

# Exhibitor Services Manual Table of Contents

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

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# Show Organizer Information and Forms





# 2018 RULES & REGULATIONS



## Owned By:

National Asphalt Pavement Association (NAPA)  
Association of Equipment Manufacturers (AEM)  
National Stone, Sand & Gravel Association (NSSGA)

## Shows Produced By:

Association of Equipment Manufacturers (AEM)

## Owned By:

National Stone, Sand & Gravel Association (NSSGA)

All exhibitors displaying at the World of Asphalt 2018 Show and Conference and the NSSGA's AGG1 2018 Aggregates Academy & Expo, to be held in Houston, Texas, at the George R. Brown Convention Center from March 6-8, 2018, are required to complete an application, execute the contract for space and SUBSCRIBE TO ALL EXHIBIT RULES AND REGULATIONS. FAILURE TO FOLLOW EXHIBIT RULES AND REGULATIONS MAY RESULT IN CANCELLATION OF THE RIGHT TO EXHIBIT. (ALL EXHIBITS SHALL CONFORM TO ALL FEDERAL, STATE AND LOCAL LAWS AND REGULATIONS.)

The World of Asphalt 2018 Show and Conference and the NSSGA's AGG1 2018 Aggregates Academy & Expo Rules and Regulations as described herein have been prepared by Show Management and approved by the Management Committee.

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## GENERAL SHOW INFORMATION

### DEFINITIONS

**World of Asphalt® 2018 Show and Conference** – Referred to as World of Asphalt 2018

**The NSSGA's AGG1® 2018 Aggregates Academy & Expo** – Referred to as NSSGA's AGG1 2018

**Exposition** – World of Asphalt 2018 and NSSGA's AGG1 2018

**World of Asphalt Owners** – National Asphalt Pavement Association (NAPA), Association of Equipment Manufacturers (AEM) and National Stone, Sand and Gravel Association (NSSGA)

**AGG 1 Owners** – National Stone, Sand and Gravel Association (NSSGA)

**Equipment/Services** – Product (equipment or services) displayed by any exhibitor, which comply with the rules and regulations for eligibility.

**Exhibit Space/Exhibit Area** – The indoor area at the George R. Brown Convention Center assigned to an exhibitor for the purpose of displaying eligible products and services based on qualifications and full payment of the said display area.

**Show Management** – World of Asphalt – Association of Equipment Manufacturers (AEM), AGG1 – National Stone, Sand and Gravel Association (NSSGA)

**Housing** – All sleeping accommodations, as well as hospitality facilities requested by exhibitors, employees, guests and visitors.

**Management Committees** – Comprised of buyers, exhibitors and Show Management representatives, the governing bodies of the Expositions are: World of Asphalt 2018 Management Committee, NSSGA's AGG1 2018 Management Committee and World of Asphalt/NSSGA's AGG1 2018 Executive Committee.

**George R. Brown Convention Center** – To be referred hereafter as the George R. Brown Convention Center, which includes all indoor facilities, parking lots, marshaling areas, exhibit areas and designated demonstration areas.

**Official Exposition Period** – Includes Conference and Exhibits Monday, March 5, 2018 through Friday, March 9, 2018.

### EXPOSITION LOCATION, DATES & HOURS

The Exposition will be held at the George R. Brown Convention Center in Houston, Texas. Exposition dates and hours will be:

Tuesday, March 6, 2018	11:00 am to 5:00 pm
Wednesday, March 7, 2018	11:00 am to 5:00 pm
Thursday, March 8, 2018	9:00 am to 1:00 pm

### INSTALLATION & DISMANTLING SCHEDULE

The following schedule represents the installation and dismantling periods for the Exposition. These hours are the standard hours for installation. However, exhibitors will have access to their stands from 8:00 am to 7:00 pm during the installation and dismantling periods. Exhibit stands must be fully assembled by Monday, March 5 at 5:00 pm for final walk through by Show Management.

#### INSTALLATION SCHEDULE

Saturday, March 3, 2018	8:00 am to 5:00 pm
Sunday, March 4, 2018	8:00 am to 5:00 pm
Monday, March 5, 2018	8:00 am to 5:00 pm

#### DISMANTLING SCHEDULE

Thursday, March 8, 2018	Begins at 2:00 pm
Friday, March 9, 2018	8:00 am to 5:00 pm

### TARGET INSTALLATION DATES

Exhibitors will receive their targeted installation dates and times from the official show contractor. Every attempt will be made to ensure that their materials will be delivered to their stand on the day they are scheduled to arrive. Any exhibitor wishing to change their scheduled installation date and time must submit their request in writing to the Exposition's Official General Contractor's Freight Department.

## **FAILURE TO HOLD THE EXPOSITION**

Should any contingencies prevent the holding of the Exposition, Show Management will return such portion of the exhibit space payment as may be determined to be equitable by Show Management and the World of Asphalt 2018 Owners and the NSSGA'S AGG1 2018 Owners. Should any contingencies require the moving or postponement of the Exposition, no refunds will be made.

## **SHOW REPRESENTATIVE**

Each exhibitor will be required to appoint at least one individual authorized to represent their company in all dealings with Show Management. Each exhibitor will furnish Show Management with the name of its Official Show Representative at the time it submits its space application. This representative shall be authorized to enter into such service contracts as may be necessary and for which the exhibitor shall be responsible. It is the responsibility of the exhibitor to notify Show Management with the name of another representative in case the primary representative is unavailable.

## **EXHIBITOR SERVICES MANUAL**

The World of Asphalt 2018 and NSSGA'S AGG1 2018 Exhibitor Services Manual will be posted on the shows' websites and notification will be sent to the Official Show Representative for each exhibiting company. The manual will contain all necessary information and forms for installation and services as well as registration, housing and official function schedules.

## **EXHIBITOR DATA**

As part of the application process, exhibitors are required to provide certain corporate or personal information, including, but not limited to, name, address, telephone and fax numbers, e-mail address and the identity of and information pertaining to contact persons. By submitting an Exhibit Space Application and Contract, the exhibitor acknowledges and agrees that all data provided by the exhibitor in its application may be sold, assigned or otherwise transferred by Show Management to other exhibitors in the absolute sole and exclusive discretion of Show Management.

# **ELIGIBILITY & EXHIBIT SPACE**

## **ELIGIBILITY**

Exhibitors must manufacture equipment, components and parts, or provide services related to the asphalt industry at World of Asphalt 2018 and to the aggregates industry at NSSGA's AGG1 2018. Specific guidelines have been set for distributors, rental houses, product support providers and auction houses. These guidelines are as follows:

### **DISTRIBUTORS, RENTAL HOUSES & PRODUCT SUPPORT PROVIDERS**

Distributors, rental houses and product support providers may display their company's services. They may display product or literature depicting product only if one of the following criteria are met: 1) they have obtained written permission from the exhibiting OEM; or 2) they are the sole U.S. master distributor to a non-U.S. manufacturer.

### **AUCTION HOUSES**

Auction houses can display their services, however, new or used equipment cannot be sold from the company's exhibit stand. This includes actual product being displayed, online auctions, live auctions or showing a live broadcast from an off site location. Live auctions are not allowed on the Exposition floor.

## **REMANUFACTURED AND USED EQUIPMENT**

Remanufactured equipment and components may be exhibited by the Original Equipment Manufacturer (OEM) of that product or products for the purpose of showing the role of remanufacturing in the OEM's business. Exhibitors may not exhibit in their space any used equipment, except: (1.) remanufactured equipment as explained above, and (2.) equipment produced by the exhibiting company that has a historical theme or background.

## **EXHIBIT SPACE COST AND PAYMENT SCHEDULE**

### **COST OF EXHIBIT SPACE**

The cost of exhibit space is based on the desired amount of square footage multiplied by the appropriate rate. The square footage rate is based on the applicant's membership affiliation and status in NAPA, NSSGA or AEM. In order to be eligible for member prices, applicants must be a NAPA, NSSGA or AEM member in good standing as of January 31, 2018 as indicated below.

