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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.

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 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

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Show Organizer Information and Forms



**Fall
Toy Preview®**



1375 Broadway • Suite 1001 • New York • NY 10018 • USA

Tel: 212.675.1141 • Fax: 212.645.3246 • Email: falltoypreview@toyassociation.org • Web: www.falltoypreview.org

Exhibitor Service Kit

Exhibitor Service Kit

the **toy**
association™

Fall October 2-4, 2018
Dallas Market Center

Toy Preview®
First and Focused **2018**



FALL TOY PREVIEW 2018 CHECKLIST: SERVICES & ORDERS

To facilitate your orders efficiently and ensure the most discounted rates, where applicable, be sure to respond or act by the dates listed below.

FORM OR INFORMATION	SUBMIT TO	DUE BY	RECORD DATE FORM/ORDER WAS SUBMITTED
EXHIBIT DESIGN APPROVAL			
Exhibit Design Approval Request Form	Show Management	8/31/18	
EXHIBITOR APPOINTED CONTRACTOR DOCUMENTATION			
Exhibitor Appointed Contractor Forms: L-3, L-4 and DMC Agreement	Show Management	9/7/18	
EAC Certificate of Insurance			
FREIGHT RECEIVING (NOT APPLICABLE TO YEAR-ROUND DMC TENANTS)			
Advance to Warehouse	GES	8/28/18 – 9/26/18	
Direct to Show Site for Assigned 9 th and 12 th Floor Exhibitors Only	GES	9/28/18*	
Direct to Show Site for Assigned 12 th and 13 th Floor Exhibitors Only	GES	9/29/18*	
Last Day for Receipt of Freight Direct to Show Site	GES	10/1/18 (5:00PM)	
<p>* See color-coded Direct Shipment Floor Plans in this kit for assigned freight acceptance hours and driver check-in times.</p> <p>If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.</p>			
INTERNATIONAL FREIGHT			
Arrival by Sea at Galveston Port	Kuehne + Nagel, Inc.	Advance: 9/5/18** Direct: 9/16/18**	
Arrival by Air at Dallas/Fort Worth International Airport	Kuehne + Nagel, Inc.	Advance: 9/5/18** Direct: 9/20/18**	
**Documents must be faxed to Kuehne & Nagel 7 days prior to arrival at either destination			
GES SHOW SERVICES FORMS AND ADVANCE PRICING DEADLINES			
Booth Package Rental Order Form	GES	9/7/18 for all GES Forms & GES Show Service Orders	
Booth Layout Form			
Standard Exhibit System Order Form			
Furniture & Accessories Order Form			
Carpet Order Form			
Graphics & Signage Order Form			
Installation/Dismantling Labor Order Form			
Electrical Rental & Labor Order Forms			
Cleaning Order Form			
Payment & Credit Card Charge Authorization			
3 rd Party Billing Request			
Material Handling Order Form			
Pre-Printed Outbound Material Handling Request			
OTHER SHOW SERVICES			
Shelf Order Form for Existing/Permanent Show Rooms	Dallas Market Center	9/7/18	
Telecommunications Service Order Form	GDT Advanced Solutions, LLC	No Deadline, but order early for best prices	
Internet Service Order Form			
Catering Service Order Form	Levy Restaurants	2 weeks in advance	
Audio-Video/Computer Equipment Rental	MDAN Audio Visual	9/28/18	
Protective Services/Private Guard	Dallas Market Center	9/28/18	
Florist	Dallas Market Center	9/7/18	
Photographer	Kristina Bowman	No Deadline	
Housing Services	onPeak	No Deadline, but book early for best options	

POLICIES & PROCEDURES A-Z

2018 SHOW LOCATION & HOURS

Dallas Market Center [DMC] – World Trade Center, 2100 Stemmons Freeway, Dallas, TX 75207

Tuesday, October 2 – Thursday, October 4

8:00 a.m. – 5:00 p.m.

- Exhibitors are permitted show floor access from 7:00 a.m. until 6:00 p.m. on show days.
- If you wish to schedule meetings outside of show hours, please email Richard Chow (rchow@toyassociation.org) by Wednesday, September 26, for assistance

EXHIBITOR REGISTRATION

In Advance Visit www.falltoypreview.org

On-Site In the Dallas Market Center - World Trade Center Lobby

Sunday, September 30

12:00 p.m. – 5:00 p.m.

Monday, October 1 – Thursday, October 4

7:30 a.m. – 5:00 p.m.

ADVANCE FREIGHT ACCEPTANCE ONLY*

Tuesday, August 28 – Wednesday, September 26

8:00 a.m. – 4:30 p.m.

- Carriers must check in by 2:00 p.m. to ensure straight time handling rates.
- See the Material Handling section of this kit for more details.

DIRECT FREIGHT ACCEPTANCE ONLY* – **No Exhibitor or EAC Access Before 8:00 a.m. Friday, September 28**

9th and 12th Floor Showrooms and Assigned Booths ONLY

Friday, September 28

12th and 13th Floors, Assigned Booths ONLY

Saturday, September 29

- See color-coded Direct Shipment Floor Plans for driver check-in and assigned freight delivery times.
- If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.

Direct freight deliveries will not be accepted after 5:00 p.m. on Monday, October 1.

*PERMANENT DMC TENANTS

Follow usual DMC procedures for your shipment. The advance and direct freight acceptance information above does not apply to permanent DMC tenants' freight.

MOVE-IN HOURS

Exhibitor & EAC Access for All Showrooms and Exhibit Halls

Friday, September 28 – Monday, October 1

8:00 a.m. – 5:00 p.m.

MOVE-OUT HOURS

All Showrooms and Exhibit Halls

Thursday, October 4

5:01 p.m. – 11:00 p.m.

All carriers must check in 5:01 p.m. - 10:00 p.m.

All empty containers will be returned by 11:00 p.m.

Friday, October 5

8:00 a.m. – 5:00 p.m.

All carriers must check in 8:00 a.m. - 10:00 a.m.

All exhibit materials must be removed by 5:00 p.m.

INFORMATION IN THIS EXHIBITOR SERVICE KIT IS SUBJECT TO CHANGE WITHOUT NOTICE. FOR THE MOST UP-TO-DATE GUIDELINES AND INFORMATION, REGULARLY VISIT www.falltoypreview.org AND THIS FALL TOY PREVIEW ONLINE EXHIBITOR SERVICE KIT.

THE FOLLOWING RULES AND INFORMATION ARE SUPPLEMENTARY TO THE CONDITIONS SPECIFIED ON YOUR ONLINE EXHIBIT SPACE CONTRACT. PLEASE REVIEW ALL REGULATIONS CAREFULLY. **ALL BOOTHS AND SHOWROOMS**, REGARDLESS OF SIZE, **MUST CONFORM TO THE ENVIRONMENT OF FALL TOY PREVIEW 2018 SET FORTH BY SHOW MANAGEMENT.**

Access to Dallas Market Center Although the Dallas Market Center building offers 24-hour access, exterior doors are closed between the hours of 5:00 p.m. and 8:00 a.m. To gain entry between those hours, follow the instructions near the house phone located immediately to the left of the revolving doors at the building's front entrance.

To schedule meetings outside of show hours, please email Richard Chow (rchow@toyassociation.org) by Wednesday, September 26, for guidelines and assistance.

ADA Compliance Exhibitors are advised of their obligations related to the Americans with Disabilities Act (ADA) Title III. The Exhibitor understands that the ADA requires that the Exhibitor's display be accessible to people with disabilities, and the Exhibitor agrees that it is solely responsible for assuring that its display complies with the ADA. The Exhibitor warrants that it will provide auxiliary aids and services to individuals with disabilities suitable for effective communications between all parties in accordance with the requirements of the ADA so that, as a place of public accommodation, an exhibit is designed to allow persons with disabilities equal access to and enjoyment of the exhibit. More information about the Americans with Disabilities Act is available from the ADA information line at 800.514.0301 or at www.ada.gov. If you or any member of your staff has the need for auxiliary aid or services, please call John Klein at 646.520.4866.

Advertising, Sponsorship and Promotional Opportunities For a wide range of opportunities to promote your product beyond your exhibit space, please contact our Advertising, Sponsorship and Promotions Manager Laura Mangiaracina at lmangiaracina@toyassociation.org or 646.454.5589.

Aisle and Adjacent Booths For reasons of safety and courtesy, no signs, display materials or decorative items may protrude into the aisles or extend into neighboring booths. All aisles, passageways, lobbies or exits leading to fire hoses or electrical access doors must be completely unobstructed. Please recognize the "No Freight" aisles assigned by the general show contractor. While installing your displays, crates are not to be left in these aisles.

Animals Only service animals for the physically handicapped are permitted on DMC premises.

Audio & Video Equipment Rentals Refer to *Audio-Video Equipment Rental* under the *Additional Exhibitor Services* heading for an order form from MDAN Audio Visual, the designated Fall Toy Preview vendor.

Booth Cleaning Service Booth cleaning is each exhibitor's responsibility. GES is the exclusive cleaning contractor for Fall Toy Preview. If you would like your booth vacuumed and/or swept, have trash removed, etc., order these services using the *Cleaning Order Form* in the *Labor* section of this kit. Wastebaskets left in the aisles at the close of the show each day will be emptied without a charge.

Booth Display Regulations See *Exhibit Space Furnishings, Specifications and Regulations* in this alphabetic list.

Booth Furnishings See *Exhibit Space Furnishings, Specifications and Regulations* in this alphabetic list.

Business Services Various business service vendors have operations on the first floor of the Dallas Market Center. In addition to a FedEx Ship Center and UPS facility, there is a firm called American Showroom Concepts. American Showroom Concepts offers faxing, copying, printing, packing and shipping/receiving as well as a selection of office supplies.

Catering Catering and concessions at the DMC are exclusively provided by Levy Restaurants. Outside food and beverage, including alcohol, may not be brought into the Market Center at any time. Deliveries from outside restaurants or caterers will be turned away. See *Additional Exhibitor Services* for menus.

In accordance with the Texas Alcoholic Beverage Commission, exhibitors are strictly prohibited from bringing, serving or in any way dispensing alcohol. Alcoholic beverages may only be purchased through and served by Levy Restaurants.

Children at Fall Toy Preview No children (including infants) under the age of 18 will be issued show badges or permitted on the show floor. This applies to exhibitors' children, child inventors, demonstrators and consultants. If age is in dispute, proof of age and toy industry business affiliation must be provided upon request. No exceptions will be granted.

Damage to Building Nothing may be taped, posted, tacked, nailed, screwed, stapled or otherwise fastened to ceilings, walls, floors, doors, windows, columns or other surfaces of the Dallas Market Center. Adhesive-backed (stick-on) decals or similar items are not permitted in the DMC and may not be distributed by exhibitors. Painting of signs, banners, exhibits or other objects is not permitted inside the DMC. Any damage or defacement caused by the infraction of these rules will be repaired at the exhibitor's expense.

Donating Product You are encouraged to donate toys and other products from your exhibit to The Toy Bank™, the signature program of The Toy Foundation and the official charity of Fall Toy Preview. Your donation will deliver the magic of play to children in need, in the local Dallas area. You'll also save time and the expense of reshipping your products back to your warehouse. All donations are tax-deductible. Donations of all sizes are needed.

For more information visit booth #12-2424 on the 12th floor or contact Elizabeth Max at emax@toyfoundation.org or 518.396.8210. The Toy Bank™ is the only 501(c)(3) children charity preauthorized to collect donations from exhibitor booths at the close of the show. If you choose to donate to a charity other than The Toy Bank, please contact the Show Office or GES service desk for assistance and procedures.

Early Departures No dismantling of exhibits may occur until Fall Toy Preview closes at 5:00 p.m. on Thursday, October 4. No outbound freight or related services will be provided until the close of the show. Failure to abide by the rules outlined in your exhibition contract and exhibitor kit may result in penalties including forfeiture of points earned toward booth assignments in 2019.

Electrical Service/Labor GES is the exclusive provider of electrical services and labor at the DMC. Ordering information is included in the *Labor Services* section of this kit.

Exhibit Space Furnishings, Specifications and Regulations

Traditional pipe and drape will not be provided or available.

You may exhibit using your own materials or one of a variety of deeply discounted Standard Booth Packages offered by GES.

Any exhibit not provided by GES must be approved by Show Management. Submit the Exhibit Design Approval Request Form (scroll down) by Friday, August 31, for

- **All exterior exhibit display/booth surfaces must be finished; no unfinished surfaces or frameworks/supports are to be exposed on the front, sides or back of any exhibit.**
 - Exhibitors not designing their exhibit with staff members of GES, who will ensure conformance with this show requirement, are to submit a completed **Exhibit Design Approval Request Form** accompanying floor plans/depictions to Show Management by Friday, August 31, for consideration.
- **Exhibit space floor covering is mandatory.**
 - GES Standard Booth Packages include carpet where there is no permanent carpet in place.
 - There is permanent neutral-colored carpet in the otherwise raw exhibit space on the 12th floor.
 - A black & white tweed carpet will line only the aisles of the 13th floor.
 - Exhibitors whose space is **not on the 12th floor who have not opted for a GES booth package** must ensure that any exposed floor in their exhibit space is covered by carpet or another appropriate floor covering.
- **Fall Toy Preview exhibit space includes no furnishings except for carpeting where it already exists, as detailed earlier.**
 - See the *Decorating Services* section of this kit for deeply discounted booth packages, carpet and other furnishings offered by GES.
- Except for GES Standard Booth Packages, which include a double-sided exhibitor I.D. sign, booths will be identified only by booth number signs. To order a custom sign, please refer to the *Graphics & Signage Order Form* in the *Decorating Services* section of this kit.
- No merchandise may be hung on the exterior walls of booths.

- **FIRE REGULATIONS** require that merchandise, racks, displays, chairs, etc., be kept out of the aisles and within the exhibit space. All fire extinguishers and fire hose cabinets must be accessible **at all times**.
- **FIRE REGULATIONS** require that booths 2,500 square feet and larger must have two exits.
- No display deemed unprofessional in appearance, at the sole discretion of Show Management, will be permitted. If any exhibit interferes with the rights of other exhibitors or does not conform to prevailing standards of good taste, Show Management may require immediate changes. Exhibitors must keep their booths neatly arranged in order to maintain and improve the overall appearance of the exhibit.
- All shipping containers that exhibitors wish to reuse for their outbound shipping are to be completely emptied, properly labeled and stored by GES per the guidelines in the *Shipment & Receipt of Exhibit Materials* section below. **Nothing may be stored behind or beside an exhibit.**

RAW/TEMPORARY SPACE (12th and 13th Floors)

- **has an 8' maximum height restriction for any booth or display element.**
- precludes ceiling-supported hanging signs. Such signs will not be permitted.
- will not be furnished with traditional pipe and drape.
- Please also see floor covering details above.

TEMPORARY PRIVATE SHOWROOMS (9th and 12th Floors)

- have shelf-ready walls (NOT slat wall) (refer to "EXCEPTION" below).
- **have an 8' maximum height restriction for any booth or display element.**
- preclude ceiling-supported hanging signs. Such signs will not be permitted.
- are carpeted.
- have functioning electrical outlets.
- do not have furnishings. All furniture and additional display items are to be provided by individual exhibitor or rented from GES.

EXCEPTION: Shelves for permanent showrooms are available from the Dallas Market Center only. See *Permanent Showroom Shelf Order Form* in the *Additional Exhibitor Services* section of this exhibitor kit.

IMPORTANT NOTES

- **ALL crated shipments must be packed in crates no larger than 7' x 4' x 6' in order to load onto elevators and move through showroom entryways.**
- **While the entryway of the elevator is only 7' high, the elevator's interior can accommodate 8' items, such as booth walls, IF THEY CAN BE TILTED TO LOAD AND ARE NOT WIDER THAN 6'. Crates, however, must adhere to the dimensions noted above.**
- **If in doubt or if more specific information is needed about this, please contact Kevin Orzen at GES, korzen@ges.com or 214.443.2566.**

**ONLY EXHIBITORS NOT WORKING WITH GES
FOR EXHIBIT PLANNING/DESIGN MUST SUBMIT THIS FORM.**

**FALL TOY PREVIEW 2018
EXHIBIT DESIGN APPROVAL REQUEST FORM**

In accordance with Fall Toy Preview exhibit display guidelines, all exterior surfaces must be finished.

Exhibitors using pop-up displays with unfinished backs or exposed frameworks can take advantage of a low-cost option offered by GES, the official show decorator, in order to meet this requirement.

If you are not planning your Fall Toy Preview exhibit design with GES, whose staff will ensure conformance with show requirements, this form as well as a floor plan or graphic depiction of your exhibit space design is required to be submitted for approval by The Toy Association, Inc. **no later than Friday, August 31, 2018.**

**Completing and submitting an
Exhibit Design Approval Request Form
does not guarantee approval.**

Show Management will respond within five business days of receipt of your Exhibit Design Approval Request Form.

Completed forms and floor plans or diagrams of proposed exhibit designs should be sent to:

Richard Chow
The Toy Association, Inc.
1375 Broadway, Suite 1001
New York, NY 10018
Fax: 212.645.3246
Email: rchow@toyassociation.org

COMPANY NAME _____ BOOTH/ROOM # _____

SUBMITTED BY _____ (please print) TITLE _____

PHONE _____ FAX _____

EMAIL _____

FOR SHOW MANAGEMENT USE ONLY

APPROVED _____ NOT APPROVED _____ DATE _____

FLOOR MANAGER _____

Exhibitor Appointed Contractors (EACs)

An Exhibitor Appointed Contractor (EAC) is any company, other than the designated official contractors listed below, which an exhibitor uses to supervise or perform work in its booth, and which will require exhibit hall access before, during or after the show.

Exhibitors may not use EACs for electrical, plumbing, internet, telephone, material handling (drayage), rigging, cleaning and catering services.

THOSE SERVICE PROVIDERS DESIGNATED AS FALL TOY PREVIEW OFFICIAL CONTRACTORS ARE:

MDAN AUDIO VISUAL *(audio-video)*

LEVY RESTAURANTS AT DALLAS MARKET CENTER *(catering)*

KUEHNE & NAGEL *(international freight forwarder)*

GDT ADVANCED SOLUTIONS, LLC *(telecommunications and internet)*

DALLAS MARKET CENTER PROTECTIVE SERVICES *(security guards)*

GES - GLOBAL EXPERIENCE SPECIALISTS *(show decorator, material handling, rigging, cleaning, ALL lighting & electrical labor and materials)*

KRISTINA BOWMAN PHOTOGRAPHY *(photographer)*

DALLAS MARKET CENTER *(plant rentals)*

Exhibitor Appointed Contractors will be granted show floor access only if all required documentation, as detailed below, is received and approved by Richard Chow (rchow@toyassociation.org) in advance of move-in.

Documentation Requirements

Exhibiting Company	EAC
<ul style="list-style-type: none"> • Notice of Intent to Use EAC (Form L-3) 	<ul style="list-style-type: none"> • Agreement and Rules and Regulations between GES and EAC (Form L-4, 2 pages) • DMC Agreement Form • Certificate of Insurance conforming to all requirements detailed in both aforementioned Agreements (sample) • A list of names of all EAC employees who will be on show-site

Exhibitor Badges Exhibitor badges are available for permanent, full-time exhibiting company personnel who will be setting up and dismantling their own company's booth space as well as staffing the booth during show hours. All such workers must carry personal I.D., company I.D. and/or a letter of introduction on company letterhead confirming full-time, permanent employee status.

Visit www.falltoypreview.org to register staff members and order their badges.

Exhibitor badges will not be issued to anyone under the age of 18 including infants, exhibitors' children, child inventors, demonstrators and consultants regardless of their affiliation to the exhibiting company.

Temporary work badges are available on-site in the exhibitor registration area for permanent, full-time employees of an exhibiting company who are over the age of 18 and will only set-up and/or dismantle their own company's exhibit. Appropriate personal and company identification will be required to secure a temporary work badge. (Please refer to *Right-to-Work Guidelines* in this alphabetical listing for important additional information.)

Exhibitor Conduct No dismantling of exhibits may occur until Fall Toy Preview closes at 5:00 p.m. on Thursday, October 4. No outbound freight or related services will be provided until the close of the show.

Exhibitors must confine activities, such as selling and distributing samples, literature and premiums, to their booths. No display should be arranged so that an exhibitor must stand in the aisle to conduct business. Exhibitors who use costumed models (*no one under 18*) or mannequins must ensure that their manner of appearance and dress is designed so as not to offend other exhibitors and/or attendees. All solicitations are restricted to inside the exhibitor's space.

Exhibitors who wish to sponsor any prizes, awards, drawings or contests of any kind are required to submit their request to Show Management for approval prior to the show. This policy has been instituted to assure a dignified tone during the show. There will be no public-address announcements of contests or winners during the show.

Failure to abide by the rules outlined in your exhibition contract and exhibitor kit may result in penalties including forfeiture of points earned toward booth assignments in 2019.

Exhibitor Service Center The GES Exhibitor Service Center, located on the 12th floor across from booth #12-2314, is staffed by GES representatives who will assist with your freight and decorating needs. On-site phone contacts for other service vendors such as a florist, a photographer, audio-visual equipment rental firms will also be available at the Exhibitor Service Center.

Fire Laws and Flame Proofing Exhibitors and contractors must comply with all federal, state and local fire regulations and building codes that apply to places of public assembly. All curtains, draping, foam core, decorative items, etc., must be made of flame retardant materials.

Firefighting and emergency equipment including fire extinguishers, strobes, fire hose cabinets and standpipes, may not be hidden, blocked or obstructed. All emergency exits, hallways and aisles must be kept clear and unobstructed. Fire lanes must be left open at all times.

Booths 2,500 square feet and larger must have two exits.

Suppliers of flame retardant fabric as well as sprays/liquids to render items flame retardant include: Rose Brand East in New Jersey at 800.223.1624 or Rose Brand West in California at 800.360.5056 (www.rosebrand.com) and Dazian (East Coast 877.232.9426, West Coast 877.432.9426) (www.dazian.com). Turning Star, Inc., at 201.881.7077 or 877.849.3182 (www.turningstar.com), will flameproof your fabric.

All display items produced by GES are guaranteed to be flame retardant.

First Aid or Emergency A First Aid office is in Room 113 on the first floor of the World Trade Center. In the event of a life-threatening situation, call 911 directly. Then call DMC Protective Services at 214.655.6166; they will meet emergency personnel and quickly guide them to the location of the incident. For all other emergencies, please consult Show Management in the 12th floor Show Office across from booth #12-112.

Floor Managers Floor Managers are available to assist you and answer any questions you have during installation, show days and dismantling. They will circulate the floor in their assigned areas.

Florist The Dallas Market Center is ready to assist you with your floral needs. See their order form in the *Additional Exhibitor Services* section of this kit.

Foam Core Flame retardant, biodegradable foam core is available for purchase from GES.

Fog/Smoke Machines Approval must be obtained through the DMC Event Management at least 72 hours prior to first use. A schedule for the use of fog/smoke machines that includes rehearsal and show times must be submitted in advance to DMC Event Management. Atmospheric affect must not impede visibility or egress or extend to neighboring exhibitors' space. Fog/smoke machine usage is limited to water-based chemicals.

Helium Balloons Balloons To You, 800.636.4887 or 972.788.5022, is the exclusive provider of helium balloons and tanks for the DMC. For tanks and supplies, visit www.btydirect.com; for decorating services, visit www.balloonstoyou.net.

Housing/Hotels The lowest rates at official show hotels are available through onPeak. For reservations, visit their webpage via compass.onpeak.com/e/012604466, or call 855.992.3353 or 312.527.7270 (International) between 8:00 a.m. and 5:00 p.m. CT, Monday – Friday.

In-Booth Promotions In addition to various official sponsorship, advertising and promotional opportunities, in-booth promotions are permitted. Except for those exhibitors who have contracted with Show Management for official promotional opportunities, exhibitors' materials must be contained within their booth and may not be posted or distributed elsewhere within the DMC.

Insurance/Liability Review the terms included on the online Fall Toy Preview Exhibitor Application & Contract as well as your confirmation.

Insurance for exhibits and products is the responsibility of exhibitors. Exhibitors should consult their insurance broker to obtain an endorsement to their insurance policies to cover display materials and merchandise during transit to/from and at the show site. Neither Show Management, the Dallas Market Center, the contractors nor any of their officers, agents or employees assume any responsibility for the theft, loss or damage to any of the exhibitor's property. The exhibitor and its contractor(s) must maintain Commercial General Liability Insurance. Detailed requirements for contractors' insurance coverage is provided on the *Exhibitor Appointed Contractor Notification Form* in this section. Policy limits for exhibitors should be \$1,000,000 Each Occurrence, \$2,000,000 General Aggregate, \$2,000,000 Product Liability and \$1,000,000 Personal & Advertising Injury. For employees participating in Fall Toy Preview, the exhibitor and its contractor(s) shall also maintain Workers Compensation Insurance coverage of not less than \$1,000,000.

Intellectual Property Show Management does not have the authority to intervene in matters regarding intellectual property rights. Exhibitors who believe their intellectual property rights have been violated are advised to consult their attorney.

Internet Services Dallas Market Center has appointed GDT Advanced Solutions, LLC as the preferred telecommunications and internet service partner. GDT Advanced Solutions, LLC provides all wired and wireless telecommunication services (voice and data), equipment and transmission lines. More information and order forms can be found at www.quickconnectnow.com, or call 214.857.6200, or email them at teamdmc@gdt.com.

