.0	\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		303.50	359.00		3.0	\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		455.75	538.50		3.0	\$
						Total + Tax %	8.25% \$

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

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %*	Total
5000	13 oz. Carpet Custom-Cut, Per Sq.Ft.		2.96	3.53		3.0	\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		3.74	4.41		3.0	\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		4.10	4.88		3.0	\$
						Total + Tax %	8.25% \$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %*	Total	
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.14	1.36		3.0	\$	
						Total + Tax %	8.25% \$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %*	Total	
500410	Carpet Plastic Covering, Per Sq.Ft.	0.88	1.04		3.0	\$	
						Total + Tax %	8.25% \$

### Electrical or Utilities Under Carpet?

Yes  No

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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



# Carpet Package Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.
- All Carpet Packages Include 10% Off: Padding, Visqueen and 2 Day(s) Cleaning.

## Carpet Packages

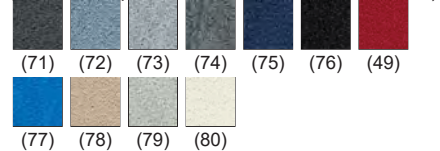
### 13 oz. Color Options

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



### 26 oz. Plush Color Options

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



### 50 oz. Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %*	Total
400021	13 oz. Carpet Package, Per Sq.Ft.		4.59	5.66		3.0	\$
400022	26 oz. Plush Carpet Package, Per Sq.Ft.		5.29	6.45		3.0	\$
400023	50 oz. Ultra Plush Carpet Package, Per Sq.Ft.		5.62	6.88		3.0	\$
						Total + Tax %	8.25% \$

### Electrical or Utilities Under Carpet?

Yes  No

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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# Furniture and Accessories

## Chairs



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



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



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



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

## Tables



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



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



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



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

## Skirted Tables



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




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



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

## Table Skirt Colors

 Beige (54)

 Black (41)

 Blue (42)

 Burgundy (43)

 Gold (46)


 Gray (40)

 Green (45)

 Purple (48)

 Red (49)

 Teal (55)

 White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View



Quarter View

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard, 4'x8'



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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



# Furniture and Accessories Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

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



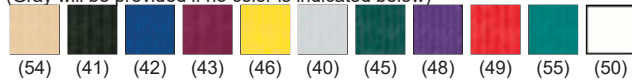
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:  
<http://e.ges.com/042600348/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300051	Chair, Contemporary Arm, 23"W 18"D 31"H	135.25	160.00		3.0	\$
300052	Chair, Contemporary Side, 19.5"W 18"D 31"H	104.50	123.75		3.0	\$
300050	Chair, Plastic Contour, 18"W 18.5"D 32"H	51.75	61.25		3.0	\$
300053	Stool, Contemporary, 17"W 18"D 48"H	174.00	205.75		3.0	\$
<b>Total + Tax %</b>						<b>8.25%</b> \$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300057	Table, Rectangle, 24"x36"x30" High	104.25	156.50		3.0	\$
300056	Table, Square, 24"x24"x30" High	95.25	143.00		3.0	\$
300059	Table, Starbase, 30" Diameter x 40" High	217.25	326.50		3.0	\$
300058	Table, Starbase, 40" Diameter x 30" High	217.25	326.50		3.0	\$
<b>Total + Tax %</b>						<b>8.25%</b> \$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	PSP %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		115.25	136.25		3.0	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		135.25	160.00		3.0	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		163.25	193.25		3.0	\$
3007	Table, Skirt 4th Side		35.25	42.00		3.0	\$
↳ Select size: 6' Table _____ 8' Table _____							
<b>Total + Tax %</b>						<b>8.25%</b> \$	

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300400	Table 4', Unskirted, 24" x 30" High	61.25	72.25		3.0	\$
300600	Table 6', Unskirted, 24" x 30" High	64.75	76.50		3.0	\$
300800	Table 8', Unskirted, 24" x 30" High	76.50	90.50		3.0	\$
<b>Total + Tax %</b>						<b>8.25%</b> \$

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Form Continues on Next Page

# Furniture and Accessories Order Form

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

Discount Deadline Date:  
June 16, 2017

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

## Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	PSP %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		<b>163.25</b>	193.25		3.0	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		<b>183.50</b>	217.00		3.0	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		<b>209.25</b>	228.25		3.0	\$
3017	Counter, Skirt 4th Side		<b>42.50</b>	50.00		3.0	\$

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

Total + Tax % **8.25%** \$

## Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
301400	Counter 4', Unskirted, 24" x 42" High	<b>77.75</b>	91.75		3.0	\$
301600	Counter 6', Unskirted, 24" x 42" High	<b>91.75</b>	108.50		3.0	\$
301800	Counter 8', Unskirted, 24" x 42" High	<b>102.50</b>	121.00		3.0	\$

Total + Tax % **8.25%** \$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>108.00</b>	127.75		3.0	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>55.00</b>	65.25		3.0	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>166.50</b>	197.00		3.0	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>84.75</b>	100.00		3.0	\$
300198	Riser 8', Double Tier, 96"x8"x16" High	<b>205.75</b>	243.50		3.0	\$
300197	Riser 8', Single Tier, 96"x8"x8" High	<b>103.50</b>	122.25		3.0	\$

Total + Tax % **8.25%** \$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	PSP %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>15.30</b>	18.10		3.0	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>17.65</b>	20.85		3.0	\$

Total + Tax % **8.25%** \$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300074	Display Case 4', Full View	<b>388.25</b>	458.50		3.0	\$
300075	Display Case 4', Half View	<b>388.25</b>	458.50		3.0	\$
300082	Display Case 6', Full View	<b>434.25</b>	513.00		3.0	\$
300083	Display Case 6', Half View	<b>434.25</b>	513.00		3.0	\$
300084	Display Case 6', Quarter View	<b>434.25</b>	513.00		3.0	\$

Total + Tax % **8.25%** \$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>4.46</b>	6.75		3.0	\$
300123	Aisle Stanchion, without Chain	<b>42.50</b>	63.25		3.0	\$
300103	Aluminum Easel	<b>41.50</b>	48.50		3.0	\$
300111	Bag Stand	<b>114.25</b>	135.00		3.0	\$

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# Furniture and Accessories Order Form

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

Discount Deadline Date:  
June 16, 2017

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

## Accessories

300102	Coat Rack	46.75	55.50		3.0	\$	
300104	Garment Rack	112.75	133.50		3.0	\$	
300106	Literature Rack	182.25	215.50		3.0	\$	
300201	Pegboard, White, 4'x8'	204.50	241.75		3.0	\$	
↳ Select alignment: Horizontal _____ Vertical _____							
300107	Refrigerator	430.50	508.75		3.0	\$	
300131	Security Cage, Large, without Lock	435.50	654.00		3.0	\$	
300132	Security Cage, Small, without Lock	290.50	435.50		3.0	\$	
300120	Sign Holder, Bell Base	71.75	107.75		3.0	\$	
300108	Sign Holder, Chrome, 22"x28"	84.75	100.00		3.0	\$	
300211	Tackboard, 4'x8'	157.50	236.50		3.0	\$	
↳ Select alignment: Horizontal _____ Vertical _____							
300112	Ticket Tumbler, Small, Table Top	105.75	125.25		3.0	\$	
300113	Wastebasket	21.15	25.00		3.0	\$	
300118	Waterfall Stand	111.75	131.75		3.0	\$	
Total + Tax %						8.25%	\$

## Electrical Outlets Not Included

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

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

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

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

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# Booth Package Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



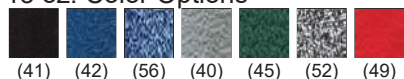
### Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

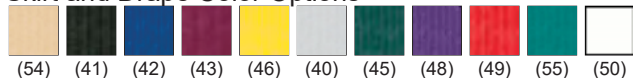
### Show Special Packages

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	PSP %	Total
400025	Furniture Package (TRA)		258.50	336.25		3.0	\$
↳ Includes: (1) 10' x 10' Standard 13 oz Carpet, (1) 6' Skirted Table, (1) Wastebasket.							
						Total + Tax %	8.25% \$

#### 13 oz. Color Options



#### Skirt and Drape Color Options



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

**Please Sign**  X

\_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

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

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# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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



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

## Seating - Chairs



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



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



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



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



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



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



305231 - Chair, Fusion, Clear/White, 19"L 21"D 32"H  
\*Discontinued 1/2017\*



305230 - Chair, Fusion, Green/White, 19"L 21"D 32"H  
\*Discontinued 1/2017\*



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



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



305034 - Chair, Iso Mesh Black, 36"L 24"D 38"H  
\*Discontinued 1/2017\*



305111 - Chair, Jetson, 19"L 18"D 31"H  
\*Discontinued 1/2017\*



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



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



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



305108 - Chair, New York, 23"L 32"D 33"H  
\*Discontinued 1/2017\*



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



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



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



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



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

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# Specialty Furniture



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



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

## Seating - Ottomans



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



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



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



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



305085 - Ottoman, Cube, Black, 17"L 17"D 18"H  
\*Discontinued 1/2017\*



305093 - Ottoman, Cube, White Leather, 17"L 17"D 18"H \*Discontinued 1/2017\*



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



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



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



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



305246 - Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H



305242 - Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18'H



305243 - Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H



305241 - Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H



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



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



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

## Seating - Office and Utility Seating



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



305150 - Chair, Altura, High Back, 25"L 25"D 43"H Adj.  
\*Discontinued 1/2017\*



305151 - Chair, Altura, Med. Back, 25"L 25"D 37"H Adj.  
\*Discontinued 1/2017\*



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



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



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

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# Specialty Furniture



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



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



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



305043 - Stool, Drafting, 25"L 26"D 34"H \*Discontinued 1/2017\*

## Seating - Barstools



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



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



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



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



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



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



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



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



305011 - Barstool, Jetson, Black, 18"L 19"D 29"H  
\*Discontinued 1/2017\*



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



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



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



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



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



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



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



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



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



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red



Brushed Blue

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# Specialty Furniture

## Tables - Cafe



305315 - 30"  
Round Café  
Table w/  
Hydraulic Base,  
Mahogany Top,  
30"RND 29"H  
\*Discontinued  
1/2017\*



305318 - 30"  
Round Café  
Table w/  
Hydraulic Base,  
Orange Top,  
30"RND 29"H  
\*Discontinued  
1/2017\*



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



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



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



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



305162 - Table,  
Cafe, Blue/  
Black, 30"  
Round 29"H  
\*Discontinued  
1/2017\*



305154 - Table,  
Cafe, Brushed  
Blue/Hydraulic  
Chrome Base,  
30" Round 29"H  
\*Discontinued  
1/2017\*



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



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



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



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



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



305165 - Table,  
Cafe, Maple/  
Black, 30"  
Round 29"H



305168 - Table,  
Cafe, Maple/  
Black, 36"  
Round 29"H



305157 - Table,  
Cafe, Maple/  
Hydraulic  
Chomr Base,  
30" Round 29"H



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



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



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



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



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



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

## Tables - Bar



305316 - 30"  
Round Bar Table  
w/ Hydraulic  
Base, Mahogany  
Top, 30"RND  
45"H  
\*Discontinued  
1/2017\*



305317 - 30"  
Round Bar Table  
w/ Hydraulic  
Base, Orange  
Top, 30"RND  
45"H  
\*Discontinued  
1/2017\*



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



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



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



305131 - Table,  
Bar, Blue/Black,  
30" Round 42"H  
\*Discontinued  
1/2017\*



305140 - Table,  
Bar, Brushed  
Blue/Hydraulic  
Chrome Base,  
30" Round 45"H  
\*Discontinued  
1/2017\*

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# Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Tables - Cocktail



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



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



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



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



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



305017 - Table, Cocktail, Geo, Black, 50"L 22"D 16"H \*Discontinued 1/2017\*



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



305020 - Table, Cocktail, Inspiration, 42"L 28"D 18"H \*Discontinued 1/2017\*



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



305016 - Table, Cocktail, Silverado, 36" Round 17"H



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



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

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# Specialty Furniture

## Tables - End Tables



305431 - Alondra End Table, Glass, 20\"/>



305436 - Geo End Table, Wood, 20\"/>



305112 - Regis End Table, 16\"/>



305273 - Table, Aura, White Metal, 15\"/>



305274 - Table, E, Wood, 21\"/>



305047 - Table, End, Geo, Black, 26\"/>



305044 - Table, End, Geo, Chrome, 26\"/>



305049 - Table, End, Inspiration, 24\"/>



305211 - Table, End, Oliver, 22\"/>



305046 - Table, End, Silverado, 24\"/>



305050 - Table, End, Sydney, Black, 27\"/>



305048 - Table, End, Sydney, White, 27\"/>



305276 - Table, Mosaic, Set of 3



305275 - Table, Timber, Wood, 16\"/>

## Conference Tables



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



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



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



305410 - Madison Conference Table, 42\"/>

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# Specialty Furniture



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



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



305028 - Table, Conf., Graphite, 72"L 42"D 29"H



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



305033 - Table, Conf., Mahogany, 120"L 42"W 29"H \*Discontinued 1/2017\*



305030 - Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H \*Discontinued 1/2017\*



305031 - Table, Conf., Mahogany, 72"L 42"W 29"H \*Discontinued 1/2017\*



305032 - Table, Conf., Mahogany, 96"L 42"W 29"H \*Discontinued 1/2017\*



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



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



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



305208 - Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H \*Discontinued 1/2017\*

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# Specialty Furniture

## Tables - Martini Bar



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



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

## Product Display



305001 - Bookcase, Mahogany, 36"L 13"D 71"H \*Discontinued 1/2017\*



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



305103 - Pedestal, Locking Door, Black, 24"L 24"D 42"H \*Discontinued 1/2017\*



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



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



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



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

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# Specialty Furniture

## Office and Utility Furniture



305039 - Credenza, Mahogany,  
72"L 24"D 29"H \*Discontinued  
1/2017\*



305056 - Desk, Executive,  
Mahogany, 60"L 30"D 29"H  
\*Discontinued 1/2017\*



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



305058 - File, Lateral,  
Mahogany, 36"L 20"D 29"H  
\*Discontinued 1/2017\*



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



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

## Lamps



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



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

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# Specialty Furniture Order Form

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Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note, you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price, please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:  
<http://e.ges.com/042600348/furnishings/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total	
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	637.50	956.75		3.0	\$	
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	689.50	1,034.50		3.0	\$	
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	662.00	993.00		3.0	\$	
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,146.00	1,718.50		3.0	\$	
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,315.50	1,973.25		3.0	\$	
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,315.50	1,973.25		3.0	\$	
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,665.50	2,503.75		3.0	\$	
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,538.25	2,312.75		3.0	\$	
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	689.50	1,034.50		3.0	\$	
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	737.25	1,103.50		3.0	\$	
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	795.75	1,199.00		3.0	\$	
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	952.75	1,432.25		3.0	\$	
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	702.25	1,053.50		3.0	\$	
305268	Sofa, Tangiers, 78"L 37"D 36"H	681.00	1,021.75		3.0	\$	
					<b>Total + Tax %</b>	<b>8.25%</b>	<b>\$</b>

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	538.00	807.25		3.0	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	852.75	1,283.75		3.0	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	967.50	1,453.25		3.0	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	404.25	607.00		3.0	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	522.00	783.00		3.0	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	581.50	872.25		3.0	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	470.00	705.50		3.0	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	410.50	616.50		3.0	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	507.00	760.75		3.0	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	552.75	829.75		3.0	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	849.75	1,273.00		3.0	\$

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## Seating - Club Chairs

305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	<b>849.75</b>	1,273.00		3.0	\$
					<b>Total + Tax %</b>	<b>8.25%</b> \$

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	<b>324.75</b>	487.00		3.0	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	<b>135.75</b>	203.75		3.0	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	<b>135.75</b>	203.75		3.0	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	<b>163.25</b>	245.25		3.0	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	<b>157.00</b>	235.50		3.0	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	<b>104.75</b>	157.00		3.0	\$
305231	Chair, Fusion, Clear/White, 19"L 21"D 32"H *Discontinued 1/2017*	<b>161.25</b>	241.75		3.0	\$
305230	Chair, Fusion, Green/White, 19"L 21"D 32"H *Discontinued 1/2017*	<b>161.25</b>	241.75		3.0	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	<b>161.25</b>	241.75		3.0	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	<b>246.25</b>	369.25		3.0	\$
305034	Chair, Iso Mesh Black, 36"L 24"D 38"H *Discontinued 1/2017*	<b>338.25</b>	508.00		3.0	\$
305111	Chair, Jetson, 19"L 18"D 31"H *Discontinued 1/2017*	<b>215.25</b>	323.75		3.0	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	<b>562.50</b>	843.25		3.0	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	<b>359.75</b>	540.00		3.0	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	<b>580.50</b>	871.00		3.0	\$
305108	Chair, New York, 23"L 32"D 33"H *Discontinued 1/2017*	<b>219.75</b>	329.75		3.0	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	<b>217.50</b>	326.75		3.0	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	<b>357.50</b>	537.00		3.0	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	<b>157.00</b>	235.50		3.0	\$
305442	Laguna Chair, 18"L 19"D 34"H	<b>282.25</b>	392.50		3.0	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	<b>221.50</b>	308.00		3.0	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	<b>221.50</b>	308.00		3.0	\$
305441	Zenith Chair, 19"L 22"D 32"H	<b>275.00</b>	382.25		3.0	\$
					<b>Total + Tax %</b>	<b>8.25%</b> \$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	<b>465.75</b>	699.00		3.0	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	<b>465.75</b>	699.00		3.0	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	<b>428.50</b>	643.00		3.0	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	<b>428.50</b>	643.00		3.0	\$
305085	Ottoman, Cube, Black, 17"L 17"D 18"H *Discontinued 1/2017*	<b>116.75</b>	175.00		3.0	\$
305093	Ottoman, Cube, White Leather, 17"L 17"D 18"H *Discontinued 1/2017*	<b>117.75</b>	177.25		3.0	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	<b>266.25</b>	400.00		3.0	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	<b>261.00</b>	391.50		3.0	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	<b>261.00</b>	391.50		3.0	\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	<b>129.75</b>	180.25		3.0	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	<b>120.00</b>	180.25		3.0	\$

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## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	120.00	180.25		3.0	\$
					<b>Total + Tax %</b>	<b>8.25%</b> \$

## Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	161.25	241.75		3.0	\$
305150	Chair, Altura, High Back, 25"L 25"D 43"H Adj. *Discontinued 1/2017*	392.50	589.00		3.0	\$
305151	Chair, Altura, Med. Back, 25"L 25"D 37"H Adj. *Discontinued 1/2017*	376.75	565.50		3.0	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	365.00	547.50		3.0	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	443.50	665.00		3.0	\$
305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	403.25	604.50		3.0	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	318.25	477.50		3.0	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	619.50	929.25		3.0	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	460.50	690.50		3.0	\$
305043	Stool, Drafting, 25"L 26"D 34"H *Discontinued 1/2017*	234.50	352.25		3.0	\$
					<b>Total + Tax %</b>	<b>8.25%</b> \$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	334.25	501.75		3.0	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	334.25	501.75		3.0	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	334.25	501.75		3.0	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	334.25	501.75		3.0	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	174.00	261.00		3.0	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	174.00	261.00		3.0	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	222.75	334.25		3.0	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	245.25	368.25		3.0	\$
305011	Barstool, Jetson, Black, 18"L 19"D 29"H *Discontinued 1/2017*	288.75	432.75		3.0	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	150.75	226.00		3.0	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	150.75	226.00		3.0	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	150.75	226.00		3.0	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	150.75	226.00		3.0	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	317.25	476.50		3.0	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	317.25	476.50		3.0	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	193.25	289.75		3.0	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	423.25	635.50		3.0	\$
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	384.00	576.00		3.0	\$
305259	Christopher Barstool, 19"L 15"D 41"H	334.25	501.75		3.0	\$