The rate structure for World of Asphalt and NSSGA'S AGG1 2018 is as follows:

<b>AFFILIATION</b>	<b>INDOOR</b>
Member of NAPA, NSSGA or AEM	\$21.75/SF
Nonmember	\$33.00/SF

**If your company is exhibiting in both shows in a shared stand, you qualify for the member rate if you are member of NAPA, NSSGA or AEM.**

Information on Association membership for any of the above organizations may be obtained by contacting:

NATIONAL ASPHALT PAVEMENT ASSOCIATION (NAPA)  
Toll Free Phone: (888) 468-6499  
Phone: (301) 731-4748  
Web site: [www.asphaltpavement.org](http://www.asphaltpavement.org)

NATIONAL STONE, SAND & GRAVEL ASSOCIATION (NSSGA)  
Phone: (703) 525-8788  
Web site: [www.nssga.org](http://www.nssga.org)

ASSOCIATION OF EQUIPMENT MANUFACTURERS (AEM)  
Toll Free Phone: (800) 867-6060  
Phone: (414) 272-0943  
Web site: [www.aem.org](http://www.aem.org)

### **PAYMENT FOR EXHIBIT SPACE**

Checks for exhibit space must be made payable to World of Asphalt or NSSGA'S AGG1 2018 and must be in U.S. funds or a draft drawn from a U.S. bank. **Credit cards are not accepted for exhibit space payments.**

The following payment schedule must be followed:

- 50% of total cost of exhibit space due **with the submission of the space application and contract.**
- 50% balance of exhibit space cost due **September 29, 2017.**
- Applications received on or after September 29, 2017 must be accompanied by full payment of exhibit space.
- No exhibitor will be permitted to move into their designated space until the exhibit space is paid in full.
- If space is not paid in full by **September 29, 2017**, Show Management reserves the right to cancel the space.

### **EXHIBITOR PACKAGE PLAN**

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The cost of exhibit space includes the following Exhibitor Package Plan, which will reduce the cost to exhibit and add value to your investment:

- Unloading and reloading of all crated shipments from all trucks.
- Delivery of machinery and crates to exhibit stands from marshaling area(s) and pick up of same machinery and crates at the close of the Exposition.
- Handling of inbound and outbound shipments of exhibit materials to the George R. Brown Convention Center or any other exhibit areas used for the Exposition.
- Operators for self-propelled equipment and plywood planking where required.
- Spotting of exhibitor's machinery or products for the initial installation only as the equipment is delivered to the exhibitor's stand and provided an exhibitor representative is present during the initial placement.
- Exhibit crate removal, cleaning materials, storage and return to exhibit stand at the close of the Exposition.
- Pipe and drape for all standard booths.
- General cleaning of all exhibits including the vacuuming or sweeping of carpet/floor and emptying of wastebaskets before the opening of each Exposition day.
- An attendee mailing list will be available for direct mail purposes through a third party vendor. Exhibitors will be responsible for postage.

**Please note that exhibitors with treaded equipment that require additional floor covering under plywood planks to protect the George R. Brown Convention Center exhibit hall floor will be charged an additional amount for labor and materials.**

### **STORAGE AND PACKING MATERIALS/CLEAN FLOOR POLICY**

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All packing boxes and crates must be stored by the general contractor for the duration of the show. No boxes or crates may be stored behind the exhibitor's back wall according to the George R. Brown Convention Center fire regulations. The storage of these items is included in the space rates. Proper identification tags will be available at the Exhibitor Service Desk. **Empty crates and packing boxes should be placed in the aisle in front of your booth by 3:00 pm on March 5.** All flammable packing materials such as paper, straw, etc. must be totally enclosed in containers. Materials not complying with these requirements will be considered refuse and disposed of by the cleaners.

### **NATURE OF SPACE ASSIGNMENT**

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The assignment of space to an exhibitor is not to be construed as a leasing of property. It is merely the granting to the exhibitor of a license to enter upon the designated space for the sole purpose of exhibiting products in conformity with these Rules and

Regulations and subject to the terms of certain leases between the George R. Brown Convention Center as lessors, and Show Management, as lessee, for the period of the World of Asphalt and NSSGA'S AGG1 2018 Shows.

## **ASSIGNMENT OF EXHIBIT SPACE**

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### **PRIORITY FORMULA**

The Priority Formula is used in the assignment of exhibit space. Priority assignment for World of Asphalt and NSSGA'S AGG1 will take place on March 9-11 at ConExpo-Con/Agg 2017. Exhibitors received an application in December 2016, which needs to be submitted by February 1, 2017 to be included in the Priority Assignment process. Any exhibitor who submits an Exhibit Space Application & Contract after February 1, 2017 will be assigned on a first-come; first-serve basis. The Priority Point Formula is as follows:

### **NAPA, AEM & NSSGA Members**

<div>Year of Membership in NAPA or NSSGA x5</div>	+	<div>Total SF in 2016 show 50</div>	=	<div>PRIORITY</div>
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### **DEFINITION OF MEMBERSHIP NUMBER**

Show Management chooses the company/division with the greatest number of membership years in AEM, NAPA or NSSGA. An exhibitor must be a current member in good standing of AEM, NAPA or NSSGA in order to have its years of membership used in calculating the membership number.

### **DEFINITION OF PAST PARTICIPATION NUMBER**

Show Management uses the total square footage purchased by an exhibitor in the 2016 exposition. The total square feet cannot exceed the maximum space sizes (6,000 net square feet in each of World of Asphalt and NSSGA'S AGG1 2016 totaling 12,000 net square feet in both shows). If a company acquired another company(s), the parent company can use the newly acquired company(s) but cannot exceed the maximum space sizes set. Space selection will be based on the above mentioned priority formula. A 50% deposit for the exhibit space must be received by June 1st, 2017 in order for the selected space to be confirmed. Space applications and deposits received after the priority deadline will be assigned on a first-come, first-serve basis.

## **EXHIBIT SPACE SIZE**

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The maximum space size is set in order to create a floor plan that will adhere to fire and safety regulations for Houston and the George R. Brown Convention Center. The maximum space size is set to include the parent company and all of its divisions and subsidiaries. Companies and their divisions/subsidiaries applying for multiple exhibit spaces still may not exceed the maximum limit set by Show Management for their space totals.

**Maximum Exhibit Space = 6,000 net square feet in each of World of Asphalt and NSSGA'S AGG1 2018 totaling 12,000 net square feet in both shows.**

A space size reduction shall not be required for an exhibitor who acquires another exhibiting company within 6 months (September 22, 2017) prior to the opening of the World of Asphalt 2018 and NSSGA'S AGG1 2018 Shows (March 6, 2018), even if the combined space size of the exhibitor and the acquired exhibitor exceeds the maximum space size stated above.

## **SUB-LEASING OF EXHIBIT SPACE**

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The exhibitor agrees not to reassign, grant, sublease or license the use of space, or any part thereof allotted to them. Exhibitors are not permitted to display separately in their space any equipment, components or products built by non-exhibiting manufacturers or other non-qualifying divisions of exhibiting manufacturers (hereafter "non-exhibiting manufacturers"), unless the space shared is with a member in good standing with NAPA, NSSGA or AEM.

If a component made by a non-exhibiting manufacturer is normally furnished as an integral part of the equipment being exhibited, the exhibitor of the equipment may include the component but cannot call any special attention to it. If equipment made by a non-exhibiting manufacturer is normally furnished as an integral part of the component being exhibited, the exhibitor of the component may include the equipment but cannot call special attention to it. In either case, the exhibitor shall pay the non-member space rate for that portion of the exhibit space occupied by the non-exhibiting manufacturer's product, except if the non-exhibiting manufacturer's equipment product occupies 50% or more of the exhibit space, then the non-member space rate will be charged for the entire exhibit space.

## **SHARED EXHIBIT SPACE**

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Exhibitors must notify Show Management of their intent to share their allocated space. If an exhibitor does not notify Show Management, Show Management will take action described under the "**Penalties for Violation of Exposition Rules**" section.

## **EXHIBITS**

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Exhibits are permitted only in the official exhibit areas of the World of Asphalt 2018 and NSSGA'S AGG1 2018 Shows.



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## **NO OTHER EXHIBITS OR DEMONSTRATIONS**

World of Asphalt and NSSGA'S AGG1 2018 exhibitors or their dealers or distributors will not exhibit or participate in any exhibit or demo within 150 miles of the George R. Brown Convention Center during the Official Exposition Period.