Key Pickup for Showrooms Keys may be picked up at the Show Office on the 12th floor (across from booth #12-112) between the hours of 8:00 a.m. and 6:00 p.m., Friday, September 28, through Monday, October 1. A \$20 refundable key deposit will be required for each key.

If keys are lost, replacement keys will be issued. Additional fees will apply.

Keys must be returned by 11:00 p.m. on Thursday, October 4. No deposits will be refunded without signature or after Thursday, October 4.

Move-In Exhibitor and EAC access for exhibit space setup begins Friday, September 28. From Friday, September 28, through Monday, October 1, exhibitor move-in hours are from 8:00 a.m. to 5:00 p.m.

Refer to *Shipment & Receipt of Exhibit Materials for Hand Carry Procedures* and other essential information.

Music in Booths The performance of live or recorded music that falls under the jurisdiction of the American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music Inc. (BMI) or any similar licensing agency is strictly prohibited unless you can provide Show Management (The Toy Association, Inc.) evidence, prior to the opening of Fall Toy Preview, that any required licensing fees have been previously paid to cover the period of the show.

Noise Level Mechanical or electrical devices, which produce sound, must be operated at a level that is not disturbing to other exhibitors, attendees or Show Management. A maximum sound level of 65db has been set and will be enforced. Show Management reserves the right to revise the acceptable sound level in all instances. Failure to comply will result in the discontinuation of the use of all sound equipment in that exhibitor's booth.

Overnight Storage Rooms Once at the Dallas Market Center, you will receive a Fall Toy Preview Move-In Bulletin which lists helpful information including the location of a complimentary overnight storage space for exhibitor use. Exhibitors are encouraged to use this area for one-of-a-kind merchandise, valuable prototypes or high-value items such as laptops or other communication devices that they do not wish to leave on the show floor overnight. Additionally, any materials packed for outbound shipment may be consigned to Overnight Storage pending your carrier's pickup.

Overnight Storage Access Hours

During Move-In

Friday, September 28 - Monday, October 1 8:00 a.m. - 5:00 p.m.

Show Days

Tuesday, October 2 - Thursday, October 4 7:00 a.m. - 8:30 a.m. / 5:00 p.m. - 6:00 p.m.

Parking at the Dallas Market Center Over 11,000 free parking spaces, including ample spaces for handicapped parking, are available at the Dallas Market Center Campus.

Photography No photography or filming will be permitted in the exhibit hall except by the official Fall Toy Preview photographer or appropriately-badged and registered members of the trade press who have obtained permission from Show Management **and** the exhibitor whose booth is being photographed or filmed. Exhibitors may photograph their own exhibit only. Unauthorized photographing of exhibits will result in expulsion from Fall Toy Preview. Please notify Show Management of any unauthorized photography.

To hire Kristina Bowman Photography (www.kristinabowmanphotography.com), the designated Fall Toy Preview photographer, please call 214.631.1111 or email kbowmanphoto@hotmail.com. If you have hired a photographer other than Kristina Bowman, notify Show Management by submitting a completed Exhibitor Appointed Contractor Form along with the photography firm's certificate of insurance.

Plumbing Outside plumbing labor is not permitted to operate in the DMC. If plumbing services are required, please contact DMC management.

Removal Passes Exhibitors who wish to remove any merchandise from the Dallas Market Center during or at the close of the show each day **MUST** wear their badge and obtain a *Removal Pass* from a Floor Manager or from the Show Office (located on the 12th floor across from booth #12-112).

Right-to-Work Labor Guidelines Permanent, full-time employees of the exhibiting company are allowed to set up their own company's exhibit without the assistance of hired union labor. All such workers must carry personal I.D., company I.D. and/or a letter of introduction on company letterhead confirming permanent, full-time status.

Day labor workers hired only to set up and/or dismantle an exhibitor's booth are **NOT** permitted.

Any labor services that may be required beyond what an exhibitor's permanent, full-time employees can provide, must be rendered by union labor hired through GES. Labor may be ordered in advance using the GES *Installation & Dismantling Order Form* in this kit or on a first-come, first-served basis on show site.

Security All exhibitor personnel should be prepared to show government-issued ID (such as a driver's license or passport) upon request.

Show Management will provide perimeter guard service at the Dallas Market Center throughout the installation, show days and hours as well as dismantling period of the show. Neither management, the contractors nor any of their officers, agents or employees, assume any responsibility for the exhibitors' property. Exhibitors are reminded that they are responsible for the security of their exhibits and merchandise.

When considering booth security needs, please note the possibility of some exhibitors hosting off hour appointments.

If exhibitors feel their merchandise requires special protection, they may hire a private guard at their own expense through the official security contractor, DMC Protective Services (214.655.6234) or have their merchandise stored in the overnight storage room. The DMC Protective Services order form is included in the *Additional Exhibitor Services* section of this exhibitor kit.

Setup For exhibitor access dates and times, refer to *Move-In* in this alphabetic list.

Shipment & Receipt of Exhibit Materials

VERY IMPORTANT

- **No booth or display element may exceed 8' in height due to the DMC ceiling height.**
- **ALL crated shipments must be packed in crates no larger than 7' x 4' x 6' in order to load onto elevators and move through showroom entryways.**
- **While the entryway of the elevator is only 7' high, the elevator's interior can accommodate 8' items, such as booth walls, if they can be tilted to load and are not wider than 6'. Crates, however, must adhere to the dimensions noted above.**
- **If in doubt or if more specific information is needed about this, please contact Kevin Orzen at GES, korzen@ges.com or 214.443.2566.**

Global Experience Specialists (GES) has been designated as the official drayage contractor for Fall Toy Preview 2018. GES is solely responsible for unloading, delivering, reloading and processing all exhibitor freight shipments.

There are two ways to deliver exhibit materials and merchandise to the DMC for the Fall Toy Preview.

1. **Advance Shipments** ensure the earliest possible delivery to your exhibit space. Advance freight is the first freight on the show floor. It is also more economical than direct freight handling.

GES will accept Advance Shipments beginning **Tuesday, August 28, until Wednesday, September 26, 2018**. Shipments must arrive by Wednesday, September 26, to ensure the lower Advance Shipment Receiving rates. Shipments will be accepted Monday through Friday from 8:00 a.m. to 4:30 p.m. **Please note that the facility will be closed on September 3, 2018 in observance of Labor Day.** Materials should be shipped crated, boxed or skidded to avoid additional material handling charges. Material Handling information and rates are included as Forms R-1 and R-2 in the *Material Handling* section of this kit.

2. **Direct Shipments** to show site according to your assigned freight acceptance date and time as outlined below. Also see color-coded *Direct Shipment Floor Plans* in the *General Information* section of this kit for *assigned freight acceptance time frames* and *driver check-in times*.

9th and 12th Floors, Showrooms and Assigned Booths ONLY
12th and 13th Floors, Assigned Booths ONLY

Friday, September 28
Saturday, September 29

- If you miss your target date, your vehicle will not be unloaded until all on-target vehicles have been unloaded regardless of when your vehicle checked in.
- Direct freight deliveries will not be accepted after 5:00 p.m. on Monday, October 1.

For exhibitor access dates and times, refer to *Move-In* in this alphabetic list.

Both Advance and Direct Shipments should be shipped to the address below. For your convenience, clear, concise labels may be created using forms R-5 and R-6 in the *Material Handling* section of this exhibitor service kit.

**c/o Global Experience Specialists, Inc. (GES)
Fall Toy Preview 2018
EXHIBITOR NAME/BOOTH #
Dallas Market Center – World Trade Center
2050 Stemmons Freeway
Dock 2
Dallas, TX 75207
USA**

Recommended Domestic Carrier GES Logistics can handle all of your ground transportation needs, including shipping to and from the Fall Toy Preview. GES staff will be on-site from the first day of inbound, all the way through the last day of outbound. By shipping with GES's Transportation Plus program you eliminate the need to coordinate inbound targets. For information about the Transportation Plus program call 800.475.2098 or refer to the *Material Handling* section of this exhibitor service kit.

Of course, exhibitors may ship via any carrier they choose.

International Freight Forwarder Kuehne + Nagel, Inc. has been selected as the official Customs Broker and International Freight Forwarder for the Fall Toy Preview. All merchandise imported into the United States requires Customs House Clearance before being released from any U.S. port or airport. Refer to the *Additional Exhibitor Services* section of this kit for Kuehne + Nagel, Inc. guidelines and other information that will facilitate your international shipment for the show. Also see details under the *Material Handling* heading.

Hand-Carry Procedures Hand carrying of exhibit materials and merchandise through the front of the building is prohibited. Exhibitors are allowed limited access to the dock area in order to carry items to their exhibit space. However, for the sake of all exhibitors, access will only be granted behind the area being used by the General Service Contractor, GES. No dollies, hand-trucks or other wheeled devices will be made available to exhibitors or permitted in passenger elevators. If the exhibitor can hand-carry **OR** provide their own wheeled devices **AND** their materials can be carried up in **ONE LOAD**, access will be granted. If these parameters cannot be met, the exhibitor will be required to use the freight handling services provided by GES at their own expense.

UPS, FedEx, DHL, etc. The GES Material Handling rates and policies included on Form R-2 apply to inbound exhibitor shipments from couriers such as UPS, FedEx and DHL. Also see details regarding small package/envelope handling on the same form.

Storage and Handling of Crates/Empties Properly labeled empty shipping packages (crates, cartons and boxes) will be picked up, stored and returned after the show. Empties must be unpacked and ready to be removed from each exhibit space by 5:00 p.m. on Monday, October 1. **EMPTY** stickers must be used to designate all containers to be stored and returned at the conclusion of the show. Exhibitors may obtain **EMPTY** stickers at the GES Service Center, from their GES Service Executive or from a floor manager. Please be sure to mark your booth number on each label.

Exhibitors are cautioned not to leave any merchandise in crates, cartons and boxes being consigned to EMPTY storage.

Move-Out Dates, Times & Procedures No dismantling of exhibits may begin before the official close of the show at 5:00 p.m. on Thursday, October 4.

Your empty cardboard boxes will be delivered to your exhibit space by 8:00 p.m. Your empty crates will be returned by 11:00 p.m.

Outbound Material Handling

Every outbound shipment must be accompanied by a Material Handling Order Form completed by the exhibitor and given to GES, the drayage contractor.

Please note: Turning in a *Material Handling Order Form* does not constitute GES's "taking possession" of your freight. Exhibitors should remain with their freight or arrange for security services until it is in the handlers' possession. No materials should be left unattended, at any time, while awaiting pick up. Neither GES nor Show Management accepts responsibility for any exhibitor property left on the show floor unattended.

Merchandise will be transferred to the freight carrier in accordance with the shipping instructions indicated on the Material Handling Order Form/Request. Carrier charges for removal of freight from the Dallas Market Center are the sole responsibility of the exhibitor.

Shipments without proper paperwork will be returned or forced onto another carrier at the exhibitor's expense. Neither GES nor Show Management assumes responsibility for such shipments.

ShopToys365 For 3 days in October, there's Fall Toy Preview. For 4 days in February, there's Toy Fair. For 24/7/365 B2B commerce, there's The Toy Association's innovative e-commerce platform ShopToys365.com which enables registered FTP and Toy Fair buyers and sellers to connect and conduct business before, during and after our market events. This tool allows exhibitors to create virtual showrooms that include company profiles, contact information and product catalogues including images, product descriptions, pricing and availability. Buyers can browse or search these showrooms from a mobile device or desktop computer to hone in on products they want to see or review products they saw at the show and they can place orders 24/7/365.

Show Management Office Show Management will maintain a fully staffed Show Office during Fall Toy Preview. It can be found on the 12th floor across from booth #12-112.

Showroom Access & Key Pickup Please see *Key Pickup* in this alphabetical listing.

Shuttle Service Complimentary transportation will be provided to/from program hotels and the Dallas Market Center. More details will be provided in the weeks leading up to the show at www.falltoypreview.org.

Signs (Hanging) Hanging signs are not permitted in any part of Fall Toy Preview due to ceiling heights at the Dallas Market Center.

Smoking, Vaping & E-Cigarettes In compliance with the Texas Clean Indoor Air Act, smoking, vaping and e-cigarettes are not permitted within the Dallas Market Center. Designated smoking areas have been established in various locations outside around the campus.

Telecommunication Services Dallas Market Center has appointed GDT Advanced Solutions, LLC as the preferred telecommunications and internet service partner. GDT Advanced Solutions, LLC provides all wired and wireless telecommunication services (voice and data), equipment and transmission lines. More information and order forms can be found at www.quickconnectnow.com, or call 214.857.6200, or email them at teamdmc@gdt.com.

Tippling Work rules of GES, the Dallas Market Center and The Toy Association, Inc. prohibit the solicitation or acceptance of gratuities. This includes cash, merchandise or any other special considerations for services rendered. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Show Management and GES.

Union Labor at Dallas Market Center See *Show Site Work Rules* in the *General Information* section of this online manual and *Right-to-Work Labor Guidelines* in this alphabetical listing.

AMENDMENTS TO THE RULES

SHOW MANAGEMENT MAY, FROM TIME TO TIME, ISSUE SUCH ADDITIONAL RULES AS IT DEEMS NECESSARY FOR THE ORDERLY PRESENTATION OF THE SHOW. SHOW MANAGEMENT MAY AMEND ANY RULE AT ANY TIME PROVIDED THAT SUCH AMENDMENTS SHALL NOT SUBSTANTIALLY DIMINISH THE RIGHTS OR INCREASE THE LIABILITY OF THE EXHIBITOR OR EXHIBITING NEIGHBOR. ALL AMENDMENTS THAT MAY BE SO MADE SHALL BE EQUALLY BINDING UPON PUBLICATION OR INTERNET POSTING ON ALL PARTIES AFFECTED BY THEM AS THE ORIGINAL REGULATIONS.

INFORMATION IN THIS EXHIBITOR SERVICE KIT IS SUBJECT TO CHANGE WITHOUT NOTICE. FOR THE MOST UP-TO-DATE GUIDELINES AND INFORMATION, REGULARLY VISIT www.falltoypreview.org AND THIS FALL TOY PREVIEW ONLINE EXHIBITOR SERVICE KIT.

FALL TOY PREVIEW 2018 KEY CONTACTS LIST

THE TOY ASSOCIATION, INC. Show Management

Account Balance Information

Irena Jaroszewski, Event Coordinator
646.520.4864 | ijaroszewski@toyassociation.org

Advertising/Sponsorships/Promotional Opportunities

Laura Mangiaracina, Manager, Advertising, Sponsorships & Promotions
646.454.5589 | lmangiaracina@toyassociation.org

Exhibit Sales

COMPANY NAMES BEGINNING WITH A-M:

Simon Yung, Account Executive
646.520.4875 | syung@toyassociation.org

COMPANY NAMES BEGINNING WITH N-Z:

Leigh Carleu, Account Executive
646.520.4862 | lcarleu@toyassociation.org

Event Operations/Registration

John Klein, Director, Event Operations
646.520.4866 | jklein@toyassociation.org

Jackson Wong, Director, Event Data & Technology
646.520.4850 | jwong@toyassociation.org

Richard Chow, Manager, Event Operations
646.520.4873 | rchow@toyassociation.org

Public Relations

Adrienne Appell, Director, Strategic Communications
646.520.4863 | aappell@toyassociation.org

Show Director

Marian Bossard, Executive Vice President, Global Market Events
646.520.4853 | mbossard@toyassociation.org

One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

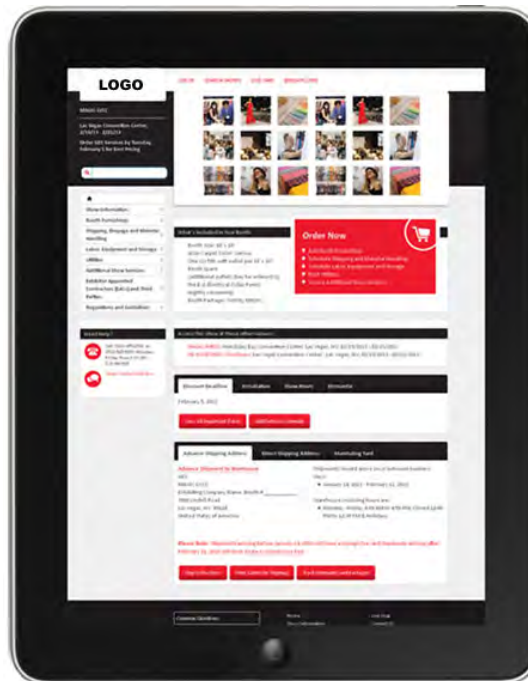
Exhibitors can:

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

Order Everything You Need for Your Show



- Go to <https://e.ges.com/042600483/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.

Fall Toy Preview 2018

Dallas Market Center - World Trade Center
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Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600483/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 at your show to assist you in coordinating any last minute services, order additional products, and to answer any questions you may have.

Show Information

- Backwall / Sidewall:** Traditional pipe and drape will not be provided or available. You may exhibit using your own materials or one of a variety of deeply discounted booth packages offered by GES. Any exhibit not provided by GES must be approved in advance by Show Management; for consideration submit the Exhibit Design Approval Request Form included in the Policies & Procedures section of this kit by Friday, August 31.
- Carpet Color:** Floor covering is mandatory. The 12th floor is permanently carpeted. GES Standard Booth Packages include black carpet where there is no permanent carpet in place. Exhibitors on the 13th floor who have not opted for a GES booth package must ensure that any exposed floor in their exhibit space is covered by carpet or another appropriate floor covering. Aisle carpet on the 13th floor is pepper.
- Show Hours:** Tuesday, October 2 through Thursday, October 4 from 8:00 AM until 5:00 PM and by appointment. If you wish to schedule meetings earlier or later, please email Richard Chow at rchow@toyassociation.org by Wednesday, September 26, for assistance.

Discount Deadline Date

Friday, September 7 GES orders must be received with payment by this date.

Exhibitor Move In

Friday,	September 28	8:00 AM -	5:00 PM
Saturday,	September 29	8:00 AM -	5:00 PM
Sunday,	September 30	8:00 AM -	5:00 PM
Monday,	October 1	8:00 AM -	5:00 PM

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

Exhibitor Move Out

Thursday,	October 4	5:00 PM -	11:00 PM
Friday,	October 5	8:00 AM -	5:00 PM

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

Empty Container Return

Thursday, October 4 11:00 PM Return time for Empty Containers.

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Carrier Check-in Post-Show

Thursday,	October 4	10:00 PM	Carriers must check in between 5:00 PM and 10:00 PM.
Friday,	October 5	10:00 AM	Carriers must check in between 8:00 AM and 10:00 AM.

Facility Clear

Friday,	October 5	5:00 PM	All exhibitor materials must be removed.
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Shipping Addresses: Use provided Shipping Labels in this Exhibitor Services Manual to expedite handling

Advance Shipments to Warehouse (Discount Rates):

c/o GES
 Fall Toy Preview 2018
 (Your Company Name & Booth Number)
 Dallas Market Center - World Trade Center
 Dock 2
 2050 Stemmons Freeway
 Dallas, TX 75207
 USA

Shipments should arrive on or between:

August 28 - September 26, 2018
 Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM
 GES STRONGLY ENCOURAGES ADVANCE SHIPMENTS. The
 GES Advance Warehouse will be closed Monday, September 3,
 2018, in observance of the Labor Day holiday.
 See Material Handling/Drayage Order Form for rates.

Direct Shipments to Show Site:

c/o GES
 Fall Toy Preview 2018
 (Your Company Name & Booth Number)
 Dallas Market Center - World Trade Center
 2050 Stemmons Freeway
 Dock 2
 Dallas, TX 75207-3206
 USA

Shipments should arrive on:

September 28, 2018, 8:00 AM - 5:00 PM
 September 29, 2018, 8:00 AM - 5:00 PM
 September 30, 2018, 8:00 AM - 5:00 PM
 October 1, 2018, 8:00 AM - 5:00 PM
 See Material Handling/Drayage Order Form for rates.

- Driver must check in by 2:00 PM and have 2 copies of a proper, legible bill of lading, stating Show Name, Exhibitor, and Booth Number. GES must have a copy of the bill of lading.
- Bill of lading must include piece count.
- Drivers must have 2 certified scale tickets, a light and heavy ticket for each shipment.

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General Information

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

Fall Toy Preview 2018

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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
- Electrical Services

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/042600483/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/042600483/contactus/esm>

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

Exhibitor Services

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

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



Tips for New Exhibitors

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

Fall Toy Preview 2018

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First Time Exhibitors

Exhibiting for the first time can be confusing and stressful. GES is here to make your ordering process as simple and stress free as possible. GES will be on-site at the show to assist you in coordinating any last-minute services, order additional products and answer any questions you may have. Save money by ordering early! Order by the Discount Deadline of September 7, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/042600483/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/042600483/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/042600483/shippinghandling/esm>

Dot Your I's and Cross Your T's

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

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

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

Bank ACH/wire transfer payment information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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



No Tipping

GES work rules prohibit the solicitation or acceptance of tips in cash, products or gifts of any kind by any employee. Our employees are paid appropriate wages denoting professional status; therefore, tipping of any kind is prohibited.

Where Did My Crates Go?

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

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

Don't Forget to Take Out the Trash

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

Keeping Up Appearances

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

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

It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/042600483/carpet/esm>

Electrical Outlets Not Included

Need power for that lamp or arm light in your booth? Electrical outlets must be ordered separately for your booth space through the electrical service provider. Be sure to indicate if the wiring should run under your booth carpet or not.

Electrical Equipment Rental: <http://e.ges.com/042600483/electrical>



Reminder

- Booth Layout is required to process your electrical orders.
- Carefully read the electrical labor rules. Some outlets do not include labor in pricing.

What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/042600483/LaborandEquipment/esm>

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



Payment and Credit Card Charge Authorization

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country		Primary Contact Phone
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.
 Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/042600483/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

Bank ACH/Wire Transfer Payment Information

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

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

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

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

Cardholder Name - Please Print	
Billing Address	
City	State
Account Number	Zip/Country
Expiration Date	<input type="checkbox"/> MasterCard <input type="checkbox"/> VISA <input type="checkbox"/> American Express <input type="checkbox"/> Corporate Card <input type="checkbox"/> Personal Card
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.	
Please Sign	X Cardholder Signature
Cardholder Name - Please Print	Date
Check Number Total Check Payment	MM/DD/YY Check Dated
Total Credit Card Payment	\$

Review and Return

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
 Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

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



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Domestic Third Party Billing Request

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
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Form Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name _____

Exhibiting Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

Please Sign

X _____
 Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print _____ Date _____

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

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

- | | | | | | |
|-------------------------------------------------------|---------------------------------------------|-------------------------------------------|-------------------------------------------|----------------------------------------|--------------------------------------|
| <input type="checkbox"/> Booth Cleaning | <input type="checkbox"/> Electrical Outlets | <input type="checkbox"/> Electrical Labor | <input type="checkbox"/> Exhibit Systems | <input type="checkbox"/> GES Logistics | <input type="checkbox"/> I & D Labor |
| <input type="checkbox"/> Forklift Labor | <input type="checkbox"/> Material Handling | <input type="checkbox"/> Rental Carpet | <input type="checkbox"/> Rental Furniture | <input type="checkbox"/> Signs | |
| <input type="checkbox"/> Other (Please Specify) _____ | | | | | |

Step 3. Provide the Third Party contact information

Third Party Company Name _____

Third Party Company Address _____ City _____ State _____ Zip/Country _____

Phone _____ Fax _____ Contact's Email Address _____

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

Cardholder Name - Please Print _____

Billing Address _____ City _____ State _____ Zip/Country _____

Account Number _____ Expiration Date _____
 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.

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



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.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address City State Zip/Country

Phone Fax Contact's Email Address

Account Number Expiration Date
 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 Electrical Outlets Electrical Labor 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
 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

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



Carpet

Standard

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

Includes:

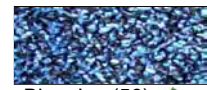
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



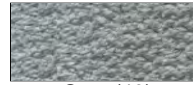
Black (41)



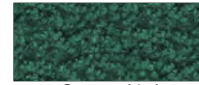
Blue (42)



Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

Plush

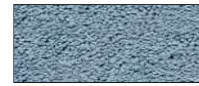
Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

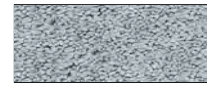
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



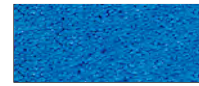
Navy (75)



Onyx (76)



Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

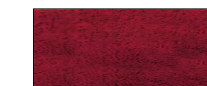
- Ultra Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



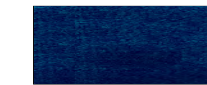
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

Carpet Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
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Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



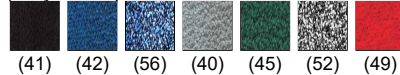
Easy Ordering Tips:

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

Carpet

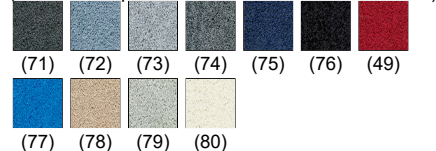
Standard Color Options

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



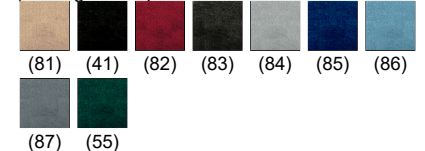
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		135.00	202.50		8.25	\$
5002	Pre-Cut Standard Carpet 10'x20'		285.00	427.50		8.25	\$
5003	Pre-Cut Standard Carpet 10'x30'		475.00	712.50		8.25	\$

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

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		2.75	4.12		8.25	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		5.21	7.75		8.25	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		6.55	9.85		8.25	\$
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.00	1.50		8.25	\$
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		1.00	1.47		8.25	\$

Electrical or Utilities Under Carpet?