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Seating - Barstools						
305440	Zenith Barstool, 19"L 20"D 44"H	372.75	518.00		3.0	\$
					Total + Tax %	8.25% \$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305315	30" Round Café Table w/ Hydraulic Base, Mahogany Top, 30"RND 29"H *Discon	402.00	603.50		3.0	\$
305318	30" Round Café Table w/ Hydraulic Base, Orange Top, 30"RND 29"H *Discontin	402.00	603.50		3.0	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	434.75	604.50		3.0	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	324.50	451.25		3.0	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,252.00	1,877.75		3.0	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	503.75	700.50		3.0	\$
305162	Table, Cafe, Blue/Black, 30" Round 29"H *Discontinued 1/2017*	244.00	366.00		3.0	\$
305154	Table, Cafe, Brushed Blue/Hydraulic Chrome Base, 30" Round 29"H *Discontin	325.75	489.00		3.0	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	325.75	489.00		3.0	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	244.00	366.00		3.0	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	285.25	428.50		3.0	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	325.75	489.00		3.0	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	385.25	578.00		3.0	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	244.00	366.00		3.0	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	285.25	428.50		3.0	\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	325.75	489.00		3.0	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	385.25	578.00		3.0	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	244.00	366.00		3.0	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	234.50	352.25		3.0	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	294.75	442.50		3.0	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	285.25	428.50		3.0	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	385.25	578.00		3.0	\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305316	30" Round Bar Table w/ Hydraulic Base, Mahogany Top, 30"RND 45"H *Disconti	402.00	603.50		3.0	\$
305317	30" Round Bar Table w/ Hydraulic Base, Orange Top, 30"RND 45"H *Discontinue	402.00	603.50		3.0	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	431.50	599.50		3.0	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,633.75	2,450.75		3.0	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	502.75	698.25		3.0	\$
305131	Table, Bar, Blue/Black, 30" Round 42"H *Discontinued 1/2017*	253.75	380.75		3.0	\$
305140	Table, Bar, Brushed Blue/Hydraulic Chrome Base, 30" Round 45"H *Discontinue	332.25	498.50		3.0	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	332.25	498.50		3.0	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	253.75	380.75		3.0	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	312.75	470.00		3.0	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	332.25	498.50		3.0	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	390.25	585.50		3.0	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	253.75	380.75		3.0	\$

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Tables - Bar						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305137	Table, Bar, Maple/Black, 36" Round 42"H	312.75	470.00		3.0	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	332.25	498.50		3.0	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	390.25	585.50		3.0	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	253.75	380.75		3.0	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	256.75	385.25		3.0	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	314.25	471.00		3.0	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	312.75	470.00		3.0	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	303.25	455.00		3.0	\$
					Total + Tax %	8.25% \$

Tables - Cocktail						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	470.75	654.00		3.0	\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	900.75	1,347.25		3.0	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	358.50	498.50		3.0	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	514.50	772.25		3.0	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	514.50	772.25		3.0	\$
305017	Table, Cocktail, Geo, Black, 50"L 22"D 16"H *Discontinued 1/2017*	258.75	388.25		3.0	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	265.25	397.75		3.0	\$
305020	Table, Cocktail, Inspiration, 42"L 28"D 18"H *Discontinued 1/2017*	349.00	524.00		3.0	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	240.75	361.75		3.0	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	307.75	461.50		3.0	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	375.50	563.50		3.0	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	375.50	563.50		3.0	\$
					Total + Tax %	8.25% \$

Tables - End Tables						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	426.50	593.25		3.0	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	306.00	425.50		3.0	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	408.50	613.00		3.0	\$
305273	Table, Aura, White Metal, 15" Round 22"H	171.75	257.75		3.0	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	163.25	245.25		3.0	\$
305047	Table, End, Geo, Black, 26"L 26"D 20"H *Discontinued 1/2017*	234.50	352.25		3.0	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	241.75	362.75		3.0	\$
305049	Table, End, Inspiration, 24"L 28"D 22"H *Discontinued 1/2017*	331.00	496.50		3.0	\$
305211	Table, End, Oliver, 22" Round 22"H	206.75	310.75		3.0	\$
305046	Table, End, Silverado, 24" Round 22"H	289.75	435.00		3.0	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	275.75	413.75		3.0	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	275.75	413.75		3.0	\$
305276	Table, Mosaic, Set of 3	319.25	479.50		3.0	\$
305275	Table, Timber, Wood, 16" Round 17"H	201.50	302.25		3.0	\$
					Total + Tax %	8.25% \$

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June 16, 2017

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

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total	
305402	10' Madison Table, 120"L 48"D 29"H	948.75	1,318.50		3.0	\$	
305400	5' Madison Table, 60"L 48"D 29"H	642.75	894.00		3.0	\$	
305401	8' Madison Table, 96"L 60"D 29"H	786.00	1,091.75		3.0	\$	
305410	Madison Conference Table, 42"RND 29"H	585.00	813.75		3.0	\$	
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	108.25	162.25		3.0	\$	
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	293.75	441.25		3.0	\$	
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	473.25	709.75		3.0	\$	
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	310.75	466.75		3.0	\$	
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	473.25	709.75		3.0	\$	
305027	Table, Conf., Graphite, 42" Round 29"H	390.25	585.50		3.0	\$	
305028	Table, Conf., Graphite, 72"L 42"D 29"H	527.25	791.50		3.0	\$	
305029	Table, Conf., Graphite, 96"L 48"D 29"H	648.25	972.75		3.0	\$	
305033	Table, Conf., Mahogany, 120"L 42"W 29"H *Discontinued 1/2017*	748.00	1,124.50		3.0	\$	
305030	Table, Conf., Mahogany, 42" Round, 42"L 42"W 29"H *Discontinued 1/2017*	423.25	635.50		3.0	\$	
305031	Table, Conf., Mahogany, 72"L 42"W 29"H *Discontinued 1/2017*	499.75	750.00		3.0	\$	
305032	Table, Conf., Mahogany, 96"L 42"W 29"H *Discontinued 1/2017*	614.25	921.75		3.0	\$	
305177	Table, Conf., Manhattan, 42" Round 29"H	357.50	537.00		3.0	\$	
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	480.50	721.50		3.0	\$	
305281	Table, Conf., White Laminate, 42" Round 29"H	387.25	581.50		3.0	\$	
305208	Table, Nova, Oval, White/Silver Legs, 71"L 35.5"D 29"H *Discontinued 1/2017*	635.50	953.75		3.0	\$	
					<b>Total + Tax %</b>	<b>8.25%</b>	<b>\$</b>

## Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total	
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,395.00	5,092.25		3.0	\$	
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,273.00	1,909.50		3.0	\$	
					<b>Total + Tax %</b>	<b>8.25%</b>	<b>\$</b>

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total	
305001	Bookcase, Mahogany, 36"L 13"D 71"H *Discontinued 1/2017*	392.50	589.00		3.0	\$	
305415	Madison Bookcase, 36"L 12"D 72"H	485.25	674.75		3.0	\$	
305103	Pedestal, Locking Door, Black, 24"L 24"D 42"H *Discontinued 1/2017*	506.00	759.75		3.0	\$	
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	643.00	964.25		3.0	\$	
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	769.25	1,156.50		3.0	\$	
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	643.00	964.25		3.0	\$	
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	769.25	1,156.50		3.0	\$	
					<b>Total + Tax %</b>	<b>8.25%</b>	<b>\$</b>

## Office and Utility Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305039	Credenza, Mahogany, 72"L 24"D 29"H *Discontinued 1/2017*	644.00	966.50		3.0	\$
305056	Desk, Executive, Mahogany, 60"L 30"D 29"H *Discontinued 1/2017*	596.00	894.25		3.0	\$

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# Specialty Furniture Order Form

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

Discount Deadline Date:  
June 16, 2017

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

Office and Utility Furniture						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	457.25	686.50		3.0	\$
305058	File, Lateral, Mahogany, 36"L 20"D 29"H *Discontinued 1/2017*	499.75	750.00		3.0	\$
305416	Madison Credenza, 60"L 20"D 29"H	800.25	1,112.50		3.0	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	732.25	1,017.75		3.0	\$
Total + Tax %					8.25%	\$

Lamps						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	288.75	432.75		3.0	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	212.25	318.25		3.0	\$
Total + Tax %					8.25%	\$

## Electrical Outlets Not Included



**Reminder**

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

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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

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# Standard Exhibit Systems

With the following GES® standard exhibits to choose from, selecting the size and configuration that meets your tradeshow needs is easy. Our modular exhibits are hassle-free because you pay no design fees, no shipping fees, and no repair or refurbishing fees. Plus, you may customize the trim and panels, and choose from a wide variety of accessories to create a unique exhibit that reinforces your brand and marketing efforts.

All packages include rental, delivery, installation, and dismantling. For other custom furnishings, hanging signs, or graphics, chat with your GES National Servicer® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 20x20 Exhibits



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

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

## 10x20 Exhibits



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

- one 117" x 12" digitally printed sign
- one 57-7/8" x 12" digitally printed sign
- one 2m counter
- six arm lights
- five shelves
- one standard 10' x 20' carpet
- no padding

## 10x10 Exhibits



600002 - Exhibit System GEM #2, 10'x10' Inline Includes:

- one custom ID sign
- two arm lights
- one standard 10' x 10' carpet
- no padding



600003 - Exhibit System GEM #3, 10'x10' Inline Includes:

- one custom ID sign
- three arm lights
- five shelves
- one 1m counter
- one standard 10' x 10' carpet
- no padding

## 6ft Table Display



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

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

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

# Standard Exhibit Systems

## Accessories



600410 - Exhibit, Ad Board, 1M x 8'



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



600101 - Exhibit, Counter, 1M x 1/2M x 40"H



600102 - Exhibit, Counter, 2M x 1/2M x 40"H



600221 - Exhibit, Light Box, Large 37"x85"



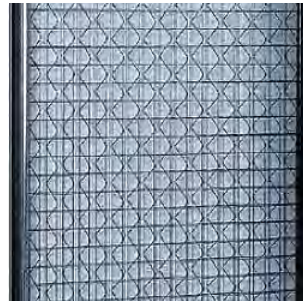
600222 - Exhibit, Light Box, Medium 37"x56"



600223 - Exhibit, Light Box, Small 37"x28"



661931 - Exhibit, Panel, Slatwall, 1M x 8'



600291 - Exhibit, Panel, Wirewall, 1M



600243 - Exhibit, Shelf, 1M x 10" Deep

## Trim and Panel Choices

### Panel Type & Color

- Coated: Black (C41)
- Coated: Oxford White (C50)
- Coated: Silver Gray (C79)
- Fabric: Black (F41)
- Fabric: Gray (F40)

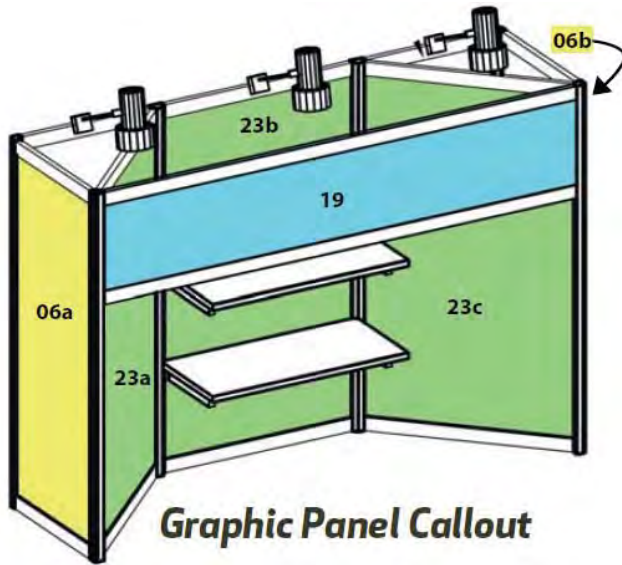
### Trim Color

- Black (41)
- Silver (79)

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

# Standard Exhibits Graphics

## Exhibit #1, 6' Tabletop (600001)



**Graphic Panel Callout**

- 23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$162.00 /Regular Price - \$243.25  
Produced on 3/16" Thick White Foamcore
- 06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$67.00 /Regular Price - \$100.50  
Produced on 3/16" Thick White Foamcore
- 19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$107.00 /Regular Price - \$161.00  
Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600348/exhibit1/esm>



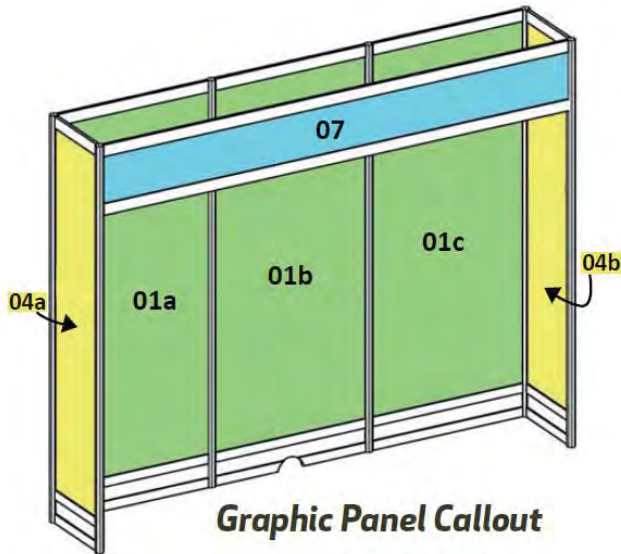
**Booth Rendering**

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



# Standard Exhibits Graphics

## Exhibit #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$444.50 /Regular Price - \$667.25  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$221.75 /Regular Price - \$333.50  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$190.25 /Regular Price - \$285.50  
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600348/exhibit2/esm>

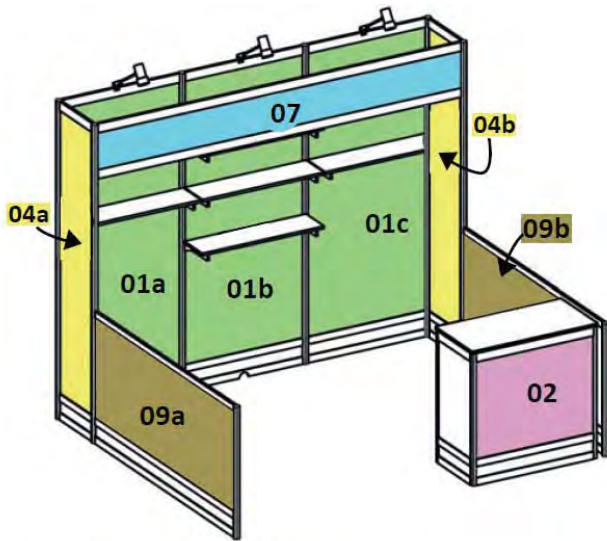


**Booth Rendering**

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

# Standard Exhibits Graphics

## Exhibit #3, 10 x 10 (600003)



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
 Discount Price - \$444.50 /Regular Price - \$667.25  
 Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
 Discount Price - \$221.75 /Regular Price - \$333.50  
 Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
 Discount Price - \$190.25 /Regular Price - \$285.50  
 Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
 Discount Price - \$156.50 /Regular Price - \$235.25  
 Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
 Discount Price - \$316.50 /Regular Price - \$475.00  
 Produced on 3/16" Thick White Foamcore

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600348/exhibit3/esm>

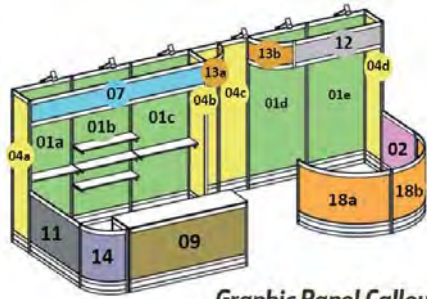


**Booth Rendering**

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

# Standard Exhibits Graphics

## Exhibit #4, 10 x 20 (600004)



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$97.50 /Regular Price - \$146.50  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$48.50 /Regular Price - \$73.25  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$248.75 /Regular Price - \$373.75  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$316.50 /Regular Price - \$475.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$121.50 /Regular Price - \$182.25  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$444.50 /Regular Price - \$667.25  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$221.75 /Regular Price - \$333.50  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$93.75 /Regular Price - \$140.50  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$156.50 /Regular Price - \$235.25  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$190.25 /Regular Price - \$285.50  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

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

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

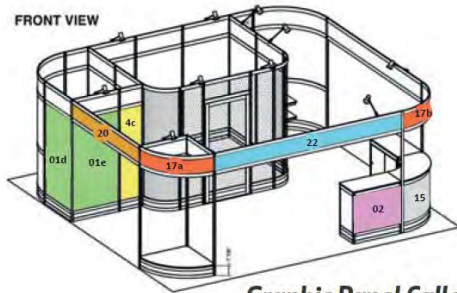
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/042600348/exhibit4/esm>

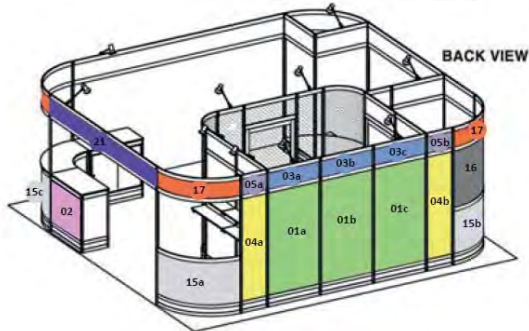
Please note that although arm lights may be included in your package, electrical power must be ordered separately through the electrical services provider in your exhibitor service manual. Colors may vary due to facility lighting, printing limitations and dye lot differences.