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## **NO HOTEL EXHIBITS**

Show Management will not permit exhibitors to do the following: (1.) rent or assign any public space, or sleeping rooms for exhibit purposes at any time during the Official Exposition Period; nor (2.) permit the use of any public space, or sleeping rooms for entertainment purposes or press conferences during the hours of the Official Exposition Period.

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## **SPACE REDUCTION POLICY**

- Any company decreasing its space before September 29, 2017 must still pay at least the 50% deposit of the original space, regardless of the new space cost. If the new space cost is less than the original 50% deposit, the exhibitor will not be refunded the difference between the new space cost and the original 50% deposit. Overpayments beyond the 50% will be refunded if the reduction occurs before September 29, 2017.
- Any company reducing its space on or after September 30, 2017 will receive no refunds.

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## **CANCELLATION POLICY**

Any notice of cancellation of exhibit space by an exhibitor must be made in writing to Exhibition Management. This cancellation policy does not depend upon whether the exhibit space is resold or re-assigned.

- At no time will the deposit (50% of space cost) be refunded to an exhibitor canceling its space.
- Any company canceling its exhibit space before September 29, 2017 automatically loses the initial 50% deposit. The remaining balance paid to World of Asphalt or NSSGA'S AGG1 will be refunded.
- Any company canceling its exhibit space on or after September 30, 2017 will not receive any refund due to the late date in which Exhibition Management was informed of the cancellation.

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## **EXHIBITOR PROPERTY SOLD**

If an Exhibitor's property/organization changes management or is bought by another company, the booth space becomes the asset of the new exhibiting company.

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# **ADMISSION TO THE EXHIBITS**

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## **ADMISSION TO THE EXHIBITS**

Admission to the Exposition floor will be by badge only. Adequate precautions will be taken to ensure that only authorized persons are admitted to the exhibit area. Show Management will take immediate and firm steps to remove anyone from the exhibit floor who is not entitled to be there in accordance with Exposition Rules.

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## **REGISTRATION**

Exhibitor personnel will be required to register online or by submitting an Exhibitor Personnel Registration Form. We strongly recommend that all Exhibitor Personnel register in advance of the Expositions. Exhibitors' may register their guests, spouses or children on the attendee registration website.

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## **CHILDREN**

Under no circumstances will children under 18 years of age be permitted on-site during the installation and dismantling periods. During Exposition hours, children under 18 years of age will be allowed in the Exposition only under the supervision of an adult who is also registered to attend the Exposition. Children younger than 18 years of age must register for identification purposes.

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## **EXHIBITOR ADMITTANCE DURING NON-EXPOSITION HOURS**

### **INSTALLATION & DISMANTLING PERIODS**

During the installation and dismantling periods, only Show Management and their official agents, exhibitors and contractors appointed by exhibitors will be allowed on the exhibit floor. Exhibitors and their employees are allowed to enter the exhibit area during installation only if they are part of the crew assembling the exhibit area and are identified with Exhibitor badges or work passes obtained from Show Management. Show Management shall produce all work passes and badges. Exhibitor personnel will be required to wear Exhibitor badges or work passes throughout the installation/dismantling periods of the Exposition and during Official Exposition Days. Individuals such as Exhibitor Appointed Contractors who are involved with the installation and dismantling but not attending the show will be required to wear work passes obtained from Show Management. This will assist in maintaining security and keeping unwarranted persons out of the exhibit hall.

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## **OFFICIAL EXPOSITION DAYS**

Representatives of exhibiting companies will be permitted to enter the exhibit area one hour before the start of official show hours and stay one hour after the close of show.

If an exhibitor wishes to have any dealers, press or customers in their stand during non-Exposition hours, permission must be received in writing in advance from Show Management. Permission granted for such a request will only be valid for the time period of two hours prior to the opening and two hours after the close of the Exposition and only on the day of the request.

## PHOTOGRAPHS & VIDEOS

Any exhibitor can prohibit the taking of still or moving photographs within their exhibit either completely or selectively. Delegates will not be allowed to take photos and/or videos during the installation or dismantling periods without permission from the exhibitor. Delegates will be allowed to take photographs from the aisle during the hours of the Exposition.

## WORK RULES & EXHIBITOR APPOINTED CONTRACTORS

### EXHIBITOR CERTIFICATE OF INSURANCE

The exhibitor shall insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management, NAPA or NSSGA or the George R. Brown Convention Center and provide Show Management with a Certificate of Liability Insurance evidencing such coverage with Show Management, NAPA or NSSGA, GES and the George R. Brown Convention Center named as insureds.

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/ \$2 million in coverage and shall name Show Management, NAPA or NSSGA and the General Contractor (GES) as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Show Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation (February 2, 2018).

The Certificate of Insurance can be mailed or faxed to:

World of Asphalt Show Management  
6737 W. Washington Street, Suite 2400  
Milwaukee, WI 53214  
Fax: 414-272-2672  
Email: [insurance@worldofasphalt.com](mailto:insurance@worldofasphalt.com)

–OR–

AGG1 Show Management  
66 Canal Center Plaza, Suite 300  
Alexandria, VA 22314  
Fax: 703-525-7782  
[insurance@NSSGAs AGG1.com](mailto:insurance@NSSGAs AGG1.com)

If failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Show Management, NAPA or NSSGA and the George R. Brown Convention Center from any and all loss or damage to property and injury aforesaid.

### EXHIBITOR APPOINTED CONTRACTORS

An Exhibitor Appointed Contractor (EAC) is any company other than the designated official contractors that provide services such as display installation and dismantling, models, florists, photographers, audio visual firms, etc. and need access to your exhibit any time during installation, Exposition dates or dismantling.

### RULES & REGULATIONS

If the exhibitor wishes to use an independent contractor, the following rules and regulations must be adhered to by the exhibitor and the independent contractor. **THESE RULES WILL BE STRICTLY ENFORCED. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.** The exhibitor must complete the Exhibitor Appointed Contractor request form in the Exhibitor Services Manual. Also, the exhibitor must inform whether this contractor is authorized to order Exposition services on the exhibitor's behalf.

- Exhibitors must submit a Non-Official Contractor form for all EAC working on their behalf no later than January 15, 2018.
- Exhibitors must submit an EAC registration form for all EACs working on their behalf by January 2018 (Date TBD).
- The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.
- The EAC will not solicit business on the Exposition floor during any of the overall days of the exhibition, including installation, Exposition dates and dismantling.
- The EAC is responsible for adhering to all rules and regulations requiring badging.
- If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Show Management will have the final decision in such instances.
- EAC who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

Exhibition Management has entered into an agreement with Exhibitor Appointed Contractor's Association (EACA) to screen and vet all Exhibitor Appointed Contractors. Information on registering Exhibitor Appointed Contractors will be available in the Exhibitor Services Manual.

### **INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS**

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage and shall name Exhibition Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Exhibition Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

### **SERVICES PROVIDED REGULATIONS**

Exhibitor appointed contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Show Management for that service.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space. Spray painting is not permitted inside the exhibit hall.

### **WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING**

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All work involved in the erection and dismantling of exhibits or the movement of freight in the George R. Brown Convention Center is under the official contractor's jurisdiction. Exhibitors are expected to comply with the official contractor's union requirements in effect at the George R. Brown Convention Center.

In the interest of the exhibitors, Show Management has selected certain firms as official contractors for such services as handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, flowers etc. All service contractors selected by Show Management employ appropriate union personnel. Exhibitors must use the official contractor or facility appointed exclusive service provider for drayage, rigging, electrical, plumbing, custom cleaning (please refer to the **Exhibitor Appointed Contractors** section of the rules for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by Show Management or appointed by the George R. Brown Convention Center, should refer to the **Exhibitor Appointed Contractors/Independent Service Contractors** section.

### **GRATUITIES TO EXHIBIT LABOR**

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Show Management and official show contractors have established a strict "no tipping" rule. Exhibitors must observe this rule during the entire period of the show, from the commencement of installation until the completion of dismantling. This rule provides that no exhibitor, or representative of an exhibitor, may give any amount of gratuities, tips or gifts of any kind to workers, foremen or anyone else connected with the hauling of equipment or setting up or removal of the exhibit for any reason whatsoever. Any infractions should be reported to Show Management. The official show contractor has agreed to refuse acceptance of any time card to which a tip has been added. There will be no gratuities included on any drayage invoices.