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



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



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

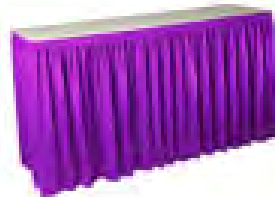
Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



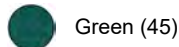
Blue (42)



Gold (46)



Gray (40)



Green (45)



Red (49)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300107 - Refrigerator



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



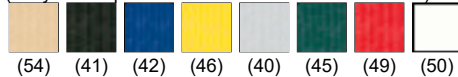
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/042600483/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	60.74	91.42		8.25	\$
300052	Padded Chair	92.51	138.70		8.25	\$
300053	Padded Stool	109.37	164.34		8.25	\$

Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
302980	42" White Ikea Tulip Table	96.68	96.68		8.25	\$
300059	Table, Starbase, 30" Diameter x 40" High	209.58	314.18		8.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	209.58	314.18		8.25	\$

Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		123.57	185.66		8.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		147.18	221.02		8.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		170.44	255.51		8.25	\$
3007	Table, Skirt 4th Side		37.46	56.69		8.25	\$

Select size: 6' Table _____ 8' Table _____

Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		170.44	255.51		8.25	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		194.06	290.94		8.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		217.33	326.01		8.25	\$
3017	Counter, Skirt 4th Side		45.55	68.52		8.25	\$

Select size: 6' Counter _____ 8' Counter _____

Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	47.91	71.89		8.25	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	33.71	50.26		8.25	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	61.78	93.13		8.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	47.91	71.89		8.25	\$

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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:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3002	Drape, 8' High, Per Foot, 4' Minimum		23.90	33.25		8.25	\$

Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300074	Display Case 4', Full View	400.28	600.40		8.25	\$
300075	Display Case 4', Half View	400.28	600.40		8.25	\$
300082	Display Case 6', Full View	405.35	607.80		8.25	\$
300083	Display Case 6', Half View	405.35	607.80		8.25	\$

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	4.20	6.44		8.25	\$
300123	Aisle Stanchion, without Chain	40.84	61.09		8.25	\$
300103	Aluminum Easel	55.03	82.32		8.25	\$
300111	Bag Stand	75.97	114.08		8.25	\$
300102	Coat Rack	75.97	114.08		8.25	\$
300130	Easel, Pole	65.33	97.97		8.25	\$
300110	Fish Bowl	44.55	44.55		8.25	\$
300104	Garment Rack	75.97	114.08		8.25	\$
300106	Literature Rack	126.22	189.03		8.25	\$
300201	Pegboard, White, 4'x8'	143.10	214.99		8.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300107	Refrigerator	301.06	451.92		8.25	\$
300131	Security Cage, Large, without Lock	420.55	631.13		8.25	\$
300132	Security Cage, Small, without Lock	279.74	419.86		8.25	\$
300120	Sign Holder, Bell Base	69.16	103.97		8.25	\$
300108	Sign Holder, Chrome, 22"x28"	69.16	103.97		8.25	\$
300211	Tackboard	150.85	226.45		8.25	\$

↳ Select alignment: Horizontal _____ Vertical _____

300112	Ticket Tumbler, Small, Table Top	118.13	177.17		8.25	\$
300113	Wastebasket	16.67	25.39		8.25	\$
300118	Waterfall Stand	75.77	114.08		8.25	\$

Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/042600483/electrical/esm>



Reminder

- Electrical Booth Layout is required to process your electrical orders.
- Read carefully electrical labor rules. Some outlets do not include labor in pricing.

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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:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$ _____

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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Specialty Furniture

Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

Specialty Furniture



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



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



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

Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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

Seating - Chairs



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



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



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



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



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



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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

Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Seating - Office and Utility Seating



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



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



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



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



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



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



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



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



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

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Specialty Furniture

Seating - Barstools



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



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



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



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



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



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



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



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



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

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Specialty Furniture



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



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



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



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



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



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



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



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



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



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



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



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



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

Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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/Chrome Base, 30" Round 45"H



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



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



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

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Specialty Furniture



305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H
 305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H
 305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H
 305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H
 305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H
 305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H

Tables - Cocktail



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



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



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



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



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



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



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



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



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\"L 20\"D 20\"H



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



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



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



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



305112 - Regis End Table, 16\"L 15.5\"D 16.5\"H



305273 - Table, Aura, White Metal, 15\"Round 22\"H



305274 - Table, E, Wood, 21\"L 15.5\"D 27.5\"H



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



305211 - Table, End, Oliver, 22\"Round 22\"H



305046 - Table, End, Silverado, 24\"Round 22\"H



305050 - Table, End, Sydney, Black, 27\"L 23\"D 22\"H



305048 - Table, End, Sydney, White, 27\"L 23\"D 22\"H



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

Conference Tables



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



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



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



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



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



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



305001 - Atomic Table, 36\"RND 30\"H



305002 - Atomic Table, 42\"RND 30\"H

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Specialty Furniture



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



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



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



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



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



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



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



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



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

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

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Specialty Furniture

Product Display



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



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



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



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



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



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

Office and Utility Furniture



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



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



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



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



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



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

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Specialty Furniture

Lamps



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



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

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Specialty Furniture Order Form

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Espresso:
<http://e.ges.com/042600483/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305226	Baja Loveseat, 61"L 30.5"D 28"H	856.98	1,190.25		8.25	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,380.50	3,301.65		8.25	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	856.98	1,190.25		8.25	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	316.71	439.87		8.25	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	878.40	1,221.20		8.25	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	955.53	1,328.32		8.25	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	538.19	807.85		8.25	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	819.72	1,138.50		8.25	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	1,976.85	2,742.75		8.25	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,928.21	2,678.06		8.25	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	2,217.44	3,085.13		8.25	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	2,217.44	3,085.13		8.25	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,380.42	2,070.80		8.25	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	816.44	1,229.44		8.25	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	675.90	1,014.40		8.25	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	627.46	941.36		8.25	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	578.36	867.53		8.25	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	819.72	1,138.50		8.25	\$

Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305225	Baja Chair, 36"L 30.5"D 28"H	726.57	1,009.12		8.25	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	639.77	959.67		8.25	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	764.13	1,146.18		8.25	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	764.13	1,146.18		8.25	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	440.65	660.98		8.25	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	398.20	597.86		8.25	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	368.95	553.39		8.25	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	778.79	1,081.94		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
September 7, 2018

Company Name	Email	Phone Number	Booth Number
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Seating - Club Chairs

305102	Munich Corner Chair, 26"L 27"D 28.5"H	600.30	833.18		8.25	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,446.15	2,003.19		8.25	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,446.15	2,003.19		8.25	\$

Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	290.32	435.45		8.25	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	132.73	199.21		8.25	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	132.73	199.21		8.25	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	145.13	217.91		8.25	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	141.15	212.30		8.25	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	94.09	141.15		8.25	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	189.78	285.28		8.25	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	468.19	702.29		8.25	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	483.10	725.23		8.25	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	195.08	292.62		8.25	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	297.21	446.37		8.25	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	141.15	212.30		8.25	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	614.79	853.87		8.25	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	242.19	336.38		8.25	\$
305442	Laguna Chair, 18"L 19"D 34"H	337.43	469.20		8.25	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	264.60	368.50		8.25	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	264.60	368.50		8.25	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	600.30	833.18		8.25	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	126.27	175.95		8.25	\$
305441	Zenith Chair, 19"L 22"D 32"H	327.79	456.34		8.25	\$

Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	570.29	791.78		8.25	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	570.29	791.78		8.25	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	652.37	906.26		8.25	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	652.37	906.26		8.25	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	118.19	177.85		8.25	\$
305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	118.19	177.85		8.25	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	372.60	517.50		8.25	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$

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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:
September 7, 2018

Company Name	Email	Phone Number	Booth Number
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Seating - Ottomans

305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	246.33	341.55		8.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	239.86	359.80		8.25	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	155.32	215.32		8.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	163.53	227.70		8.25	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	163.53	227.70		8.25	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	163.53	227.70		8.25	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	163.53	227.70		8.25	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	163.53	227.70		8.25	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	142.03	213.68		8.25	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	163.53	227.70		8.25	\$

Seating - Office and Utility Seating

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	142.53	213.99		8.25	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	521.64	724.50		8.25	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	309.83	464.74		8.25	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	409.86	569.25		8.25	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	409.86	569.25		8.25	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	446.71	621.31		8.25	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	398.48	553.72		8.25	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	863.41	1,199.77		8.25	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	644.88	896.62		8.25	\$

Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	469.20	652.37		8.25	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	469.20	652.37		8.25	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	469.20	652.37		8.25	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	469.20	652.37		8.25	\$

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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:
September 7, 2018

Company Name Email Phone Number Booth Number

Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	405.72	564.07		8.25	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	405.72	564.07		8.25	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	358.11	496.80		8.25	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	515.26	716.65		8.25	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	600.96	835.56		8.25	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	405.72	564.07		8.25	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	296.56	444.98		8.25	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	227.08	340.76		8.25	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	279.18	418.76		8.25	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	296.67	444.98		8.25	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	348.97	523.62		8.25	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	227.08	340.76		8.25	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	279.18	418.76		8.25	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	296.67	444.98		8.25	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	348.97	523.62		8.25	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	227.08	340.76		8.25	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	200.82	301.81		8.25	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	246.71	370.64		8.25	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	189.34	284.58		8.25	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	238.68	358.03		8.25	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H	1,117.80	1,552.50		8.25	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H	1,117.80	1,552.50		8.25	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,117.80	1,552.50		8.25	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,117.80	1,552.50		8.25	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,117.80	1,552.50		8.25	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H	1,552.50	2,163.15		8.25	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H	1,552.50	2,163.15		8.25	\$

Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	563.46	783.06		8.25	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	428.49	595.13		8.25	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	429.57	596.68		8.25	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	447.12	621.00		8.25	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	863.41	1,199.77		8.25	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	863.41	1,199.77		8.25	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	238.53	357.81		8.25	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	284.08	426.13		8.25	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	274.60	411.90		8.25	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	363.72	545.58		8.25	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	363.72	545.58		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	510.97	710.23		8.25	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	346.73	481.28		8.25	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	353.97	491.62		8.25	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	366.36	508.83		8.25	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	309.46	429.53		8.25	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	573.10	795.93		8.25	\$
305273	Table, Aura, White Metal, 15" Round 22"H	135.40	203.12		8.25	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	128.53	192.79		8.25	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	215.61	323.40		8.25	\$
305211	Table, End, Oliver, 22" Round 22"H	248.28	372.41		8.25	\$
305046	Table, End, Silverado, 24" Round 22"H	257.85	386.95		8.25	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	267.72	401.70		8.25	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	267.72	401.70		8.25	\$
305275	Table, Timber, Wood, 16" Round 17"H	159.50	239.83		8.25	\$

Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,135.50	1,574.70		8.25	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	819.72	1,138.50		8.25	\$
305400	5' Madison Table, 60"L 48"D 29"H	770.22	1,070.15		8.25	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	640.67	890.10		8.25	\$
305401	8' Madison Table, 96"L 60"D 29"H	940.54	1,306.89		8.25	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	789.71	1,097.10		8.25	\$
305001	Atomic Table, 36"RND 30"H	432.63	600.30		8.25	\$
305002	Atomic Table, 42"RND 30"H	432.63	600.30		8.25	\$
305410	Madison Conference Table, 42"RND 29"H	699.50	972.67		8.25	\$
305190	Powered Conference Table Module, Black, 5'L 2.25"D 2"H	182.11	252.81		8.25	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	262.75	394.15		8.25	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	424.29	636.62		8.25	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	278.17	417.44		8.25	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	424.29	636.62		8.25	\$
305027	Table, Conf., Graphite, 42" Round 29"H	348.97	523.62		8.25	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	405.07	608.19		8.25	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	328.19	492.29		8.25	\$

Tables - Martini Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	3,047.24	4,570.88		8.25	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,145.49	1,718.28		8.25	\$

Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	580.60	807.70		8.25	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Product Display						
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	532.46	798.67		8.25	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	635.73	953.59		8.25	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	532.46	798.67		8.25	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	635.73	953.59		8.25	\$
305045	Posh Shelving, 36"L 18"D 72"H	540.27	750.37		8.25	\$

Office and Utility Furniture						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	382.13	573.76		8.25	\$
305416	Madison Credenza, 60"L 20"D 29"H	955.53	1,328.32		8.25	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	870.91	1,210.48		8.25	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	726.57	1,009.12		8.25	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L 30"D 30"H	689.31	957.37		8.25	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	185.27	257.71		8.25	\$

Lamps						
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	342.56	514.46		8.25	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	248.28	372.41		8.25	\$

Electrical Outlets Not Included



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

Reminder

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

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print Date

I agree in placing this order that I have accepted 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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ATTENTION BOOTH PACKAGE EXHIBITORS

WALL REPLACEMENT FEE

Dear Exhibitor:

On behalf of **Global Experience Specialists (GES)**, we would like to thank you for being an Exhibitor in the show.

The panels and items inside of your booth space are rentals and adhering anything to the booth package items is against show policy.

Customer shall not hang any articles, merchandise, or any other items that will damage any GES panels. Customer shall be liable for any damages and replacement costs resulting from customer's hanging, attaching or affixing materials to GES panels.

REPLACEMENT COSTS:

Tuffcoat Panels: \$55.00 per panel

Wood Slatwall Panels: \$275.00 per panel

Plastic Slatwall Panels: \$50.00 cleaning fee per panel

Should you have questions please contact your GES Service Executive or visit the GES Servicenter.

Have a terrific show and thank you!

Sincerely,
GES

Mission

To create the world's most meaningful and memorable experiences for brand marketers, show organizers and event attendees.

Standard Package Option #1

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Standard Booth Package Inventory:

Package price includes the following per 100ft² booth:

Please select your table. If an option is not chosen, a 6' table will be delivered.

- 1 - Round Table (40" diameter x 30" high)
 ~OR~
 1 - 6' long x 30" high x 30" wide Rectangular Table, skirted black

6 - White Shelves (12" deep x 39-3/8" long)
 Shelves are installed at 48" and 72" high on backwall.

- 3 - Plastic Contour Chairs
 1 - Wastebasket
 1 - Exhibitor ID Sign, double-sided
 3 - Exterior Modular Walls

Closeable Bone/Beige color fabric front panel

If your booth is in an area of the Dallas Market Center that does not have permanent floor covering, carpet will be included in your package.

Based on your booth square footage, please contact your GES representative for additional assistance.
 For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.
 Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.
 Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Please note, design changes received after September 7, 2018 will incur labor charges.

Booth Package Costs

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

Description	Discount (\$)	Regular (\$)	X	Sq Ft	Tax %	Total
Hardwall Booth Package	6.05	7.95			8.25	\$

Additional Options

Description	Discount (\$)	Regular (\$)	X	Qty	Tax %	Total

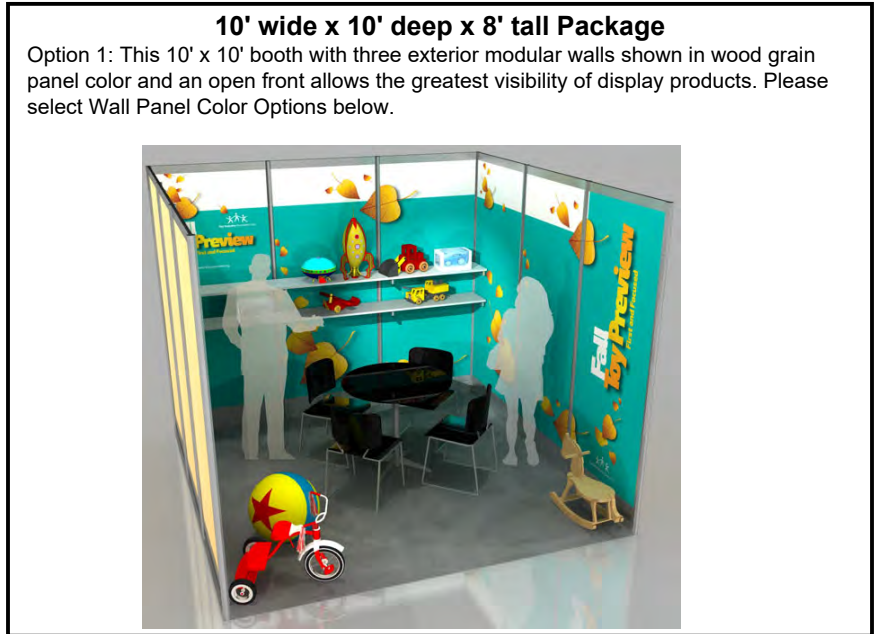
Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

I agree in placing this order that I have accepted 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 \$ _____



Renderings are conceptual only. GES reserves the right to modify these during fabrication to meet safety and structural concerns without notice.

Standard Modular Wall Panel Color Options:

Please select from the following options. Standard panel colors are available at all times, with no additional charges: Black, Blue, White, Grey, and Wood grain.*
 (*the default if another option is not chosen.)

- Black Blue White Grey Wood Grain*

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Prices include delivery, installation, rental and removal. **Cancellation Policy:** Furniture Package items cancelled will be charged 100% of original price after installation.

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Standard Package Option #2

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Standard Booth Package Inventory:

Package price includes the following per 100ft² booth:

Please select your table. If an option is not chosen, a 6' table will be delivered.

1 - Round Table (40" diameter x 30" high)
 ~OR~

1 - 6' long x 30" high x 30" wide
 Rectangular Table, skirted black

6 - White Shelves (12" deep x 39-3/8" long)
 Shelves are installed at 48" and 72" high
 on backwall.

3 - Plastic Contour Chairs

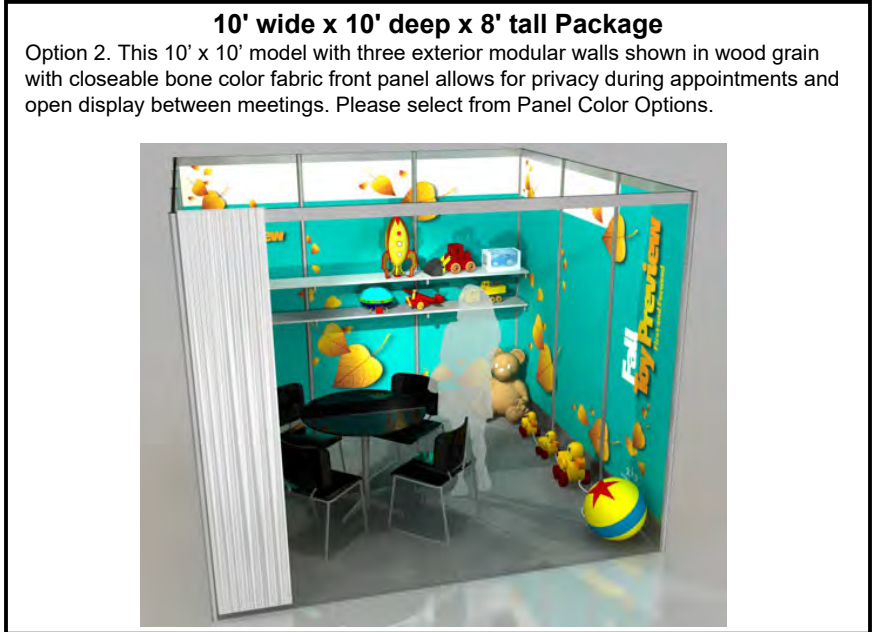
1 - Wastebasket

1 - Exhibitor ID Sign, double-sided

3 - Exterior Modular Walls

Closeable Bone/Beige color fabric front panel

If your booth is in an area of the Dallas Market Center that does not have permanent floor covering, carpet will be included in your package.



Renderings are conceptual only. GES reserves the right to modify these during fabrication to meet safety and structural concerns without notice.

Standard Modular Wall Panel Color Options:

Please select from the following options. Standard panel colors are available at all times, with no additional charges: Black, Blue, White, Grey, and Wood grain.*
 (*the default if another option is not chosen.)

Black Blue White Grey Wood Grain*

Based on your booth square footage, please contact your GES representative for additional assistance.

For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.

Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.

Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Please note, design changes received after September 7, 2018 will incur labor charges.

Booth Package Costs

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

Description	Discount (\$)	Regular (\$)	X	Sq Ft	Tax %	Total
Hardwall Booth Package	6.05	7.95			8.25	\$

Additional Options

Description	Discount (\$)	Regular (\$)	X	Qty	Tax %	Total

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 \$ _____

Prices include delivery, installation, rental and removal. **Cancellation Policy:** Furniture Package items cancelled will be charged 100% of original price after installation.

SQ-2 060617 Cstm 071118 042600483



Standard Package Option #3

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Standard Booth Package Inventory:

Package price includes the following per 200ft² booth:

Please select your table. If an option is not chosen, two 6' tables will be delivered.

2 - Round Tables (40" diameter x 30" high)

~OR~

2 - 6' long x 30" high x 30" wide Rectangular Tables, skirted black

~OR~

1 - Round Table (40" diameter x 30" high) and 1 - 6' long x 30" high x 30" wide Rectangular Table, skirted black

12 - White Shelves (12" deep x 39-3/8" long) Shelves are installed at 48" and 72" high on backwall.

6 - Plastic Contour Chairs

2 - Wastebaskets

1 - Exhibitor ID Sign, double-sided

Modular Walls and 2 doors as shown

If your booth is in an area of the Dallas Market Center that does not have permanent floor covering, carpet will be included in your package.

Based on your booth square footage, please contact your GES representative for additional assistance.

For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.

Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.

Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Please note, design changes received after September 7, 2018 will incur labor charges.

Booth Package Costs

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

Description	Discount (\$)	Regular (\$)	X	Sq Ft	Tax %	Total
Hardwall Booth Package	6.05	7.95			8.25	\$

Additional Options

Description	Discount (\$)	Regular (\$)	X	Qty	Tax %	Total
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Total and Sign: Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520

Please Sign

X

Authorized Signature

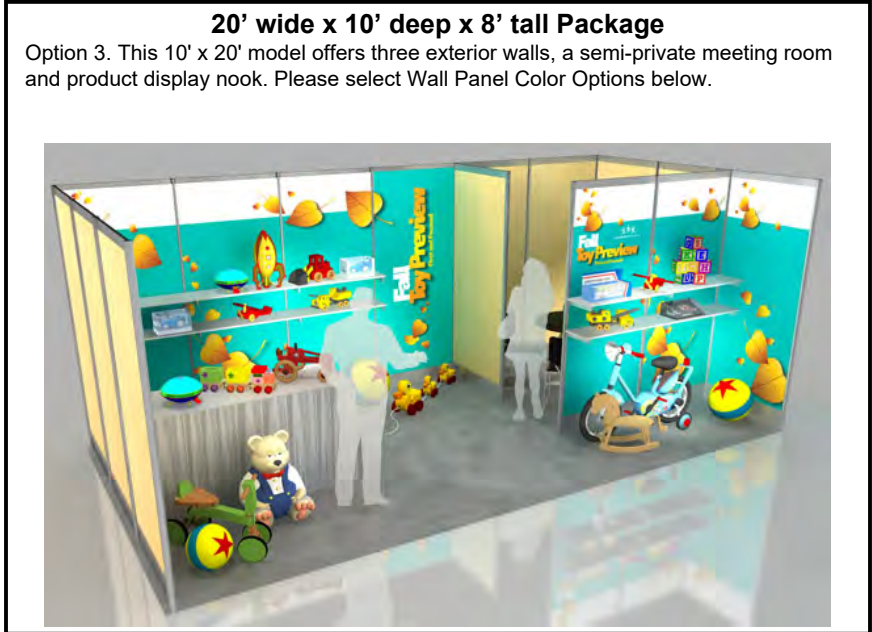
Authorized Name - Please Print

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

\$



20' wide x 10' deep x 8' tall Package
 Option 3. This 10' x 20' model offers three exterior walls, a semi-private meeting room and product display nook. Please select Wall Panel Color Options below.

Renderings are conceptual only. GES reserves the right to modify these during fabrication to meet safety and structural concerns without notice.

Standard Modular Wall Panel Color Options:

Please select from the following options. Standard panel colors are available at all times, with no additional charges: Black, Blue, White, Grey, and Wood grain.*
 (*the default if another option is not chosen.)

Black Blue White Grey Wood Grain*

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Prices include delivery, installation, rental and removal. **Cancellation Policy:** Furniture Package items cancelled will be charged 100% of original price after installation.



Standard Package Option #4

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Standard Booth Package Inventory:

Package price includes the following per 200ft² booth:

Please select your table. If an option is not chosen, two 6' tables will be delivered.

2 - Round Tables (40" diameter x 30" high)

~OR~

2 - 6' long x 30" high x 30" wide Rectangular Tables, skirted black

~OR~

1 - Round Table (40" diameter x 30" high) and 1 - 6' long x 30" high x 30" wide Rectangular Table, skirted black

12 - White Shelves (12" deep x 39-3/8" long) Shelves are installed at 48" and 72" high on backwall.

6 - Plastic Contour Chairs

2 - Wastebaskets

1 - Exhibitor ID Sign, double-sided

Modular Walls and 1 door as shown

Closeable Bone/Beige color fabric front panel

If your booth is in an area of the Dallas Market Center that does not have permanent floor covering, carpet will be included in your package.

Based on your booth square footage, please contact your GES representative for additional assistance.

For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.

Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.

Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Please note, design changes received after September 7, 2018 will incur labor charges.