# Standard Exhibits Graphics

## Exhibit #5, 20 x 20 (600005)



**Graphic Panel Callout**



- 21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$146.50 /Regular Price - \$219.50  
Produced on 3/16" Thick White Foamcore
- 20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$157.50 /Regular Price - \$236.50  
Produced on 1/8" Thick White Foamcore
- 17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$181.00 /Regular Price - \$272.50  
Produced on 1/8" Thick White Foamacell
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$156.50 /Regular Price - \$235.25  
Produced on 3/16" Thick White Foamcore
- 03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$62.25 /Regular Price - \$93.50  
Produced on 3/16" Thick White Foamcore
- 05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$48.50 /Regular Price - \$73.25  
Produced on 3/16" Thick White Foamcore

- 01** 608301 18 7/16" wide x 86 1/4" tall  
Discount Price - \$444.50 /Regular Price - \$667.25  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$221.75 /Regular Price - \$333.50  
Produced on 3/16" Thick White Foamcore
- 16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$297.50 /Regular Price - \$445.75  
Produced on 1/8" Thick White Foamacell
- 15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$248.75 /Regular Price - \$373.75  
Produced on 1/8" Thick White Foamacell
- 22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$252.25 /Regular Price - \$378.25  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600348/exhibit5/esm>

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

# Exhibit Systems Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



### Easy Ordering Tips:

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

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

(41) (42) (56) (40) (45) (52) (49)

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

(C41) (C50) (C79) (F41) (F40)

C Color Codes are Coated Panels  
 F Color Codes are Fabric

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

(41) (79)

## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,541.75	2,318.50		3.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	2,903.75	4,355.50		3.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
					<b>Total + Tax %</b>	<b>8.25%</b> \$

### 10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	6,381.50	9,578.00		3.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
					<b>Total + Tax %</b>	<b>8.25%</b> \$

### 20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
600005	Exhibit System GEM #5, 20'x20' Island	9,476.75	14,215.25		3.0	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
					<b>Total + Tax %</b>	<b>8.25%</b> \$

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
600410	Exhibit, Ad Board, 1M x 8'	500.75	752.00		3.0	\$
600110	Exhibit, Armlight Black	74.50	112.00		3.0	\$
600103	Exhibit, Counter, 1M Curved	692.25	1,039.00		3.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	351.25	526.75		3.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	479.50	719.25		3.0	\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	638.00	957.75		3.0	\$
600222	Exhibit, Light Box, Medium 37"x56"	502.25	753.00		3.0	\$

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# Exhibit Systems Order Form

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

Discount Deadline Date:  
June 16, 2017

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

### Accessories

Item #	Description	Unit Price	Quantity	Total Price	Booth #	Unit
600223	Exhibit, Light Box, Small 37"x28"	310.50	466.00		3.0	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	440.00	660.75		3.0	\$
600291	Exhibit, Panel, Wirewall, 1M	430.00	645.00		3.0	\$
600243	Exhibit, Shelf, 1M x 10" Deep	58.50	87.75		3.0	\$
662135	H70 3 Meter Cross Bar	20.50	30.50		3.0	\$
665221	P80 8ft Pole with Base	20.50	30.50		3.0	\$
<b>Total + Tax %</b>					<b>8.25%</b>	\$

### Electrical or Utilities Under Carpet?

Yes  No

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

**Please Sign**

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

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

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# Digital File Preparation

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

## Graphic File Solutions

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

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

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

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



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

## Avoiding Additional Costs

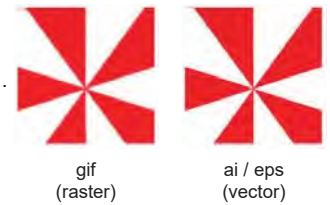
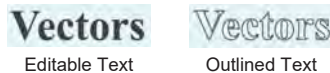
Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork,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

### Vector Artwork

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

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

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



### Bitmap/Raster Artwork

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

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

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



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600348/signs>

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# Digital File Preparation

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

Texas Restaurant Association Marketplace 2017  
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## Front and Backlit Graphics

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

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

## File Sizes

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

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

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

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

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

## Adobe Illustrator, InDesign, Photoshop

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

## Placed Images

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

## Fonts

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

## Vinyl

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

## Remember

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



figure a.

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# Graphics and Signage Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600348/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	267.75	401.75		3.0	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	207.00	310.50		3.0	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	218.25	327.50		3.0	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	396.25	594.00		3.0	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	243.25	364.50		3.0	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	517.75	776.50		3.0	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	364.50	547.00		3.0	\$
601099	Printed Cardboard Base for Freestanding Boards	23.80	35.75		3.0	\$
					Total + Tax %	8.25% \$

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed**

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# Standard Graphics

## 38" Ad Board



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

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

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

## 24" Ad Board



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

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

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

## 22" x 28" with Sign Holder



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

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

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



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

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

# Material Handling/Drayage Information

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

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## Benefits of Advance Shipping to the GES Warehouse

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

## How to Ship in Advance to the GES Warehouse

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

## How to Ship to Exhibit Site

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

## Freight Carriers

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

## Tracking Shipments

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show. GES Logistics domestic shipments can be tracked online by going to:  
[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/042600348/logistics\\_Quote](https://e.ges.com/042600348/logistics_Quote)

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## Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

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

## Machinery Labor and Equipment

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

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored, and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

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

## Measure of Damage

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

## Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

## Work Zone






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



Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: [https://e.ges.com/042600348/logistics\\_quote](https://e.ges.com/042600348/logistics_quote)

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

# Material Handling/Drayage Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

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

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$62.00 cwt	\$92.88 cwt
Straight Time In / Overtime Out	\$80.50 cwt	\$120.59 cwt
Overtime In / Overtime Out	\$99.25 cwt	\$148.68 cwt

#### Advance Shipments to Warehouse Dates:

**Mon, Jun 5, 2017:** Advance shipments may begin arriving at warehouse.  
**Thurs, Jun 29, 2017:** Last day for shipments to arrive at warehouse.

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$57.25 cwt	\$85.76 cwt	\$91.60 cwt
Straight Time In / Overtime Out	\$74.75 cwt	\$111.98 cwt	\$119.60 cwt
Overtime In / Overtime Out	\$92.00 cwt	\$137.82 cwt	\$147.20 cwt

#### Direct Shipments to Show site Dates:

**Fri, Jul 7, 2017:** Direct shipments may begin arriving at exhibit site after 8:00 AM.  
**Sat, Jul 8, 2017:** Last day for shipments to arrive at exhibit site by 5:00 PM.

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$53.50. Each additional package will be charged \$26.75.

## Step 2. Estimate Order

### Small Packages

\_\_\_ 1 \_\_\_ 1st Small Package Shipment x \$53.50 = \_\_\_\_\_ Total + 3% PSP \_\_\_\_\_

\_\_\_ # of additional packages (each) x \$26.75 = \_\_\_\_\_ Total + 3% PSP \_\_\_\_\_

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# Material Handling/Drayage Order Form

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

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

## Material Handling/Drayage

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

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total  
 \_\_\_\_\_ Subtotal + 3% PSP  
 \_\_\_\_\_ Grand Total

On Date: \_\_\_\_\_  
 By Carrier: \_\_\_\_\_  
 Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

Exhibit Site     Warehouse

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

## Surcharges

### Late/Early to Warehouse Shipment Surcharges:

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

### Special Handling/Mixed Shipments:

A 49.8% surcharge will apply to items requiring special handling or mixed shipments.

### Uncrated Shipments:

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

### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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# What is "Special" Handling?

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

## Special Handling Includes:

### Ground Loading

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

### Side Door Loading

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

### Constricted Space Loading

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

### Designated Piece Loading

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

### Stacked, Cubed-out, or Loose Shipments

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

### Multiple Shipments

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

### Mixed Shipments

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

### Improper Delivery Receipts

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

### Uncrated Shipments

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

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments

# Marshaling Yard and Direct Deliveries Information

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
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## Tips For New Exhibitors



Tips

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

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

## Savings



Save

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

## Marshaling Yard Site Address:

500 Memorial Dr.  
Dallas, TX 75207  
USA

## Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at Kay Bailey Hutchison Convention Center Dallas 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 Kay Bailey Hutchison Convention Center Dallas, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600348/contactus/esm>

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

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

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Texas Restaurant Association Marketplace 2017**

Name of Exhibition

042600348

BOOTH NUMBER

C/O **GES**

**1415 N Cockrell Hill Road  
Suite 300, Dock 29  
Dallas, TX 75211 USA**

**Shipment Should Arrive on or Between:  
Monday, June 5, 2017 - Thursday, June 29, 2017**

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



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

FROM:

**ADVANCE SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Texas Restaurant Association Marketplace 2017**

Name of Exhibition

042600348

BOOTH NUMBER

C/O **GES**

**1415 N Cockrell Hill Road  
Suite 300, Dock 29  
Dallas, TX 75211 USA**

**Shipment Should Arrive on or Between:  
Monday, June 5, 2017 - Thursday, June 29, 2017**

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

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

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Texas Restaurant Association Marketplace 2017**

Name of Exhibition

042600348

BOOTH NUMBER

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



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

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**Texas Restaurant Association Marketplace 2017**

Name of Exhibition

042600348

BOOTH NUMBER

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Request for Pre-Printed Outbound Material Handling Release/Labels

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

Form Deadline Date:  
June 16, 2017



## Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by June 16, 2017.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/042600348/prePrint/esm>

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

Company/Consignee	Attention			
650 S Griffin Street	Dallas	TX	75202-5005	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

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

### Shipping Destination 1:

Number of Labels Needed:

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

### Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

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

062817 042600348

R-3 042716

# Freight Service Questionnaire

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

Form Deadline Date:  
June 16, 2017

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



## Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/042600348/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

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

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_ lbs.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### Direct Shipments Only

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

\_\_\_\_\_  
\_\_\_\_\_

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

062817 042600348

R-7 032316

# Show Site Storage Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- Double Time: All day Holidays.

## Skid Access Storage

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

Item Code	Description	Rate (\$)	X # Skids	Total
200513	Access Storage, Per Pallet/Piece	<b>69.75</b>		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	PSP %	= Total	
705044	Storage, ST	<b>85.25</b>	106.50	127.75			3.0	\$	
705044	Storage, OT	<b>127.75</b>	159.75	192.25			3.0	\$	
705044	Storage, DT	<b>170.50</b>	213.00	255.75			3.0	\$	
							Total + Tax %	<b>8.25%</b>	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>

## Step 2. Schedule Additional Deliveries

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

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

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

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

R-11/R-12 062317 062817 042600348

Form Continues on Next Page

# Show Site Storage Order Form

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

Discount Deadline Date:  
June 16, 2017

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

## Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- Double Time: All day Holidays.

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	PSP %	= Total
705200	5,000#, ST	165.50	207.00	248.75			3.0	\$
705200	5,000#, OT	231.75	290.50	347.75			3.0	\$
705200	5,000#, DT	298.50	372.50	448.00			3.0	\$
Total + Tax %							8.25%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

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

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

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

**Please Sign**  \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print

\_\_\_\_\_  
Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

R-11/R-12 062317 062817 042600348



# Cartload Service Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Form Deadline Date:  
 June 16, 2017

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

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



Sedan



Van



SUV



Small Pickup

### Important Reminders



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

### Important Rules for Unloading Personally Owned 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.
- 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 the sole responsibility in determining the loading and unloading procedures on the docks in each facility.

### Cartload Freight Services for Unloading Small Passenger Vehicles

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

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

042600348

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R-14 04/19/17

# Vehicle Placement Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Form Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

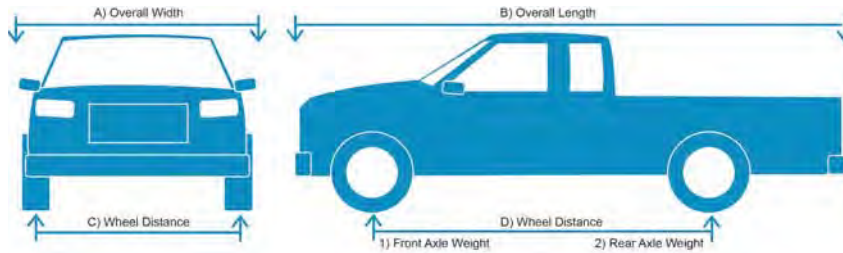
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment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



## Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is Required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

## Step 1. Provide Vehicle Information



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

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

\* Please attach separate sheet for more than 3 vehicles.

## Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	PSP %	Total
200507	Vehicle Placement Round-Trip, per vehicle	165.25		3.0	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

042600348  
062817

R-15 041017

# Refrigerated and Frozen Storage Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives at the cold storage desk. An advance deposit is required to guarantee storage reservations.
- It is very important to use the Specially Coded Label that is provided in this manual. This ensures perishable items are delivered to the trailers for cold storage when they arrive.
- Shipments will be accepted beginning at 8:00 AM, Friday, July 7, 2017 - Saturday, July 8, 2017
- 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.

## Step 1. Order Storage

### Storage Rates

- Minimum of 1 Skid per day. Storage charges begin on the day the shipment is received. Labor for delivery is not included.
- Please confirm delivery arrangements the day before delivery of stored material is required at the storage control center.
- A work order must be placed at the storage control center each time material is moved to or from storage. The work order must be signed by a representative of the Exhibitor when delivery is made.
- During Show days, with the massive congestion in the aisles, it will take an additional amount of time for deliveries and it will be necessary to use a minimum of two laborers.

Item Code	Description	Rate (\$)	X # of Skids*	X # Days	PSP %	Total
200515	Storage, Refrigerated per Skid per Day	87.25			3.0	\$
200514	Storage, Frozen per Skid per Day	87.25			3.0	\$

\* Minimum of 1 Skid. We understand that your calculation is only an estimate. Invoicing will be done from actual size. Adjustments will be made accordingly.

## Step 2. Storage Details

The items to be stored will be arriving on:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ (am)(pm)

Please describe your product: \_\_\_\_\_

## Step 3. Order Labor for Deliveries

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	PSP %	Total	
705044	Storage, ST	85.25	106.50	127.75			3.0	\$	
705044	Storage, OT	127.75	159.75	192.25			3.0	\$	
705044	Storage, DT	170.50	213.00	255.75			3.0	\$	
							Total + Tax %	8.25%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>

042600348

062817

R-16 050917



## Step 4. Schedule Deliveries

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 (1/2) 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 (1/2) 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.

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

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

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

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

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

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

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

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

**Please Sign**

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

## Notices

Due to temporary storage conditions, temperature regulations may vary 10-20°. GES will make every attempt to store your product according to specifications. GES assumes no liability for losses due to these conditions. Please note the following temperature regulations for storage:

- Frozen Storage .....approximately 0° - 20° F  
(Freezers are kept at 0° F unless storing ice cream, in which case the freezers are set at -20°F.)
- Refrigerated Storage .....approximately 35° - 40° F

You MUST have an authorized company representative present at the time of delivery to your booth to inventory the items and to sign for them. Storage is in trailers.

Check for correct consignment instructions and advise GES of booth delivery needs before the deadline date above.

## Advance Storage Reservation

Your credit card must be on file with GES to make an advance storage reservation. See "Payment & Credit Card Charge Authorization" for credit card authorization.

Storage space is limited. Space will be guaranteed on a first come, first serve basis. Make your reservation early by completing this form, enclosing your deposit and mailing it to the address above before the deadline date. No refrigerated freight will be received at the advanced warehouse.

An advance deposit is required to guarantee all storage reservations.

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R-16 050917



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

<b>R</b>	<b>RUSH!</b>
	REFRIGERATED ITEMS

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces



<b>R</b>	<b>RUSH!</b>
	REFRIGERATED ITEMS

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

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

<b>F</b>	<b>RUSH!</b>
FROZEN ITEMS	

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces



<b>F</b>	<b>RUSH!</b>
FROZEN ITEMS	

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

**C/O GES**

**Kay Bailey Hutchison Convention Center Dallas  
650 S Griffin Street  
Dallas, TX 75202-5005 USA**

**Shipment Should Arrive on or Between:**

**Friday, July 7, 2017 after 8:00 AM - Saturday, July 8, 2017 by 5:00 PM**

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

Carrier \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# Installation and Dismantling Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (½) hour without the use of tools.
- 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.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	PSP %	= Total	
705000	Install & Dismantle, ST Move In	83.00	108.00	124.75			3.0	\$	
705000	Install & Dismantle, ST Move Out	83.00	108.00	124.75			3.0	\$	
705000	Install & Dismantle, OT Move In	124.75	162.00	187.00			3.0	\$	
705000	Install & Dismantle, OT Move Out	124.75	162.00	187.00			3.0	\$	
705000	Install & Dismantle, DT Move In	166.00	215.75	249.00			3.0	\$	
705000	Install & Dismantle, DT Move Out	166.00	215.75	249.00			3.0	\$	
							Total + Tax %	8.25%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>

## Step 2. Please Indicate Service



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

### Option 1 (A 30% ( \$ 60.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form, click here: <https://e.ges.com/042600348/laborchecklist/esm>

GES will supervise labor to:

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

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to subparagraph 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.

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Form Continues on Next Page

# Installation and Dismantling Order Form

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

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



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

**Option 2**

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

GES is responsible for the following type of booth:

- Pop-Up       Two Story       Custom
- Other: \_\_\_\_\_

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

**Move In**

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

**Move Out**

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

## Important Information

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

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

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

**Please Sign**

X \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Authorized Name - Please Print Date

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

**Total Payment Enclosed**

\$
----

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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.

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



### Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	PSP %	=	Total
705200	5,000#, ST Move In	148.50	193.25	222.75			3.0		\$
705200	5,000#, ST Move Out	148.50	193.25	222.75			3.0		\$
705200	5,000#, OT Move In	215.00	279.75	322.25			3.0		\$
705200	5,000#, OT Move Out	215.00	279.75	322.25			3.0		\$
705200	5,000#, DT Move In	298.50	372.50	448.00			3.0		\$
705200	5,000#, DT Move Out	298.50	372.50	448.00			3.0		\$
							Total + Tax %	8.25%	\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	PSP %	=	Total
705321	Flatbed Electric Scooter, per Hour, ST Move In	24.15	30.25	37.75			3.0		\$
705321	Flatbed Electric Scooter, per Hour, ST Move Out	24.15	30.25	37.75			3.0		\$
705321	Flatbed Electric Scooter, per Hour, OT Move In	30.25	37.75	45.25			3.0		\$
705321	Flatbed Electric Scooter, per Hour, OT Move Out	30.25	37.75	45.25			3.0		\$
705321	Flatbed Electric Scooter, per Hour, DT Move In	36.25	45.25	54.25			3.0		\$
705321	Flatbed Electric Scooter, per Hour, DT Move Out	36.25	45.25	54.25			3.0		\$
							Total + Tax %	8.25%	\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	PSP %	=	Total
705030	Freight, ST Move In	85.25	106.50	127.75			3.0		\$
705030	Freight, ST Move Out	85.25	106.50	127.75			3.0		\$
705030	Freight, OT Move In	127.75	159.75	192.25			3.0		\$
705030	Freight, OT Move Out	127.75	159.75	192.25			3.0		\$
705030	Freight, DT Move In	170.50	213.00	255.75			3.0		\$
705030	Freight, DT Move Out	170.50	213.00	255.75			3.0		\$
							Total + Tax %	8.25%	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>



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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.

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

## Step 2. Labor Information



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

- Exhibitor Supervised (Do Not Proceed)
- Exhibitor will supervise.
- Indicate workers needed for installation and dismantling
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

- GES is responsible for the following type(s) of work:
- Uncrating       Unskidding       Positioning  
 Leveling       Dismantling       Recrating  
 Reskidding
- Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

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

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

### Move In

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

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

### Move Out

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$

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# Hanging Sign / Truss Labor Information

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

Please complete and return the Hanging Sign / Truss Labor Order Form by June 16, 2017.