Any exhibitor who pays gratuities to labor is acting not only against their own interest, but against the interest of the Exposition. Any exhibitor who is solicited for a gratuity should report such solicitation immediately either to Show Management or to an official with the official contractor.



## BUILDING & OPERATING YOUR STAND

### EXHIBIT DESIGN & USE OF EXHIBIT SPACE

These rules and regulations are designed to allow each exhibitor the opportunity to maximize the use of its space without infringing on the ability of the surrounding exhibitors to maximize use of their space. **No portion of a machine, product or display piece may extend beyond the boundaries of the exhibitor's assigned exhibit space.**

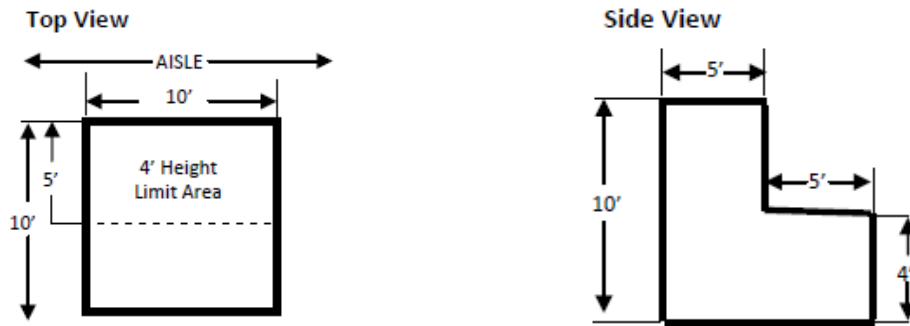
Any demonstration or activity that results in excessive obstruction of aisles or prevents ready access to a nearby exhibitor's stand shall be suspended for any period specified by show management.

#### STANDARD EXHIBITS

Standard exhibits are defined as exhibits with a depth of less than 20-feet regardless if they are in an inline or perimeter (open on one side to the aisle), corner (open on two sides to the aisle) or peninsula (open on three sides to the aisle) configuration.

Exhibit materials, components and identification signs will be permitted to a maximum height of **10 feet or 3 meters (there is no height limit for product and/or machinery).**

- There is a 5-foot setback for booth materials above 4-feet in height for solid objects (Items such as truss columns are generally accepted as they usually do not interfere with sight lines).
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- No signage may face into an adjoining exhibit within 5-feet of the neighboring exhibit.
- Hanging signs or hanging truss are NOT permitted in Standard Exhibits.
- All machinery must be set back 6 inches from all aisles for safety purposes.



#### CORNER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Corner exhibits are defined as an exhibit located on a corner (two sides open to aisles) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery).**

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Exhibitors are required to have a plain finished back wall (standard drape is 8-feet high). Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the George R. Brown Convention Center.
- *Please follow all Structural Integrity rules as designated by the George R. Brown Convention Center.*
- All machinery must be set back 6 inches from all aisles for safety purposes.

#### PERIMETER EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)

Perimeter exhibits are defined as an exhibit located against a wall (one side open to the aisle) with a depth of 20-feet or more totaling 400 square feet or more.

Exhibit materials, components and identification signs will be permitted to a maximum height of **15 feet or 4.5 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 15-foot or 4.5 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from neighboring exhibits on all sides.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the George R. Brown Convention Center.
- *Please follow all Structural Integrity rules as designated by the George R. Brown Convention Center.*
- All machinery must be set back 6 inches from all aisles for safety purposes.

#### **PENINSULA EXHIBITS (WITH A DEPTH OF 20-FEET OR MORE)**

Peninsula exhibits are defined as an exhibit that is open on three sides to the aisle, with a depth of 20-feet or more totaling 400 square feet or more and shares a common back wall with another exhibiting company.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6 meter height restriction.
- Exhibitors are required to have a plain finished back wall. Company identification and/or graphics are not allowed on the back wall facing the neighboring exhibitor.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics must be hung 5-feet from the back of the booth to avoid encroaching on the neighboring exhibitor's booth.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the George R. Brown Convention Center.
- *Please follow all Structural Integrity rules as designated by the George R. Brown Convention Center.*
- All machinery must be set back 6 inches from all aisles for safety purposes.

#### **ISLAND EXHIBITS**

Island exhibits are defined as an exhibit that is open on all sides to the aisle.

Exhibit materials, components and identification signs will be permitted to a maximum height of **20 feet or 6 meters (there is no height limit for product and/or machinery)**.

- Exhibits can be arranged based on the cubic content concept. Cubic content is defined as the ability to utilize the total contracted exhibit space within the 20-foot or 6 meter height restriction.
- Hanging signs and/or graphics will be permitted to be hung at an unlimited height.
- Hanging signs and/or graphics can be placed on the booth line on all sides of the exhibit.
- Exhibitors are fully responsible for all costs associated with rigging installation/dismantle of their hanging signs above their exhibits. Due to liability, all hanging sign assembly and rigging must be arranged through the George R. Brown Convention Center.
- *Please follow all Structural Integrity rules as designated by the George R. Brown Convention Center.*
- All machinery must be set back 6 inches from all aisles for safety purposes.

#### **CANOPIES AND CEILINGS**

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All covered exhibits, canopies and/or multi-level exhibits require Fire Marshal approval and shall comply with all applicable building and fire codes and George R. Brown Convention Center fire and safety regulations. Multi-level and/or covered exhibits with a second level require the submittal of scaled, stamped plans to the George R. Brown Convention Center, Show Management and the Fire Marshall.

Canopies, false ceilings and umbrellas will be permitted to a height that corresponds to the height regulation for the appropriate exhibit configuration of which they are a part. For example, canopies will not exceed **10 feet (3m)** in height in a standard booth configuration.

Furthermore, canopies, false ceilings or umbrellas will not be used for identification or display purposes except as would normally be allowed for any exhibit component within the regulations set forth for the exhibit configuration.

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## **PLATFORMS**

Equipment and viewing platforms are not limited in height, but the platform may not exceed the height of the equipment.

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## **TOWERS**

A tower is considered a freestanding exhibit component separate from the main exhibit fixture that is used for identification and display purposes only.

- Towers will be permitted to a height and depth that correspond to the height regulations for the appropriate exhibit configuration of which they are a part. For example, towers that are part of a peninsula exhibit will not exceed **20 feet (6m)** in height.
- All towers in excess of **15 feet (4.5m)** must have drawings available for inspection by Show Management and the Official Contractor, during the time the tower is being erected, exhibited and dismantled at the Exposition site. The plans must include a signature or stamp of a reviewing structural engineer indicating that the structure designed is properly engineered for its proposed use. A signature of an authorized official of the exhibit building company indicating that the structure is built in compliance with the details and specifications set forth on the drawings must also be included.

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## **SIGNS ON EXHIBITS OR PRODUCTS**

No company sign or advertising indoors shall be displayed at a height that exceeds the outer wall height of the stand or the maximum wall height for that area, except that the name, trademark, or insignia used on a product as sold may be carried on the product exhibited.

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## **DEFACING OF BUILDING OR EXHIBIT FACILITIES**

Each exhibitor is liable for any defacing or damage from their own acts to the exhibit building or exhibit facilities. Painting of the floor in exhibit spaces will not be permitted, and no floor coverings may be attached or adhered (except carpet tape) in any manner whatsoever without the written consent of the George R. Brown Convention Center. Tape used on exhibitor hall floors must be low residue safety tape (Asiachem SST-736 or approved equivalent). Any damages will be charged directly to the exhibitor.

Holes may not be drilled, cored or punched into any surfaces of the George R. Brown Convention Center.

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## **EQUIPMENT SALES, SOLD SIGNS & CUSTOMER NAMES**

An exhibitor may receive orders for, or sell its equipment during the Exposition and shall be responsible for collecting and paying any applicable local, state and federal taxes and obtain any necessary licenses needed to sell merchandise.

No **"SOLD"** signs, **"FOR SALE"** signs or signs listing the price are allowed to be displayed on products. Permanently affixed customer names may be included on products but are limited to eligible products and cannot be included on any signs or literature.