Booth Package Costs

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

Description	Discount (\$)	Regular (\$)	X	Sq Ft	Tax %	Total
Hardwall Booth Package	6.05	7.95			8.25	\$

Additional Options

Description	Discount (\$)	Regular (\$)	X	Qty	Tax %	Total

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

Please Sign

X

Authorized Signature

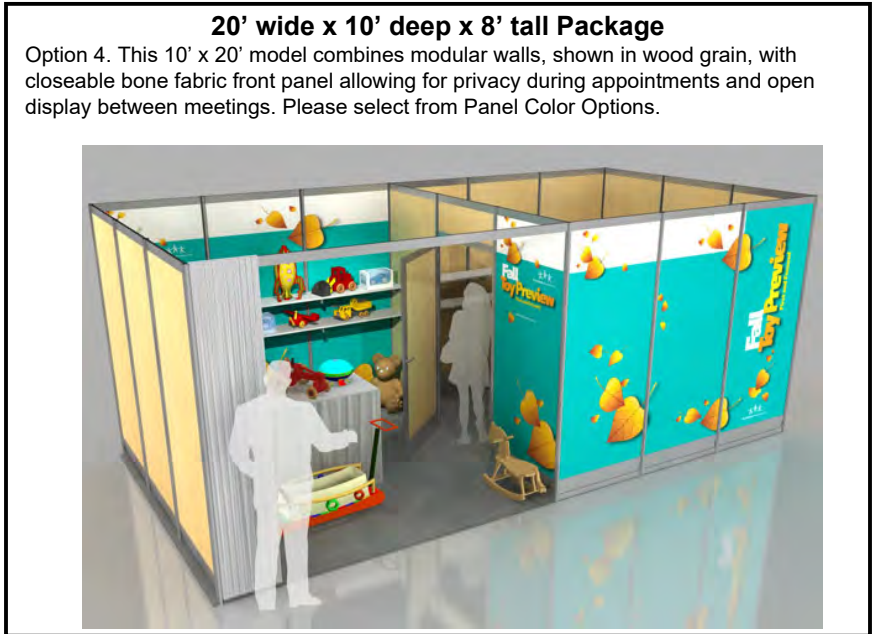
Authorized Name - Please Print

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

\$



20' wide x 10' deep x 8' tall Package

Option 4. This 10' x 20' model combines modular walls, shown in wood grain, with closeable bone fabric front panel allowing for privacy during appointments and open display between meetings. Please select from Panel Color Options.

Renderings are conceptual only. GES reserves the right to modify these during fabrication to meet safety and structural concerns without notice.

Standard Modular Wall Panel Color Options:

Please select from the following options. Standard panel colors are available at all times, with no additional charges: Black, Blue, White, Grey, and Wood grain.*

(*the default if another option is not chosen.)

Black Blue White Grey Wood Grain*

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Prices include delivery, installation, rental and removal. **Cancellation Policy:** Furniture Package items cancelled will be charged 100% of original price after installation.



Standard Package Option #5

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Standard Booth Package Inventory:

Package price includes the following per 200ft² booth:

Please select your table. If an option is not chosen, two 6' tables will be delivered.

2 - Round Tables (40" diameter x 30" high)

~OR~

2 - 6' long x 30" high x 30" wide Rectangular Tables, skirted black

~OR~

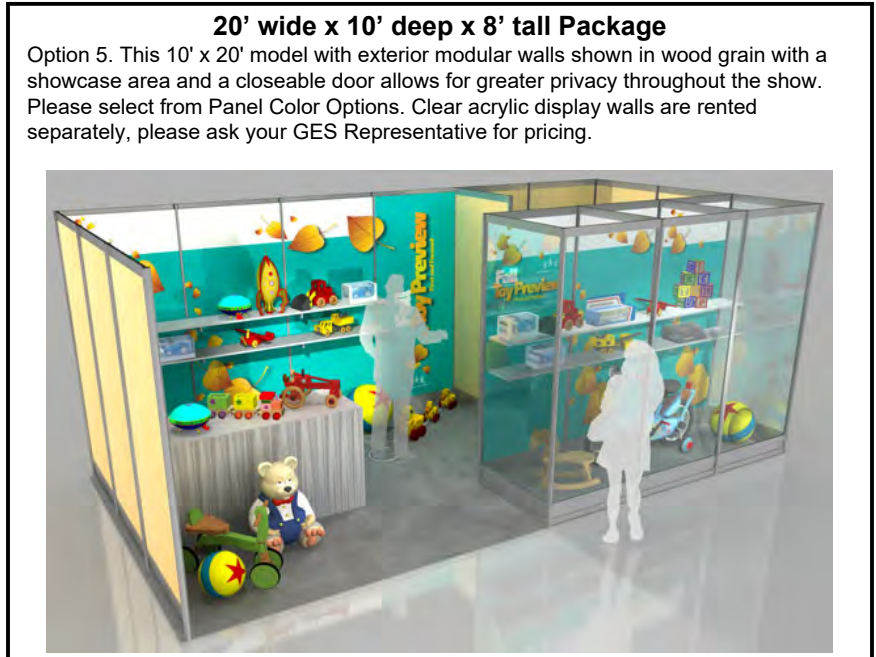
1 - Round Table (40" diameter x 30" high) and 1 - 6' long x 30" high x 30" wide Rectangular Table, skirted black

12 - White Shelves (12" deep x 39-3/8" long) Shelves are installed at 48" and 72" high on backwall.

6 - Plastic Contour Chairs

2 - Wastebaskets

1 - Exhibitor ID Sign, double-sided
 Modular Walls and doors optional



Renderings are conceptual only. GES reserves the right to modify these during fabrication to meet safety and structural concerns without notice.

Standard Modular Wall Panel Color Options:

Please select from the following options. Standard panel colors are available at all times, with no additional charges: Black, Blue, White, Grey, Wood Grain* and Plexi. (*the default if another option is not chosen.)

Black Blue White Grey Wood Grain* Plexi

Based on your booth square footage, please contact your GES representative for additional assistance.
 For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.
 Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.
 Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Please note, design changes received after September 7, 2018 will incur labor charges.

Booth Package Costs

Please contact above representative for quote.

Additional Options

Description	Discount (\$)	Regular (\$)	X	Qty	Tax %	Total
-------------	---------------	--------------	---	-----	-------	-------

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

Prices include delivery, installation, rental and removal. **Cancellation Policy:** Furniture Package items cancelled will be charged 100% of original price after installation.

SQ-5 060617 Cstm 071118 042600483

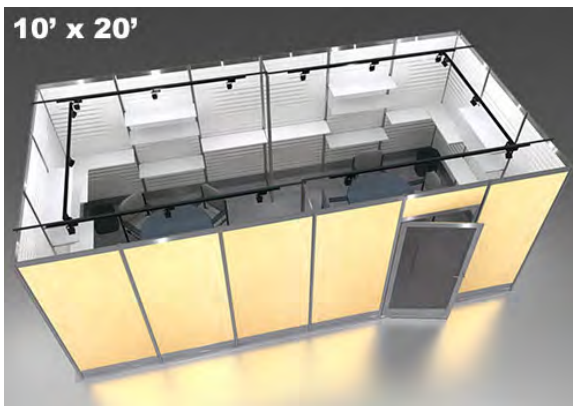
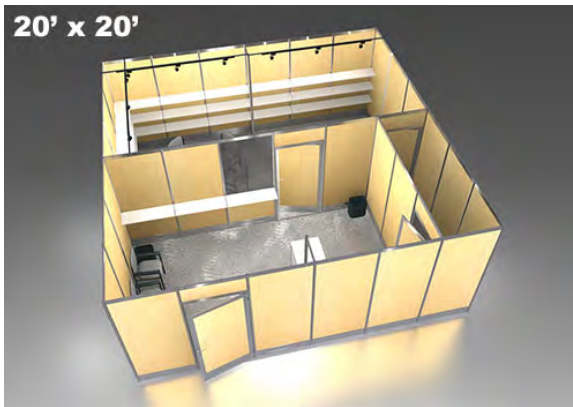


Booth Sketch Concepts

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Here are a few ideas to spark your creativity.



Booth customization available for an additional charge.

For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.

Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.

Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

SQ-B 060617 Cstm 071118 042600483

Shelf Placement Order Form

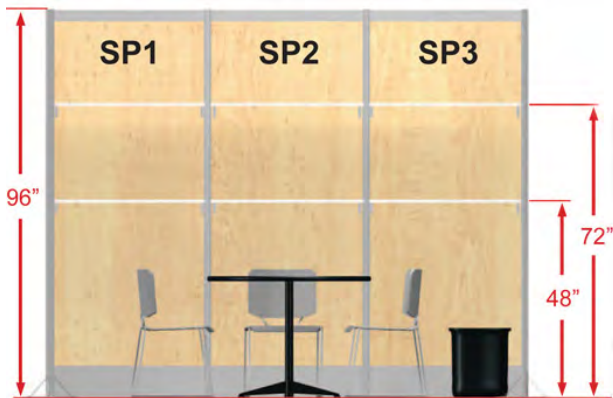
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Booth Package - Shelf Heights Qty 6 White Shelves (12" deep x 39-3/8" long).

Shelves are installed on the backwall at standard heights of 48" and 72" from the floor. Please indicate below if you need the package shelves installed at specific heights, using distance in inches from the floor for each shelf.



Panel #1- (SP1)	Panel #2- (SP2)	Panel #3- (SP3)
Qty Shelves _____	Qty Shelves _____	Qty Shelves _____
Shelf #1 Height _____	Shelf #1 Height _____	Shelf #1 Height _____
Shelf #2 Height _____	Shelf #2 Height _____	Shelf #2 Height _____
Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height _____
Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____
Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____

EXAMPLE: arranging the 6 shelves included in the standard booth package

Panel #1 - (SP1)	Panel #2 - (SP2)	Panel #3 - (SP3)
Qty Shelves <u>2</u>	Qty Shelves <u>1</u>	Qty Shelves <u>3</u>
Shelf #1 Height <u>48"</u>	Shelf #1 Height <u>72"</u>	Shelf #1 Height <u>36"</u>
Shelf #2 Height <u>72"</u>	Shelf #2 Height _____	Shelf #2 Height <u>54"</u>
Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height <u>72"</u>
Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____
Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____

Additional Orders - Shelf Heights

If you have ordered additional shelves, or need a specific layout other than above, please indicate below if you need the shelves installed at specific heights, using distance in inches from the floor for each shelf.

Panel #4- (SP4)	Panel #5- (SP5)	Panel #6- (SP6)	Panel #7- (SP7)
Qty Shelves _____	Qty Shelves _____	Qty Shelves _____	Qty Shelves _____
Shelf #1 Height _____	Shelf #1 Height _____	Shelf #1 Height _____	Shelf #1 Height _____
Shelf #2 Height _____	Shelf #2 Height _____	Shelf #2 Height _____	Shelf #2 Height _____
Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height _____
Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____
Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____
Panel #8- (SP8)	Panel #9- (SP9)	Panel #10- (SP10)	Panel #11- (SP11)
Qty Shelves _____	Qty Shelves _____	Qty Shelves _____	Qty Shelves _____
Shelf #1 Height _____	Shelf #1 Height _____	Shelf #1 Height _____	Shelf #1 Height _____
Shelf #2 Height _____	Shelf #2 Height _____	Shelf #2 Height _____	Shelf #2 Height _____
Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height _____	Shelf #3 Height _____
Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____	Shelf #4 Height _____
Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____	Shelf #5 Height _____

All shelves will be placed at the standard heights of 48" and 72" from the floor unless specified above on this form.
 Please submit the Booth Customization sheet on the following pages with your booth order to confirm proper setup. Indicate the location of the panel at which the shelves will be installed with the letter code above (e.g., SP5). Design changes received after September 7, 2018 will incur labor charges. All requests to move or remove shelves after this date will incur labor charges.

Customize Your Booth:

Based on your booth square footage, please contact your GES representative for additional assistance.
 For booths up to 300 square feet contact Lauren Brown at (702) 550-3543 or LBrown@ges.com.
 Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or AHowes@ges.com.
 Booths 601+ square feet and 12th Floor Permanent Showrooms contact Valencia Dorsey-Johnson at (214) 443-2524 or VDorsey-Johnson@ges.com.

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location.

Please note, design changes received after September 7, 2018 will incur labor charges.

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

HA-1 060617 Cstm 071118 042600483

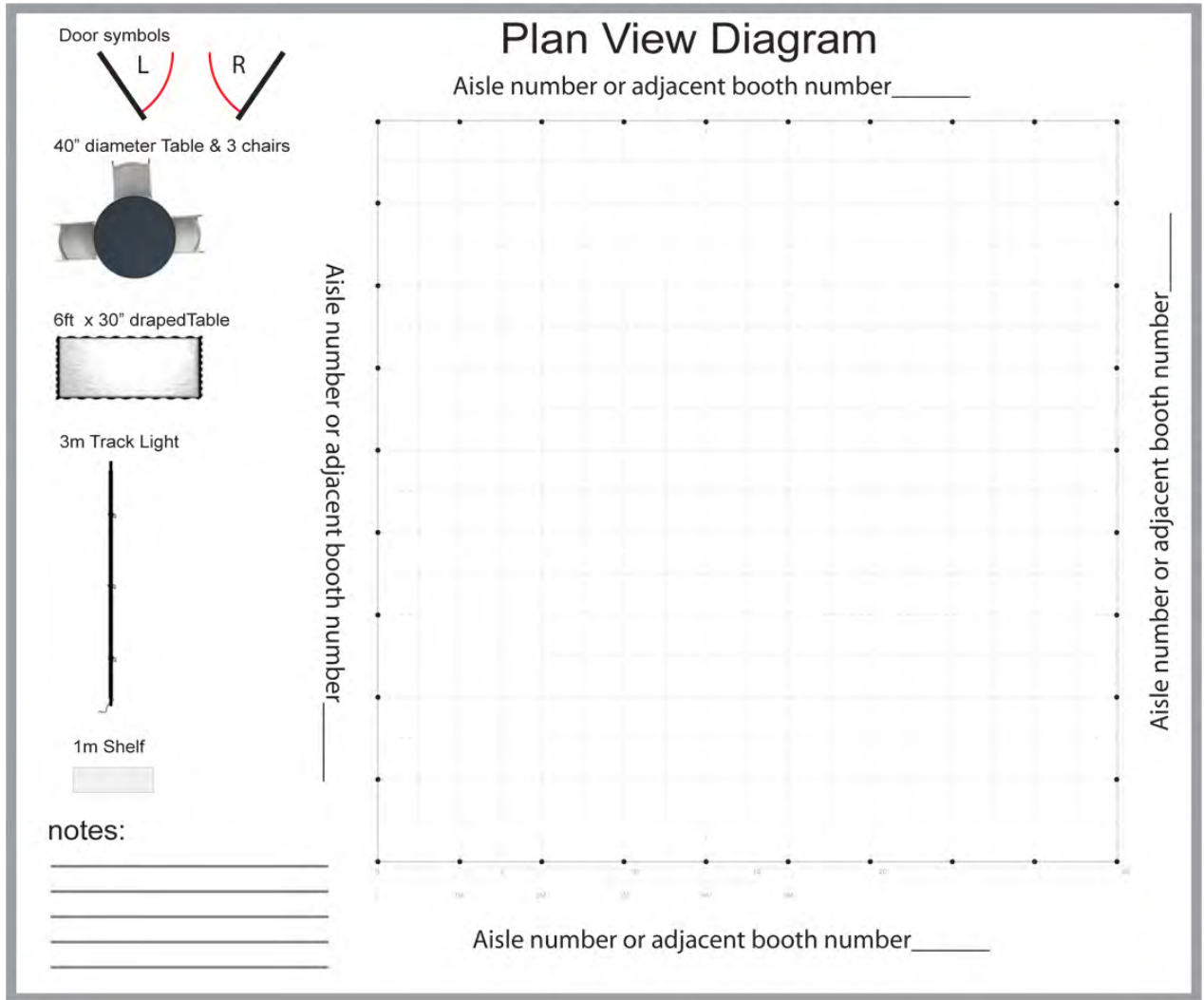


30' x 30' Shell for Booth Customization

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018



Booth Layout Instructions

Refer to the show floor plans located on the Fall Toy Preview website, www.falltoypreview.org, to confirm your booth size and location. Please indicate the orientation of the booth by filling in the aisle numbers around your booth or the booth numbers of adjacent booths. Sketch your desired layout on the plan view diagram, staying within the 1/2 meter increment dashed grid if possible. If ordering panel colors other than wood grain, mark the wall panel color using the two-letter key below. Indicate door placement and swing direction with the door symbol. Furniture and other available items are also listed for size reference. Feel free to copy this page multiple times and cut out and arrange your booth as desired.

Design changes received after September 7, 2018 will incur labor charges.

Please be aware that short frames with no panels (termed "returns") are placed approximately every three meters, perpendicular to the walls for support of slatwall and shelving. (See the Isometric below for an example.) Track light bars can then span across these supports if extra product illumination is needed. Please call for price quotation. Refer to the Booth Sketch Concepts form of your exhibitor kit for more booth setup samples.

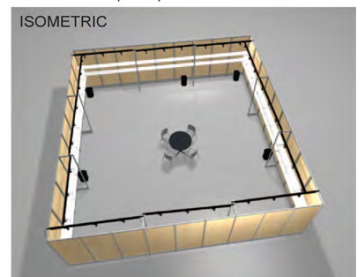
Shelf Placement

Indicate the location of the panel at which the shelves will be installed with the letter code from Shelf Placement Order Form (e.g., SP5).

Panel Color Options:

Please select from the following options to customize your booth. Wood grain panel is the default if another option is not indicated. (The following five colors are available at no extra charge.)

- WG = Wood Grain
- BL = Blue
- GY = Grey
- BK = Black
- WH = White



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

BC-1 032116 Cstm 071118 042600483







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.

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.

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.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

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

Standard Exhibits

Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	493.78	740.19		8.25	\$
600110	Exhibit, Armlight Black	135.38	159.07		8.25	\$
600103	Exhibit, Counter, 1M Curved	668.43	1,002.96		8.25	\$
600101	Exhibit, Counter, 1M x 1/2M x 40"H	337.83	506.88		8.25	\$
600102	Exhibit, Counter, 2M x 1/2M x 40"H	462.99	694.65		8.25	\$
600221	Exhibit, Light Box, Large 37"x85"	615.38	922.66		8.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	485.58	728.34		8.25	\$
600223	Exhibit, Light Box, Small 37"x28"	299.81	449.87		8.25	\$
600291	Exhibit, Panel, Wirewall, 1M	414.18	620.91		8.25	\$
600242	Exhibit, Shelf, Angled with Lip 1M x 12"	49.82	133.69		8.25	\$
668286	Shelf, 1M x 12", Black	49.82	77.31		8.25	\$
668287	Shelf, 1M x 12", White	49.82	77.31		8.25	\$

Smoothwall Grid Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
661601	Grid, 24" x 8', Black	44.25	65.98		8.25	\$
661603	Grid, 24" x 8', Chrome	44.25	65.98		8.25	\$
661602	Grid, 24" x 8', White	44.25	65.98		8.25	\$
661681	Hardwall, Grid, Hook 4" Black	1.50	2.25		8.25	\$
661683	Hardwall, Grid, Hook 4" Chrome	1.50	2.25		8.25	\$
661684	Hardwall, Grid, Hook 6" Black	1.50	2.25		8.25	\$
661686	Hardwall, Grid, Hook 6" Chrome	1.50	2.25		8.25	\$
661687	Hardwall, Grid, Hook 8" Black	1.50	2.25		8.25	\$
661689	Hardwall, Grid, Hook 8" Chrome	1.50	2.25		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 \$ _____

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

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



042600483
 071118
 D-1 122217

EZ-Shelves Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- GES now offers this freestanding shelving system for your convenience and cost savings.
- The shelving system is attractive and affordable with flexible design options.
- Shelves are installed in your booth prior to move-in.
- Professional installation and dismantle.
- A charge of \$250.00 will be assessed to any damaged units.
- Want an easier way? Submit your order online: <https://e.ges.com/042600483/ezshelves/esm>



Double EZ-Shelf

Order E-Z Shelf

Item Code	Description	Discount (\$)	Regular (\$)	X Qty	Tax %	=	Total
302310	EZ Shelf, Double, 58" wide x 72" high (with 12" in between each shelf)	317.14	475.72		8.25	\$	

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

Fall Toy Preview 2018

Dallas Market Center - World Trade Center
October 2 - 4, 2018

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best. To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.



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

Graphics

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

Suitable programs for images or logos:

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

Color

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



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



Vector Artwork

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

preferred* AI/EPS (vector)

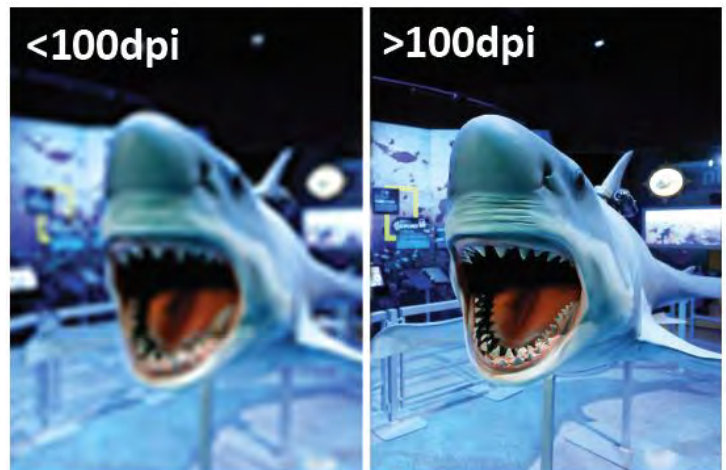


GIF, TIFF, JPEG (raster)



Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/042600483/signs/esm>

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

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



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.

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Text

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

Editable Text



Outlined Text - preferred*

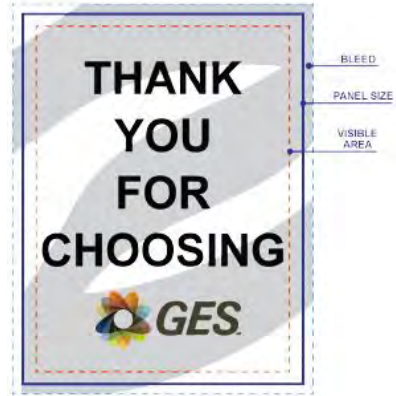


Final Print package should contain:

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

Allow for Frames & Finishing

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



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



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



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.

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Discount Deadline Date:
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Company Name _____ Email _____ Phone Number _____ Booth Number _____

Order graphics and **upload artwork files** directly online: <https://e.ges.com/042600483/signs/esm>

Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
668783	1 Meter Graphic Panel, 38-1/8"W x 86-1/4"H	225.00	333.00		8.25	\$
668782	1/2" up to 6" thick Cut Logo Graphics, Black	23.48	46.83		8.25	\$
668781	1/2" up to 6" thick Cut Logo Graphics, White	23.48	46.83		8.25	\$
668786	2 Meter Door Backlit/Offset Door Header Graphics	193.68	387.27		8.25	\$
668785	2 Meter Offset Door Header	113.05	226.13		8.25	\$
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	284.08	426.13		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	197.75	297.00		8.25	\$
668780	3/16" thick Cut Logo Graphics	21.05	41.93		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	231.56	347.36		8.25	\$
668784	Entrance Way Graphics	814.56	1,206.42		8.25	\$
668787	Fabric Doorway Banner	1,552.46	2,328.66		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	320.00	480.00		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	160.00	240.00		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	500.00	750.00		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	250.00	375.00		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	25.24	37.91		8.25	\$
668788	Vinyl Floormat Graphics	38.37	76.00		8.25	\$

Foamcore

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
6006	Color Foamcore, 4' x 8' sheet	45.61	78.18		8.25	\$
600521	White Foamcore, 2' x 8' sheet	45.61	78.18		8.25	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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Total Payment Enclosed

\$

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



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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

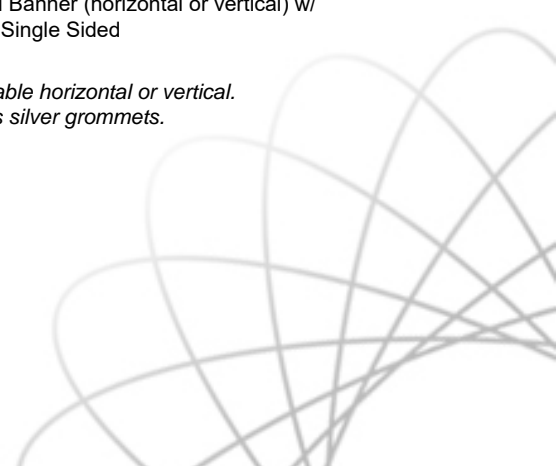
Includes sign holder rental, graphic and delivery.