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



**Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.**

## Hanging Signs:

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

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

## Truss and Hoists:

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

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

# Hanging Sign / Truss Labor Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	PSP %	Total	
705300	High Lift, ST Move In	<b>582.50</b>	727.75	874.25			3.0	\$	
705300	High Lift, ST Move Out	<b>582.50</b>	727.75	874.25			3.0	\$	
705300	High Lift, OT Move In	<b>727.75</b>	910.25	1,091.50			3.0	\$	
705300	High Lift, OT Move Out	<b>727.75</b>	910.25	1,091.50			3.0	\$	
705300	High Lift, DT Move In	<b>874.25</b>	1,092.75	1,311.25			3.0	\$	
705300	High Lift, DT Move Out	<b>874.25</b>	1,092.75	1,311.25			3.0	\$	
							Total + Tax %	<b>8.25%</b>	\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	PSP %	Total	
705020	Sign Assembly, ST Move In Only	<b>82.00</b>	106.50	123.00			3.0	\$	
705020	Sign Assembly, OT Move In Only	<b>123.00</b>	160.00	184.75			3.0	\$	
705020	Sign Assembly, DT Move In Only	<b>164.00</b>	213.25	246.25			3.0	\$	
							Total + Tax %	<b>8.25%</b>	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600348/labor/esm>



## Reminder

All Hanging Signs must be shipped to the GES Advanced Warehouse location. Exhibitor must attach Advanced Hanging Sign Labels to all Hanging Sign crates and cartons.

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Form Continues on Next Page

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

Discount Deadline Date:  
June 16, 2017

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

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?  
\_\_\_\_\_  
(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- Banner                       Structural Signage  
 Systems                       Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

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

### Electrical

**(Not provided by GES. These services must be ordered through the electrical service provider)**

Is your sign electrical?  
 Yes                       No

### Shape of Sign

- Square                       Rectangle  
 Triangle                       Circle  
 Serpentine                       Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?  
 Yes                       No  
If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

**(Not provided by GES. These services must be ordered through the facility)**

Are hoists required?  
 Yes                       No  
if yes, how many? \_\_\_\_\_  
 Exhibitor Owned                       GES Rental

### Supervision

Do you want to supervise the hanging of your sign?  
 Yes                       No  
If yes, what date would you like the sign to be hung?  
\_\_\_\_\_

Please provide GES with a contact name and number to discuss \_\_\_\_\_

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

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

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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.

Discount Deadline Date:  
June 16, 2017

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

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

## Truss Options

### Type of Truss

- Plated (end plates)     Spigot

### Size of Truss

- 12"                       20.5"

### Dimensions Truss Design

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

### Height

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

### Electrical

Do you require an electrical drop to the truss?

- Yes                       No

How much power is required for the truss?  
\_\_\_\_\_

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

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

### Truss Attachments

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

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

### Pick Points

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

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

### Assembly

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

### Location of Truss

- Aerial/Flown                       Ground Supported

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

### Hoists

Are hoists required?

- Yes                       No

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

- Exhibitor Owned                       GES Rental

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

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

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

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# Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:  
June 16, 2017

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

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



**Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.**

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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

### Move In

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

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

### Move Out

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

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

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

**Please Sign**

X

Authorized Signature \_\_\_\_\_

Authorized Name - Please Print \_\_\_\_\_

Date \_\_\_\_\_

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

**Total Payment Enclosed**

\$ \_\_\_\_\_

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

Booth Number

C/O GES

1415 N Cockrell Hill Road  
Suite 300, Dock 29  
Dallas, TX 75211 USA

**Shipment Should Arrive on or Between:**  
**Monday, June 5, 2017 - Tuesday, July 4, 2017**

**Certified Weight Tickets are required for all Shipments.** Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier \_\_\_\_\_  
Number \_\_\_\_\_

of \_\_\_\_\_ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

Texas Restaurant Association Marketplace 2017

Name of Exhibition

0420600348

Booth Number

C/O GES

1415 N Cockrell Hill Road  
Suite 300, Dock 29  
Dallas, TX 75211 USA

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_

of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible





# Cleaning and Porter Service Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	PSP %	Total
500601	Before Show Open Only (per sq. ft.)	0.70	0.97		1	3.0	\$
500600	Duration of Show (per sq. ft. per day)	0.50	0.70		2	3.0	\$
500602	Per Day (per sq. ft. per day)	0.73	1.01			3.0	\$
						Total + Tax %	8.25% \$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	PSP %	Total	
501004	Cleaning, Carpet Shampoo Before Show Open	0.92	1.28		3.0	\$	
						Total + Tax %	8.25% \$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	PSP %	Total
501002	Cleaning, Damp Mop & Wax	1.25	1.74			3.0	\$
						Total + Tax %	8.25% \$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	PSP %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	130.00	181.00			3.0	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	166.00	231.00			3.0	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	451.00	627.00			3.0	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	527.00	732.00			3.0	\$
						Total + Tax %	8.25% \$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

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

**Please Sign**  \_\_\_\_\_  
 Authorized Signature

\_\_\_\_\_  
 Authorized Name - Please Print

\_\_\_\_\_  
 Date

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

**Total Payment Enclosed** \$ \_\_\_\_\_

**Cancellation Policy:** Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.



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# Notice of Intent to Use EAC and Policies and Procedures

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

Form Deadline Date:  
June 7, 2017

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



### Attention:

- This form is to be completed by the Exhibitor

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

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

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

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

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



X  
\_\_\_\_\_  
Authorized Cardholder's Signature

\_\_\_\_\_  
Authorized Cardholder's Name - Please Print Date

## Review and Return [Return to Fax: 866.329.1437](tel:866.329.1437) • [International Fax: 702.263.1520](tel:702.263.1520)

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

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# Agreement and Rules and Regulations between GES and EAC

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Form Deadline Date:  
 June 7, 2017

Company Name	Email	Phone Number	Booth Number
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## Attention:

- This form is to be completed by the EAC

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

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Texas Restaurant Association Marketplace (Show Management), Texas Restaurant Association Marketplace 2017 (Show) and Kay Bailey Hutchison Convention Center Dallas (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

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# Agreement and Rules and Regulations between GES and EAC

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Form Deadline Date:  
 June 7, 2017

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicenter at one time may delay outbound truck scheduling and subsequently force your loading out into overtime.
21. During tear down, pull all manageable structures back from aisle carpet lines. Electronics, mannequins, etc. should be placed in the center of the booth.
22. Be aware of vehicle traffic inside and outside of the facility. All attendees should be aware of their surroundings and all individuals are solely responsible for their own safety in parking lots, driveways, access roads and non-exhibit hall areas.
23. Label empty cartons and crates for storage as soon as they are ready. Holding back on "empties" only adds congestion to the aisles.
24. For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Provider will be approved. This regulation is necessary due to licensing, insurance and work done on equipment and facilities owned by parties other than the exhibitor. Exhibitors shall provide only the material and equipment they own and those materials are to be used only in their exhibit space.
25. Smoking is prohibited in most facilities. Smoking shall only be allowed in designated areas.
26. This agreement is to be interpreted under the laws of the State of Nevada.
27. A faxed signature will serve as an original signature and will stand as a fully executed agreement once faxed to and received by GES.

## Authorized Signature of EAC:

**Please Sign**  \_\_\_\_\_  
 Authorized Cardholder's Signature

\_\_\_\_\_ Date  
 Authorized Cardholder's Name - Please Print

**Review and Return** Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Attn: Clark Cabus, Exhibitor Services, 1415 Cockrell Hill Road, Suite 300, Dallas, TX 75211

Printed Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Company: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_  
 Contact Name at Show Site: \_\_\_\_\_  
 Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

<b>Official Use Only</b>	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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**ACORD** 1. **CERTIFICATE OF LIABILITY INSURANCE** DATE (MM/DD/YY)  
01/01/17

PRODUCER <b>ABC Insurance Agency</b> Fax: (212) 555-6100 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.  INSUREERS AFFORDING COVERAGE
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INSURED <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">2.</span> <b>Big Boom Company, Inc.</b> 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349      Fax: (212) 555-9819	INSURER A: <b>Hartford Insurance Company of Illinois</b> INSURER B: <b>Aetna Casualty &amp; Surety Company</b> INSURER C: <b>Travelers Insurance Company</b> INSURER D: <b>Royal Insurance Company</b> INSURER E:
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**COVERAGES**

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

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
<b>A</b>	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> _____ GENERAL AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	000P98298-A11	7. 01/01/17	8. 01/01/18	EACH OCCURRENCE      \$1,000,000
					FIRE DAMAGE (Any one fire)      \$ 50,000
					MED EXP (Any one person)      \$ 5,000
					PERSONAL & ADV INJURY      \$1,000,000
					GENERAL AGGRREGATE      \$2,000,000
					PRODUCTS-COMP/OP AGG      \$2,000,000
<b>B</b>	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> _____	SKLS-029499S	01/01/17	01/01/18	COMBINED SINGLE LIMIT      \$1,000,000 (Ea accident)
					BODILY INJURY      \$ (Per person)
					BODILY INJURY      \$ (Per accident)
					PROPERTY DAMAGE      \$ (Per accident)
					AUTO ONLY-EA ACCIDENT
					OTHER THAN AUTO ONLY:      \$      \$
<b>A</b>	UMBRELLA/EXCESS LIABILITY <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	XL1234567	01/01/17	01/01/18	EACH OCCURRENCE      \$1,000,000
					AGGREGATE      \$1,000,000
<b>C</b>	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/17	01/01/18	X WC STATU-ORY LIMITS      OTHER
					E.L. EACH ACCIDENT      \$1,000,000
					E.L. DISEASE-EA EMPLOYEE      \$1,000,000
					E.L. DISEASE -POLICY LIMIT      \$1,000,000
<b>D</b>	OTHER				Each Occurrence & Aggregate

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

5. Global Experience Specialists, Inc. (GES) (Official Service Provider), Texas Restaurant Association Marketplace (Show Management), Kay Bailey Hutchison Convention Center Dallas (Facility), and Texas Restaurant Association Marketplace 2017 (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: July 9 - 10, 2017 at city of Dallas.

**CERTIFICATE HOLDER**    X    **ADDITIONAL INSURED; INSURER LETTER:** X    **CANCELLATION**

<span style="border: 1px solid black; border-radius: 50%; padding: 2px;">6.</span> 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 <span style="border: 1px solid black; border-radius: 50%; padding: 2px;">10.</span>
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1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Texas Restaurant Association Marketplace (Show Management), Texas Restaurant Association Marketplace 2017 (Show) and Kay Bailey Hutchison Convention Center Dallas (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)
7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

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# Show Site Work Rules

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. Decorators Union 756 and Teamsters Local 745.

## 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.

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# Stop. Think. Safety.

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017



Safety is very important for everyone working in the Exhibit Hall.

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

## Safety Guidelines:

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

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

No individuals under the age of 18 are permitted on the show floor at any time. Show sites during these times are similar to a construction zone and considered to be hazardous. OSHA regulations prohibit minors from being present in a hazardous work environment.



# Fire Extinguisher Order Form

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

Discount Deadline Date:  
 June 16, 2017

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



## Easy Ordering Tips:

- Exhibitors using any heat source within their booth space are required to have a 10# ABC fire extinguisher in their booth space at all times.
- Exhibitors using or displaying equipment which requires heated oil or grease for purposes of cooking within their booth space are required to have a Type K fire extinguisher in their booth space at all times.
- Exhibitors are required to comply with all Fire Code Regulations in the City of Dallas. Please refer to the regulations found in this service manual. Please place orders prior to show site, as inventories will be limited. Prices listed are for purchase only.
- Fire Extinguishers will not be pre-delivered to your booth space. They are available at the Servicer center anytime during exhibitor move-in hours.



## Fire Extinguisher

Item Code	Description	Discount (\$)	Regular (\$)	Qty	PSP %	Total	
703033	Fire Extinguisher, ABC, 10#	80.75	105.25		3.0	\$	
703044	Fire Extinguisher, K, 20#	312.25	406.25		3.0	\$	
					<b>Total + Tax %</b>	<b>8.25</b>	<b>\$</b>

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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# Fire Regulations

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

## Texas Restaurant Association Marketplace 2017 Kay Bailey Hutchison Convention Center Dallas July 9 - 10, 2017

This checklist provides some of the basic regulations governing the operation of Exhibit Hall Occupancies. It is not possible to cover all regulations. If you have a particular question or concern, please telephone or FAX the Fire Department. The initial inspection is conducted at no charge. There is no charge for one re-inspection. The second re-inspection is subject to a \$30.00 fee, with all re-inspections after the second, subject to a \$60.00 fee.

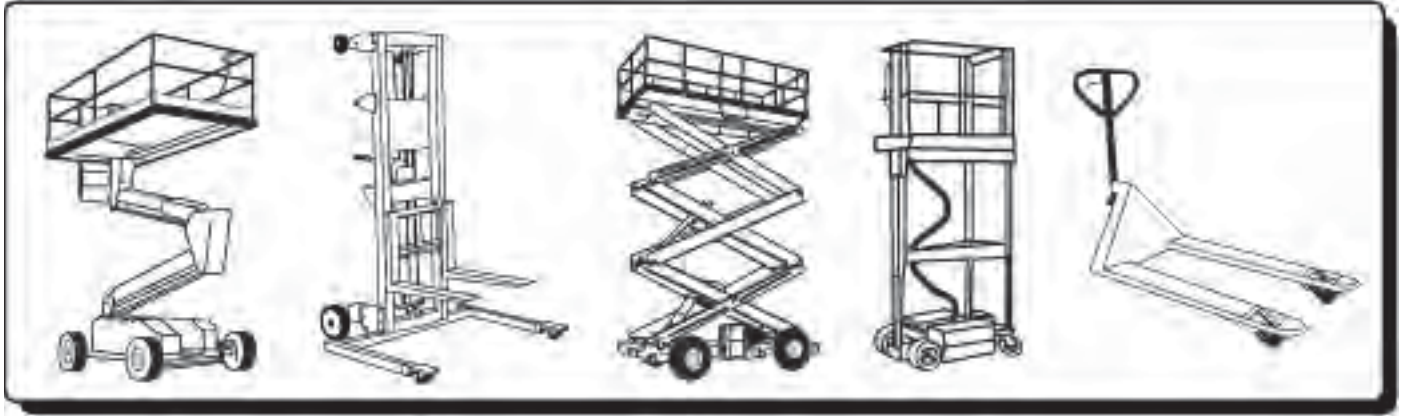
1. Plans
  - A. Detailed floor plans must be submitted to Fire Prevention Education and Inspection at least 15 days prior to the scheduled opening of the show. It is not necessary to show the details of individual booths.
  - B. If a structure is to be erected as a display inside an exhibit building, plans showing the details of the structure must be submitted to Fire Prevention Education and Inspection at least 5 days prior to the scheduled opening of the show.
2. Exit door shall be maintained in proper working order and unlocked at all times the building is occupied. Exit ways shall be clear of obstructions. Dead-end corridors longer than 20 feet are prohibited.
3. Directional exit marking and exit signs shall be in accordance with the Building Code.
4. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose, cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.
5. Exit doors shall not be blocked or obstructed from outside the building by vehicles, barricades, or otherwise.
6. Vehicles shall not be parked in designated fire lanes at any time.
7. Compressed gas cylinders shall be secured to prevent cylinders from falling or being knocked over.
8. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
9. In areas where smoking is permitted, on each table and at other convenient locations, approved non-combustible ashtrays or match receptacles shall be provided.
10. Drapes, curtains, table skirts, and other decorative materials shall be flame retardant.
11. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
12. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin, otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
13. Sawdust and shavings shall be maintained flameproof at all times.
14. Approved fire extinguishing equipment shall be provided in all areas designated by the Fire Marshal.
15. Combustible shipping containers shall be stored in an area, and in a manner, approved by the Fire Marshal.
16. Open flames, and burning or smoke-emitting materials, shall be used as part of an act, display or show only under permit from, and prior approval of, the Fire Marshal.
17. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
18. Each exhibitor shall provide an approved non-combustible, covered container, with an approved cover, for daily accumulation of waste material.
19. Heating devices shall be installed in accordance with the Building and Mechanical Codes.
20. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
21. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.
22. Liquefied petroleum gas (LPG) shall not be used inside buildings, tents, or in areas, except for demonstration by special permit issued by the Fire Marshal.
23. All appliances and equipment fired by natural gas shall be approved by the Plumbing Inspector and/or Fire Marshal before being used.
24. Welding and cutting equipment shall not be used for demonstration, except by special permit issued by the Fire Marshal.
25. Use or demonstration of equipment using liquid fuel inside of buildings is prohibited.
26. Flammable liquids and/or gases shall be displayed, stored, or used inside buildings only as approved by the Fire Marshal.
27. Artificial lighting such as lanterns and candles shall be used only as approved by the Fire Marshal.
28. Display of automobiles, trucks, tractors, and other vehicles using flammable fuels inside a building.
  - A. Vehicles must be inspected by the Fire Marshal prior to entering the building.
  - B. Fuel tanks shall contain no more than 5 gallons of fuel.
  - C. All fuel tanks shall be locked or effectively sealed.
  - D. Battery cables shall be disconnected from the ignition system.
  - E. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
29. Display of boats using flammable fuels inside a building.
  - A. Fuel tanks shall be completely empty.
  - B. All fuel tanks shall be locked or effectively sealed.
  - C. Battery cables shall be disconnected from the ignition system.
30. Display of helicopters inside a building.
  - A. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR), subject to the following conditions.
    - (1) At least 15 days prior to the opening of the show, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel, the maximum capacity of the fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
    - (2) A member of the show management shall be present during move-in to assist the Fire Department representative.
    - (3) Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival/ departure time(s).
    - (4) The aircraft landing area shall be cordoned off.
  - B. The power source on each aircraft shall be disconnected.
  - C. The fuel filler caps on each aircraft shall be locked or covered with duct tape.
  - D. Fuel tanks on aircraft that is not flown to the display site shall be empty.
  - E. Approved fire extinguishing equipment shall be provided in area designated by the Fire Marshal.
  - F. Aircraft defueling/fueling area shall be subject, but not necessarily limited to, the following provisions.
    - (1) Defueling/fueling operations shall be conducted a minimum of 50 feet from any building.
    - (2) The defueling/fueling area shall be cordoned off.
    - (3) Defueling/fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
      - a. A grounding cable shall connect the dispensing unit (fueling truck) to a ground.
      - b. A grounding cable shall connect the aircraft to a ground.
      - c. A bonding cable shall connect the dispensing unit to the aircraft
    - (4) The defueling/fueling area shall be approved by the Fire Marshal prior to beginning defueling/fueling operations.
    - (5) Aircraft heaters shall not be operated during defueling/fueling operations.
    - (6) No source of ignition shall be within 50 feet of the defueling/fueling area.
    - (7) Approved fire extinguishing equipment shall be provided in the defueling/fueling area.

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# Operation of All Mechanical Lifts

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017



## Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. GES equipment is for use by GES employees only. Please do not take it for your use.

## Work Zone



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

Thank you for your complete cooperation.