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## **EXTRA LIGHTING**

All special illumination must be indirect and completely shielded so as to eliminate glare and interference with other exhibitors and guests. The use of flashing or rotating lights will not be allowed. Products on display which have such lighting must be pre-approved by Show Management.

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## **INFLATABLE OBJECTS**

Static helium balloons displays are permitted in the George R. Brown Convention Center however, when released are difficult to retrieve and require the use of our aerial lift for removal. The Exhibitor will be charged for the cost incurred to remove the balloons at the end of the event. Helium balloons may be not used as giveaways. The use of Mylar balloons is prohibited in the facility.

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## **MOTION & NOISE CONTROL**

Loudspeakers of any kind must be directed toward the interior of the exhibitor's exhibit space. Speakers may not face aisles or other exhibitors' booths.

Demonstrations found by Show Management to be objectionable due to noise or sound pressure/vibration level will be closed down. Exhibitors shall be responsible for supervising the action of employees, visitors or spectators testing display equipment located in their exhibit area. Exhibitors must take every effort to respond to neighboring exhibitors' complaints concerning noise, sound and/or vibration nuisances.

Show Management will intervene if necessary, and reserves the right to shut down exhibits deemed objectionable by Show Management. Show Management will rove through the exhibit area monitoring the decibel level during Exposition hours.

Exhibition Management recommends noise levels not to exceed 85 decibels. Measurements will be taken at a distance no greater than 10 feet from the offending display.

**First Warning** – The exhibitor shall be issued a written warning indicating a violation has occurred and instructing the exhibitor to immediately lower the noise level.

**Second Warning** – The source of the noise shall be shut off for a maximum of one (1) hour.

**Third Warning Final** – The source of the noise shall be shut off for the remainder of the Exposition. There will be no refund, in whole or in part, of any exhibit fees.

## **LANDSCAPING MATERIALS**

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To prevent a delay in handling such materials used in an exhibit, materials must be delivered to the George R. Brown Convention Center in bags or in another manner approved by the Official Contractor. Removal is the exhibitor's responsibility and at their expense.

## **SOUND DEVICES, MOVIES, SLIDES, VIDEOS & TV**

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Audio-visual presentations and closed circuit exhibitor-generated materials are permitted within a given exhibit as long as they are not operating to the detriment of a neighboring exhibitor. The use of sound devices such as: megaphones, loudspeakers, or other devices, to attract attention is prohibited. The operation of radio or television sets receiving outside broadcasts are prohibited. Recording, filming, taping with hand-held or tripod mounted video equipment on the Exposition grounds during the World of Asphalt and NSSGA'S AGG1 2018 Show hours is prohibited without the permission of both Show Management and the exhibitor or exhibitors being recorded, and these activities cannot interfere with exhibit operations or pedestrian traffic. Exhibitors shall be responsible for securing any and all necessary licenses or consents for any performances, displays or other uses of copyrighted works, patented inventions or other intellectual property in connection with their exhibit, housing and hospitality facilities at the Exposition. Show Management, NAPA or NSSGA are authorized to record and use audio-visual materials recorded at World of Asphalt 2018 and NSSGA'S AGG1 2018 Show.

Radio and television reporters and cameramen seeking "news segments" during Exposition hours, must obtain and wear official PRESS CREDENTIALS during their visits and their activities cannot interfere with exhibit operations nor pedestrian traffic.

## **SUBMISSION OF FLOOR PLANS FOR 1,000 SQUARE FEET OR LARGER**

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Exhibitors with exhibit space of 1,000 square feet or larger must submit a detailed floor plan to Exhibition Management for approval **no later than December 1, 2017**. The floor plan should include the dimensions, height and descriptions of all structures in the exhibit including signs, offices, walls, drapes and products to be displayed. All plans will be treated in strict confidence. All exhibitors will receive written approval from Exhibition Management of their floor plans within 30 days of the submission date. If your company does not receive written approval, from Exhibition Management, do not assume approval has been granted.

Exhibitors and exhibitor appointed contractors are required to comply with all exhibit stand regulations when designing their company's exhibit. Exhibition Management recognizes floor plan modification can happen during show planning, however these modifications can impact neighboring exhibitors. Any modifications to the approved floor plan made prior to the show installation by the exhibitor or their appointed contractor must be re-submitted for approval by Exhibition Management. Any modifications to the approved floor plan made onsite during show installation must be approved by Exhibition Management prior to implementing the change. Modifications made without the consent of Exhibition Management may be denied and any costs incurred are at the expense of the exhibitor.

Floor plans can be emailed to Exhibition Management at: [klang@aem.org](mailto:klang@aem.org)

All Exhibition Rules pertaining to height, signs, etc., restrictions do not include the exhibitor's products. Exhibitors are warned not to depend upon measurements scaled from the Exhibition floor plan; if detailed measurements are required, contact Exhibition Management. Exhibitors are cautioned not to arrange for their exhibit construction until written approval of their dimensional sketch has been given by Exhibition Management.

# **SECURITY & SAFETY**

## **SECURITY**

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Every reasonable precaution will be taken to protect property during the installation, Exposition and dismantling periods. However, neither Show Management, NAPA, NSSGA, service contractors nor the George R. Brown Convention Center are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Show Management recommends that exhibitors make special arrangements with the Official Security Contractor for the Exposition for additional protection of their stands.

## **SAFETY DEVICES**

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The exhibitor agrees to accept full responsibility for compliance with federal, state or local safety, fire and other regulations and to provide and maintain adequate safety devices.

## FLAMMABLE MATERIALS

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Vehicles that remain in the George R. Brown Convention Center as part of a display must have the battery cables disconnected. The gas tank must either be taped shut or have a lockable gas cap and may contain no more than one-quarter (1/4) tank or five (5) gallons of fuel, whichever is less. During move-in/move-out of these materials, a Fire Marshal may be required at prevailing rate.

The use of welding equipment, open flames or smoke emitting material as part of an exhibit must be specifically approved on an individual basis by the George R. Brown Convention Center event management.

No flammable materials of any nature, including decorative material, may be used in any stand. In accordance with federal, state and local fire regulations any fabric used in a stand shall be flameproof.

## PROMOTING YOUR STAND ONSITE

### FOOD & BEVERAGE SERVICE

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Any food or beverages, including bottled water and alcoholic beverages (this includes food or beverage items used for promotional purposes) to be distributed by an exhibitor must be ordered from the George R. Brown Convention Center's Food Service Partner.

Food and beverage items in the exhibits and/or meeting rooms are subject to regulations and permit requirements of the George R. Brown Convention Center.

### LITERATURE DISTRIBUTION

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Circulars, catalogs, magazines, folders and other matter may be distributed only at the exhibitor's stand and must be related strictly to the products and/or services on display or eligible for display (see **Eligible Equipment** above) and which are directly available from the exhibitor.

**Distribution from stand to stand or in the aisles is forbidden, and exhibitors must confine their exhibit activities to the space for which they have contracted.** Strolling entertainment or moving advertisements (robots, persons carrying or wearing signs, scooters, etc.) outside an exhibitor's space are not permitted. Repeat violations will result in the confiscation of materials/promotion items involved in the violations. (***Please see "Penalties for Violations of Exposition Rules" on Page 15.***)

Only literature published or approved by Show Management may be distributed in the registration area, meeting rooms, exhibit hall (outside the individual stands) or on transportation provided by Show Management. Canvassing on any part of the George R. Brown Convention Center property is strictly prohibited and any person doing so will be requested to leave the premises, and their material will be removed at the same time. The only exception to this rule are those survey organizations that have obtained Show Management approval.

### LOTTERIES & CONTESTS

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Exhibitors will be allowed to hold lotteries, contests, games of chance and giveaways in their assigned exhibit space. Exhibitors are responsible to abide by the State of Texas gaming laws. There is no public address system available to announce winners.

### PRESS CONFERENCES

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Press conferences during Exposition days shall be coordinated through Show Management and held in rooms designated by Show Management. Suitable rooms on the Exposition grounds will be made available for exhibitors interested in conducting a press conference, briefing or other event involving invitations to accredited media attending or traveling to the Exposition. Exhibitors must apply for the meeting room space, make arrangements for the media function and obtain authorization for the event, through Show Management by completing the Press Conference Request Form in the Exhibitor Services Manual. Every effort will be made to accommodate all requests.