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.*



Panel Insert Graphics Order Form

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

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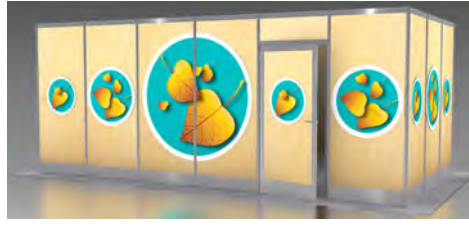


Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



668783
 1 Meter Graphic Panel, 38-1/8"W x 86-1/4"H



668780
 3/16" thick Cut Logo Graphics



668784
 Entrance Way Graphics

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
668783	1 Meter Graphic Panel, 38-1/8"W x 86-1/4"H	225.00	333.00		8.25	\$
	↳ Graphic Panel, Styrene Panel, Single-Sided (Panel Size: 38-1/8"W x 86-1/4"H)					
668780	3/16" thick Cut Logo Graphics	21.05	41.93		8.25	\$
668784	Entrance Way Graphics	814.56	1,206.42		8.25	\$
	↳ 1M Full Panel Insert Graphic Panel, Styrene Panel, Single-Sided (Panel Size: 38-1/8"W x 86-1/4"H) Door Graphic Panels, Styrene Panel, Single-Sided (Door Panel Size: 31-15/16"W x 68-1/4"H) Header Panel Size: 38-1/8"W x 12-1/2"H					

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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Overlay Fabric Banner Graphics Order Form

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

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 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



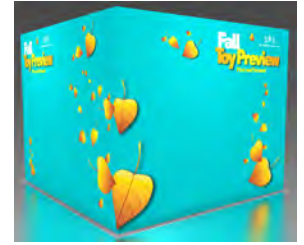
600076
 1M Graphic Wall Insert, Fabric



600077
 2M Graphic Wall Insert, Fabric



600078
 3M Graphic Wall Insert, Fabric



600079
 6M Graphic Wall Insert, Fabric

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600076	1M Graphic Wall Insert, Fabric	604.17	770.22		8.25	\$
	↳ Graphic Banner, Soft Cloth, Single-Sided (Panel Size: 41-1/4"W x 96"H)					
600077	2M Graphic Wall Insert, Fabric	1,214.77	1,504.00		8.25	\$
	↳ Graphic Banner, Soft Cloth, Single-Sided (Panel Size: 80-1/8"W x 96"H)					
600078	3M Graphic Wall Insert, Fabric	1,799.66	2,228.15		8.25	\$
	↳ Graphic Banner, Soft Cloth, Single-Sided (Panel Size: 120"W x 96"H)					
600079	6M Graphic Wall Insert, Fabric	3,599.32	4,456.30		8.25	\$
	↳ Graphic Banner, Soft Cloth, Single-Sided (Panel Size: 238-5/8"W x 96"H)					

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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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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Backlite Panel Display Graphics Order Form

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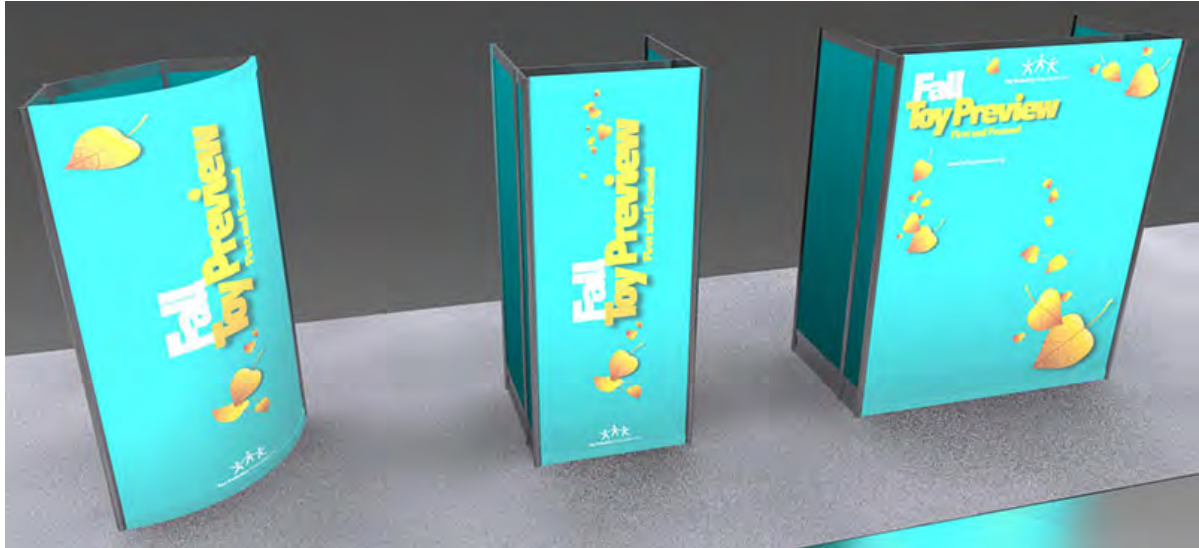
Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



600060
1M Curve Backlite Display

600061
1M Backlite Display

600062
2M Backlite Display

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600061	1M Backlite Display	1,161.75	1,510.26		8.25	\$
↳	Graphic Panel, Backlite Banner, Single-Sided (Panel Size: 37-9/16"W x 96"H)					
600060	1M Curve Backlite Display	1,344.39	1,747.16		8.25	\$
↳	Graphic Panel, Backlite Banner, Single-Sided (Panel Size: 60"W x 96"H)					
600062	2M Backlite Display	1,680.76	2,185.30		8.25	\$
↳	Graphic Panel, Backlite Banner, Single-Sided (Panel Size: 76-15/16"W x 96"H)					

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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Display Case Graphics Order Form

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

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 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



600065
 1M Display Case
 (back and front views shown)

600066
 2M Display Case

600068
 3M Display Case

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600065	1M Display Case	283.87	397.42		8.25	\$
	↳ Graphic Panel, 3/16" White Foam Core Inserts (Panel Size: 38-1/8"W x 22-1/8"H)					
600066	2M Display Case	460.63	644.88		8.25	\$
	↳ Graphic Panel, 3/16" White Foam Core Inserts (Panel Size: 72-1/2"W x 22-1/8"H)					
600068	3M Display Case	851.63	1,192.28		8.25	\$
	↳ Graphic Panel, 3/16" White Foam Core Inserts (Panel Size: 116-7/8"W x 22-1/8"H)					

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

Please Sign

X

Authorized Signature _____

Authorized Name - Please Print _____

Date _____

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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.

I-1d 070816 Cstm 071118 042600483



Corner/Linear Display Case Graphics Order Form

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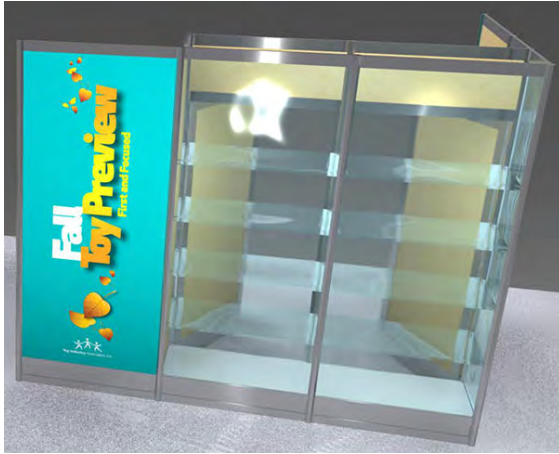
Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



600067
 2M Display Case, Corner



600069
 2M Display Case, Linear

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600067	2M Display Case, Corner	2,999.43	3,899.26		8.25	\$
	↳ Graphic Panels, 3/16" White Foam Core Inserts (Panel Size: 38-1/8"W x 86-1/4"H) Clear Plexi Panel, 42-3/4"W x 8"H 3/16" Clear Plexi Shelves, 1M W x 12"D					
600069	2M Display Case, Linear	2,999.43	3,899.26		8.25	\$
	↳ Graphic Panels, 3/16" White Foam Core Inserts (Panel Size: 38-1/8"W x 86-1/4"H) Clear Plexi Panel, 42-3/4"W x 8"H Clear Plexi Panel, 1/2M W x 8"H 3/16" Clear Plexi Shelves, 1M W x 12"D					

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.

I-1e 070816 Cstm 071118 042600483



Inset Curved Display Window Graphics Order Form

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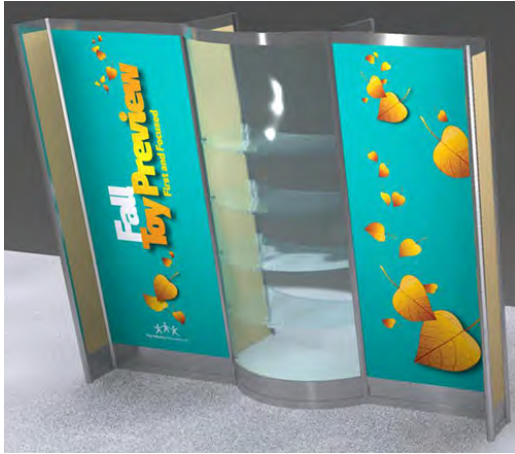
Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Please **upload artwork files** directly online, click here: <https://e.ges.com/042600483/signs/esm>
- Name art file with your company name and booth number.



600056

3M Inset Curved Display Window, Curved White Shelves



600055

3M Inset Curved Display Window, Curved Plexi Shelves

Order custom graphics

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600055	3M Inset Curved Display Window, Curved Plexi Shelves	3,106.55	4,038.52		8.25	\$
	↳ Graphic Panels, Inserts (Panel Size: 38-1/8"W x 86-1/4"H) Clear Plexi Panel, 42-3/4"W x 8"H 3/16" Clear Plexi Shelves, 1M W x 12"D					
600056	3M Inset Curved Display Window, Curved White Shelves	2,678.06	3,481.48		8.25	\$
	↳ Graphic Panels, Inserts (Panel Size: 38-1/8"W x 86-1/4"H) Clear Plexi Panel, 42-3/4"W x 8"H 3/16" White Shelves, 1M W x 12"D					

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: 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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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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October 2 - 4, 2018

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.

Get an instant quote today at https://e.ges.com/042600483/logistics_Quote

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



Estimating Material Handling Charges

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per shipment may apply, see enclosed Material Handling/Drayage Order Form for details. Please prepay all shipping charges - GES cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets; otherwise, GES will invoice the entire load at the uncrated rate.

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 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 show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, 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.

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Measure of Damage

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

Insurance

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. GES has published GES Terms and Conditions of Contract that are in this exhibitor service manual. Please read them carefully. It is recommended that your goods be insured.

Work Zone

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

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



GES Transportation Plus






DOMESTIC



Save 10% on Material Handling with GES Transportation Plus.

GES is your one stop shop for event and trade show transportation. As the Official Services Provider, we can offer you competitive pricing and a seamless shipping experience along with these Transportation Plus benefits:



-  10% off material handling
-  GES on-site support professionals
-  24/7 online shipment tracking: <http://www.ges.com/us/logistics/tools>
-  Consolidated show invoice
-  Fully integrated storage and shipping solutions



Order your round-trip shipping today to qualify for 10% off material handling fees.

Get an instant quote today at: https://e.ges.com/042600483/logistics_quote

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

Material Handling/Drayage Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- 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	\$51.67 cwt	\$67.17 cwt
Straight Time In / Overtime Out	\$66.86 cwt	\$86.92 cwt
Overtime In / Overtime Out	\$82.55 cwt	\$107.32 cwt

Advance Shipments to Warehouse Dates:

Tue, Aug 28, 2018: Advance shipments may begin arriving at warehouse.

Wed, Sep 26, 2018: Last day for shipments to arrive at warehouse.

GES STRONGLY ENCOURAGES ADVANCE SHIPMENTS. The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

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

	Crated	Special Handling	Uncrated
Straight Time In / Straight Time Out	\$83.73 cwt	\$108.85 cwt	\$133.97 cwt
Straight Time In / Overtime Out	\$108.47 cwt	\$141.01 cwt	\$173.55 cwt
Overtime In / Overtime Out	\$133.36 cwt	\$173.37 cwt	\$213.38 cwt

Direct Shipments to Show site Dates:

Fri, Sep 28, 2018: Direct shipments may begin arriving at exhibit site after 8:00 AM.

Mon, Oct 1, 2018: Last day for shipments to arrive at exhibit site by 5:00 PM.

Friday, September 28 Direct Shipments - 9th and 12th Floor Showrooms and Assigned Booths ONLY

Saturday, September 29 Direct Shipments - Assigned 12th Floor and 13th Floor Exhibitors ONLY

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 \$54.09. Each additional package will be charged \$26.96.

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Form Continues on Next Page



Material Handling/Drayage Order Form

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

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 2. Estimate Order

Small Packages

 1 1st Small Package Shipment x \$54.09 = _____ Total

 # of additional packages (each) x \$26.96 = _____ Total

Material Handling/Drayage

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

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

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

Exhibit Site Warehouse

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

Please Sign _____
 Authorized Signature

_____ Date
 Authorized Name - Please Print

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

Total Payment Enclosed \$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

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

Special Handling/Mixed Shipments:

A 30% 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 - 4:30 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

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Fall Toy Preview 2018

Name of Exhibition

042600483

BOOTH NUMBER

C/O GES

Dallas Market Center - World Trade Center
Dock 2
2050 Stemmons Freeway
Dallas, TX 75207 USA

Shipment Should Arrive on or Between:

Tuesday, Aug 28, 2018 - Wednesday, Sep 26, 2018

GES STRONGLY ENCOURAGES ADVANCE SHIPMENTS. The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Fall Toy Preview 2018

Name of Exhibition

042600483

BOOTH NUMBER

C/O GES

Dallas Market Center - World Trade Center
Dock 2
2050 Stemmons Freeway
Dallas, TX 75207 USA

Shipment Should Arrive on or Between:

Tuesday, Aug 28, 2018 - Wednesday, Sep 26, 2018

GES STRONGLY ENCOURAGES ADVANCE SHIPMENTS. The GES Advance Warehouse will be closed Monday, September 3, 2018, in observance of the Labor Day holiday.

Certified Weight Tickets are required for all Shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

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



FROM:



FROM:

Please print this label on a color printer if possible



TO:

Full Exhibiting Company Name at Show

Fall Toy Preview 2018

Name of Exhibition

042600483

BOOTH NUMBER

C/O GES
Dallas Market Center - World Trade Center
2050 Stemmons Freeway
Dock 2
Dallas, TX 75207-3206 USA

Shipment Should Arrive on or Between:

Friday, Sep 28, 2018 after 8:00 AM - Monday, Oct 1, 2018 by 5:00 PM

Friday, September 28 Direct Shipments - 9th and 12th Floor Showrooms and Assigned Booths ONLY
Saturday, September 29 Direct Shipments - Assigned 12th Floor and 13th Floor Exhibitors ONLY

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



TO:

Full Exhibiting Company Name at Show

Fall Toy Preview 2018

Name of Exhibition

042600483

BOOTH NUMBER

C/O GES
Dallas Market Center - World Trade Center
2050 Stemmons Freeway
Dock 2
Dallas, TX 75207-3206 USA

Shipment Should Arrive on or Between:

Friday, Sep 28, 2018 after 8:00 AM - Monday, Oct 1, 2018 by 5:00 PM

Friday, September 28 Direct Shipments - 9th and 12th Floor Showrooms and Assigned Booths ONLY
Saturday, September 29 Direct Shipments - Assigned 12th Floor and 13th Floor Exhibitors ONLY

Certified Weight Tickets are Required for all shipments. Drivers must check in by 2:00 PM to be guaranteed same day unloading.

Carrier _____
Number _____ of _____ pieces



Please print this label on a color printer if possible

Limited Storage Capacity at Show Site/Bellman Policy

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

Fall Toy Preview 2018

Dallas Market Center - World Trade Center

October 2 - 4, 2018



Attention:

- The Dallas Market Center - World Trade Center has limited storage space. Please see note below when sending freight directly to the facility to avoid additional handling fees by the facility.
- Freight deliveries sent directly to the facility will be received by GES on exhibitor move-in days only.
- Freight deliveries sent directly to the facility are subject to GES freight handling charges regardless of the consignee - as GES is the official show contractor.
- If your freight arrives at the facility prior to the published move-in dates, the facility will take possession of the item(s) and charges will be incurred from the facility in addition to GES material handling charges.

Advance shipments should be sent and labeled as follows:

(Exhibitor Name) / (Booth #)
Fall Toy Preview 2018
c/o GES
Dallas Market Center - World Trade Center
Dock 2
2050 Stemmons Freeway
Dallas, TX 75207
USA

See Table of Contents for location of Advanced Shipping Labels.

Bellman Policy

- Exhibitors may have bellmen deliver their boxes to the Exhibition Hall doors where a teamster will deliver them to their booth space. Please be advised that GES Material Handling rates will apply at this point.
- Exhibitors may hand carry display materials, if necessary, if the materials can be brought into the Exhibition Hall in one trip.
- Please be sure when shipping materials into the show to indicate "c/o GES" on the shipping label. Otherwise the facility will take possession of the item and exhibitors will incur charges from the facility in addition to GES Material Handling charges.

R-LS 020216 071118 042600483

R-LS 020216

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.

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Form Deadline Date:
September 7, 2018



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by September 7, 2018.
- Want an easier way? Fill out this information online and submit:
<https://e.ges.com/042600483/prePrint/esm>

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

Company/Consignee	Attention			
2050 Stemmons Freeway, Dock 2	Dallas	TX	75207-3206	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax		Booth Number	

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

Shipping Destination 1:

Number of Labels Needed:

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

Shipping Destination 2:

Number of Labels Needed:

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

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

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

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

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

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



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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.

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Form Deadline Date:
September 7, 2018

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/042600483/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?

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R-7 032316

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

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



Show Site Storage Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- An authorized company representative must be present at the time of delivery to your booth to inventory the items and to sign for receipt of items. Delivery hours may be restricted, check with the representatives in the GES Servicenter. An advance deposit is required to guarantee storage reservations.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- 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 Skid	86.54		\$

Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Tax %	= Total
705044	Storage, ST	67.83	84.87	101.91			8.25	\$
705044	Storage, OT	101.91	127.12	152.70			8.25	\$
705044	Storage, DT	135.65	169.43	203.48			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600483/labor/esm>

Step 2. Schedule Additional Deliveries

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

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

Rates and Information for Storage Deliveries Requiring Equipment

- Order forklifts for heavy items or skids/pallets of materials from storage.
- Notice of Delivery – Arrangements, in the form of a work order, must be made by 2:00 PM the day prior to delivery. The work order must be placed at the GES Servicenter. All remaining materials in accessible storage will be returned to the booth after show close (delivery charges will apply).
- Refer to Labor Information and Regulations form for additional requirements.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime: All other times Monday through Friday. All day Saturday & Sunday.
- Double Time: All day Holidays.

R-11/R-12 060518 071118 042600483

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

Form Continues on Next Page



Show Site Storage Order Form

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

Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Step 3. Schedule Forklift for Storage Deliveries

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print Date

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

Total Payment Enclosed

\$

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



Cartload Service Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

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.

Cartload Services

Item Code	Description	Rate (\$)	# of Trips	Total
200506	Cartload Service, Straight Time, Dock to Booth	73.76	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	73.76	1	\$
200506	Cartload Service, Over Time, Dock to Booth	97.64	1	\$
200506	Cartload Service, Over Time, Booth to Dock	97.64	1	\$

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$



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.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

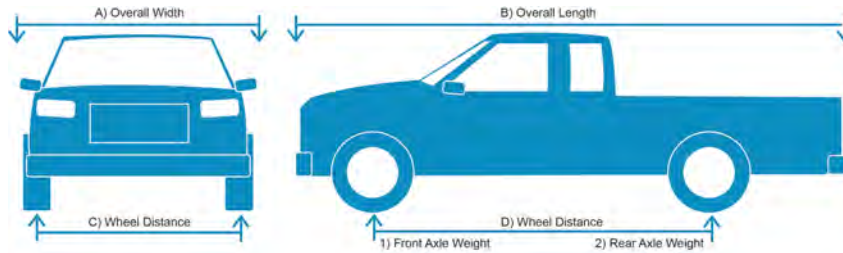
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment at show site and deliver to the Exhibitor booth. We will also handle the outbound as an inclusive service
- For dual axle vehicles measure the distance from the front wheel to between the back wheels.



Important Rules and Regulations

- The City Fire Marshal requires that battery cables must be disconnected, place a protective covering under the vehicle, gas tank must either be taped shut or have a lockable gas cap and may contain no more than a quarter (1/4) tank of fuel. Exhibitor is responsible for checking local Fire Marshal rules and regulations for additional requirements.
- Your presence is required! Vehicle Placement must be Exhibitor supervised. GES assumes no liability for loss, damage or bodily injury arising out of the placement of Exhibitor's vehicle. Exhibitor assumes the responsibility and an liability arising therefrom, for the work performed by union labor under Exhibitor's supervision.
- Watch your toes! Exhibitor(s) must stay clear during movement of vehicle.

Step 1. Provide Vehicle Information



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

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

* Please attach separate sheet for more than 3 vehicles.

Step 2. Vehicle Placement Services (Round Trip)

Item Code	Description	Rate (\$)	# of vehicles	Total
200507	Vehicle Placement Round-Trip, per vehicle	289.46		\$

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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071118

R-15 122017



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.

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Discount Deadline Date:
September 7, 2018

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) 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	Tax %	= Total
705000	Install & Dismantle, ST Move In	67.83	84.87	101.91			8.25	\$
705000	Install & Dismantle, ST Move Out	67.83	84.87	101.91			8.25	\$
705000	Install & Dismantle, OT Move In	101.91	127.12	152.70			8.25	\$
705000	Install & Dismantle, OT Move Out	101.91	127.12	152.70			8.25	\$
705000	Install & Dismantle, DT Move In	135.65	169.43	203.48			8.25	\$
705000	Install & Dismantle, DT Move Out	135.65	169.43	203.48			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600483/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 25% (\$ 50.00 minimum) surcharge will be added)

- GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/042600483/laborchecklist/esm>

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

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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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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.

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Discount Deadline Date:
 September 7, 2018

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	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.32	0.51		1	8.25	\$
500600	Duration of Show (per sq. ft. per day)	0.27	0.37		3	8.25	\$
500602	Per Day (per sq. ft. per day)	0.27	0.37			8.25	\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.82	1.22		8.25	\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.00	1.54			8.25	\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	107.72	162.04			8.25	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	139.35	209.17			8.25	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	376.01	563.98			8.25	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	440.74	660.38			8.25	\$

Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

\$

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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Electrical Checklist

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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<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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Electrical Safety and Regulation

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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1. GES Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
2. Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
3. **Outlet Location and Distribution**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis. See Electrical Labor Form.
4. **GES Jurisdiction** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
5. All outlets over 20 amps and/or with a voltage over 150 volts will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
6. Electrical Labor (See Electrical Labor Order Form — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 AM. The minimum charge per booth is one (1) hour for installation and half (1/2) hour for dismantle. Time will commence per Exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing will be charged at a time, material and motorized equipment basis.
7. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

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8. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.
9. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.
10. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.
11. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.
12. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
 - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
 - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
 - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
 - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
 - Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.



Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

Electrical Services Frequently Asked Questions

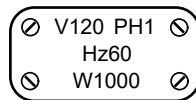
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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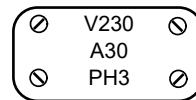
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How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



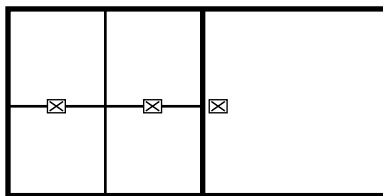
230 volts
30 Amps
3 Phase

Is this price listed for power per day?

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

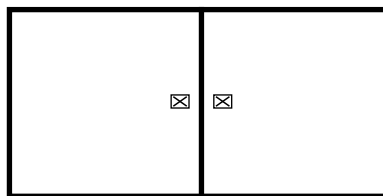
Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

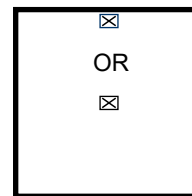


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

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When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

Electrical Outlets Order Form

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

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 Dallas Market Center - World Trade Center
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Discount Deadline Date:
 September 7, 2018

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



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	85.19	115.03		8.25	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	111.41	150.41		8.25	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	150.73	203.48		8.25	\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	229.37	309.96		8.25	\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	262.13	353.86		8.25	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	321.11	433.46		8.25	\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	563.57	760.82		8.25	\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	917.44	1,238.56		8.25	\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	1,965.94	2,654.03		8.25	\$

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

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.21	6.79		8.25	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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24 Hour Electrical Outlets Order Form

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

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Discount Deadline Date:
September 7, 2018

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



Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	170.38	230.06		8.25	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	222.82	300.82		8.25	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	301.46	406.96		8.25	\$

3P 208v Motor and Equipment Outlets*

Item Code	Description	Boost	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700022	010 Amp, 1 HP 208V / 3Phase	<input type="checkbox"/>	458.74	619.92		8.25	\$
700024	020 Amp, 3 HP 208V / 3Phase	<input type="checkbox"/>	524.26	707.72		8.25	\$
700025	030 Amp, 5 HP 208V / 3Phase	<input type="checkbox"/>	642.22	866.92		8.25	\$
700026	060 Amp, 10 HP 208V / 3Phase	<input type="checkbox"/>	1,127.14	1,521.64		8.25	\$
700027	100 Amp, 20 HP 208V / 3Phase	<input type="checkbox"/>	1,834.88	2,477.12		8.25	\$
700028	200 Amp, 50 HP 208V / 3Phase	<input type="checkbox"/>	3,931.88	5,308.06		8.25	\$

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

Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	5.21	6.79		8.25	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

042600483

071118

E-2a 080417



Light Rental Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Easy Ordering Tips:

- Price includes black track, light bar, installation, fixtures, electricity, maintenance and removal.
- Please attach drawing or diagram indicating exact placement of additional lights to be installed.
- If a drawing or diagram is not attached with this order form, lighting will be placed in a central location. Any changes at show site will incur a half hour (minimum) labor charge. Any adjustment or focusing after installation will require a half hour (minimum) labor charge. Please refer to the Labor Order Form.
- Want an easier way? Submit your order online: <https://e.ges.com/042600483/lights/esm>



Track with 3 Light Fixtures (item code 700339) is pictured

Order Lighting

Item Code	Description	Discount (\$)	Regular (\$)	X Qty	Tax %	=	Total
700361	Floodlight, 1000 Watt Overhead	394.46	532.52		8.25	\$	
700350	Floodlight, 120 Watt	159.07	214.74		8.25	\$	
700339	Track with 3 Light Fixtures, White	364.57	474.01		8.25	\$	
700340	Track with 4 Light Fixtures, White	406.54	528.38		8.25	\$	

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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Electrical Floorwork Labor Order Form

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

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Discount Deadline Date:
 September 7, 2018

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



Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Tax %	Total
705060	Electrical, ST	87.80	87.80	87.80			8.25	\$
705060	Electrical, OT	175.60	175.60	175.60			8.25	\$

Step 2. Please Indicate Service



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

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

Floor Work (Under Carpet Electrical Distribution)

Option 1

- Exhibitor Supervised
 - You must schedule date & time below as well as # of electricians and estimated hours.
 - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
 - Labor cannot be scheduled prior to assigned target date.
 - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

Option 2

- GES Supervised (OK to proceed without exhibitor.)
 - A 30%(\$60 minimum) surcharge will be added to the labor rates above for this professional supervision.
 - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?