# GES Payment Policy

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

Texas Restaurant Association Marketplace 2017  
Kay Bailey Hutchison Convention Center Dallas  
July 9 - 10, 2017

## Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

## Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

## Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

## Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

## Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

## Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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# GES Terms and Conditions of Contract

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

Texas Restaurant Association Marketplace 2017  
 Kay Bailey Hutchison Convention Center Dallas  
 July 9 - 10, 2017

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

## I. Definitions

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

## II. Scope

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

## III. Customer Obligations

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

## IV. Mutual Obligation Indemnification

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

## V. Disclaimer and Limitation of Liability

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

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## VI. No Liability for Loss or Damage to Goods

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

## VII. Measure of Damage

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

## VIII. Miscellaneous

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

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## IX. Jurisdiction, Choice of Forum

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

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

## XI. Personal Data

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

# Additional Service Order Forms



# KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS

# ELECTRICAL ORDER



Remit to: KBHCCD  
 ATTN: CONVENTION SERVICES  
 650 S. GRIFFIN ST.  
 DALLAS, TX 75202

Phone: (214) 939-2726 Fax: (214) 939-2740

**DEADLINE DATE:**

To receive discount rates, this order with payment must arrive in our offices prior to the above date; otherwise standard rates apply.

Please type or print all exhibitor information

Exhibiting Firm Name	Booth No.	Tel No.
Address	City	State Zip
Contact at Show	Email Address	Date

**PAYMENT POLICY \*\*IMPORTANT\*\* THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.**

**A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.**

**ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.**

AMEX  
  VISA  
  MC  
  DISCOVER  
  DINERS

Credit Card No. \_\_\_\_\_ Exp. Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**THIRD PARTY BILLING** - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the DCC.

Display House/Third Party	Contact at Show
Address	City State Zip
Name (Print)	Authorized Signature

## ELECTRICAL POWER

**Rates listed will bring power to any one designated point within the booth space.**

Additional labor and material charges will be incurred for hooking up equipment, installation and removal of lights, hardwiring, disconnecting special power, overhead drops, locations outside the exhibit halls, as well as any additional service/labor which is requested or required.

	QTY	Discount Price	Standard Price	TOTAL
15 AMP 120 VOLT 1P	_____	\$100.00	\$125.00	\$ _____
20 AMP 120 VOLT 1P	_____	\$145.00	\$175.00	\$ _____
20 AMP 208 VOLT 1P	_____	\$225.00	\$259.00	\$ _____
30 AMP 120 VOLT 1P	_____	\$173.00	\$190.00	\$ _____
30 AMP 208 VOLT 1P	_____	\$345.00	\$397.00	\$ _____
40 AMP 208 VOLT 1P	_____	\$450.00	\$518.00	\$ _____
50 AMP 208 VOLT 1P	_____	\$489.00	\$564.00	\$ _____
60 AMP 208 VOLT 1P	_____	\$525.00	\$604.00	\$ _____
___AMP 208 VOLT 1P	_____	(for higher amperage, call for price)		\$ _____
20 AMP 208 VOLT 3P	_____	\$315.00	\$362.00	\$ _____
30 AMP 208 VOLT 3P	_____	\$420.00	\$483.00	\$ _____
40 AMP 208 VOLT 3P	_____	\$564.00	\$649.00	\$ _____
50 AMP 208 VOLT 3P	_____	\$620.00	\$713.00	\$ _____
60 AMP 208 VOLT 3P	_____	\$695.00	\$799.00	\$ _____
70 AMP 208 VOLT 3P	_____	\$769.00	\$884.00	\$ _____
100 AMP 208 VOLT 3P	_____	\$1,076.00	\$1,237.00	\$ _____
___AMP ___VOLT 3P	_____	(for higher amps/volts, call for price)		\$ _____

**480 VOLT POWER IS AVAILABLE. CALL FOR QUOTES.** \$ \_\_\_\_\_

NOTE: FOR 24 HR. POWER/DEDICATED LINE ADD 25% \$ \_\_\_\_\_

**TOTAL OUTLET CHARGES** \$ \_\_\_\_\_

**Labor inside the booth to attach lights and/or provide power extension on top of the carpet may be performed by the exhibitor only. All other electrical installation work must be performed by DCC electricians. DCC electricians must make all electrical connections to the power source, regardless of wattage used.**

PAR CAN LIGHTS 1000W	QTY	DISCOUNT	STANDARD
	_____	\$400.00	\$500.00 \$ _____

LIGHTSTANDS-250W	QTY	DISCOUNT	STANDARD
	_____	\$75.00	\$90.00 \$ _____

Indicate location with "X" Aisle

Rear Aisle # \_\_\_\_\_

Drape Line Booth

Island Booth

Aisle # \_\_\_\_\_

ENTER AISLE(S) AND INDICATE SPECIFIC LOCATIONS WITH "X". DUPLEX OUTLETS WILL BE PLACED TO REAR OF ALL DRAPE-LINE BOOTHS AT RATES LISTED. A SEPARATE OUTLET MUST BE ORDERED FOR EACH PIECE OF EQUIPMENT TO BE CONNECTED. SEE BACK OF FORM FOR LABOR RATES, APPROVED WIRING CODES, INSTALLATION POLICIES (INCLUDING LIGHT FIXTURES) AND OTHER IMPORTANT INFORMATION. A LABOR DISCONNECT FEE WILL BE APPLIED TO SPECIAL POWER (208 AND 480 VOLT).

## INFORMATION AND CONDITIONS

The Dallas Convention Center is the exclusive provider of electrical services within its facilities and property. This includes all exhibit halls, meeting rooms, and temporary structures, inside or outside the facility.

All energizing of electrical services is to be completed/performed by DCC personnel. All electrical material and equipment must be grounded. Electrical cord(s) placed under carpet must be installed by DCC personnel. DCC electricians will evaluate the booth at the time of connection to ensure compliance with electrical codes. If the electrical supervisor determines that the booth electrical is not code compliant, the exhibitor will have the option to make the appropriate changes or hire a DCC electrician to do so. If the exhibitor performs the changes, labor charges for a DCC electrician to reevaluate and energize the booth will be incurred. Standard labor and material rates will apply if additional labor is requested or required.

## SERVICE ORDER INFORMATION

1. Booth number and location of electrical must be identified on the face of this form. Incomplete information may delay processing the order.
2. No credit can be issued on services installed and not used. Service cancelled prior to decorator move-in will be subject to a \$25.00 processing fee.
3. **ALL ISLAND BOOTHS WILL REQUIRE A SCALED DIAGRAM INDICATING ORIENTATION OF BOOTH.**
4. It is our policy to settle all service, labor, and billing disputes as soon as possible. No adjustments will be made unless reported to the service desk prior to the close of the show.

**LABOR** - Charges will be made in 1/2 hour increments.  
Supervision time will be charged at a rate of 1/2 hour for each four hours labor.  
Mon-Fri 8 a.m. to 4:30 p.m. \$60.00 per hour  
Mon-Fri 4:30 p.m. To 8 a.m. \$120.00 per hour  
Sat., Sun. and Holidays \$120.00 per hour

**NOTE:** Electrical labor must be ordered 24 hours in advance in order to have personnel available when needed.

## IMPORTANT BUILDING REGULATIONS

1. All equipment must be properly tagged or marked with complete information as to the type and/or amount of current voltage, phase, frequency, horsepower, etc.
2. Electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed.
3. All approved electrical cords must be at least 14 gauge and 3-wire grounded type. 2-Wire cords (zipcords or ripcords) are UNACCEPTABLE unless the cord is a component part of an assembly which is specifically approved. All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
4. DCC is not responsible for voltage fluctuations or power failures. If your equipment has strict tolerances for voltage, then you must bring your own regulating device.
5. All equipment, regardless of source of power, must comply with Federal, State, and Local codes. The DCC reserves the right to inspect, at the exhibitor's expense, all electrical devices and connections to ensure compliance with all codes. The Electrical Supervisor is obligated to refuse connection when wiring is not in accordance with the City Electrical Ordinance. Local ordinance prohibits more than two connections per outlet box.
6. All material and equipment furnished by the DCC shall remain the property of DCC and shall be removed only by DCC personnel at the close of the show.
7. Wall outlets and post outlets are not a part of booth space.
8. Separate outlets must be ordered for each booth requiring power.
9. DCC conducts an audit of power supplied to all exhibits. Exhibitors will be required to pay standard rates for additional or unauthorized use of power. Power may be disconnected pending full payment.

## ELECTRICAL VOLTAGE AVAILABLE

AC, 60 Cycle 120 volt, single phase  
AC, 60 Cycle, 208 volt, single phase  
AC, 60 Cycle, 120/208 volt, three phase, four wire  
\*AC, 60 Cycle, 277/480 volt, three phase, five wire  
\*Prior arrangement necessary

For voltage other than above, Exhibitor must provide the transformer.

All electrical power for exhibit booths on Level III of the Exhibit Hall must originate from floor ports, 100 amp, 120/208 three phase available per port. Should it be necessary to disassemble a floor port in order to add amperage, outlet charge plus time and material will be charged.

# KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS

# PLUMBING ORDER



Remit to: KBHCCD  
 ATTN: CONVENTION SERVICES  
 650 S. GRIFFIN ST.  
 DALLAS, TX 75202

Phone: (214) 939-2726 Fax: (214) 939-2740

**DEADLINE DATE:**

To receive discount rates, this order with payment must arrive in our offices prior to the above date; otherwise standard rates plus time and material apply.

Please type or print all exhibitor information

Exhibiting Firm Name	Booth No.	Tel No.	
Address	City	State	Zip
Contact at Show	Email Address	Date	

**PAYMENT POLICY \*\*IMPORTANT\*\* THIS SECTION MUST BE COMPLETED BEFORE THIS ORDER CAN BE PROCESSED.**

**A CREDIT CARD NUMBER IS REQUIRED AS A DEPOSIT AGAINST ADDITIONAL LABOR AND/OR SERVICES. PAYMENT OF ANY BALANCES MAY BE MADE BY COMPANY CHECK UPON REQUEST AT THE SERVICE DESK, BUT A CREDIT CARD MUST BE ON FILE.**

**ANY BALANCE OUTSTANDING AS OF THE CLOSE OF SHOW WILL BE CHARGED TO YOUR ACCOUNT.**

<input type="checkbox"/> AMEX	<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> DISCOVER	<input type="checkbox"/> DINERS	Credit Card No. _____	Exp. Date _____
-------------------------------	-------------------------------	-----------------------------	-----------------------------------	---------------------------------	-----------------------	-----------------

Authorized Signature \_\_\_\_\_ Print Name \_\_\_\_\_

**THIRD PARTY BILLING** - The exhibiting firm is primarily responsible for payment of all charges. We will bill a third party/display house provided there is a credit card on file and they have a satisfactory credit history with the DCC.

Display House/Third Party	Contact at Show		
Address	City	State	Zip
Name (Print)	Authorized Signature		

COMPRESSED AIR: 90-100 LBS. PSI	*NOTIFICATION REQUIRED BY DEADLINE DATE FOR D AND E HALLS	DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR EACH CONNECTION AT REAR OF BOOTH	\$200.00	\$250.00	_____
_____ EACH ADDITIONAL OPENING WITHIN THE SAME BOOTH	Size of connections _____ CFM _____ PSI Number of connections _____	\$80.00	\$110.00	_____
24 HOUR SERVICE REQUIRED? YES _____ NO _____ (ADD 50% TO CONNECTION FEES)		*plus time and material		_____

WATER		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH	\$140.00	\$175.00	_____
_____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	Size of connections _____ GPM* _____ PSI* _____ Number of connections _____	\$80.00	\$110.00	_____
<b>NOTE:</b> Pressure may vary. No guarantee can be made of minimum or maximum pressures.		*plus time and material		_____

If pressure is critical, see reverse side of form #8  
 \_\_\_\_\_ HOT WATER - \*\*THERE IS AN ADDITIONAL CHARGE FOR HOT WATER. (NOT AVAILABLE IN ALL LOCATIONS)  
 PLEASE CONTACT DALLAS CONVENTION CENTER PRIOR TO ORDERING HOT WATER. CHARGES WILL BE QUOTED WHEN ORDERING.

DRAINS		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	_____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH	\$130.00	\$160.00	_____
_____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	Size of connections _____ Number of connections _____	\$80.00	\$110.00	_____
		*plus time and material		_____

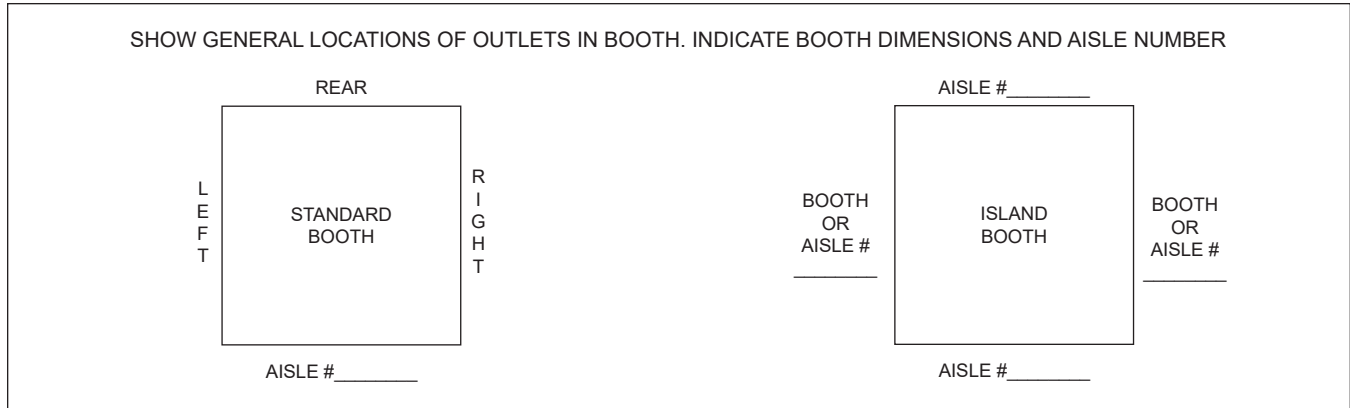
FILL & DRAIN ONLY - TUB - SPA - POOL - TANK - FOUNTAIN, ETC.		DISCOUNT	STANDARD	AMOUNT
QUANTITY _____	A - FILL 1 to 25 gallons	\$60.00	\$75.00	_____
_____ B - FILL 26 to 75 gallons	C - FILL 76 to 150 gallons	\$75.00	\$100.00	_____
_____ D - FILL 151 to 400 gallons	E - FILL 401 to 1000 gallons	\$100.00	\$125.00	_____
_____ E - FILL 401 to 1000 gallons	F - FILL 1001 or More Call for Quote	\$200.00	\$225.00	_____
		\$500.00	\$525.00	_____

PRICES INCLUDE A ONE TIME FILL AND DRAIN FOR EACH CONTAINER  
 ADDITIONAL LABOR CHARGES MAY BE MADE FOR EXHIBITORS EQUIPMENT THAT SHOULD LEAK OR CAUSE DAMAGE TO OTHER PROPERTY.

GAS	QUANTITY	DISCOUNT	STANDARD	AMOUNT
		_____ SERVICE CHARGE FOR 1st OUTLET AT REAR OF BOOTH	\$280.00	\$330.00
_____ EACH ADDITIONAL OUTLET WITHIN THE SAME BOOTH	\$225.00	\$280.00	_____	
*NATURAL GAS IS AVAILABLE IN LIMITED AREAS OF EXHIBIT HALLS. PLEASE CONTACT DALLAS CONVENTION CENTER PRIOR TO ORDERING GAS SERVICE.		*plus time and material		_____

\*\*\*ANY WORK NOT COVERED UNDER THE UNIT PRICE WILL BE DONE ON A TIME AND MATERIAL BASIS\*\*\*

**LABOR** LABOR CHARGES IN HALF (1/2) HOUR INCREMENTS. (MINIMUM CHARGE HALF (1/2) HOUR)  
REGULAR TIME RATE \$60.00 PER HOUR.....MONDAY – FRIDAY 8:00AM - 4:30PM (except for holidays)  
AFTER HOURS RATE \$120.00 PER HOUR.....MONDAY – FRIDAY 4:30PM - 8:00 AM, ALL DAY SATURDAYS, SUNDAYS AND HOLIDAYS



### IMPORTANT CONDITIONS AND REGULATIONS

- ALL PLUMBING CONNECTIONS FOR WATER, DRAIN, AIR AND GAS MUST BE MADE BY THE DALLAS CONVENTION CENTER. The rates listed include necessary City Permit and inspections by City Authority enforcing the Codes.  
**WARNING.....ANY CONNECTIONS NOT MADE BY DALLAS CONVENTION CENTER WILL BE SUBJECT TO ADDITIONAL FEES FOR INSPECTION DISCONNECT AND RECONNECTION OF EQUIPMENT.**
- Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
- Prices are based upon current rates and are subject to change without notice.
- A separate connection fee will be made for each piece of equipment using connected service whether connected DIRECT OR OTHERWISE.
- DCC will not be responsible for any cutting or altering of any floor coverings in order to bring utility service to a booth.
- All work performed within booth attaching lines to equipment or under carpet will be charged on a time and material basis in addition to connection fees with a one half (1/2) hour minimum labor charge to install and a one half (1/2) hour minimum labor charge for disconnection.
- Permanent utility boxes, including restroom plumbing fixtures, are NOT to be used for booth operations or disposal purposes. A \$500.00 FINE will be assessed to and collected from any exhibitor involved in this activity.
- Equipment with strict tolerances for water or air pressure, temperature or cleanliness may require regulating devices. Exhibitor should arrange to have their own pressure regulator valve or pump installed. Not supplied or available by DCC.
- Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without "DCC PLUMBING PERSONNEL" provided the material and work conforms to Dallas Plumbing Code and Dallas County Health Codes and are approved by DCC Plumbing Supervisor. However, all service connections to such equipment shall be made by DCC plumbing personnel only.
- All material and equipment furnished by DCC Plumbing Department for this service order shall remain DCC Plumbing Department property and shall be removed ONLY by DCC Plumbing Personnel at the close of the show.
- All material and equipment returned damaged, or materials and equipment lost shall be at the expense of the exhibitor and will be billed at the close of the show.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All equipment using water must have inlet and outlet properly tagged.
- Credit will not be given for connections ordered or installed and not used.





**3027 Sable Crossing  
San Antonio, TX 78232  
Phone: 210-637-7229  
Fax: 210-637-7243  
info@conventionfoliage.com**

TEXAS RESTAURANT ASSOCIATION



**MARKETPLACE**  
July 9-10, 2017

Kay Bailey Hutchison Convention Center; Dallas, TX

**DISCOUNT DEADLINE DATE: June 16, 2017**

(Pay showsite price if ordering after deadline or at showsite)

<b>FLOWERING &amp; GREEN PLANTS (Rental)</b>	<b>DISCOUNT PRICE</b>	<b>SHOWSITE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
Mum <input type="checkbox"/> Yellow <input type="checkbox"/> White <input type="checkbox"/> Lavender	\$25.00	\$30.00		
Kalanchoe <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange <input type="checkbox"/> Yellow	\$25.00	\$30.00		
Azalea <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> White	\$40.00	\$45.00		
Bromeliad <input type="checkbox"/> Red <input type="checkbox"/> Pink <input type="checkbox"/> Orange	\$40.00	\$45.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Large	\$40.00	\$45.00		
<input type="checkbox"/> Fern <input type="checkbox"/> Ivy Small	\$20.00	\$25.00		
2-3 ft. Green Plant	\$42.00	\$47.00		
4 ft. Green Plant	\$52.00	\$57.00		
5 ft. Green Plant	\$62.00	\$67.00		
6 ft. Green Plant	\$72.00	\$77.00		
7 ft. Green Plant	\$85.00	\$90.00		
8 ft. Green Plant or taller	\$15.00 ft.	\$16.00 ft.		
Container Selection: <input type="checkbox"/> Black <input type="checkbox"/> White	FREE	FREE		
<b>FLORAL SERVICES</b>	<b>DISCOUNT PRICE</b>	<b>SHOWSITE PRICE</b>	<b>QTY</b>	<b>TOTAL</b>
12" high Seasonal Vase Arrangement	\$60.00	\$65.00		
20" high Seasonal Vase Arrangement	\$80.00	\$85.00		
16" high Tropical Vase Arrangement	\$70.00	\$75.00		
24" high Tropical Vase Arrangement	\$90.00	\$95.00		
Bud Vase / Boutonniere / Corsage	Quoted	Quoted		
Glass Fishbowl for business cards (purchase)	\$25.00	\$30.00		
Color Preference?				
Special Request?				