Events involving an invitation to accredited media must be sponsored and administered by exhibitors in the Exposition who shall accept responsibility for adherence to the official Exposition Rules and Regulations. No press conferences will be allowed during Exposition hours outside of this designated area including hotel, restaurant or demonstration areas.

### PRIZES & GIVEAWAYS

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Distribution of giveaways or drawings for prizes is permitted in the stand during the Exposition. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered from the Official Facilities Caterer. Exhibitors are responsible for federal, state and local taxes, if any.

### PROMOTIONAL ITEMS

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Promotional items directly related to the exhibitor's business and products (company hats, t-shirts, scale models, etc.) may be sold at the Exposition, if desired. Food or beverages (including bottled water) to be distributed by an exhibitor must be ordered

from the Official Facilities Caterer. This is considered a method of promoting interest in the exhibitor's equipment and/or services, similar to the distribution of sales literature, technical information, etc. The exhibitor is responsible for collecting and paying any applicable local, state and federal taxes.

### **USE OF WORLD OF ASPHALT 2018 AND NSSGA'S AGG1 2018 LOGOS**

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The exhibitor acknowledges that the Exposition names and logos are registered trademarks owned by NAPA and NSSGA. Appropriate use of the Exposition names and logos are permitted by companies exhibiting in the 2018 exposition who wish to publicize the exposition and/or the fact that the exhibitor is participating in the exposition. Any reproduction of the exposition logos shall include the registered symbol, ®.

Exhibitors at the World of Asphalt 2018 and NSSGA'S AGG1 2018 may also request permission from Show Management to use the Show name and logo on commemorative items to be given away by the exhibitor. Any request shall be made in writing to Show Management, describing the proposed use, the type of items on which the name and logo would be placed and a statement that such items would not be sold. Show Management reserves the right to deny any request, or any use of the exposition name and logo, that it finds to be inappropriate, offensive or not in the best interests of the Exposition.

## **MEETING/FUNCTION SPACE – GEORGE R. BROWN CONVENTION CENTER**

### **UTILIZATION OF MEETING/FUNCTION SPACE**

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Show Management allocates a limited number of meeting rooms at the George R. Brown Convention Center for meetings, offices, hospitality or entertainment. Therefore, to utilize meeting space you must either be an exhibitor, sponsor, supporting organization, or official co-located group to reserve meeting space. Space is on a first-come-first-serve basis. There is a fee for meeting space based on the amount of time the room will be used. Information pertaining to meeting space request will be included in the Exhibitor Services Manual.

Meeting space can be used for social functions, hospitality suites, promotional events, focus groups, research activities, client meetings, staff offices, and staff training. Meeting space cannot be used for exhibits or be subleased.

Fees include the usage of the room during specified times, stock tables and chairs for standard room sets (U-shape, classroom style, banquet rounds or conference style). Groups are responsible for all fees and service charges associated with the meeting room during their rental—including but not limited to room set fees, electrical, patch fees, catering, AV, special staging, special furniture, etc. Nothing can be affixed to meeting room walls or doors without written approval of facility.

### **ENTERTAINMENT RULES**

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Exhibitors are not allowed to utilize hospitality suites outside of their rented exhibit space during Exposition hours.

### **FIELD TRIPS**

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No event within 150 miles of the George R. Brown Convention Center organized by manufacturers, service providers, dealers or distributors to manufacturers or service providers plants/facilities or equipment installations are permitted during the Official Exposition Period, which runs from 7:00 am on March 5, 2018 to 5:00 pm on March 9, 2018.

### **HOSPITALITY SUITES & HOTEL FUNCTION SPACE**

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All rules and regulations shall be determined by Show Management. Information pertaining to hospitality suites and hotel function space will be included in the Exhibitor Services Manual.

### **INVITATIONS**

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Exhibitors are encouraged to communicate with Exposition visitors in advance of the Exposition urging visits to exhibit stands or hospitality suites.

Pre-printed cards suitable for distribution to Exposition visitors as invitations to visit hospitality suites are permissible, provided the information on such cards is limited to company name, room or the suite number, name of the individual handing out the card, and the hours, within the limits of this general policy, when the hospitality suites will be open. Invitations are limited to exhibitors.

## **AGREEMENT & ENFORCEMENT OF RULES**

### **CLOSING EXHIBIT STANDS EARLY**

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Any exhibitor who begins to dismantle or pack part of their exhibit before the official closing time of the show will lose their priority number for the following Exposition.



## **AGREEMENT TO RULES**

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The exhibitor agrees that the exhibiting company and its employees and agents will abide by these rules and by any amendments that may be put into effect by Show Management, provided that such amendments shall not substantially diminish rights or increase the liability of an exhibitor (and written notice is given to exhibitors). The Exhibit Space Application & Contract form must be signed by an official of the exhibiting company indicating that these rules have been read and agreed to before any space assignment will be made. Exhibitors will receive a copy of their signed contract along with their confirmation letter.

SHOW MANAGEMENT RESERVES THE RIGHT TO RESTRICT ACTIVITIES, RESTRICT AND/OR CLOSE EXHIBITS WHICH, IN THE OPINION OF SHOW MANAGEMENT, BECOME OBJECTIONABLE. This includes persons, things, conduct, printed matter, or anything of a character which is deemed not to be in the best interests of all exhibitors or Show Management. An exhibitor's space shall not be used to publicize meetings to be held outside the Exposition that will detract from Exposition attendance. All matters and questions not covered by these Rules and Regulations and all interpretations of these Rules and Regulations, are subject to final decision by Show Management. Any questions should be addressed to Show Management.

## **RIGHT OF ENTRY AND INSPECTION**

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Show Management in its absolute discretion shall have the right at any time to enter the area occupied by Exhibitors or otherwise inspect the Exhibitor's materials.

## **ENFORCEMENT OF EXPOSITION RULES**

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Reasons for Enforcement—The primary reasons for the enforcement of Exposition rules are to: (1.) protect the integrity of the Exposition, its participants, owners and Show Management, (2.) insure compliance with the laws, codes, ordinances and contracts of the exhibit facility, municipality and the State in which the Exposition is held, and (3.) insure that all exhibitors are treated fairly.

## **PROCEDURES FOR IDENTIFYING AND HANDLING VIOLATIONS**

Exposition Installation, Exposition Days and Dismantling:

- 1. An exhibitor should contact Show Management if there are any questions concerning the procedures for identifying and handling violations of the Exposition Rules and Regulations.**
- Show Management will routinely inspect the exhibit floor during Exposition installation, Exposition days and dismantling. Their duty will be to assist in the interpretation and enforcement of the rules. Show Management will have the final decision concerning all Exposition rules.
- Upon discovery of a violation of the Exposition Rules in an exhibit, Show Management will issue a written notice to the exhibitor representatives in the exhibit and explain the nature of the violation.
- The violation must be corrected: (a) immediately, if the violation poses a safety hazard, (b) by 9:00 am, on March 22, 2018, if the violation occurs during Exposition installation, or (c) before the opening of the next Exposition day, if the violation occurs during Exposition days. (If the exhibit in violation is unoccupied, Show Management will alert the representatives of the exhibit.)
- Violations involving ineligible equipment or exhibitors must be corrected IMMEDIATELY during Exposition days and are subject to the penalties listed below.
- An exhibitor receiving notice of a violation will have its exhibit re-inspected by Show Management.
- If the inspection reveals that the violation has not been corrected or if the same violation is found at any time after the first violation, a second notice will be given and the procedure noted above for the first violation will be repeated.
- Failure to correct a violation immediately in the case of ineligible equipment, (item 5 listed above) or after the second notice in the case of other violations, or a third occurrence of the same violation, will result in a penalty being administered by Show Management in accordance with the Exposition Rules and Regulations listed below.
- An exhibitor wishing to appeal a violation notice must do so by contacting Show Management within the time allowed on the written notice to correct the violation.