____ Yes ____ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

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Form Continues on Next Page



Electrical Floorwork Labor Order Form

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

Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

Installation

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker 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 Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

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

Please Sign _____
Authorized Signature

_____ Date
Authorized Name - Please Print

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

Total Payment Enclosed \$ _____

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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Electrical Booth Work Labor Order Form

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Discount Deadline Date:
September 7, 2018

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



Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Tax %	Total
705061	Electrical, ST	87.80	87.80	87.80			8.25	\$
705061	Electrical, OT	175.60	175.60	175.60			8.25	\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Tax %	Total
705300	High Lift, ST	371.57	371.57	371.57			8.25	\$
705300	High Lift, OT	456.81	456.81	456.81			8.25	\$

Step 2. Please Indicate Service

Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
 - Assembly, installation and dismantle of electrical headers and/or light boxes.
- Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
 - Changes to or the addition of electrical connectors to electrical apparatus.

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Form Continues on Next Page



Electrical Booth Work Labor Order Form

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

Discount Deadline Date:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 3. Schedule Electrical Labor for Booth Work

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker 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 Electrical. GES Electrical requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign

X _____
Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$ _____

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



Electrical Equipment Order Form

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Discount Deadline Date:
September 7, 2018

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



Easy Ordering Tips:

- GES forklifts, fork & basket, condors and/or scissor lifts are required for the installation of energized equipment; i.e. lights, light boxes and structured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.



What equipment do I need?

Forklift (Operator): 1 Electrician to operate lift

Uses: To mount electrical headers that sit on top of columns or for lifting electrical apparatuses. (3 stage lift)

Fork & Basket (Crew): 1 Electrician to drive and 1 Electrician in basket

Uses: To mount and adjust electrical headers, light boxes, plasma screens and electrical signs

High Lift (Crew): Crew to operate

Uses: Truss lighting and hanging signs

Condor (Crew): Crew to operate

Uses: Additional drops, shrouding and lights out

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

High Lift (Crew): Crew to operate

Uses: Aerial electrical work

Scissor Lift (Operator): 1 Electrician to operate

Uses: Anything over 12' requires a Scissor Lift. This is used for light weight electrical work

Step 1. Order Labor With Equipment

Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Tax %	Total
705300	High Lift, ST	371.57	371.57	371.57			8.25	\$
705300	High Lift, OT	456.81	456.81	456.81			8.25	\$

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Form Continues on Next Page



Electrical Equipment 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:
September 7, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

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

Step 2. Please Indicate Service

Describe work that needs to be performed:

Step 3. Schedule Electrical Equipment

Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker 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.

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Type of Equipment
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

By signing and delivering the Electrical Equipment Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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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.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Company Name	Email	Phone Number	Booth Number
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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, the Agreement and Rules and Regulations between GES and the EAC form, and the DMC Agreement Form are 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.
- A signed DMC Agreement.



X

 Cardholder's Signature

 Cardholder's Name - Please Print Date

Review and Return Return with Certificate of Insurance to: The Toy Association, Inc., Attn: Richard Chow, 1375 Broadway, Suite 1001, New York, NY 10018 • Phone: (646) 520-4873 • Email: rchow@toyassociation.org

Global Experience Specialists, Inc. (GES) (Official Service Provider), The Toy Association, Inc. (Show Management), Fall Toy Preview 2018 (Show) and Dallas Market Center - World Trade Center (Facility) and all associated entities shall have no liability to any party for damage or injuries caused by Exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the Exhibitor space lease and the Exhibitor Kit/Service Manual. Exhibitor agrees to indemnify and defend Global Experience Specialists, Inc. (GES) (Official Service Provider), The Toy Association, Inc. (Show Management), Fall Toy Preview 2018 (Show) and Dallas Market Center - World Trade Center (Facility) and all associated entities for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



Agreement and Rules and Regulations between GES and EAC

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

Fall Toy Preview 2018
Dallas Market Center - World Trade Center
October 2 - 4, 2018

Form Deadline Date:
September 7, 2018

Company Name	Email	Phone Number	Booth Number
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Attention:

- This form is to be completed by the EAC

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

Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming Global Experience Specialists, Inc. (GES) (Official Service Provider), The Toy Association, Inc. (Show Management), Fall Toy Preview 2018 (Show) and Dallas Market Center - World Trade Center (Facility) and all associated entities 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 Kit/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.
 - The Commercial General and Automobile Liability Policies shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), The Toy Association, Inc. (Show Management), Fall Toy Preview 2018 (Show) and Dallas Market Center - World Trade Center (Facility) and all associated entities 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), The Toy Association, Inc. (Show Management), Fall Toy Preview 2018 (Show), Dallas Market Center - World Trade Center (Facility) 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).

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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.

Fall Toy Preview 2018
 Dallas Market Center - World Trade Center
 October 2 - 4, 2018

Form Deadline Date:
 September 7, 2018

Company Name	Email	Phone Number	Booth Number
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Rules and Regulations (continued)

16. 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.
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 Servicerenter 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 _____
 Cardholder's Signature

_____ Date

Cardholder's Name - Please Print

Review and Return Return with Certificate of Insurance to: The Toy Association, Inc., Attn: Richard Chow, 1375 Broadway, Suite 1001, New York, NY 10018 • Phone: (646) 520-4873 • Email: rchow@toyassociation.org

Printed Name: _____
 Title: _____
 Company: _____
 Address: _____ City: _____ State: _____ Zip/Postal Code: _____
 Contact Name at Show Site: _____
 Office Phone: _____ Cell Phone at Show Site: _____

Official Use Only	
Accepted by GES Authorized Representative:	
X	
Authorized Signature	
Authorized Name - Please Print	Date

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

PRODUCER
ABC Insurance Agency Fax: (212) 555-6100
 1234 Broker Lane
 New York, NY 10895
 Attn: Joe Agent (212) 555-6102 ext. 1234

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSUREERS AFFORDING COVERAGE

INSURED 2.
Big Boom Company, Inc.
 1234 Corporate Lane
 New York, NY 10895
 Attn: Joe Smith
 Phone: (212) 555-5349 Fax: (212) 555-9819

INSURER A: **Hartford Insurance Company of Illinois**
 INSURER B: **Aetna Casualty & Surety Company**
 INSURER C: **Travelers Insurance Company**
 INSURER D: **Royal Insurance Company**
 INSURER E:

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

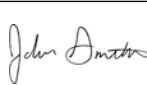
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/>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

5. **DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS**
 The Toy Association, Inc. (Show Management); Global Experience Specialists, Inc. (GES) (Official Contractor); WTC Trade Mart Fee, L.P., ITP Fee, L.P., Market Center Land, L.P., Market Center Management Company, Ltd., International Trade Plaza 2015, L.P., WTC-Trade Mart 2015, L.P., AM Campus, L.P. and Dallas Market Center - World Trade Center (Facility) 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), The Toy Association, Inc.; WTC Trade Mart Fee, L.P., ITP Fee, L.P., Market Center Land, L.P., Market Center Management Company, Ltd., International Trade Plaza 2015, L.P., WTC-Trade Mart 2015, L.P., AM Campus, L.P. 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, The Toy Association, Inc.; WTC Trade Mart Fee, L.P., ITP Fee, L.P., Market Center Land, L.P., Market Center Management Company, Ltd., International Trade Plaza 2015, L.P., WTC-Trade Mart 2015, L.P., AM Campus, L.P. shall be excess and non-contributory. Workers Compensation will provide a Waiver of Subrogation in favor of The Toy Association, Inc., Global Experience Specialists, Inc. (GES) (Official Contractor); WTC Trade Mart Fee, L.P., ITP Fee, L.P., Market Center Land, L.P., Market Center Management Company, Ltd., International Trade Plaza 2015, L.P., WTC-Trade Mart 2015, L.P., AM Campus, L.P. Show date(s) are: October 2 - 4, 2018 at city of Dallas.

CERTIFICATE HOLDER X **ADDITIONAL INSURED; INSURER LETTER:** X **CANCELLATION**

6. The Toy Association, Inc.
 Attn: Richard Chow
 1375 Broadway, Suite 1001
 New York, NY 10018

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


- Producer:** Insurance Agent / Broker who issues certificate.
- Name of Insured:** Must be the legal name of contracting party.
- Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
- Form of Coverage:** Must be "occurrence" form of coverage.
- Name of Additional Insureds:** The Toy Association, Inc. (Show Management); Global Experience Specialists, Inc. (GES) (Official Contractor); WTC Trade Mart Fee, L.P., ITP Fee, L.P., Market Center Land, L.P., Market Center Management Company, Ltd., International Trade Plaza 2015, L.P., WTC-Trade Mart 2015, L.P., AM Campus, L.P. and Dallas Market Center - World Trade Center (Facility) and all associated entities must be listed as additional insureds on a primary and non-contributory basis. Workers Compensation policy must provide a waiver of subrogation in favor of named additional insureds.
- Certificate Holder:** Must be The Toy Association, Inc.
- Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
- Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
- 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.
- Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

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Fall Toy 2018

PLACEHOLDER



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.

Fall Toy Preview 2018

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Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. 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

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

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.

Fall Toy Preview 2018
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Safety is very important for everyone working in the Exhibit Hall.

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

Safety Guidelines:

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

If you notice anything unsafe please contact a 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.

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



Fire Regulations

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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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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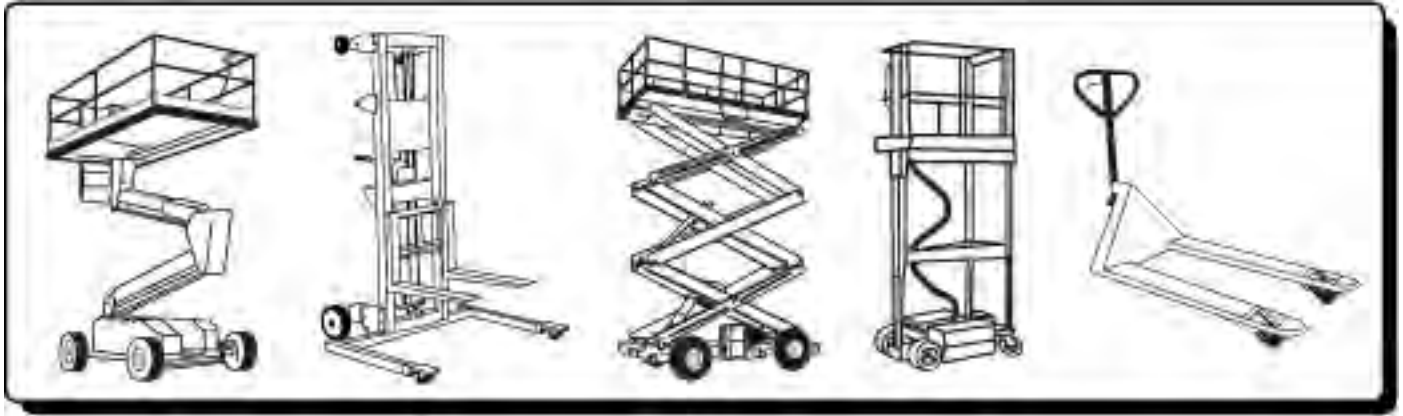
Operation of All Mechanical Lifts

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

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Attention all exhibitors:

- The operation or use of all motorized equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.
- The operation or use of motorized or mechanical equipment, including mechanical scooters and carts, is not permitted by exhibitors or their appointed contractors for material handling. The use or prohibition of motorized scooters is controlled by and subject to the facility's rules, regulations and guidelines.
- All lifts, scooters, pallet jacks, dollies and manpower must be provided by the official service provider.
- Scooters and carts may only be used by the individuals to whom the scooters and carts are issued. 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.

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



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.

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Payment for Services

GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharges.

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See Third Party Billing Request form.

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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.

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

I. Definitions

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

II. Scope

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

III. Customer Obligations

a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

IV. Mutual Obligation Indemnification

a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**

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

V. Disclaimer and Limitation of Liability

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

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



VI. No Liability for Loss or Damage to Goods

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

VII. Measure of Damage

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

VIII. Miscellaneous

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

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

XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

Payment Policy

Payment for Services: GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

Discount Prices: To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

Method of Payment: GES accepts MasterCard, Visa, American Express via this website.

Third Party Billing: Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

Tax Exempt: If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

Adjustments and Cancellations: No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer[®] at 800.475.2098 or visit the GES Servicer[®] at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

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

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Additional Service Order Forms

FALL TOY PREVIEW 2018 SERVICE CONTRACTORS

Audio Visual

MDAN AUDIO VISUAL

T: 817.988.5648

Contact: Mike Smith

mws_75167@yahoo.com

Catering Services (On-Site)

LEVY RESTAURANTS AT DMC

2100 N. Stemmons Freeway, MS 160 | Dallas, TX 75207

T: 214.749.5493 F: 866.870.3359

Contact: Becky Phelps

rphelps@levyrestaurants.com

Cleaning

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Labor* section of this exhibitor kit for details.

Decorator/General Contractor

GLOBAL EXPERIENCE SPECIALISTS, INC. (GES)

7000 Lindell Road | Las Vegas, NV 89118-4702

T: 800.475.2098 (USA) F: 866.329.1437 (USA)

702.515.5970 702.263.1520

www.ges.com

Electrical

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Floral/Plant Rentals

DALLAS MARKET CENTER

2100 Stemmons Freeway, MS 650 | Dallas, TX 75207

T: 214.655.6116 F: 214.655.7628

Contact: Karin Lee

klee@dallasmarketcenter.com

Freight Forwarder

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Freight Forwarder, International

KUEHNE + NAGEL, INC.

20000 S. Western Avenue | Torrance, CA 90501

T: 310.258.8149

Contact: Robert Rodriguez

Robert.Rodriguez@Kuehne-Nagel.com

Furniture

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Hotels & Travel

ONPEAK

T: 855.992.3353

312.527.7270 (International)

compass.onpeak.com/e/012604466

Internet Service

GDT ADVANCED SOLUTIONS, LLC

T: 214.857.6200

Contact: Brent Beasley

teamdmc@gdt.com

www.quickconnectnow.com

Labor

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Material Handling

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Office Services

AMERICAN SHOWROOM CONCEPTS

2050 N. Stemmons Freeway, Suite 141 | Dallas, TX 75207

T: 214.631.1737

Photographer

KRISTINA BOWMAN PHOTOGRAPHY

P.O. Box 191413 | Dallas, TX 75219

T: 214.631.1111

kbowmanphoto@hotmail.com

www.kristinabowmanphotography.com

Security

DMC PROTECTIVE SERVICES

Dallas Market Center

2100 Stemmons Freeway, MS 820 | Dallas, TX 75207

T: 214.655.6234 F: 214.655.6165

Contact: Sonya Boone

sboone@dallasmarketcenter.com

Show Site

DALLAS MARKET CENTER

2100 Stemmons Freeway | Dallas, TX 75207

T: 214.655.6100

info@mcmcmail.com

Signage

GLOBAL EXPERIENCE SPECIALISTS (GES)

See *Decorator/General Contractor* in this list.

Telephone Service

GDT ADVANCED SOLUTIONS, LLC

T: 214.857.6200

Contact: Brent Beasley

teamdmc@gdt.com

www.quickconnectnow.com

Temporary Booth Staffing

REMX SPECIALTY STAFFING

14185 Dallas Parkway, Suite 130 | Dallas, TX 75254

T: 972.726.7369

Keith.David@remx.com

MDAN Audio Visual | Mike Smith – Owner

817-988-5648

Audio Equipment (prices are for length of show)			
Equipment	Quantity	Cost	Total
10" Speakers with Stands		\$90.00	
12" Speakers with Stands		\$125.00	
Wireless Microphone		\$105.00	
Wired Microphone		\$25.00	

Video Equipment (prices are for length of show)			
Equipment	Quantity	Cost	Total
32" LCD Monitor		\$300.00	
48" LCD Monitor		\$400.00	
55" LCD Monitor		\$500.00	
TV Stand		\$200.00	
Blu-ray/DVD Player		\$65.00	
DVD Player		\$45.00	
LCD Projector - 3000 Lumen		\$300.00	
Tripod Screen		\$50.00	
Stand for Projector		\$25.00	

Delivery & Pick Up			
Delivery & Pick Up		\$85.00	

Name _____

Phone Number _____

Email _____

Preferred Delivery Date & Time _____

Please email this order form to: mws_75167@yahoo.com

Payment is required 10 days prior to delivery date. I will contact you by phone for Credit Card info.

***Prices listed are for orders placed and paid for 10 days out.** Cannot guarantee availability after that.

****Prices include all cables needed and directions for set-up.** We can set-up equipment for an additional charge - will depend on equipment and time involved.

We have additional equipment not listed. If you don't see what you need, please contact me by phone or email and we will strive to provide it.



MENU

Showroom Catering



Levy

D\N\C

A warm Dallas

WELCOME

WELCOME to Dallas Market Center where the trendiest food compliments the next season's fashions. We believe that every occasion is extraordinary. Our talented team will partner with you to shape an experience that stands out. Our Simplified menu that understands our guests needs and are uniquely catered to you.



He is focused on pairing fresh local ingredients with seasonal specialties to create elevated cuisine at the Dallas Market Center.

Your Chef Walter Daniels

Executive Chef Walter Daniels brings 15 years of culinary knowledge to the table, blending regional cuisine. He is focused on pairing fresh local ingredients with seasonal specialties to create elevated cuisine at the Dallas Market Center.

Chef Walter was born in New Jersey before migrating to Atlanta to pursue his culinary passion, working with some of the top chefs in the country developing his craft for national and international cuisine. Southern heritage comes alive in traditional regional recipes prepared with a modern twist to bring each one of our guests an unforgettable dining experience.

MADE-TO-ORDER MORNINGS

Breakfast is the most important meal of the day, and we take that very seriously. From ripe, refreshing fruit, to wholesome and hearty hot morning favorites, we will make sure you start your day off right.



MADE-TO-ORDER MORNINGS

Enhance your breakfast experience by adding an array of breakfast favorites.

BREAKFAST PACKAGES

Breakfast packages are priced per person minimum of 12 guests. Include: Starbucks Regular or Decaffeinated Coffee and Orange Juice

MARKET BREAKFAST

Scrambled eggs with cheddar cheese, sausage or bacon, breakfast potatoes with onions and peppers, buttermilk biscuits, peppered cream gravy, butter and jam **14.95**

SOUTHWESTERN BREAKFAST BURRITO BAR

Farm fresh eggs scrambled with chorizo sausage, bell peppers and onions, accompanied by breakfast potatoes, warm flour tortillas, and cheddar cheese and salsa roja **13.95**

SUN-UP SELECTION

Our signature cinnamon buns with warm sweetened cream cheese, assorted Danish, muffins and seasonal fresh fruit **11.95**

TEXAS FRENCH TOAST

Thick Texas cut Challah bread dipped in cinnamon vanilla egg batter griddled golden and topped with warm peaches and pecans. Served with crisp bacon, seasonal fresh fruit and maple syrup on the side **11.95**

A SMART START

Heart healthy oatmeal, accompanied with pecans, brown sugar, raisins, bananas and fresh berries **10.25**

SIGNATURE BREAKFAST PLATTERS

All platters served by the dozen

Assorted Bagels and Cream Cheese **36.00 dozen**

Scones and Jams **36.00 dozen**

Fresh Baked Muffins with Butter and Jam **36.00 dozen**

Assorted Danish with Butter and Jam **36.00 dozen**

Chef's Selection - Muffins, Danish and Croissants with Butter and Jam **39.00 dozen**

Fresh Baked Croissants - Butter and Chocolate with Butter and Jam **39.00 dozen**

Chef's Seasonal Fruit Platter **54.00 serves 12**

BREAKFAST A LA CARTE

Minimum one dozen

SIGNATURE BREAKFAST CROISSANT SANDWICH

Scrambled eggs, smoked bacon and cheddar cheese **5.25 each**

BAGEL SANDWICH

Scrambled eggs, smoked ham, cheddar cheese on a plain bagel **5.25 each**

INDIVIDUAL GREEK FRITTATA

Farm fresh eggs, spinach, tomatoes and feta cheese **5.25 each**

INDIVIDUAL CLASSIC FRITTATA

Farm fresh eggs, ham and Swiss cheese **5.25 each**

SOUTHWESTERN BREAKFAST BURRITO

Scrambled eggs, chorizo sausage, pico de gallo and jack cheese. Served with salsa roja **5.25 each**

TEXAS CHICKEN N BISCUIT

Buttermilk biscuit, crispy chicken and jalapeno jelly **5.25 each**

INDIVIDUAL YOGURT PARFAIT

Vanilla yogurt, fresh berries and granola **5.25 each**

SANDWICHES

These lunches, expertly crafted by our culinary team, are chef tested and guest approved. Our out-of-the-box take on lunch delivers luscious local flavors, high quality ingredients, and easily customized offerings that will please even the most particular palates.



SANDWICHES

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides and sweet treats.

SANDWICHES PACKAGES

CHEF'S SIGNATURE SANDWICH TABLE

Choose up to four signature sandwiches and one side salad, served with kettle chips and cookies *15.25 Per person/ Minimum of 12*

CHEF'S SIGNATURE SANDWICH PLATTER

Choose up to four sandwich options from our sandwich selections below. Platter includes eight (8) sandwiches cut in half per tray
\$75.00

BOX LUNCH PACKAGES

SIGNATURE DELUXE BOX LUNCH

Choice of Signature sandwich, pasta salad, whole fruit, chips and a cookie
12.75 each/Minimum of 12

TRADITIONAL BOX LUNCH

Traditional sandwich on wheat bread with leaf lettuce and tomato served with chips and a cookie. Choice of: roast beef, turkey, ham or chicken salad
10.50 per person/Minimum of 12

SIGNATURE SALAD BOXED LUNCH

Choice of: Chicken Caesar Salad, Turkey Cobb Salad, Market Spinach with Chicken Salad. Served with crostini and a cookie.
\$12.75 each/Minimum 12

SIGNATURE SANDWICH SELECTIONS

ROASTED TURKEY BLT WRAP

Roasted turkey with herb aioli, lettuce, tomato and bacon wrapped in a wheat tortilla

THE NATURAL

Turkey, ham, Swiss, cheddar, lettuce, tomato and Louie dressing on a wheat hoagie roll

GRILLED CHICKEN PESTO

Chicken breast with basil pesto, lettuce and tomato on grilled ciabatta bread

VEGETABLE WRAP

Char-grilled seasonal vegetables with herbed cheese spread wrapped in a spinach tortilla

ROAST SIRLOIN

Boursin cheese and caramelized onion jam on grilled ciabatta bread

HAM AND SWISS

Smoked ham, Swiss cheese and mustard butter on pretzel bread

CAPRESE SANDWICH

Roma tomatoes, fresh mozzarella and basil pesto on grilled ciabatta bread

CHICKEN SALAD SANDWICH

SALADS AND SOUP

Let us bring the farmer's market to you. We've selected the freshest picks of the season so you have all the right ingredients to create a sensational salad that is simply perfect--and personalized just for you.



SALADS AND SOUP

SALADS

Add grilled chicken to any salad for 4.00 per person. Each salad serves 12-15 guests

TRADITIONAL CAESAR SALAD

Crisp romaine, Parmesan cheese and garlic croutons with creamy Caesar dressing
40.00

MARKET SPINACH SALAD

Baby spinach, grape tomatoes, red onion cucumber and aged balsamic vinaigrette
40.00

FIELD GREEN SALAD

Baby field greens, tomatoes, red onion and cucumbers with balsamic vinaigrette 40.00

SOUTHERN SALAD

Baby field greens, fresh berries, spiced pecans and white balsamic vinaigrette
42.00

TEXAS COBB SALAD

Romaine and iceberg lettuces, black beans, corn, tomato, red bell pepper, green onions, shredded cheddar and Monterey jack cheeses with chipotle ranch dressing 42.00

LOADED MACARONI SALAD

Pasta tossed in buttermilk dressing with bacon, tomatoes, cheddar cheese, red onions and scallions 38.00

MUSTARD POTATO SALAD 30.00

CREAMY COLE SLAW 30.00

SOUPS

45.00 Per gallon (serves 10-12 guests)

TOMATO BASIL BISQUE

Parmesan croutons on the side

DOUBLE BAKED POTATO

Cheddar cheese, bacon and chives on the side

SOUTHWEST TORTILLA

Tortilla strips and cheddar cheese on the side

TRADITIONAL CHICKEN NOODLE

CREAMY BROCCOLI CHEESE

TEXAS CHILI

Diced onions and cheddar cheese on the side *Per gallon 65.00*
Make it a Frito Pie 2.50 per bag

ANYTIME GATHERINGS

Fresh, house-made, and packed with the best local flavors, our premier array of innovative entrees are sure to impress your guests. Let our chefs make your meal memorable with a menu showcasing the finest ingredients in delectable dishes.