**DESIGNER SERVICE:**

Meet us at our booth for consultation. Date \_\_\_\_\_ Time \_\_\_\_\_

Contact Name: \_\_\_\_\_

**Subtotal**

**Add 8.25% Sales Tax**

**TOTAL**

**PAYMENT AND CANCELLATION POLICY:** Payment must accompany order to receive discount prices. All orders must be paid-in-full prior to close of show. Adjustments cannot be made after show closes. Rental items cancelled after move-in begins will be refunded at 50% of the original cost. Floral items cannot be refunded after move-in begins.

**RENTAL POLICY:** Rental prices include delivery & pickup, container, and maintenance. Rental items and containers remain the property of Convention Foliage Unlimited. Missing items will be charged to the exhibitor at twice the showsite rate. All prices are for the entire show. Substitutions may be necessary due to seasonal or geographical availability. Consult us for items not listed.

COMPANY NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

ADDRESS \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode)

ORDERED BY \_\_\_\_\_ PHONE \_\_\_\_\_

FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

Payment Information  Visa  MC  AmEx  Discover  
 CHECK ENCLOSED (Payable to CONVENTION FOLIAGE UNLIMITED in US funds drawn on US bank)

CARD # \_\_\_\_\_ Security Code \_\_\_\_\_ Exp. Date \_\_\_\_\_

CREDIT CARD BILLING ADDRESS  
 (If different from above) \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zipcode)

Print Cardholder Name \_\_\_\_\_ Signature \_\_\_\_\_

**F L O R A L O R D E R F O R M**



**D & L ENTERTAINMENT SERVICES, INC.**  
 \* SECURITY \* CONSULTING \* STAFFING \* CROWD  
 MANAGEMENT \*  
**EXHIBIT SECURITY ORDER FORM**

**TRA MARKETPLACE 2017-DALLAS  
 JULY 3-JULY 11, 2017**

**D & L ENTERTAINMENT SERVICES, INC.** is a state licensed and insured security service contractor. D&L has provided security to convention/trade show and special event clients for more than thirty years. If you desire security for your individual exhibit or Booth please fill out this order form and return it to the address listed below.

**Exhibit Security:** Regular Rate - \$25.00 Hr. Discount Rate - \$27.00 Hr.  
**Police Officers:** Rates quoted on request.  
 (NOTE: THE ABOVE RATES DO NOT INCLUDE SALES TAX-ADD 8.25% FOR SALES TAX TO THE ABOVE RATES)

**NOTE:** Rates are based on a **6-hour minimum** per shift.

**TERMS:** Full payment must accompany this form and be received in our office no later than **15 days** prior to the first move-in day to qualify for the discount rate. On-Site Orders are at our regular rate and are payable at the time the order is placed.

**To pay by Credit Card:** visit [www.pay.dlesi.com](http://www.pay.dlesi.com) Please print your receipt and attach to this order when returned.  
**To pay by Check,** make payable to: D&L Entertainment Services, Inc. & send to 4120 Main St. Dallas, TX 75226

DATE / TIME	DATE / TIME
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____
FROM: _____	TO: _____

EXHIBITING FIRM: \_\_\_\_\_ Booth #: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City/St/Zip: \_\_\_\_\_ Phone #: (    ) \_\_\_\_\_

Contact Person at Booth: \_\_\_\_\_

Authorized \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

**SEND TO:** **ATTN.: MR. JOE FARLEY**  
**D & L ENTERTAINMENT SERVICES, INC.** (Fed. Tax I. D. # 75-1605078)  
 4120 Main St. Dallas, TX 75226  
 D&L Corp. Office: (214) 634-0757 Fax: (214) 634-8525  
 E-mail [joefarley@dlesi.com](mailto:joefarley@dlesi.com)



Texas Restaurant Association  
 Kay Bailey Hutchison  
 Dallas, TX  
 July 9 - July 10, 2017



AMERICAN  
 TRADESHOW  
 SERVICES

217 General Patton Avenue  
 Mandeville, LA 70471  
 TRA 2017

Lead Retrieval Order Form **Discount Deadline: FRIDAY, JUNE 9, 2017**

**CHOOSE YOUR UNIT(S)**

**ExpoPro Plus™**



- Simple Point and Shoot Scanner
- Allows Personalized Note Taking
- High Speed Printer
- Reprint Individual Lead or All
- Real-Time Online Lead Management
- Electrical Requirements <1 amp, 110V

**\$279.00** (Before 6/9/2017) **\$329.00** (Show Rate)  \_\_\_\_\_

**Optional Services**

per unit (Before 6/9/2017) (Show Rate)

Custom Qualifiers \$60.00 \$80.00  \_\_\_\_\_

**Sub-Total=** \_\_\_\_\_

**Mobile Plus™**



- Paperless, Green Option
- Wireless Handheld Unit
- Large Color Touch Screen Display
- Allows Personalized Note Taking
- Real-Time Online Lead Management
- Extended Life Battery

**\$349.00** (Before 6/9/2017) **\$399.00** (Show Rate)  \_\_\_\_\_

**Optional Services**

per unit (Before 6/9/2017) (Show Rate)

Custom Qualifiers \$60.00 \$80.00  \_\_\_\_\_

Custom Survey \$60.00 \$80.00  \_\_\_\_\_

**Sub-Total=** \_\_\_\_\_

**LeadsPlus™ App**



- **NO NETWORK CONNECTION NECESSARY**
- Utilizes your personal device
- iPhone® or iPad® with iOS 7.0 or higher
- Android® phones with OS 4.0 or higher
- Standard / Custom Qualifiers & Note Taking Capabilities Included
- Real-Time Online Lead Management
- \*Uploads Leads Automatically when (devices) have internet connectivity

**\$349.00** First License  **\$99.00** Additional License  \_\_\_\_\_

OR

**App Bundle Options**

3 Pack Bundle  \$499.00 \_\_\_\_\_

6 Pack Bundle  \$799.00 \_\_\_\_\_

10 Pack Bundle  \$999.00 \_\_\_\_\_

**Sub-Total=** \_\_\_\_\_

**NEED ASSISTANCE SETTING UP?**

Delivery & Setup **\$65.00** (Before 6/9/2017) **\$85.00** (Show Rate)  \_\_\_\_\_

**ADD IT UP**

Add Dallas, TX 8.25% Tax + \$ \_\_\_\_\_  
 Texas Franchise Fee 1% 1.00% Fee + \$ \_\_\_\_\_  
 Total Due (In US Funds) = \$ \_\_\_\_\_

COMPANY \_\_\_\_\_ BOOTH NO. \_\_\_\_\_

WEBSITE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY, STATE, ZIP, COUNTRY \_\_\_\_\_

PHONE NO \_\_\_\_\_ FAX NO. \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_ EMAIL \_\_\_\_\_

ONSITE CONTACT \_\_\_\_\_ ONSITE CELL PHONE \_\_\_\_\_

**ORDERING OPTIONS**

Order Online: [www.american-tradeshow.com](http://www.american-tradeshow.com) Username: **TRA2017** Password: **5017**  
 Email Orders to: [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com) Fax: **985-809-1888**  
 Mail Checks to: **ATTN - American Tradeshow Services | 217 General Patton Ave. Mandeville, LA 70471**

Questions? Please call: **985-809-0600, ext. #777**





Texas Restaurant Association  
 Kay Bailey Hutchison  
 Dallas, TX  
 July 9 - July 10, 2017

**ATS** AMERICAN  
 TRADESHOW  
 SERVICES  
 217 General Patton Avenue  
 Mandeville, LA 70471  
**TRA 2017**

**Payment Authorization Form**

\*A credit card is required on all orders as a security deposit on rental equipment. See Terms & Conditions at the bottom of this page.

BOOTH NO. \_\_\_\_\_

COMPANY \_\_\_\_\_

ORDER CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

**Choose Payment Method:**

**To Pay By Credit Card**

We accept American Express, MasterCard and Visa. Please choose "To Pay By Credit Card" option and enter your credit card details below. Your credit card will be charged upon receipt of your order and an email confirmation/receipt will be sent to the email address listed on Page 1 of the order form.

**To Pay By Company Check (Security Deposit Required\*)**

Please make checks payable to American Tradeshow Services. Please choose "To Pay By Check" option and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. Checks are due in the office ten (10) days prior to show start. Checks must be in US Funds and be drawn from a US Bank.

**To Pay By Wire Transfer (Security Deposit Required\*)**

For information on paying by Wire Transfer, please contact Exhibitor Services at 985-809-0600, ext 201. Wire Transfers must be paid in US Dollars. Please choose "To Pay By Wire Transfer" and enter your credit card number below for security deposit purposes. Please check the "Security Deposit Use Only" checkbox. An invoice will be sent once your order is processed along with details on how to complete your wire transfer transaction. Wire Transfers are due in the office ten (10) days prior to show start.

**Credit Card Details \*Required For All Orders**

<input type="checkbox"/>		<input type="checkbox"/>	Use As Security Deposit Only
<input type="checkbox"/>		Cardholder Name: _____	
<input type="checkbox"/>		Expiration Date: _____ / _____ Security Code: _____	
		Cardholder Signature: _____	

**! Terms And Conditions**

All equipment ordered must be picked up at the service desk prior to the start of the show unless you have selected the Delivery and Setup option. Refunds will not be made for unclaimed equipment. Equipment must be returned to the service desk within one hour after the close of the show to avoid additional charges. If ATS staff has to pick up your scanner, you will be charged \$100.00.  
 Renter is responsible for the full replacement value of lead retrieval equipment if lost, stolen or damaged while in possession of renter.  
 All cancellations received earlier than seven (7) working days prior to show opening date will be subject to a \$75.00 service fee. All cancellations received within seven (7) working days prior to show opening date will be billed at full rental price and will not be eligible for refund.  
 A credit card is required on all orders as a security deposit on rental equipment. ATS will not charge anything to credit card held as security deposit with out prior authorization, however, ATS reserves the right to charge fees associated with lost, stolen or damaged units as a last chance effort to recover damages. ATS will allow ample time (at least sixty days) for exhibitor to arrange payment for lost, stolen or damaged units, before this step in taken.  
 Checks are due in the office ten (10) days prior to show start.

ORDER ONLINE:  
[www.american-tradeshow.com](http://www.american-tradeshow.com)  
 Username: **TRA2017**  
 Password: **5017**  
 EMAIL ORDERS TO:  
[orders@american-tradeshow.com](mailto:orders@american-tradeshow.com)  
 FAX:  
**985-809-1888**  
 SEND CHECKS TO:  
**American Tradeshow Services**  
**ATTN: Exhibitor Services**  
**217 General Patton Avenue**  
**Mandeville, LA 70471**  
 QUESTIONS?  
 Call **985-809-0600, ext #777**

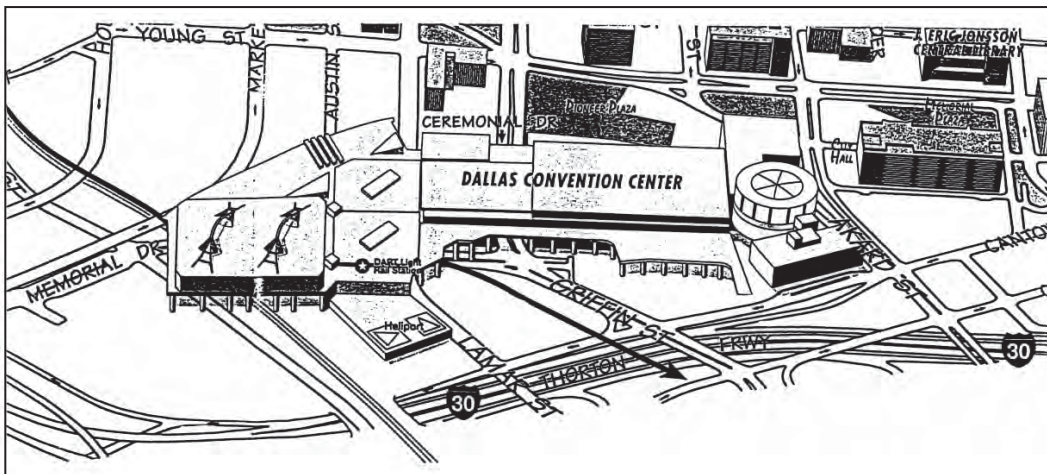




## Kay Bailey Hutchison Convention Center Dallas PARKING INSTRUCTION

1. The use of the permit will be allowed only during the period indicated between the hours of 6:30 a.m. and 10 p.m. Level1/Level2 underground parking, enter from Griffin Street.
2. All vehicles will be parked at the owner's risk entirely. The City of Dallas will not be responsible for loss by fire, burglary, theft or any causes whatsoever to either the vehicle or its contents.
3. This permit does not provide the user with a reserved space. **However, in and out privileges are included during the hours mentioned in paragraph 1.**
4. Should you have any questions, call the Kay Bailey Hutchinson Convention Center Dallas Administration Office, (214) 939-2726, Fax (214) 939-2740.
5. **Daily Parking is available without in and out privileges.**

The Management  
KBHCCD



# EXHIBITOR MENU



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



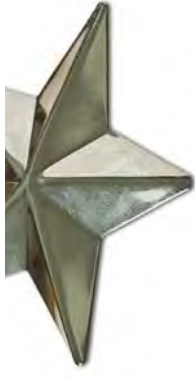


# Welcome to Dallas!

**Welcome to Dallas a world-renowned destination for food, wine and free-spirited fun – where the natural beauty and entertainment options are matched only by the warmth and energy of an exciting community.**

Centerplate is a leading global event hospitality company and we are thrilled to be your exclusive hospitality partner at the Kay Bailey Hutchison Convention Center Dallas. Our style is collaborative and our Dallas team is delighted to work with you to ensure your experience here in this special location is smooth, successful and enjoyable. We are committed to delivering the finest food, amenities and service to impress your guests.

Much of our success comes from our attention to the important details that create truly welcoming experiences. From fresh, locally-sourced and quality ingredients to crisp, sincere and attentive service, our goal is to provide world-class hospitality for every one of our guests.



Whatever your needs, whether hosting attendee receptions, supplying convenient meals for your booth staff or creating custom menus for unique occasions, we are dedicated to helping you achieve extraordinary results. Please give us a call to start the planning process today!

Here's to your successful event in Dallas,

*John Reynders*

John Reynders  
Director of Catering, Centerplate  
Kay Bailey Hutchison Convention Center Dallas  
650 S. Griffin Street, Dallas, TX 75202



P: 214.743.2405  
F: 214.743.2515  
[john.reynders@centerplate.com](mailto:john.reynders@centerplate.com)

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**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



Click on any of the INDEX items  
to jump immediately to that page.





# SERVICE DIRECTORY

**CENTERPLATE EXHIBITOR/BOOTH CATERING**

**214.743.2404**

**CENTERPLATE FAX LINE**

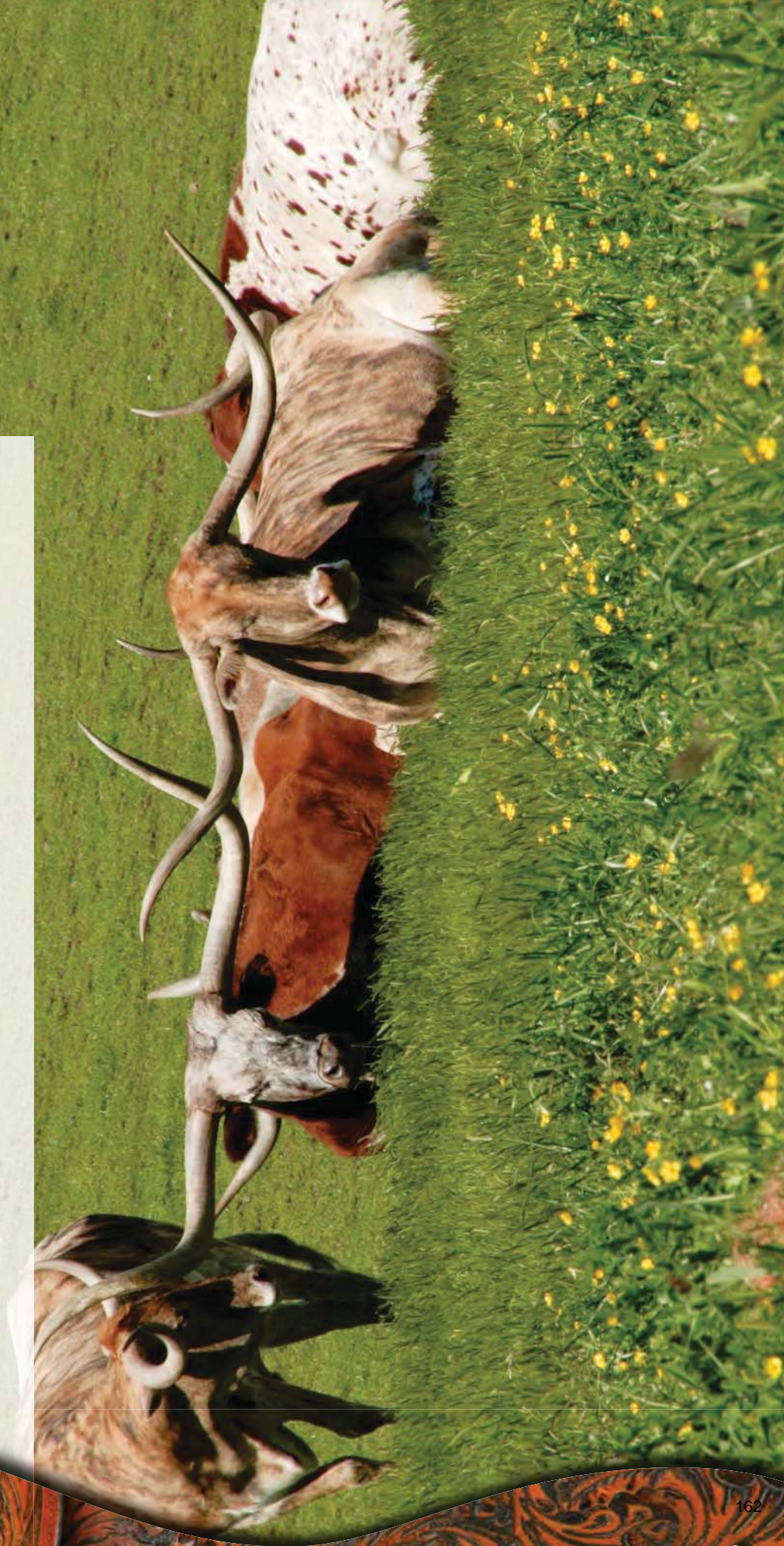
**214.743.2415**



### Gluten Free Items

These selections are prepared to exclude gluten from the list of ingredients. Please notify us if you have a gluten allergy. Centerplate does not operate a dedicated gluten-free, or allergen-free preparation and service space. Dishes made on-site are prepared on shared equipment, and may come into contact with products containing gluten and common allergens such as nuts.