## **PENALTIES FOR VIOLATION OF EXPOSITION RULES**

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Show Management reserves the right to penalize an exhibitor for an uncorrected violation in the Exposition Rules and Regulations. Violations during the installation period or Exposition days will result in one or more of the following:

1. Draping off or covering the item in violation for a period specified by Show Management at the exhibitor's expense.
2. Immediate removal or draping off the entire exhibit at the exhibitor's expense.
3. Removal of the item in violation at the exhibitor's expense.
4. Other sanctions as deemed appropriate by Show Management.

In addition to the above sanctions, the World of Asphalt and NSSGA'S AGG1 2018 Management Committees reserve the right to impose and enforce additional sanctions, including but not limited to barring the exhibitor from participation in one or more future expositions. All decisions shall be final.

## THE EXHIBITOR AGREES...

1. The Exhibitor shall make no claim for any reason whatsoever against either the George R. Brown Convention Center, Show Management, NAPA, or NSSGA for loss or damage to property or for injury to himself or his employees while in or about the George R. Brown Convention Center or for loss or damage by reason of failure to hold the Exposition as scheduled, failure to provide exhibit space, removal of the exhibit or any other act of Show Management. This includes but is not limited to any indirect, incidental, consequential, punitive or special damages, lost profits, lost savings, loss of goodwill or otherwise arising out or relating to the Exposition or any act or omission of Show Management, NAPA, NSSGA or the George R. Brown Convention Center.
2. Exhibitor shall bear their own risks of loss or damage to property and injury.
3. That Exhibitor shall make no claim against Show Management, NAPA, or NSSGA for any reason for the acts or omissions of any contractor or for charges or billings (including overtime charges) for services rendered to the Exhibitor by any contractor, or due to any change to the targeted installation or dismantling time for the exhibit, or any delays in move-in or move-out of the exhibit.
4. Show Management, NAPA or NSSGA shall not be liable for any delay, failure in performance, loss or damage due to: fire, explosion, power blackout, earthquake, flood, the elements, strike, embargo, labor disputes, acts of civil or military authority, war, acts of God, acts of terrorism, acts or omissions of carriers or suppliers, acts of regulatory or government agencies, or other cause beyond its reasonable control, whether or not similar to the foregoing.

5. The Exhibitor shall:

A.) insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management, NAPA, NSSGA, GES or the George R. Brown Convention Center and provide Show Management with a Certificate of Insurance evidencing such coverage with Show Management, NAPA, NSSGA, George R. Brown Convention Center and GES named as insureds.

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million /\$2 million in coverage and shall name Show Management, NAPA, NSSGA, and the General Contractor as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Show Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation. (February 2, 2018)

The Certificate of Insurance can be mailed, faxed or emailed to:

World of Asphalt Show Management  
6737 W. Washington Street, Suite 2400  
Milwaukee, WI 53214  
Fax: 414-272-2672  
Email: [insurance@worldofasphalt.com](mailto:insurance@worldofasphalt.com)

–OR–

AGG1 Show Management  
66 Canal Center Plaza, Suite 300  
Alexandria, VA 22314  
Fax: 703-525-7782  
Email: [insurance@NSSGAs AGG1.com](mailto:insurance@NSSGAs AGG1.com)

B.) if failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Show Management, NAPA, NSSGA and the George R. Brown Convention Center from any and all loss or damage to property and injury aforesaid.

C.) follow the George R. Brown Convention Center Events Services Handbook rules and all other applicable laws, ordinances, codes and regulations as applicable to the exhibit space. Pertinent information from this handbook will be distributed within the Exhibitor Services Manual.

6. Exhibitor assumes entire responsibility and hereby agrees to protect, indemnify, defend and save Show Management, NAPA, NSSGA and the George R. Brown Convention Center and their employees and agents, harmless against all claims, losses or damages to persons or property, governmental charges or fines and attorney's fees arising out of or caused by exhibitor's installation, removal, maintenance, occupancy or use of the exhibition premises or a part thereof, excluding any such liability caused by the sole negligence of the indemnitee.

**If the exhibitor has any questions or concerns about the Exposition Rules and Regulations, please contact the following:**

Exhibiting Show	Contact
Word of Asphalt	(800) 867-6060
NSSGA's AGG1	(703) 525-8788



GES2017Sponsor.

IMPORTANT DATES AND DEADLINES	SECTION	DUE ON OR BEFORE
Final 50% payment for exhibit space due	Rules & Regulations	September 29, 2017
Draft floor plans due to Show Management for space 1,000 SF or more	Rules & Regulations	December 1, 2017
Certificate of Insurance due from exhibitors and EAC	Rules & Regulations	February 1, 2018
Advanced Exhibitor Registration Advanced Rates	Show Information	January 12, 2018
Education Ticket Sales	Show Information	October 10, 2017
Exhibitor Listing due for Free Basic Listing in Show Directory	Show Information	December 15, 2017
Exhibitor Housing Opens	Show Information	September 10, 2017
Audio Visual Orders (Smart City)	Additional Show Services	February 17, 2018
Audio Visual-Meeting Room Orders	Additional Show Services	February 17, 2018
Computer / Office Equipment	Additional Show Services	February 20, 2018
Catering Order Form	Additional Show Services	February 13, 2018
Telecommunications (Phone/Internet) (Smart City)	Additional Show Services	February 17, 2018
Electrical & Plumbing Orders (Smart City)	Utilities	February 17, 2018
Advanced Shipment Dates to Warehouse (GES)	Shipment Dates	1/30/18-2/28-18
Hanging Sign Advanced Shipment Dates (GES)	Shipment Dates	1/30/18-2/28-18
Direct Shipment Dates to Show Site (GES)	Shipment Dates	3/3/18-3/5/18
GES Order Form Discount Deadlines (ALL)		February 12, 2018
Material Handling Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Request for Variance to Assigned Target Time (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Pre-printed Bill of Lading & Outbound Label Requests (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Freight Service Questionnaire (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Freight Machinery Service Questionnaire (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Skid Accessible Storage Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Equipment Painting Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Heavy Equipment Cleaning Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Carpet Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Furniture & Accessories Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Furniture Package Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Specialty Furniture Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Convenience Package Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Standard Exhibit System Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Graphics & Signage Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Installation & Dismantling Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Key Information/Supervised Labor Checklist (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
In-Booth Forklift & Labor Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Hanging Sign Labor Order Form (Music City Center)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Cleaning Order Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Payment/Credit Card Charge Authorization Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Domestic Third Party Billing Request (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018
Booth Layout Form (GES)	Exhibit Furnishings, Utilities, Labor	February 12, 2018

## OFFICIAL VENDORS

Below is a list of the Official Vendors for *World of Asphalt and AGG1 2018*. During your show planning, you may receive solicitations from other service vendors. ***If the vendor is not listed below, they are NOT an official vendor for World of Asphalt and AGG1 2018.***

To save money, ensure availability and avoid frustration, we strongly urge you to place all orders for services and furnishings early. Not only are orders placed onsite subject to surcharges, these orders will not be processed until all the advance orders have been completed. There may be instances where floor orders cannot be filled at all. **PLACE YOUR ORDERS EARLY!**

SERVICE	VENDOR	CONTACT INFORMATION
Official Service Contractor	GES	(800) 475-2098 or (702) 515-5970 <a href="http://www.ges.com/chat">www.ges.com/chat</a>
Audio Visual	PRG	888-844-4225 <a href="mailto:tradeshows@prg.com">tradeshows@prg.com</a>
Catering	Levy	713-853-8182 <a href="mailto:ssimpson@levyrestaurants.com">ssimpson@levyrestaurants.com</a>
Computer/Office Equipment	PRG	888-844-4225 <a href="mailto:tradeshows@prg.com">tradeshows@prg.com</a>
Exhibitor Appointed Contractor (EAC) Registration	EACA	541-317-8768 (Phone) 541-317-8749 (Fax) <a href="http://www.eaca.com">www.eaca.com</a>
Electrical & Plumbing	Smart City	888-446-6911 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>
Equipment Cleaning, Detailing, Power Washing	GES	800-475-2098 or 702-515-5970 <a href="http://www.ges.com/chat">www.ges.com/chat</a>
Floral	Floral Exhibits Ltd	773-277-1888 (Phone) 773-277-1919 (Fax) <a href="http://www.floralexhibits.com">www.floralexhibits.com</a>
Freight: Small Packages	Airways Freight	800-643-3525 <a href="http://www.airwaysfreight.com">www.airwaysfreight.com</a>
Freight: International	Airways Freight	800-643-3525 <a href="http://www.airwaysfreight.com">www.airwaysfreight.com</a>