ANYTIME GATHERINGS

ENTRÉES

MARKET PASTA

Traditional Caesar Salad, Cavatappi Pasta with Creamy Pesto and Grilled Chicken, Grilled Zucchini Medley, Garlic Bread, Parmesan Cheese and Crushed Red Pepper, Cheesecake with Raspberry Sauce

14.95 Per person

TEXAS BARBECUE

House Smoked Sliced Brisket, Ranch Style Beans, Mustard Potato Salad, Loaded Macaroni Salad, Warm Yeast Rolls with Butter, Warm Peach Cobbler

15.95 Per person

Add Smoked Chicken Breast or Smoked Sausage 5.00 per person

CHICKEN FAJITAS

Grilled Chicken Breast with Chorizo and Jack Cheese, Served with Pico de Gallo, Cheddar Cheese, Sour Cream and Warm, Flour Tortillas, Fiesta Rice, Refried Beans, Tortilla Chips with Salsa Roja, Mexican Bread Pudding with Caramel Sauce

15.50 Per person

Add Carne Asada 5.00 Per person

DOWN SOUTH

Mixed Green Salad with Tomatoes, Cucumbers, Red Onions, Croutons and Ranch Dressing, Chicken Fried Chicken with Pepper Gravy on the side, Traditional Mashed Potatoes, Chipotle Buttered Corn, Warm Yeast Rolls with Butter, Chocolate Brownies

15.50 Per person

HOME COOKING

Mixed Green Salad with Tomatoes, Cucumbers, Red Onions, Croutons and Ranch Dressing, Chipotle Meatloaf Three Cheese Mac n Cheese, Southern Green Beans with Onions, Warm Yeast Rolls and Butter, Warm Apple Crisp

14.50 Per person

BAKED POTATO AND SALAD COMBO

House Mixed Green Salad with Tomato, Cucumber, Red Onion and Balsamic Vinaigrette, Hot Baked Potato, Served with Sour Cream, Butter, Bacon Bits, Cheddar, Cheese and Green Onions, Fresh Baked Cookies

13.25 Per person

Add Chili, Diced Chicken or Chopped Brisket for 4.00 Per person

CHOP-CHOP SALAD BAR

Romaine and Iceberg Lettuce, Diced Chicken Breast, Chopped Cooked Eggs, Garbanzo Beans and Cheddar Cheese, Broccoli, Tomato, Red Onion, Cucumbers, Carrots and Garlic Parmesan Croutons, Rolls and Butter, Balsamic Vinaigrette and Ranch Dressing, Lemon Bars

14.95 Per person

CHICKEN MARSALA

Spinach Salad with Grape Tomatoes, Red Onion, Cucumber and Balsamic Vinaigrette, Chicken Breast in Mushroom Marsala Sauce, Oven Roasted Potatoes, Broccoli and Bell Peppers, Warm Yeast Rolls and Butter, Chocolate Cake

15.50 Per person

SNACKS AND HOT SNACKS

Fuel up with fresh fruit, satisfy your sweet tooth with delectable baked goods, or conquer your craving for something savory with our salsa bar. Customize your snack break selections to suit any time of day.



SNACKS AND HOT SNACKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below.

SNACKS

SALSA SAMPLER

Crisp tortilla chips served with three authentic fresh salsas: salsa roja, salsa verde and salsa cruda *40.00 serves 10*

POTATO CHIPS AND GOURMET DIPS

Kettle-style potato chips served with roasted garlic Parmesan, French onion and buttermilk ranch dips *40.00 serves 10*

DALLAS MARKET CENTER SNACK MIX

16.00 per pound

PEANUTS

Dry-roasted or honey-roasted
18.00 per pound

DELUXE MIXED NUTS

28.00 per pound

NUTRI GRAIN BARS (ASSORTED)

2.50 each

INDIVIDUAL BAGS OF CHIPS AND SNACKS (ASSORTED)

2.50 each

CANDY BARS (FULL SIZE)

2.00 each

HOT SNACKS

PIZZA PIE

Up to three toppings: Italian sausage, pepperoni, beef, bell peppers, onions, mushrooms and jalapenos

38.00 16 inch/12 slices

WARM ARTICHOKE SPINACH DIP

Accompanied by crostini and tortilla chips

57.00 serves 12

CAMPFIRE QUESO

Creamy cheese dip with chorizo, bell peppers, onions and tomatoes,

Accompanied by tortilla chips and salsa roja

60.00 serves 12

CHICKEN QUESADILLAS

Ancho-marinated chicken with cilantro and Monterey Jack cheese with salsa roja

51.00 per dozen

SMOKED BRISKET QUESADILLAS

House-smoked brisket and cheddar cheese with salsa roja *51.00 per dozen*

TEXAS SLIDERS

House- smoked brisket, barbecue sauce and crispy onions on a slider roll

54.00 per dozen

HORS D'OEUVRES

COLD HORS D'OEUVRES*Minimum 2 dozen***Texas Deviled Eggs**Spiced with Cholula, Cilantro and Jalapeno cream *3.25 each***Caprese Skewers**Tomato, Mozzarella and Basil with Balsamic Drizzle *3.50 each***Avocado Toast Bites**Avocado, Roasted Tomatoes and Feta on Brioche Toast *4.25 each***Couscous Salad In A Cup**Tomatoes, Cucumbers, Onions, Feta and Lemon Vinaigrette *4.25 each***Jalapeno Spinach Dip**Served with Market Fresh Crudites in a Cup *4.25 each***Edamame Hummus**Served with Crisp Veggie Sticks in a Cup *4.25 each***Fig Crostini**Roasted Fig, Cabrales Cheese, Serrano Ham and Balsamic Drizzle *4.75 each***Antipasti Skewers**Salami, Cheese, Olives, Marinated Artichokes and Roasted Bell Pepper *4.75 each***Gazpacho Soup Shooter**Tomatoes, Cucumbers and Spices with Grilled Shrimp *5.00 each***Chipotle Shimp Shooter**Chipotle Marinated with Spicy Mango Salsa *5.00 each***Texas Shrimp Cocktail Shooter**Gulf Coast Shrimp, Tomatoes, Red Onions and Cilantro *5.00 each***HOT HORS D'OEUVRES***Minimum 2 dozen***Crisp Vegetable Spring Rolls**Sweet Chili Sauce *3.50 each***Crispy Pork Potstickers**Pork filled with Thai Chili Sauce *3.50 each***Curried Cauliflower Cake**Tzatziki Sauce *3.50 each***Tomato Bisque Shooters**Creamy Tomato Soup with Mini Grilled Cheese *4.25 each***Arancini Arrabiata**Risotto Fritters with Spicy Tomato Sauce *4.25 each***Fried Pimento Cheese Balls**Cholula Ranch Dipping Sauce *4.25 each***Mac n Cheese Bites**Buttermilk Ranch Dip *4.25 each***Ginger Chicken Satay**Sweet Chili Sauce *4.50 each***Coconut Curry Chicken Satay**Mango Chutney *4.50 each***Chicken Stuffed Jalapeno**Chicken and Cheese wrapped in Bacon with Ranch Dip *4.50 each***Texas Pig N A Blanket**Jalapeno Cheese Sausage wrapped in Pastry with Shiner Bock Cheese Sauce *4.50 each***Barbecue Cornbread Bites**Smoked Chicken, Barbecue Sauce on Cornbread Muffin with Micro Cilantro *4.50 each***Waffle Fry Sliders**All-Beef Patty with Cheese, Secret Sauce and Pickle *4.75 each***Sizzling Short Rib Satay**Thai Peanut Sauce *4.75 each***Loaded Potato Skins**Smoked Barbecue Brisket, Cheddar Cheese, Sour Cream and Jalapeno *4.75 each***Barbeque Brisket Spring Roll**House-Smoked Brisket, Barbecue Sauce and Cheddar Cheese served with Cholula Ranch *4.75 each***Steak Churrasco Crostini**Marinated Steak with Chimichurri Sauce *4.75 each*

PARTY PLATTERS

Minimum 12 people

Hummus Trio

Traditional chickpea, roasted red pepper and edamame hummus served with pita crisp and veggie sticks *5.25 per person*

Classic Bruschetta Bar

Build your own~ Tomato basil, roasted wild mushrooms and olive tapenade with crostini *5.95 per person*

Farmstead Cheese

A sampling of local farmstead artisan cheeses with dried fruit, local honey, grapes, flatbreads and crackers *6.25 per person*

Garden Fresh Vegetables

Served with buttermilk ranch dip *4.25 per person*

Market Fresh Fruit

Chef's selection of fresh seasonal fruit *4.50 per person*

Antipasti Platter

Imported cured meats, domestic cheeses, marinated artichokes and olives served with crostini and crackers *8.95 per person*

DELECTABLE DESSERTS

Serve up a sweet ending to your event with our suite of showstopping desserts. These desserts are more than just a meal; they're an event!



DELECTABLE DESSERTS

Dazzle your guests with desserts served with flair that let them get in on the action. Choose from our crowd-pleasing options or customize your own distinct dessert experience.

WARM PEACH COBLER

Vanilla whipped cream

60.00 serves 12

WARM APPLE CRISP

Vanilla whipped cream

60.00 serves 12

PLAIN CHEESECAKE

Raspberry sauce

60.00 serves 16

TEXAS BREAD PUDDING

Pecan caramel sauce

50.00 serves 12

FRESHLY BAKED COOKIE PLATTER

Texas Sized Cookies~ Double Chocolate Chunk, Oatmeal Raisin and Peanut Butter Cup

55.00 per dozen

CHOCOLATE BROWNIES AND DESSERT BARS

Decadent Chocolate Brownies, Lemon and Pecan Bar

48.00 per dozen

COOKIE AND BROWNIE SAMPLER

Chocolate chunk, peanut butter and oatmeal cookies with triple chocolate fudge brownies

50.00 per dozen

RICE KRISPY TREATS

Classic, chocolate and peanut butter

36.00 per dozen

BEVERAGES



BEVERAGES

FRESH BREWED COFFEE

We proudly brew STARBUCKS COFFEE, Regular or Decaffeinated

55.00 per 1.5 gallons

110.00 per 3 gallons

SIGNATURE COFFEE BAR

Fresh brewed STARBUCKS coffee served with a variety of flavored syrups, whipped cream, cocoa and cinnamon powder, half and half and a variety of sweeteners

75.00 per 1.5 gallons

150.00 3 gallons

TAZO TEA BAGS

A variety of STARBUCKS selections with hot water, lemons and sweeteners

24.00 for 12 tea bags

FRESH FRUIT INFUSED WATER

Cucumber Lemon and Strawberry
Watermelon Basil

95.00 3 gallons

FRESH BREWED STARBUCKS ICED TEA

Tropical or Black

30.00 per gallon, per selection

HOMEMADE LEMONADE

30.00 per gallon

ASSORTED SOFT DRINKS

(20 oz) *2.75 each*

BOTTLED WATER

(20 oz) *2.75 each*

ASSORTED JUICES

3.75 each

SPARKLING WATER

(12 oz) *4.50 each*

MILK

Whole, 2% or Skim (half pints) *1.75 each*

WATER COOLER RENTAL*

Includes water cooler and paper cups

125.00 per day

SPRING WATER JUG

(5 Gallons) Includes paper cups *40.00 each*

BAR SELECTIONS

HOSTED PREMIUM BAR

Featuring: Svedka Vodka, Beefeater Gin, Dewar's Jim Beam, Bacardi Silver, Canadian Club, Jose Cuervo Gold, Christian Brothers Brandy, Martini and Rossi Dry and Sweet Vermouth

Premium Cocktails 8.00 per drink

HOSTED DELUXE BAR

Featuring: Tito's Vodka, Bombay Sapphire, Johnnie Walker Black, Maker's Mark, Bacardi Superior, Crown Royal, Sauza Resposado, Remy martin VS, Martini and Rossi Dry and Sweet Vermouth

Deluxe Cocktails 9.00 per drink

Specialty Cocktails 9.00 per drink

HOUSE WINE

By the glass or bottle

BV Chardonnay \$6.75/ \$38

Canyon Road Merlot \$6.75/ \$38

Copper Ridge White Zinfandel \$6.75/ \$38

Cooks Champagne \$6.75/ \$38

BEER SELECTIONS

Featuring: Budweiser, Bud Light, Michelob Ultra, Miller Lite, Coors Light

Domestic Beer \$6.25 per bottle

Featuring: Corona, Heineken, Shiner Bock

Premium Beer \$6.75 per bottler

ALCOHOL POLICIES

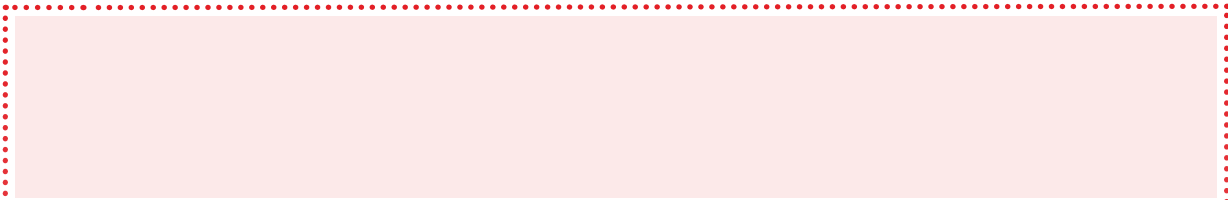
All alcohol must be purchased through Levy and served by a TABC certified bartender

BARTENDER FEES

TABC certified bartender \$148 per 3 hours of service each additional hour \$30

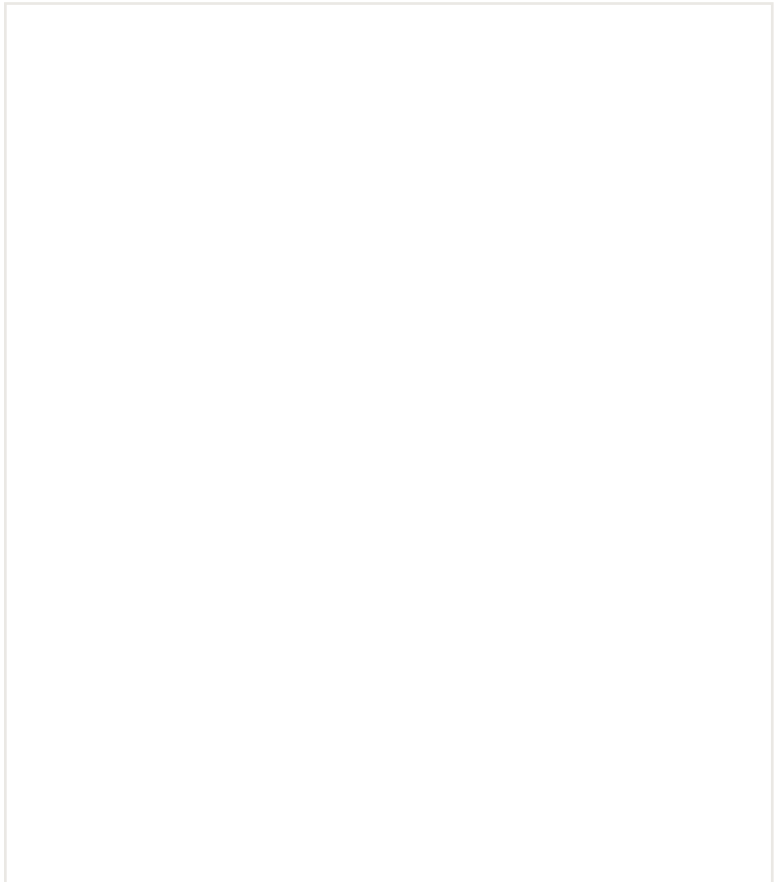
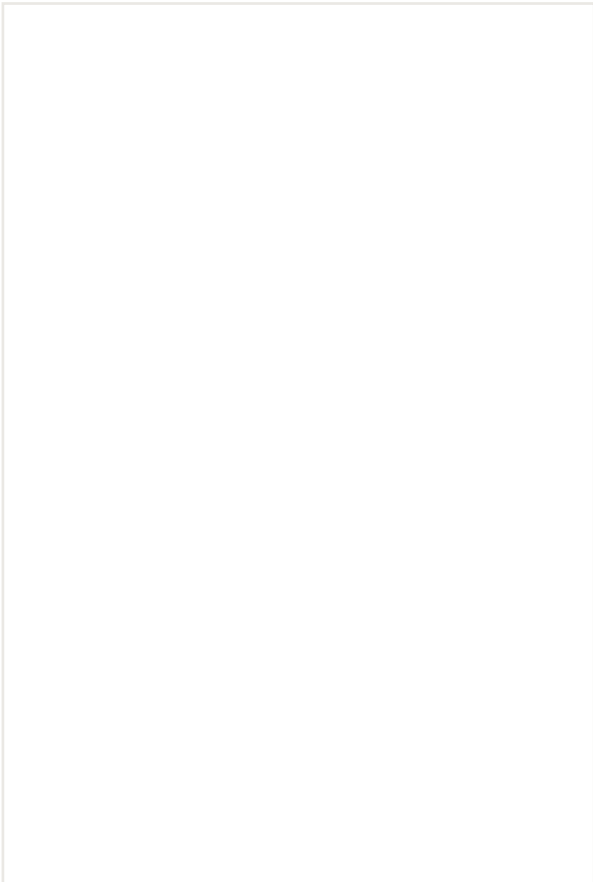
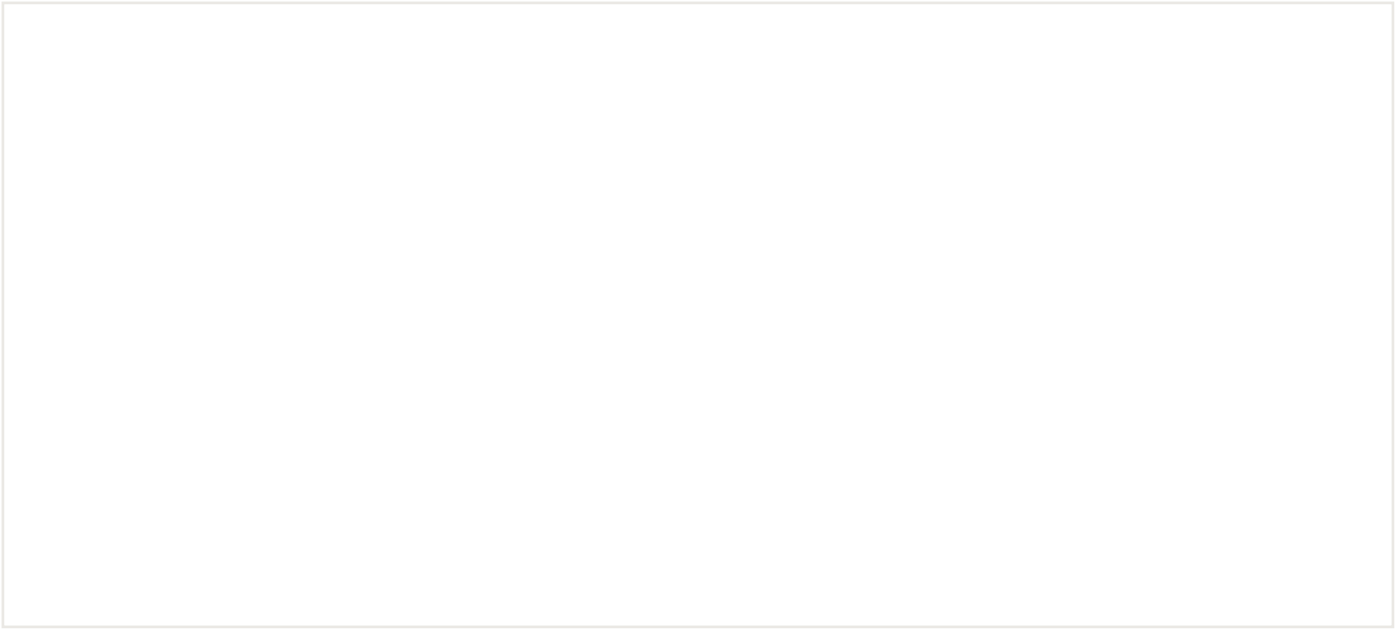
Levy

D\N\C



Levy

D\|C



GROUP SALES MENU ROLLOUT

Our new core group sales menu is all about customization. The content has been simplified to a more a la carte style and the graphic version of the menu has been designed to live in two different formats. The first is a digital flipbook that can be housed either on the venue website or offsite via Issuu.com. The sales team will also be given a more advanced version of Adobe Acrobat which will allow them to add, remove and insert pages into the PDF to create a customized menu kit for each potential client.

FLIPBOOK MENU

It is intended that your full menu live online via a digital publication that is hosted by [Issuu.com](https://issuu.com). Issuu does offer a free plan but we suggest the Premium plan as it is free of ads and offers more customization options. (<https://issuu.com/home/services?r=pricing302>)

Once the design of your menu is complete, a Curiology team member will provide a PDF that is specifically set to work with the flipbook format. From there your team will be responsible for uploading this PDF to your Issuu account. Issuu will then provide your team with a direct link to the menu online. There is also an option to embed your flipbook menu onto your venue website if your client allows it.

To see Issuu in action take a look at this sample menu:

https://issuu.com/curiology/docs/ho_gsa_david_l_lawrence_convention_a1d55124289bfb/1

CUSTOMIZED MENU KIT

As an example, if a client is coming in for a breakfast meeting, you will be able to create a custom menu for them that only includes the relevant content. This may just be the cover, introductory pages (welcome & chef bio), the breakfast pages and the non-alcoholic beverage pages. Your team will also be able to use the single page Word templates that Curiology provides to add a proposal, supplemental menus and/or an image gallery to that same PDF.

The logo for Levy, featuring the word "Levy" in a grey, cursive script font.The logo for DNC, featuring the letters "DNC" in a red, stylized, outlined font.

SHOWROOM INFORMATION

HOURS OF OPERATION

Our Sales Team is available from 9:00 AM to 5:00 PM Central Standard Time, Monday through Friday, to assist you in your food and beverage selections. Dial 214.749-5493 to reach a representative directly, fax your order to 866.870.3359 or e-mail to jaswegan@levyrestaurants.com.

FOOD ORDERING

For the highest standard in presentation, service and quality, we ask that all food and beverage selections be placed two weeks in advance. Orders can be arranged with the assistance of our Sales Team at 214.749-5493, by fax at 866.870.3359 or via e-mail to rphelps@levyrestaurants.com. A 21% service charge and applicable state sales tax will be added to all related orders. Please notify us as soon as possible of any cancellations. Orders cancelled 72 hours in advance of the event will not be charged. A \$25.00 fee will be added to all orders placed with less than 48 hours' notice.

SPECIALIZED MENUS

Levy Restaurants will endeavor to fulfill special menu requests, including gluten sensitive, Kosher and vegetarian meals, whenever possible. For those very special celebrations of birthdays, anniversaries, graduations, etc., Levy Restaurants will provide personalized, decorated layer cakes. The cakes will be delivered to your showroom at a specified time. Please place all requests for specialized menus and menu items two weeks prior to your event.

CATERING POLICIES

Cancellation within three (3) business days of the event will result in 100% charge of the total food and beverage charges. Additional labor charges will be applied as determined on a case by case basis for any unusual service requirements, minimal revenue events, late night, early morning or holiday events. Payment in full is required no less than 72 hours prior to the event. Levy policy requires a credit card on file for billing and incidentals. A fee of \$25.00 will be added to all orders that are received less than 48 hours prior to the event.

SERVICE OPTIONS

Delivery and Set-up includes delivery of your food and beverage to your showroom along with the set-up and clean-up of the event with a 21% service charge. Levy Restaurants provides serving equipment for all hot food service at no additional fee. Showroom catering is delivered on high-grade disposable and compostable disposable ware. VIP china service, glassware, linens, wait staff and bartenders are available and can be arranged for an additional fee with the purchase of food and beverage ordered through Levy Restaurants.

DELIVERY INFORMATION

A company representative must be present to accept and sign for delivery. In the event the showroom is closed, notification will be left advising another delivery attempt will be made at a charge of \$25.00 per delivery attempt.