# A LA CARTE MENUS



# A LA CARTE

## BEVERAGES

All services include the appropriate condiments, cups and napkins.

<b>Freshly Brewed Coffee</b> Three gallon units (approximately 40 cups)	<b>\$162</b>	<b>Starbucks Coffee Package</b> (per day) (14) Gallons of Starbucks Coffee with (154) 12 oz. Starbucks cups/lids, napkins, stirrers, sugar and creamers with (4) flavored syrups	<b>\$800</b>
<b>Freshly Brewed Decaffeinated Coffee</b> Three gallon units (approximately 40 cups)	<b>\$156</b>	<b>Additional Gallons of Starbucks Coffee</b> (per gallon)	<b>\$59</b>



<b>Keurig K-Cups Coffee Service</b> (per day) <b>\$250</b> Includes machine rental, first 50 K-Cups with sweeteners, creamers, bio-degradable cups, lids, sleeves and napkins	<b>\$200</b>
<b>Additional K-Cups</b> (50 ct) Client to arrange for 110v 20amp electrical.	



# A LA CARTE

## BEVERAGES

All services include the appropriate condiments, cups and napkins.

<b>Herbal Tea</b> Three gallon units (approximately 40 cups)	<b>\$156</b>	<b>Assorted Soft Drinks</b> (per case of 24)	<b>\$90</b>
<b>Freshly Brewed Iced Tea</b> Three gallon units (approximately 40 cups)	<b>\$108</b>	<b>Assorted Bottled Snapple®</b> (per case of 24)	<b>\$84</b>
<b>Lemonade</b> Three gallon units (approximately 40 cups)	<b>\$108</b>	<b>Bottled Water</b> (per case of 24)	<b>\$90</b>
<b>Jalapeño Lemonade</b> Three gallon units (approximately 40 cups)	<b>\$114</b>	<b>Sparkling Water</b> (per case of 24)	<b>\$96</b>
<b>Fruit Punch</b> Three gallon units (approximately 40 cups)	<b>\$108</b>	<b>Hydration Station (3 gallons)</b> Choose one from the list below: Cucumber mint, limon, peach jalapeño, strawberry mint, strawberry basil and pineapple orange	<b>\$115</b>
<b>Assorted Individual Fruit Juices</b> (per case of 24)	<b>\$96</b>		



# A LA CARTE

## FROM THE BAKERY

All services include the appropriate condiments, disposable plates, cutlery and napkins.



<b>Assorted Fresh Baked Muffins</b> (dozen)	<b>\$40</b>	<b>Freshly Baked Assorted Gourmet Cookies</b> (dozen)	<b>\$38</b>	<b>Chocolate Covered Strawberries</b> (three dozen)	<b>\$126</b>
<b>Assorted Bagels with Cream Cheese, Butter</b> (dozen)	<b>\$42</b>	<b>Double Fudge Brownies</b> (dozen) Fudge/Walnut	<b>\$38</b>	<b>Full Sheet Cake</b> (100 slices approximately)	<b>\$225</b>
<b>Assorted Danish</b> (dozen)	<b>\$39</b>	<b>Gourmet Cupcakes</b> (dozen)	<b>\$42</b>	<b>Full Sheet Cake with Custom Logo</b> Ask for details	<b>NA</b>
<b>Assorted Croissants</b> (dozen)	<b>\$42</b>	<b>Jumbo Almond and Chocolate Dipped Biscotti</b> (dozen)	<b>\$44</b>		
<b>Assortment of Scones</b> (dozen)	<b>\$44</b>	<b>Assorted Macarons</b> (three dozen)	<b>\$72</b>		
<b>Assorted Sliced Breakfast Breads</b> (serves approximately 8)	<b>\$37</b>	<b>Custom Logo Sugar Cookies</b>	<b>Market Price</b>		



# A LA CARTE

## FROM THE PANTRY

All services include the appropriate condiments, disposable plates, cutlery and napkins.

<p><b>Sliced Seasonal Fruits and Berries with Dip</b> (serves 20) With toasted coconut and vanilla bean yogurt</p>	<p><b>\$130</b></p>	<p><b>Granola Bars</b> (24 pieces)</p>	<p><b>\$78</b></p>	<p><b>Individual Bags of Pretzels</b> (Case of 88, 1.5 oz. bags)</p>	<p><b>\$175</b></p>
<p><b>Individual Assorted Fruit Yogurt</b> (dozen)</p>	<p><b>\$45</b></p>	<p><b>Tortilla Chips Served with Salsa and Guacamole</b> (serves approximately 20)</p>	<p><b>\$170</b></p>	<p><b>Salted or Honey Roasted Peanuts</b> (Case of 144, 1 oz. bags)</p>	<p><b>\$280</b></p>
<p><b>Whole Fresh Fruits</b> (dozen)</p>	<p><b>\$33</b></p>	<p><b>Potato Chips and Dips</b> (serves approximately 20)</p>	<p><b>\$100</b></p>	<p><b>Trail Mix</b> (Case of 72, 2 oz. bags)</p>	<p><b>\$280</b></p>
<p><b>Hard Candy</b> (two pounds) Assortment of individually wrapped hard candies</p>	<p><b>\$24</b></p>	<p><b>Lays Potato Chips</b> (Case of 104, 1 oz. bags)</p>	<p><b>\$205</b></p>	<p><b>Mrs. Vickie's Gourmet Potato Chips</b> (Case of 60, 1 oz. bags)</p>	<p><b>\$150</b></p>



# LUNCH MENUS

# LUNCH

## BOXED LUNCHES

Prices listed are per guest.

All boxed lunches are served with gourmet chips, chocolate chip cookie or brownie and a soda or bottled water.

### Traditional \$22.00

Selection of sandwich on a freshly baked cracked wheat hoagie:

- Turkey and Swiss cheese
- Roast beef and cheddar cheese
- Ham and cheddar cheese
- Grilled vegetables

### Gourmet Wrap \$24.00

Selection of gourmet wrap sandwich served with pasta salad:

- Southwest roast beef with grilled peppers
- Oven roasted turkey with pesto
- Grilled vegetables



### Gourmet Salad \$23.00

Selection of gourmet salad, freshly baked roll and butter:

- Barbecue chicken salad with red onions, red bell peppers, cheddar cheese, black beans and honey-mustard dressing
- Southwest chicken Caesar salad with grilled chicken breast over romaine lettuce, queso fresco, cherry tomatoes, tortilla croutons and chipotle-Caesar dressing
- Beef fajita salad with iceberg lettuce, bell peppers, onions and corn, topped with Jack cheese and chipotle-ranch dressing

### Grilled Chicken Breast \$24.50

- Served on ciabatta bread with oven-dried tomatoes, herb aioli, roasted vegetable salad and chips



# LUNCH

## EXHIBIT BOOTH DELI LUNCHEONS

All deli luncheons are served with disposable plates, cutlery, napkins, and appropriate condiments.  
Each selection serves approximately 18 guests.

### Italian Submarine Sandwich \$175

Salami, Italian bologna, cappicola, provolone cheese, lettuce and tomato  
Italian dressing or mustard and mayonnaise  
On a 3 foot loaf of crusty French bread

### Platter of Assorted Mini Sandwiches \$155

Forty mini sandwiches to include turkey, roast beef and ham



### Garden Salad \$100

Mixed field greens, tomatoes, carrot curls and cucumbers  
Choice of ranch, Italian or blue cheese dressings

### Chicken Caesar Salad \$175

Crisp Romaine lettuce, sliced breast of chicken, garlic croutons  
Traditional Caesar dressing and garlic sticks



### Health Salad \$195

Baby kale, tofu, quinoa, raisins, carrots, chickpeas and cucumbers with lemon-herb vinaigrette



# RECEPTION MENUS



# RECEPTION

## COLD HORS D'OEUVRE

Prices listed are per piece.  
Minimum of 50 pieces per selection.

**Antipasto Skewers** \$5.25

With sweet basil pesto

**Poached Jumbo Shrimp** \$5.50

With southwest cocktail  
sauce and lemon wedges



**California Rolls** \$4.25

With wasabi, pickled  
ginger and soy



**Smoked Salmon Pinwheels** \$5.00

On Melba toast

**Tomato Bruschetta** \$3.50

With herbed croustades

**House-Smoked Chicken** \$4.25

With tortilla rounds with  
avocado purée



# RECEPTION

## HOT HORS D'OEUVRE

Prices listed are per piece.  
Minimum of 50 pieces per selection.

**Asparagus with Asiago Cheese** \$4.00  
Baked in crisp phyllo

**Beef Brochettes** \$5.25  
With Southwest catsup

**Beef Empanadas** \$3.75  
Argentine style

**Vegetable Spring Rolls** \$3.50  
With sweet soy dipping sauce

 **Texas White Wings** \$4.75  
Chicken and jalapeños wrapped in bacon

**Thai Chicken Spring Rolls** \$3.75  
With ponzu sauce

**Mini Quesadillas** \$3.50  
Smoked chicken filling

**Mini Crab Cakes** \$5.50  
With spicy Cajun remoulade

 **Southwest Spiced Chicken Saté** \$4.75  
Chipotle dipping sauce



# RECEPTION

## RECEPTION DISPLAYS

Display serves approximately 20 guests.

### Imported and Domestic Cheese Display **\$160**

Garnished with seasonal fruit, sliced baguettes and assorted crackers

### Sliced Seasonal Fruits and Berries with Dip **\$130**

With toasted coconut and vanilla bean yogurt

### Fresh Vegetable Crudité's Display **\$120**

With Chipotle-infused ranch and blue cheese dips



# EXHIBITOR FAVORITES



# EXHIBITOR FAVORITES

## BOOTH ATTRACTIONS

Tables and electrical power required for any equipment will be the responsibility of the customer.

### **Otis Spunkmeyer® Gourmet Chocolate Chip Cookie Station\*\*** (per day) **\$500**

To include: Chocolate chip cookies (160 each), oven, napkins and appropriate supplies  
One time set-up fee **\$100**

### **Additional Otis Spunkmeyer® Cookies \$220** (per case of 160, 2 oz cookies)

Client to supply: Electricity, 4x4 workspace, trash removal & clean up.  
A Booth Attendant is required to bake and distribute the product to your guests.



### **Popcorn Cart\*\*** (per day) **\$500**

To include: (1) Popcorn machine and (24) nap packs.  
All supplies: (240) popcorn bags and napkins

Each nap pack includes pre-measured popcorn and oil for machine usage, 10 servings per nap pack  
One time set-up fee **\$100**

### **Additional Bags of Popcorn & Nap Packs \$90** (per case of 240 bags and 24 nap packs)

Client to supply: 110-volt single phase (1.5) amp, 4x4 workspace, trash removal & clean up.  
A Booth Attendant is required to pop the corn and distribute the product to your guests.

### **Cappuccino Service** (per day) **\$500**

To include cups, napkins, stirrers, sugar and creamer.  
(155) Servings of cappuccino and espresso included  
One time set-up fee **\$100**

### **Additional Servings** (each) **\$3.25**

Client to supply: 110v 20amp, 4x4 workspace, trash removal & clean up.  
A Booth Attendant is required.



## EXHIBITOR MENU – KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS

A 21% service charge and applicable sales tax will be added to all food and beverage orders.  
All orders are subject to a \$35.00 delivery fee.



# EXHIBITOR FAVORITES

## BOOTH ATTRACTIONS continued

**Ice Cream Cart\*\*** (per day) **\$500**

To include:

Ice cream cart and 115 assorted ice cream novelties

A one time set-up fee of **\$100**

**Additional Standard Ice Cream Novelties** **\$4.25**  
(each)

Client to supply:

Electricity | 4x4 workspace | trash removal & clean up



**Maui Wowi Smoothie Station\*\*** (per day) **\$500**

To include:

Smoothie blender and 134, 8 oz. made to order fruit smoothies

A one-time set-up fee of **\$100**

**Additional Made to Order Smoothies** **\$3.75**  
(each)

Client to supply:

Electricity | 4x4 workspace | trash removal & clean up

A Booth Attendant is required.



EXHIBITOR MENU – KAY BAILEY HUTCHISON CONVENTION CENTER DALLAS

A 21% service charge and applicable sales tax will be added to all food and beverage orders. All orders are subject to a \$35.00 delivery fee.



# BEVERAGE MENUS



# BEVERAGES

## HOSTED FULL SERVICE BAR

The following special beverage service can be ordered for your exhibit booth with Show Management's approval.

**Premium Brand Cocktails** (by the cocktail) **\$8.50**

**Deluxe Brand Cocktails** (by the cocktail) **\$7.50**

**Imported and Microbrew Beers** (case of 24) **\$156**

Heineken, Corona Extra, Stella Artois, Shiner Bock

**American Premium Beer** (case of 24) **\$132**

Budweiser, Bud Light, Miller Lite, O'Doul's

**Assorted Soft Drinks** (case of 24) **\$90**

**Bottled Spring Water** (case of 24) **\$90**

## INDIVIDUAL PRICED ITEMS

**Draft Beer – Keg** (by the keg)

- **American Premium** Budweiser, Bud Light, Miller Lite **\$525**

- **Imported and Microbrew** Heineken, Shiner Bock **\$675**

\*Client is responsible for the necessary space and electrical requirements for keg service in the booth. Power requirements are 110 volt/20amp power supply per keg Perlick.

**House Wine by the Bottle** **\$32**

Serves approximately five glasses per bottle

A Centerplate Bartender is required for all alcoholic beverage events.



# BEVERAGES

## WATER SERVICES

### Water Cooler Rental

To include one, 5-gallon container of spring water  
Price listed is for the entire duration of the show  
Power Requirements: 110volt/20amps/single phase

\$175

### Additional Five-Gallon Containers of Spring Water

Cups included

\$45

### Cubed Ice (20 lbs)

\$17.50

## PERSONNEL

Based upon a minimum requirement of 4 hours

### Booth Attendant (Server) for Your Booth

Additional hours above the required minimum \$25

\$100

### Bartender for Your Booth

Additional hours above the required minimum \$37.50

\$150



INFORMATION

# GENERAL INFORMATION

## POLICIES AND PROCEDURES

As Kay Bailey Hutchison Convention Center Dallas's exclusive caterer, Centerplate is renowned for its impeccable, world-class service, truly delectable cuisine and superb selection of menus that can be customized to any event or special occasion. Whether it's a casual brunch, an elegant sit-down dinner or a reception featuring vibrant international cuisine, Centerplate's culinarians will use only the finest and freshest ingredients to create a truly extraordinary dining experience for you and your guests. From first course to last, Centerplate is committed to providing Graveable Experiences with Raveable Results.

In keeping with attention to every detail, we offer the following information to facilitate your planning. Count on your dedicated catering sales professional to assist you in your pre-planning activities and communicate your goals to our operations team. Together, we will execute all services to your delight and satisfaction.

### Exclusivity

Centerplate maintains the exclusive right to provide all food and beverage in the Kay Bailey Hutchison Convention Center Dallas. All food and beverages, including water, must be purchased from Centerplate.

### Food and Beverage Pricing

A good faith estimate of food and beverage prices will be provided six (6) months in advance of the event's start date and will be confirmed at the signing of the contract. Due to fluctuating market prices, however, we reserve the right to make product substitutions based on specific commodity price increases.

### Service Charges and Tax

A 21% "House" or "Administrative" charge will apply to all food, beverage and labor charges. Current state and local sales taxes apply to all food, beverage, labor charges, equipment rentals and service charges, and are subject to applicable tax laws and regulations.

The "House" or "Administrative" charge of 21% is added to your bill for this catered event/function (or comparable service) which is used to defray the cost of set up, break down, service and other house expenses. No portion of this charge is distributed to the employees providing the service. You are free, but not obligated to add or give a gratuity directly to your servers.

If the customer is an entity claiming exemption from taxation in the state where the facility is located, the customer must deliver to Centerplate satisfactory evidence of such exemption thirty (30) days prior to the event in order to be relieved of its obligation to pay state and local sales taxes.



# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### Payment Policy

A 90% deposit and signed Catering Services Agreement is due 45 days prior to the start of your event. The remaining balance will be due five (5) business days prior to the start of your event. In the event that additional charges are incurred during the event, the adjusted remaining balance is required within 15 days following the receipt of the Final Invoice. Customer will pay interest at the rate of 1.5% from the date of the invoice if not paid within 15 days.

Additionally, any costs of collection and enforcement of the contracted services will be the responsibility of the customer.

For social events (non-convention related), a 25% deposit is required upon signing the contract. An additional deposit of 50% of the total estimated food and beverage is required 45 days in advance of the event. The remaining balance of payment is required 72 business hours prior to the event by either cashier's check or credit card. Any additional charges incurred during the function will be due upon completion of the event.

### Linen Service

Centerplate provides its in house linen for all meal functions with our compliments. Additional linen fees will apply for specialty linens or linens required for meeting functions. Your catering sales professional will be happy to offer suggestions for your consideration and quote corresponding linen fees.

### Supplemental Staffing

- Butler, Attendant or Additional Server Fee – \$100.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$25.00 plus tax and service charge for each additional hour after initial four (4) hour period
- Culinary Professional Fee – \$150.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$37.50 plus tax and service charge for each additional hour after initial four (4) hour period
- Bartender Fee – \$150.00 plus tax and service charge for up to four (4) hours. Minimum of four (4) hours per attendant. \$37.50 plus tax and service charge for each additional hour after initial four (4) hour period
- Additional fees may apply to orders with guest guarantees lower than stated minimums. All labor fees listed are based on a minimum requirement of four hours.

### Delayed or Extended Service

On the day of your event, if the agreed upon beginning or ending service time of your meal changes by 30 minutes or more, an additional labor charge will apply. Should your event require extended pre or post service or stand by time, often necessitated by high functions, an additional labor charge will apply.



# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### Guarantees

The customer shall notify Centerplate, not less than five (5) business days (excluding holidays and weekends) prior to the event, the minimum number of persons the customer guarantees will attend the event (the "Guaranteed Attendance").

There may be applicable charges for events with minimal attendance.

If customer fails to notify Centerplate of the guaranteed attendance within the time required, (a) Centerplate shall prepare for and provide services to persons attending the event on the basis of the estimated attendance specified in the BEO's, and (b) such estimated attendance shall be deemed to be the guaranteed attendance.

