

# Shelf Placement Order Form

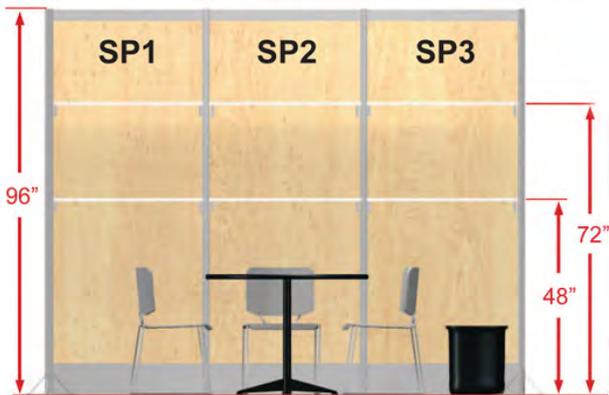
All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

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.



<b>Panel #1- (SP1)</b>	<b>Panel #2- (SP2)</b>	<b>Panel #3- (SP3)</b>
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

<b>Panel #1 - (SP1)</b>	<b>Panel #2 - (SP2)</b>	<b>Panel #3 - (SP3)</b>
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.

<b>Panel #4- (SP4)</b>	<b>Panel #5- (SP5)</b>	<b>Panel #6- (SP6)</b>	<b>Panel #7- (SP7)</b>
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 _____
<b>Panel #8- (SP8)</b>	<b>Panel #9- (SP9)</b>	<b>Panel #10- (SP10)</b>	<b>Panel #11- (SP11)</b>
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](mailto:LBrown@ges.com).  
 Booths 301-600 square feet contact Ann Howes at (214) 443-2556 or [AHowes@ges.com](mailto: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](mailto:VDorsey-Johnson@ges.com).

Refer to the show floor plans located on the Fall Toy Preview website, [www.falltoypreview.org](http://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

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