ORDERING INFO

Remit all orders to:

LEVY RESTAURANTS AT DALLAS MARKET CENTER

Mail Station 160
2100 N Stemmons Freeway
Dallas, Texas 75207

Becky Phelps
Phone: 214.749-5493
Fax: 866.870.3359
E-mail: rphelps@Levyrestaurants.com

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

Phone: _____

Fax: _____

Cell Phone: _____

E-Mail: _____

FOOD & BEVERAGE ORDER NEEDED FOR

Day of the week: _____

Date of Event: _____

Person Ordering: _____

Other Authorized Signatures: _____

Showroom #: _____

Number of Guests: _____

Delivery Time: _____

Clean-Up Time: _____



ORDERING INFO

Serve time	Quantity	Item Description	Cost	Total

SERVICE STYLE (SELECT ONE)

Delivery and Set-Up.....21% Service Charge
 VIP Service..... Request quote
 Plus 8.25% sales tax

TOTAL: _____

CREDIT CARD INFORMATION

MasterCard: Visa: Amex: Diner's Club: Discover
 Credit Card Number: _____
 Card Holder: _____
 Expiration: _____ Security Code: _____
 Authorized Signature: _____



DNC



FALL TOY PREVIEW 2018 - Plant Rental Form

Orders due by Friday, September 7, 2018

	Bloomers (Seasonal)	Unit Price	Qty.	Total
6 inch	Azaleas	\$ 31.55		
	Bromeliad	\$ 19.43		
	Caladium	\$ 20.00		
	Cyclamen	\$ 20.00		
	Gerbera Daisy	\$ 20.35		
	Kalanchoe	\$ 19.43		
	Mum	\$ 18.15		
	Begonia	\$ 19.43		
6 inch - Foliage	Fern	\$ 18.27		
	Ficus	\$ 21.74		
	Pothos - Big leaf	\$ 21.74		
	Pothos - Golden	\$ 17.69		
	Pothos - Jade	\$ 18.15		
	Palm	\$ 18.27		
	Schefflera	\$ 19.43		
	8 inch - Foliage	Dracaena	\$ 36.75	
Ficus		\$ 36.75		
Palm - Neanthebelia		\$ 41.37		
Phildendron		\$ 40.22		
Schefflera		\$ 36.75		
10 inch - Foliage	Dracaena	\$ 48.30		
	Ficus	\$ 48.30		
	Palm - Neanthebelia	\$ 59.85		
	Schefflera	\$ 59.85		
			Sub-total	
			8.25% tax	
			Total	

Company Name _____

Location/Booth _____

Phone # _____ e-mail: _____

Ordered by: _____



**DALLAS MARKET CENTER
CREDIT CARD AUTHORIZATION FORM**

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____

I hereby authorize the Dallas Market Center to charge the following credit card:

Mastercard _____ **VISA** _____ **American Express** _____

In the amount of \$ _____

Card Number: _____

Expiration Date: _____ **Security Code:** _____

Card Holder Name: _____

Card Holder Signature: _____

Today's Date: _____

This is a one time (1) charge only.

Please fax or e-mail this form along with a copy of your Plant order to 214/655-7628 or to klee@dallasmarketcenter.com.

**DALLAS MARKET CENTER
Attn: Karin Lee
2100 STEMMONS FREEWAY, MS #650
DALLAS, TX 75207
214/655-6116 phone**

DMC USE ONLY

CUSTOMER NUMBER: _____

APPROVAL CODE: _____

AMOUNT: _____ **DATE:** _____



**Fall Toy Preview
October 02–04, 2018**

Dear Sir/Madam,

Kuehne + Nagel is available to assist in providing the best method of transportation to the show and back. Our shipping manual will assist you in the correct and timely dispatch of your exhibits. Please do not hesitate to contact us if you require clarification on any points.

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**YOUR DEDICATED CONTACTS**

Shipment Coordinator

Mr. Robert Rodriguez
 Kuehne + Nagel Inc.
 20000 S. Western Ave.
 Torrance, CA 90501
 Tel: +1 310-258-8149
 E-Mail: Robert.Rodriguez@Kuehne-Nagel.com

ARRIVAL RECOMMENDED DEADLINES / TIME SCHEDULE

SEAFREIGHT

- | | |
|--------------------------------------------------------|------------------------------|
| ➤ Original Bill of Lading | 7 days before arrival |
| ➤ Original Customs Documents (List of Exhibits) | 7 days before arrival |
| ➤ Arrival of Seafreight at Dallas CY (for Adv. Whse) | September 05, 2018 |
| ➤ Arrival of Seafreight at Dallas CY (direct Showsite) | September 16, 2018 |

AIRFREIGHT

- | | |
|------------------------------------------------------------|------------------------------|
| ➤ Copies of Airway Bill by Fax | 2 days before arrival |
| ➤ Copies of Customs Documents (List of Exhibits) | 4 days before arrival |
| ➤ Arrival of Airfreight Shipments at DAL (for Adv. Whse) | September 05, 2018 |
| ➤ Arrival of Airfreight Shipments at DAL (direct Showsite) | September 20, 2018 |

Any delay with above mentioned arrival dates would be subject to either stepping up to a higher service level & rates (i.e. from B to A) or 30% late arrival surcharges on our level A rates when those deadlines have been breached. Whilst every effort will be made to clear the cargo to the exhibition prior to the opening, no guarantees can be given in the latter case. Surcharges will apply regardless of the delivery date to your booth.

CONSIGNMENT INSTRUCTIONS

For SEAFREIGHT or AIRFREIGHT SHIPMENTS please consign as follows:

<u>Consignee:</u>	DALLAS MARKET CENTER 2100 N Stemmons Fwy Dallas, TX 75207 Fall Toy Preview "Exhibitor Name" Booth Number: "xxx"
<u>Notify Party:</u>	KUEHNE + NAGEL INC. 20000 S. Western Ave. Torrance, CA. 90501 (Los Angeles) Attn: Robert Rodriguez

Service on Waybill: "FREIGHT PREPAID"
 Cargo despatched under "freight collect" basis will be paid on your behalf plus 10% outlay commission!
 Additional charges will apply for wrong consignee details!



CUSTOMS CLEARANCE MODES

- ✓ **PERMANENT IMPORTATION:** Goods, which will remain in the U.S., are subject to any applicable duties and taxes, merchandise processing fees (MPF) and for ocean freight shipments, Harbour Maintenance Fees (HMF). After permanent importation, goods may be sold, given-away, returned to the country of origin, or shipped to a different destination. All giveaway items, including brochures, are dutiable.
- ✓ **TEMPORARY IMPORTATION (TIB):** Goods for the show can be cleared for temporary importation for a period of one year. Goods not re-exported are subject to Customs penalties up to double the regular duty amount. Must be cleared on a permanent basis, not on a TIB.
- ✓ **ATA CARNET:** A carnet is used as a “merchandise passport” and allows temporary clearances without paying duties & taxes. The Carnet must be in English and have all goods listed with values and HTS numbers. The goods cannot be sold, destroyed or left in the United States and must be exported prior to expiration of the Carnet document. Failure to export within the required time period will result in fines and penalties.

DOCUMENTS

In order to allow us to clear your goods on time it is essential to provide us with clear and complete sets of documents

1. Copy of the bill of lading (Sea Freight Only) - Do not issue original ocean B/L's.
2. Copy of the airway bill (Air Freight Only).
3. ISF (Importer Security Filing) Data sheet (Sea Freight Only) – [in annex](#)
4. Customs Power of Attorney – [Link to Form](#)
5. Commercial Invoice and Packing Lists in English
6. Original Carnet ATA (if applicable)
7. Original and copy of any document specifically required for import; (health certificate, certificate of origin, import permits, etc.).
8. Copy of Insurance Policy if any

INVOICES shall be consigned in the same way as indicated above under “Consignment Instructions”! All invoices shall be in English language only and include the following information:

- ✓ Show-name and Show-dates
- ✓ Name of exhibitor, address, contact name and number
- ✓ Mode of transport (air, sea or road) & port of entry into U.S.
- ✓ Exact description of Goods incl. brand names
- ✓ Harmonic (Brussels) commodity code of material: see <https://hts.usitc.gov/>
- ✓ FDA bioterrorism registration number if required
- ✓ FDA product code: see <http://www.accessdata.fda.gov/scripts/ora/pcb/pcb.cfm>
- ✓ Size and type of packing used for each individual item
- ✓ Gross & Net weight of material
- ✓ Country of Origin
- ✓ Terms of sale



ISF - IMPORTER SECURITY FILING (10+2)

- ✓ U.S. Customs requires all ocean freight shipments arriving via U.S. Ports are subject to Import Security Filing (ISF) also known as 10+2.
- ✓ ISF Data Sheets have to be provided to Kuehne + Nagel at least 72-48 hours before vessel departure in Origin. Failure to do so will jeopardize the clearance process in the US and delivery to your booth. Draft forms can be requested at Kuehne + Nagel.
- ✓ In case ISF has been filed late or not at all the exhibitor/importer has to provide a Letter of Credit for a minimum amount of US\$ 10,000.00 with US Customs being the beneficiary in the L/C.

More information under

<https://www.cbp.gov/newsroom/national-media-release/cbp-enters-next-phase-importer-security-filing>

RESTRICTED AND SPECIAL COMMODITIES

- ✓ **FOOD & BEVERAGES** require FDA registration in accordance with the U.S. government bio-terrorism act, this includes candy for giveaway in the booth. If you are not the manufacturer of these items, we suggest you do not ship these items at all.
- ✓ **TEXTILES** including caps, t-shirts, and canvass bags etc. Must include the fabric content as well the complete name, address and country of the original manufacturer, not the store where the goods were purchased. Do not ship t-shirts manufactured in China or Russia, as these are quota items and will not be allowed in the country without a valid import license.
- ✓ **FLAMMABLE / HAZARDOUS** items should not be shipped unless the goods are declared in advance of shipping from the overseas warehouse. Failure to declare the goods can result in the shipment not being customs cleared and not being able to be delivered to the show and / or additional charges.
- ✓ **IMPORTING AUTOMOBILES AND VEHICLES**
Cars, trucks and other wheeled vehicles are subject to approval by several U.S. government agencies, even for temporary importation. An application has to be submitted at least 90 days prior to arrival in the USA with EPA (environmental protection agency) and DOT (department of transportation). If the application is not submitted timely, U.S. customs will not approve customs clearance. It is important that you contact Kuehne + Nagel as soon as possible to get the process started. Kuehne + Nagel can guide you through the entire process. See the following link for access to detailed information.
https://help.cbp.gov/app/answers/detail/a_id/435/~i/importing-a-car-or-vehicle---obtaining-epa-form-3520-1-and-dot-form-hs-7

PROHIBITED GOODS

Due to the customs restrictions please be so kind to not send any of the following items:

Do not include food products, alcoholic beverages, arms, explosives, fireworks, tobacco, pharmaceuticals or products made from animal parts or of endangered species materials in your shipment. Please contact KN for further information and clarification whether goods can be imported or not.

The above-mentioned list is not exhaustive and subject to change at any time by operation of law. In all instances, the approval of import permits/licenses is solely at the discretion of the relevant government authorities at the destination country and we cannot be held responsible for their refusal to grant such permits, even if the goods have already arrived at the destination port.



CASE MARKING

➤ **Case marking**

All cases being sent to the exhibition must be marked as follow:

Exhibitor : Your company name- Booth No.:
 Exhibition Name : c/o Fall Toy Preview
 Dallas Market Center
 Dallas, TX

Made in... : "Country of Origin"

Case No. : 1 of x

Gross Weight :

Dimensions in cm :

(Please use our attached label)

PACKING / FUMIGATION

- **WOOD PACKAGING MATERIALS** (also pallets) have to be **FUMIGATED** with methyl bromide or Heat treatment of minimum wood core temperature of 56° C/133° F for a minimum of 30 minutes. All wooden material has to be marked legible and permanent. The mark must be approved by **IPPC** (International Plant Protection Convention). Failure to comply will result to problems with the customs clearance, delays at the delivery and high fines.
- **Temporary** exported items by **carnet ATA** and **permanent** exported items have to be packed **separately** and slac count must be shown on either B/L or AWB.
- Please ensure your equipment is packed in **strong**, waterproof packing **cases**, which lends itself to being re-packed after the exhibition. Please bear in mind that your exhibits will be in transit for long periods both to and from the exhibition, and that cartons are not suitable to withstand the constant handling that takes place during transshipment. Outdoor-/Open air handling is sometimes inevitable, even if it rains.
- **Insufficient packaging**
 Kuehne + Nagel is not responsible for any damages or loss if the shipments are packed insufficient.

SELLING EXHIBITS

Exhibits imported on Carnet ATA or under TIB cannot be sold during or after the show! US customs stipulates that all temporary imported items on carnets must be re-exported after the event!



EXHIBITION CLOSING PROCEDURE

Be Aware that at all US shows the exhibitor must arrange drayage directly with the General Contractor. It is the responsibility of the exhibitor to make sure that all of the General Contractor's requirements are completed and payment arrangements have been made. If you have not received a 'Material Handling Form' from the General Contractor by the last day of the show, please go to their Service Area to obtain your Material Handling Form. It is very important to note the following on your form:

- Kuehne + Nagel must be listed as the Carrier or we will not be able to pick-up your freight.
- The piece count MUST be accurate, but an estimate is acceptable on the weight.
- The final address you list on this form must be the same as the address you put on the labels.

Prior to leaving the Service Area, please ask the general contractor for their labels and be sure that the address on the labels is the same as the address on the Material Handling Form. Please be sure to place at least one label on the side of each piece of freight.

Once you are finished packing, your Material Handling Form MUST be returned back to the General Contractor. Please DO NOT take the form with you when you leave and DO NOT leave it in your booth. The General Contractor will give you a copy to keep for your records.

INSURANCE & LIABILITY

Our tariff is computed on the basis of volume or weight and has no correlation with the value of exhibits, it follows that the costs of insurance is not included in our charges. It is the responsibility of each exhibitor to arrange a full transit Insurance Policy covering transport to the exhibition, during the exhibition, and return of exhibits to domicile, including the period the exhibits are handled on-site by us or any subcontractor. Insurance shall include a waiver of subrogation against Kuehne + Nagel and its agents and/or subcontractors.

Kuehne + Nagel can offer an insurance coverage on your behalf and cost of the exhibitor upon written request.

GENERAL CONDITIONS

All business is only transacted in accordance to the Kuehne + Nagel standard trading conditions, which are available upon request. Kuehne + Nagel does not take any responsibilities for exhibits that are not allowed by the organizer or the US customs to be displayed or sold, for any duties and taxes of sold exhibits or loss of exhibits whilst on display at the venue. Furthermore, all work is undertaken at owners risk, the exhibitors are liable for damages and additional cost resulting from the incorrect declaration of the weights and measurements of the packages, as well description of content of cargo mentioned on invoice/packing list.

**TERMS OF PAYMENT**

All our services are due for immediate payment unless you have engaged the services of our overseas offices or agents, in which case you will be invoiced by them directly. Payments are to be made by credit card or by bank remittance to our bank account and must be received by us as follows:

Inward Movement: Upon uplift of goods, prior to delivery to venue
 Outward Movement: Upon presentation of invoice, prior to delivery to your premises.

Details of our bank account are as follows: (Remitting charges are to be borne by the exhibitor)

Account Name:	Kuehne + Nagel Services Ltd.
USD Account No:	30789655
Bank's Name:	Citibank NA
Bank's Address:	399 Park Avenue, New York, NY 10043
ABA:	021000089
SWIFT code:	CITIUS33

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.

Should you require any further information regarding the above, please do not hesitate to contact us.

Yours faithfully,

KNExpo Service

Kuehne + Nagel

Robert Rodriguez
 Kuehne + Nagel Inc.
 20000 S. Western Ave.
 Torrance, CA. 90501
 Tel: +1 (310) 409-9307
 E-Mail: Robert.Rodriguez@Kuehne-Nagel.com

ANNEX

1. Fillable ISF Form	Click Here for ISF Forms then choose download under the “●●●” menu
2. Invoice Packing List	Click Here for Invoice Form then choose download under the “●●●” menu
3. Credit Card Authorization Form	Following pages
4. Agent List	Following pages



CREDIT CARD PAYMENT FORM

Payment Policy: Payment for services - Kuehne + Nagel, Inc. requires payment in full for all services. Further, Kuehne + Nagel 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 air freight, sea freight, customs clearances (either abroad or U.S.), on site handling, which may include labor and other services either at show site abroad or within the country.

Method of Payment: Kuehne + Nagel accepts MasterCard, Visa and American Express. Purchase orders are not considered payment. If you want to make a wire transfer, these transfers must be received prior to goods being delivered at show or prior to release of goods after show.

All shipments require a credit card authorization. If you elect to pay via wire transfer or check, these payments must be received in accordance the above Method of Payment Section. In the event payment is not received in accordance with the terms and conditions and this form, you agree to Kuehne + Nagel charging the credit card for all outstanding amounts.

You agree to late fees of 1.5% per month on any balance which is not paid or for which your credit card has been declined. Below authorization is good for one year from date of signature.

Credit Card Authorization

Provide Expiration Date: ___/___/___

Corporate

Personal

Company Name: _____

Show Name: _____

Card Type: _____

Card Number: _____

I.D. Code: _____

Amex (right hand corner)

Name on Card: _____

Visa / Mastercard (back of card)

Cardholder's Billing Address: _____ City _____

State _____ Zip Code _____ Country _____

For your convenience Kuehne + Nagel will use this authorization to charge your credit card for any additional amounts ordered by your representative for services rendered to your company for the event. Any disputes must be conveyed to Kuehne + Nagel in writing after payment of the invoice in full. I understand and accept these Terms & Conditions. (Check Box)

Cardholder Signature: _____

Date: _____

**AUSTRIA****KN Expo Service**

Mr. Martin Kroissenbrunner

Tel: +43 5 90690-4070

martin.kroissenbrunner@kuehne-nagel.com**CZECH REPUBLIC****KN Expo Service**

Ms. Gabriela Linhartova

Tel: +420 543 565 513

Gabriela.Linhartova@kuehne-nagel.com**CHINA - Central****KN Expo Service**

Ms. Rachel Sun

Tel: +86 21 26028445

rachel.sun@kuehne-nagel.com**CHINA - North****KN Expo Service**

Ms. Jasmine Cao

Tel: +86 10 84387298

jasmine.cao@kuehne-nagel.com**CHINA - South****KN Expo Service**

Mr. Sunny Ling

Tel: +852 (2823) 7756

sunny.ling@kuehne-nagel.com**FRANCE****KN Expo Service**

Mr. Claude Guyot

Tel: +33 1 6461 5892

claude.guyot@kuehne-nagel.com**GERMANY****KN Expo Service**

Mr. Christian Rasche

Tel: +49 211 4546830

christian.rasche@kuehne-nagel.com**HONG KONG S.A.R.****KN Expo Service**

Mr. Dick Leung

Tel: +852 28234318

dick.leung@kuehne-nagel.com**INDIA**

R.E. Rogers India Pvt Ltd.

Mr. Sudhir Dhavan

Tel: +91 124 4933933

sudhir@rogersworldwideindia.com**ISRAEL****KN Expo Service**

Anat Mey-Paz

Tel: +972-3-6505652

anat.meypaz@kuehne-nagel.com**ITALY****KN Expo Service**

Mr. Agostino Montini

Tel: +39 (335) 5205026

agostino.montini@kuehne-nagel.com**JAPAN****KN Expo Service**

Mr. Masashi Masuda

Tel: +81-3-5632-5438

masashi.masuda@kuehne-nagel.com**MALAYSIA**

R.E. Rogers (Malaysia) Sdn Bhd

Mr. Amirul Syed

Tel: +60 3 55108611

amirul@rogers-asia.com**RUSSIA****KN Expo Service**

Mr. Maxim Kzylykhodzhaev

Tel: +7 (495) 79520-00 (252)

Maxim.Kzylykhodzhaev@kuehne-nagel.com**SINGAPORE**

Rogers Expo Services

Mr. Renny Lim

Tel: +65 (6846) 0055

renny@rogers-asia.com**SOUTH AFRICA**

La Rouxnelle

Mr. Leon Roux

Tel: +27 113978866

leon@larouxnelle.co.za**SPAIN****KN Expo Service**

Mr. Antoni Llorens

Tel: +34 935099113

antoni.llorens@kuehne-nagel.com**SWEDEN****KN Expo Service**

Mr. Henrik Enqvist

Tel: +46 31 7580310

henrik.enqvist@kuehne-nagel.com**SWITZERLAND****KN Expo Service**

Ms. Anna Ryumina

Tel: +41 44 866 78 33

anna.ryumina@kuehne-nagel.com**TAIWAN****KN Expo Service**

Ms. Vicky Lee

Tel: +886-2-25445119

vicky.lee@kuehne-nagel.com**THAILAND**

Rogers Bangkok Co., Ltd.

Mr. Nuttacom Rungrassamee

Tel: +66275264,179

nuttacom@rogers-asia.com**TURKEY****KN Expo Service**

Mr. Aynur Bingol

Tel: +90 (212) 401-46-51

aynur.bingol@kuehne-nagel.com**UAE-DUBAI****KN Expo Service**

Ms. Daniela Romaniw

Tel: +971 (0) 48141 647

daniela.romaniw@kuehne-nagel.com**UNITED KINGDOM****KN Expo Service**

Mr. Mike Priestley

Tel: +44 (0) 208 526 8813

Mike.priestley@kuehne-nagel.com

KN Expo Service



EXHIBITION

CONSIGNEE

TO SEND VIA

AIR

/

SEA

/

TRUCK

DESTINATION

EXHIBITOR

MEASUREMENTS (CM)

L

W

H

BOX NO.

STAND NO. / HALL NO.

OF

**URGENT EXHIBITION MATERIAL
DO NOT DELAY**



Protective Services – Order Form

The Toy Association – Fall Toy Preview

October 2 – 4, 2018

TO ORDER: Indicate in the space(s) below the date(s) and time(s) security will be needed.
 The hourly rate for security is \$25.00 with a four (4) hour minimum.

DEADLINE FOR ORDERING SERVICE: FRIDAY, SEPTEMBER 28, 2018

Return this completed form to:

Sonya Boone, Protective Services, Dallas Market Center
 2100 Stemmons Freeway • M/S 820 • Dallas, TX 75207
 Fax: 214-655-6165 Phone: 214-655-6234 Email: sboone@dallasmarketcenter.com

COMPANY NAME _____ BOOTH/SPACE# _____ COMPANY CONTACT _____

ADDRESS _____ CITY _____ ST _____ ZIP _____

PHONE _____ FAX _____ EMAIL _____

YOU WILL RECEIVE A CONFIRMATION EMAIL VERIFYING RECEIPT OF YOUR ORDER

<u>FROM:</u>		<u>TO:</u>		TOTAL HRS:
(DATE)	(TIME)	(DATE)	(TIME)	
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____
_____ / _____	_____ / _____	_____ / _____	_____ / _____	_____

TOTAL: _____ **HOURS X \$25.00 =** _____ **+ TAX (8.25%)** _____ **=** \$ _____

Payment:

___ Credit Card ___ Check (*Make payable to Dallas Market Center*)

Completing this information authorizes Dallas Market Center to charge your credit card:

___ Amex ___ Visa ___ MasterCard

CARD # _____ EXP DATE _____ CVV2 _____

CARDHOLDER (PRINT NAME) _____ CARDHOLDER SIGNATURE & TODAY'S DATE _____

BILLING ADDRESS (INCLUDE CITY, STATE AND ZIP) _____





DALLAS MARKET CENTER

The Toy Association FTP SHELF ORDER FORM

RETURN THIS FORM BY **FRIDAY, September 7, 2018**

RETURN FORM TO: KARIN LEE

DALLAS MARKET CENTER
2100 STEMMONS FREEWAY

M.S. 650

DALLAS, TX USA 75207

Phone: 214 / 655-6116

Fax: 214 / 655-7628

E-Mail: klee@dallasmarketcenter.com

Shelving provided by the Dallas Market Center for **glass showrooms ONLY** at \$20 PER SHELF if PRE-ORDERED by FRIDAY, SEPTEMBER 7. ***GEM BOOTH SHELVING MUST BE ORDERED THROUGH GES!***

Date of Request

EXHIBITING COMPANY

SHOW SPACE #

Name of Person completing form

Phone Number (with Area Code)

SHELVES: Available in 4' LENGTHS (approx. 11½" wide). All shelves are painted white particle board.

For *each* wall in your room:

- Indicate number of *rows* -- 1, 2 or 3 -- top, middle or bottom -- same section.
- Indicate *total sections* required to complete shelf layout.

PLEASE NOTE --- DMC CANNOT PROVIDE SHELVES FOR GEM BOOTHS. CONTACT GES FOR BOOTHS.

<u>RIGHT WALL</u>	# of 4' shelves	<u>LEFT WALL</u>	# of 4' shelves	<u>REAR WALL</u>	# of 4' shelves
Row 1 (top)	_____	Row 1 (top)	_____	Row 1 (top)	_____
Row 2 (middle)	_____	Row 2 (middle)	_____	Row 2 (middle)	_____
Row 3 (bottom)	_____	Row 3 (bottom)	_____	Row 3 (bottom)	_____

Please complete rough diagram below showing (as nearly as possible) where you would like all shelves placed in your room
REAR WALL

(GLASS FRONT)

FRONT

(GLASS FRONT)

TOTAL # OF SHELVES ORDERED: _____ X \$20 per shelf = _____

Sales Tax (8.25%) _____

GRAND TOTAL: _____

PLEASE COMPLETE THE ATTACHED CREDIT CARD AUTHORIZATION FORM. PAYMENT MUST BE RECEIVED WITH ORDER OR IS CONSIDERED VOID.



**DALLAS MARKET CENTER
CREDIT CARD AUTHORIZATION FORM**

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ **Fax:** _____

I hereby authorize the Dallas Market Center to charge the following credit card:

Mastercard _____ **VISA** _____ **American Express** _____

In the amount of \$ _____

Card Number: _____

Expiration Date: _____ **Security Code:** _____

Card Holder Name: _____

Card Holder Signature: _____

Today's Date: _____

This is a one time (1) charge only.

Please fax or e-mail this form along with a copy of your SHELF ORDER FORM to 214/655-7628 or to klee@dallasmarketcenter.com.

**DALLAS MARKET CENTER
Attn: Karin Lee
2100 STEMMONS FREEWAY, MS #650
DALLAS, TX 75207
214/655-6116 phone**

DMC USE ONLY

CUSTOMER NUMBER: _____

APPROVAL CODE: _____

AMOUNT: _____ **DATE:** _____

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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.

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Dallas Market Center - World Trade Center
October 2 - 4, 2018

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