Centerplate will be prepared to serve five percent (5%) above the guaranteed attendance, up to a maximum of 30 meals (the overage).

- If this overage is used, the customer will pay for each additional person at the same price per person/per item, plus applicable service charges and sales tax.
- Should additional persons attend the event in excess of the total of the guaranteed attendance plus the overage, Centerplate will make every attempt to accommodate such additional persons subject to product and staff availability. Customer will pay for such additional persons and/or a la carte items at the same price per person or per item plus the service charge and local taxes.

- Should the guaranteed attendance increase or decrease by 33% or more from the original contracted number of guests, an additional charge of 20% per guaranteed guest may apply.

Meal functions of 2,500 and above are considered "Specialty Events" and may require customized menus. Your catering sales professional and our executive chef will design menus that are logistically and creatively appropriate for large numbers. In certain cases, additional labor and equipment fees may be applied to successfully orchestrate these events.

The guaranteed attendance shall not exceed the maximum capacity of the areas within the facility in which the event will be held.

### Holiday Service

There will be an automatic additional labor fee for food and beverage service or preparatory days on the following Federal holidays: New Year's Eve and Day, Martin Luther King Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day.

At the time of booking the event(s), Centerplate will notify the customer of estimated labor fees based on the information supplied by the customer.



# GENERAL INFORMATION

## POLICIES AND PROCEDURES continued

### China Service

In all carpeted meeting rooms and ballrooms, china service will automatically be used for all meal services, unless our high-grade and/or compostable disposable ware is requested.

All food and beverage events located in the exhibit halls and non-carpeted areas with the exception of plated meals, are accompanied by high-grade and/or compostable disposable ware. If china is preferred, the following fees will apply:

- Breakfast, lunch, receptions and dinners: \$2.00++ per person, per meal period.
- Refreshment or coffee breaks: \$2.00++ per person, per break.

### Concession Service

Appropriate operation of concession outlets will occur during all show hours, starting ½ hour before doors open to the event. Centerplate reserves the right to determine which carts/outlets are open for business and hours of operation pending the flow of business.

For additional concession carts/ fixed outlets, a minimum guarantee in sales is required per cart/outlet or customer will be responsible for the difference in sales per outlet/cart.

### Security

At the discretion of the Kay Bailey Hutchison Convention Center Dallas, in order to maintain adequate security measures, the customer may be required to provide security for certain functions. Security personnel will be at the customer's sole expense. Please consult your event manager for details.

### Thanks to our Local Suppliers:

- Massimo's Bakery
- Willow Bend Bakery
- Signature Baking



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS







### **MAKING IT BETTER TO BE THERE®**

As a leader in event hospitality, Centerplate is committed to welcoming guests to moments that matter at more than 300 premier sports, entertainment, and convention venues worldwide. From Super Bowl 50, to the U.S. Presidential Inaugural Ball, to the winning of the Triple Crown, we are committed to making the time people spend together more enjoyable through the power of authentic hospitality, remarkably delivered. Thank you for giving us the opportunity to be a part of your next favorite story.



**KAY BAILEY HUTCHISON**  
CONVENTION CENTER DALLAS



**Kay Bailey Hutchison Convention Center Dallas  
Centerplate Booth Order Forms**

Contact: Sujey Sanchez  
214-743-2404

[Sujey.sanchez@centerplate.com](mailto:Sujey.sanchez@centerplate.com)

**BOOTH CATERING MENU GUIDE**

- All Food and Beverage brought on premise must be purchased through and prepared by Centerplate
- Centerplate Catering **DOES NOT** supply tables, countertops nor electrical requirements for your booth. You must order these services through your service contractor or show decorator
- All orders must be received with payment in full by the ordering deadline stated below
- Orders received past the deadline of **June 16<sup>th</sup>, 2017** will be subject to an administrative fee equal to 10% of food and beverage order, or a minimum of \$25.00. Fee is subject to 8.25% sales
- No reduction or cancellation of food orders will be accepted less than 72-hours before the event
- A \$35.00 delivery fee will be applied to all orders per day except specialty carts

COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

NAME OF PERSON ORDERING \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ON-SITE CONTACT \_\_\_\_\_

ON-SITE PHONE NUMBER \_\_\_\_\_

QUANTITY	DESCRIPTION	DELIVERY DATE	DELIVERY TIME	PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOOD & BEVERAGE TOTAL \_\_\_\_\_

(The total Food and Beverage charges including tax, service charge and applicable service charges will be reflected in your Catering Contract.)

**PAYMENT METHOD:**  VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD NO: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NAME OF CARD HOLDER: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

BILLING ADDRESS of CARD \_\_\_\_\_

(214) 743-2514 ~ (214) 743-2515 Fax



**Dallas Convention Center**  
**Centerplate Ice & Water Order Form**  
**Contact: Sujey Rubio**  
**214-743-2404**  
[Sujey.rubio@centerplate.com](mailto:Sujey.rubio@centerplate.com)

Water Dispenser \$175.00 – One time charge includes (1) 5gl Bottle of spring water  
 Additional Bottles \$42.00 each  
 20lb .Bag of Ice at \$17.50 each  
 Delivery Fee \$35.00 per day  
 Exhibitor Responsible for Ice Container  
 All orders are subject to a 21% service charge and applicable sales tax.

COMPANY \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
 NAME OF PERSON ORDERING \_\_\_\_\_  
 EMAIL ADDRESS \_\_\_\_\_  
 ON-SITE CONTACT \_\_\_\_\_  
 ON-SITE PHONE NUMBER \_\_\_\_\_

QUANTITY	DESCRIPTION	DELIVERY DATE	DELIVERY TIME	PRICE
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

FOOD & BEVERAGE TOTAL \_\_\_\_\_  
 \$35 DELIVERY CHARGE (PER DAY) \_\_\_\_\_  
 SUB-TOTAL \_\_\_\_\_  
 21% SERVICE CHARGE \_\_\_\_\_  
 SALES TAX (8.25%) \_\_\_\_\_  
 TOTAL ORDER: \_\_\_\_\_

**PAYMENT METHOD:**  VISA  MASTERCARD  AMERICAN EXPRESS  
 CREDIT CARD NO: \_\_\_\_\_  
 EXPIRATION DATE: \_\_\_\_\_  
 NAME OF CARD HOLDER: \_\_\_\_\_  
 SIGNATURE: \_\_\_\_\_

Centerplate ~ Dallas Convention Center ~ 650 South Griffin Street ~ Dallas, Texas 75202  
 (214) 743-2514 ~ (214) 743-2515 Fax



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We make sure your Exhibit does too."*

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[www.rerogers.com](http://www.rerogers.com)



**July 9-10, 2017**  
**Kay Bailey Hutchison Convention Center**  
**Dallas, TX**

**ROGERS WORLDWIDE** can provide customs brokerage and international freight forwarding services for **TRA MARKETPLACE 2017**. We will supervise the entire shipping process, to include pick up of cargo at its origin, U.S. Customs clearance and re-export formalities after the show.

### **Quick Links:**

- [Get a Quote](#)
- [Find Shipping Instructions](#)
- [Download a Commercial Invoice/Packing List Form](#)
- [Read FAQ About Shipping to Tradeshows in the U.S.](#)

## **CONTACT US**

[Rogers Worldwide Offices & Partners list](#)

Rogers Worldwide has offices and service partners throughout the world available to assist you. Click the above link to find contact information for your country.

### **Rogers Worldwide USA Main Office**

Tel: 1-702-272-1596

Fax: 1-702-648-6968

[import@rerogers.com](mailto:import@rerogers.com)

[www.rerogers.com](http://www.rerogers.com)

## **CARGO ARRIVAL DEADLINES**

Advance Ocean Freight is to arrive by: **June 17, 2017** at the **Houston CFS**

Advance Air freight is to arrive by: **June 24, 2017** at the **Dallas/Fort Worth Int'l Airport (DFW)**

Deadline for Ocean Freight arrival at show site is **June 24, 2017**

Deadline for Air freight arrival at Show Site is **July 1, 2017**

Your shipment should be consigned to:

**Direct Shipment to Exhibit Site:**

c/o GES  
Texas Restaurant Association Marketplace 2017  
(Exhibiting Company Name) Booth # \_\_\_\_\_  
Kay Bailey Hutchison Convention Center  
650 S. Griffin St.  
Dallas, TX 75202 Exhibitor name: \_\_\_\_\_ Booth#: \_\_\_\_\_  
Notify on arrival: Rogers Worldwide - Tel (702) 272-1596 • Fax (702) 648 6968

**Advanced Shipment to Warehouse:**

c/o GES  
Texas Restaurant Association Marketplace 2017  
(Exhibiting Company Name) Booth # \_\_\_\_\_  
1415 N. Cockrell Hill Ave.  
Suite 300, Dock 29  
Dallas, TX 75211

**DOCUMENTATION**

For all shipments, we require three (3) copies of a [Commercial Invoice/Packing List](#) in **ENGLISH**.

**Special requirements**

- Specify the **Harmonized tariff code** for each item listed on your invoice. A complete list of these codes can be found at <http://www.usitc.gov/tata/hts/bychapter/index.htm> on the U.S. International Trade Commission website.
- **All solid wood packing material MUST comply with current U.S. Department of Agriculture/APHIS rules to enter the USA.** Please review these requirements at [http://www.aphis.usda.gov/import\\_export/plants/plant\\_imports/wood\\_packaging\\_materials.shtml](http://www.aphis.usda.gov/import_export/plants/plant_imports/wood_packaging_materials.shtml). WPM not in compliance will be returned to origin and fines may be assessed to the exhibitor.
- **Devices that emit radio frequency and/or radiation emissions** (such as televisions, personal computers, laser printers, monitors, CD & DVD players) require clearance through the Federal Communications Commission (FCC) and/or the U.S. Food & Drug Administration (FDA). For further information & to download the required forms, see the following websites: [FDA.gov](http://FDA.gov) and [FCC.gov](http://FCC.gov).

**CASE MARKING**

Each case/crate must be clearly marked as follows:

Exhibitor Name: \_\_\_\_\_  
c/o GES, Texas Restaurant Association Marketplace 2017  
Hall \_\_\_\_\_, Stand # \_\_\_\_\_  
Dallas, TX USA  
Case # \_\_\_ of \_\_\_ (example: 1 of 10, 2 of 10, etc.)  
Made in \_\_\_\_\_ (country of origin)

**TERMS & CONDITIONS**

Rogers Worldwide offers our services subject to our terms, conditions and limits of liability as indicated in our shipping instructions and written statement of terms and conditions which are available upon request.

**We hope your participation in this event is a great success and we look forward to being of service to you.**



ROGERS WORLDWIDE (USA)



**July 9-10, 2017**

**Kay Bailey Hutchison Convention Center  
Dallas, TX**

*"You Travel the world with your Business,  
we make sure your Exhibit does too."*

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## FAQ - Shipping to U.S. Tradeshows

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Q: Should I ship to the U.S. via air freight or ocean freight?

A: Shipping via ocean freight is generally less expensive than shipping via airfreight. However, the transit time is much longer. Shipments from most foreign points of origin outside North America require 30-45 days of transit time via ocean freight. Foreign shipments to the U.S. via air freight require 1-7 days of transit time. Some shipments, such as large machinery, can only be sent via ocean freight.

Q: How long does it take to clear U.S. Customs and Border Protection?

A: Currently it takes from 1-3 business days to clear air freight shipments and 3-5 days to clear ocean freight shipments through U.S. Customs and Border Protection. If the shipments are chosen for intensive exam, the goods must be transported to an examination station and an additional 5-10 days will be added to the clearance time.

Q: What is a Trade Fair Entry?

A: Applies to tradeshows certified under the Trade Fair Act of 1959. A trade fair entry allows shipments to be entered into the U.S. on a temporary basis without penalty if the goods are not re-exported. In lieu of duty, Rogers Worldwide will post a bond on the exhibitor's behalf. Goods may only remain in the U.S. as temporary imports for ninety days from the commencement date of the show. However, this is often ample time for the exhibitors and their buyers to work out payment and delivery arrangements.

In the absence of the duty exempt status, exhibitors have only three other options. They may import goods on a temporary basis (without the use of a trade fair entry), however, the ability to change this entry to a permanent entry is at the discretion of local Customs authorities and is often accompanied by a penalty in addition to the duty. Some Customs ports do not allow this change in status under any circumstances. Another option for the exhibitors is permanent entry and the payment of duties immediately upon importation. The duty is not refundable even if the goods are re-exported. A third option would be use of an ATA Carnet, which requires mandatory re-exportation to the country of origin.

Some items are excluded from use of the trade fair entry such as explosives, fireworks and other materials, which might be dangerous, injurious or unhealthy. Exhibitors with low value items may find it less expensive to pay duties and file a consumption entry instead of a trade fair entry. The trade fair entry may also be inappropriate for other items such as livestock, foodstuffs, plants or beverages.

Q: What happens if I miss the deadline for arrival in the U.S.?

A: Adhering to the posted deadlines for arrival (as given in the shipping instructions) is extremely important. Deadlines often take into consideration congestion in the ports and other situations that are being temporarily experienced. Goods arriving after the deadline date may incur additional costs for overtime clearances, special delivery or shipment directly to show site and run the risk of not arriving to the exhibition on time.

Q: What documents are required to clear shipments through U.S. Customs and Border Protection?

A: Include five (5) copies of a proforma invoice/packing list in ENGLISH. The invoices must show the name and address of the shipper, the name of the show, the name of the exhibitor, the correct booth or stand number, identifying marks, quantity and description for each item, harmonized tariff number of each item, weights/dimensions of each package, the country of origin and the F.O.B. value of each item in U.S. dollars.

Q: How should goods be packed for international transport?

A: Pack giveaway items in cardboard boxes sturdy enough to withstand a high degree of handling. If boxes are exposed to weather, pack contents using waterproof lining. Items that are imported for temporary import and likely to be re-exported, should be crated using a waterproof lining and attached to a skid or pallet for easy lifting. Use wing nuts instead of nails to facilitate re-crating. Make sure that all boxes are individually labeled and, if appropriate, ensure that any special instructions ("this side up," "fragile," "hazardous materials") are indelibly marked on the outside of the crates.

Q: How has 9/11 changed international exhibition logistics?

A: International exhibition logistics has changed in a number of ways over the past few years. Most prominently are the post 9/11 regulations that have increased the degree of difficulty and decreased the speed with which shipments can be cleared through Customs and Border Protection. One of the most significant changes involves restrictions on foreign shippers. In compliance with TSA (Transportation Security Administration) regulations, all foreign exhibitor cargo coming out of US events is considered "unknown shipper" cargo. Unknown shipper cargo is limited to transport on cargo-only aircraft or ocean freighters.

To address these changes, Rogers has added licensed customhouse brokers to the staff as well as additional personnel knowledgeable of the bio-terrorism and Homeland Security regulations and operational procedures.

Q: How do the U.S. regulations regarding Wood Packaging Materials (WPM) affect shipments to the U.S.?

A: All Wood packaging material (including wood used for dunnage, i.e. pallets or lumber) MUST be with fumigated or treated if entering the U.S. after September 15, 2005. All WPM must have an insignia marked on each crate/pallet evidencing proper fumigation. Fumigation certificates only will not be accepted. Plywood and any wood product less than 6mm in thickness are exempt as are imports from Canada. Once a wood product is fumigated and properly marked, it never needs to be treated again. Any freight not complying will immediately be sent back to its origin and the forwarder and/or exhibitor will be assessed a fine.

For further details about this regulation, please visit the U.S. Department of Agriculture/APHIS website:  
<http://www.aphis.usda.gov/ppq/wpm/import.html>.

Q: How will the CBP's ISF (Importer Security Filing) requirement or 10+2 Initiative affect the importation of international exhibition shipments to U.S. shows?

A: Customs has initiated an "Importer Security Filing and Additional Carrier Requirements" rule, also known as the *10+2 Initiative* to require that importers provide ten data elements (see below) and the carrier provide two data elements; vessel stow plan and container status message before clearance in the U.S. The information is required before or immediately after (within 24 hours) the shipment's departure via ocean freight from the port of exportation.

Ten data elements are required from importer:

1. Manufacturer (or seller) name and address
2. Seller name and address
3. Buyer name and address
4. Ship-to name and address
5. Container stuffing location
6. Consolidator (stuffer) name/address
7. Importer identification number
8. Consignee identification number



- 9. Country of origin
- 10. U.S. harmonized tariff number

There are a number of implications for international exhibitors. Some of the information being requested is new. Even if exhibitors imported the same merchandise for the exhibition last year, new requirements are now in place. The 10+2 requirements make it extremely difficult to clear shipments that arrive past the shipping deadline dates unless the importer of record is notified in advance. Beginning in January of 2010, penalties will be assessed to importers that do not comply with the ISF (Importer Security Filing) or 10+2 regulations.

First time exhibitors and those that have not established buyer networks in the U.S. are at a disadvantage because they have no official importer of record to designate unless their customs broker will act in this capacity (as Rogers Worldwide does). The importer is liable for all duties (secured by a surety bond) and compliance with all statutory and regulatory requirements resulting from importation of the goods for the show. It is necessary for these companies to designate a U.S. representative or a licensed customs broker for this purpose.

Rogers Worldwide, in its capacity as the importer, represents the interests of the exhibitor and takes responsibility for meeting all customs requirements.

Q: How does the Lacey Act affect international show importations?

A: In the *Food, Conservation and Energy Act of 2008*, amendments to the hundred-year-old Lacey Act became law, making it unlawful to import, export, transport or possess any goods in violation of plant protection laws of the U.S., Indian Tribes or any foreign country. In order to enforce the law, importers are required to document the scientific name of the plant (genus and species), quantity of the plant and name of the country from which the plant was harvested. Under the amended Lacey Act, "plant" is defined as "any wild member of the plant kingdom including roots, seeds, parts or product thereof, and including trees from either natural or planted forest stands."

While there are some exemptions to the reporting requirements such as packaging (when included with the product), "common cultivars and common food crops," scientific specimens for lab testing and plants that are to remain planted or to be planted or replanted, nearly every category of product (85 of the 97 chapters of the U.S. Harmonized Tariff Schedule) is affected. This includes anything containing a plant product from a wood button on a sweater to pharmaceuticals, cars, textiles, food products, furniture and paper. It also includes products that are accompanied by instruction manuals (including electronics and appliances) or that have paper or fabric hangtags or content labels.

Imported display properties are subject to compliance and it is possible that last minute shipments from unknown or unverifiable suppliers will be unable to clear customs. Violations of the Lacey Act provisions can result in civil and/or criminal penalties for importers such as fines and imprisonment as well as forfeiture of the merchandise. Legal experts have estimated potential fines from \$20,000 to \$250,000 and prison terms from one to five years per violation.

As a licensed customs broker, Rogers Worldwide facilitates exhibitor compliance with regulations and streamlines clearance procedures.

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**Rogers Worldwide**  
**Customs Brokerage/International Freight Forwarding**  
1-702-272-1596 or [import@rerogers.com](mailto:import@rerogers.com)  
[www.rerogers.com](http://www.rerogers.com)





July 9<sup>th</sup>- 10<sup>th</sup>, 2017

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

Incentive deadline for the above event is June 18<sup>th</sup>, 2017

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