SERVICE	VENDOR	CONTACT INFORMATION
Hanging Signs over 250 Pounds	Staging Solution	<a href="mailto:dale@stagingsolutions.com">dale@stagingsolutions.com</a>
Housing	Experient	800-424-5247 or 847-996-5878 <a href="mailto:showmgmt-exh@experient-inc.com">showmgmt-exh@experient-inc.com</a>
Internet/Telecommunications	Smart City	888-446-6911 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>
Lead Retrieval	ITN International	801-676-7933 <a href="mailto:exhibitors@itnint.com">exhibitors@itnint.com</a>
Registration	ITN International	801-676-7952 <a href="mailto:Worldofasphalt-agg1@itnint.com">Worldofasphalt-agg1@itnint.com</a>
Sponsorships	World of Asphalt	800-867-6060 (World of Asphalt) 703-526-1071 (AGG1)
Wheelchair/Scooter Rental	Scoot-around	888-441-7575 <a href="http://locations.scootaround.com/worldofashphalt">http://locations.scootaround.com/worldofashphalt</a>

## EXHIBIT "B"

### RULES AND REGULATIONS GEORGE R. BROWN CONVENTION CENTER

#### DEFINITIONS

**Event:** The function for which the Facility will be used and occupied, as described in the License Agreement.

**Event Manager:** The person assigned to act as the liaison between the client, HFC and the in-house contractors. This person has authority to act for the Facility Manager in his or her absence.

**Facility:** George R. Brown Convention Center, 1001 Avenida de las Americas, Houston, Texas 77010.

**Facility Manager:** The person in charge of overseeing day-to-day operations at the Facility, including events, maintenance, repairs and capital projects.

**Licensee:** An entity or individual that has entered into a License Agreement with HFC for use of the Facility.

**License Period:** The period of time Licensee has use of the Premises, as defined in the License Agreement.

**Premises:** That portion of the Facility to be used for the Event, as defined in the License Agreement.

#### FIRST AID

(1) Certified first aid personnel (such as emergency medical technicians or nurses) are required at events with an estimated attendance of five hundred (500) or more people. Licensee shall be responsible for the cost of providing certified first aid personnel.

(2) A minimum of one (1) certified first aid provider must be present in the Premises during each Event day, beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

(3) At least one (1) certified first aid provider must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts, or pallet jacks.

(4) A schedule of the number and postings of first aid personnel shall be submitted in writing to the Event Manager at least thirty (30) calendar days prior to the first day of the License Period. All such first aid arrangements are subject to the approval of the Facility Manager.

(5) Licensee assumes sole responsibility for the qualifications of all first aid personnel.

(6) Licensee shall notify the Event Manager immediately in the event of an accident, injury or any other incident requiring first aid.

#### SECURITY

(1) Licensed security guards are required at events with an estimated attendance of five hundred (500) or more people. Licensee shall be solely responsible for providing security in the Premises, including crowd and traffic control, at any loading docks, driveways or other areas used during the License Period, at its sole cost and expense.

(2) If the Premises includes an exhibit hall, then a minimum of two (2) security guards must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees. One security guard shall be posted to monitor ingress and egress and the other shall be assigned to rove the Premises.

(3) If the Premises does not include an exhibit hall, then a minimum of one (1) security guard must be present during each Event day beginning thirty (30) minutes prior to the Event opening to attendees and continuing until one hour after the Event is closed to attendees.

(4) At least one (1) security guard must be present in the Premises during move-in and move-out activities, such as the loading/unloading of freight or exhibits, or the use of equipment such as forklifts, boom lifts, scissor lifts, or pallet jacks.

(5) A schedule of the number and location of security guards shall be submitted in writing to the Event Manager at least thirty (30) calendar days prior to the first day of the License Period. All security arrangements are subject to the approval of the Facility Manager.

(6) Licensee assumes sole responsibility for the qualifications of all security personnel.

(7) Licensee shall, at all times, conduct its activities with full regard for public safety and observe and abide by all applicable rules, including without limitation all emergency procedures, regulations and requests of the Facility Manager or duly authorized governmental agency responsible for public safety.

(8) Licensee shall ensure that its employees, agents, exhibitors, contractors, and subcontractors wear a clearly visible identification badge provided by Licensee or their respective employer at all times. Badges must include the name of the wearer and the name of his or her employer.

### **FIRE REGULATIONS**

(1) Flammable or volatile materials are prohibited within the Facility unless approved, in advance and in writing, by the fire marshal and the Facility Manager.

(2) Use of flammable compressed gas cylinders is strictly controlled within the Facility and generally prohibited. Non-flammable compressed gas cylinders must be secured to prevent toppling.

(3) All decorations, drapes, signs, banners, table coverings and skirts, carpeting or similar decorative materials used shall be flame retardant to the satisfaction of the fire marshal and are subject to inspection and flame testing by the fire marshal.

(4) Licensee, its employees, agents, exhibitors, contractors and all other personnel shall comply with all federal, state and local fire codes which apply to places of public assembly.

(5) No portion of the entrances, exits, corridors, passageways, halls, lobbies, stairways, escalators, aisles, driveways, sidewalks, ramps or other common areas shall be obstructed or used for any other purpose than ingress and egress. All doors shall have a clearance of at least ten feet (10') on both sides with no physical obstructions. All exit doors shall remain unlocked during the Event.

(6) Access to fire detection and suppression systems, heating, ventilation and air-conditioning vents, lighting fixtures and controls shall not be covered or obstructed at any time for any reason. Exit signs and fire hose cabinets must remain visible and unobstructed at all times.

(7) Licensee shall not admit to the Premises a number of persons in excess of the maximum occupancy established and approved by the fire marshal.

(8) Certain events, exhibits, displays or activities require standby personnel for a fire watch. All such costs incurred, including an hourly fee and permit, shall be the sole responsibility of Licensee. (Please consult your Event Manager for further details.)

(9) The fire marshal has authority to delay or close the event for any violation or for safety reasons.

### **FLOOR PLANS**

(1) For any Event featuring exhibit space, such as conventions and trade shows, floor plans must be submitted to the Event Manager no later than ninety (90) days prior to the first day of the License Period. Floor plans for all other Events must be submitted to the Event Manager no later than thirty (30) calendar days prior to the first day of the License Period.

(2) Floor plans shall allow adequate aisle and cross-aisle space and shall not prevent access to fire exits, fire hoses, concession areas, offices or meeting rooms. All floor plans should include any registration and pre-function areas.

(3) Any floor plan, if different from the plan originally submitted, shall be submitted for re-approval to the Event Manager no less than fifteen (15) calendar days prior to the first day of the License Period.

#### **MOVE-IN AND MOVE-OUT**

(1) Licensee is responsible for coordinating all move-in and move-out activities, schedules and logistics with the Event Manager. All labor costs, expenses and requirements for move-in, move-out and set-up shall be the sole responsibility of Licensee.

(2) Licensee is responsible for handling, storing and securing all freight, including crates and packing material. Crates shall only be stored in areas approved in advance by the Facility Manager. HFC does not allow or accept freight shipments for Licensee, its contractors, exhibitors or speakers prior to the License Period. HFC shall not be held liable for any damages, losses or security surveillance for storage of crates.

(3) All move-in and move-out of freight must be through designated loading docks, freight doors and freight elevators. The main lobbies, side doors, escalators and passenger elevators are not to be used for such purposes.

(4) No forklifts, trailers, or other vehicles or equipment shall be stored or left before or after the License Period without prior written authorization from the Facility Manager.

(5) Freight doors, portable walls, and all HFC-owned equipment shall only be set-up and/or operated by authorized HFC employees or contractors.

(6) Licensee is responsible for the removal of all crates and pallets from the Facility by the end of the License period.

(7) Access to equipment rooms, exhibit floor utility boxes and the underground utility tunnel is strictly prohibited to anyone other than authorized HFC employees and contractors.

(8) All vehicles, forklifts, and heavy equipment not on display shall be removed from the Premises at least one (1) hour before the Event is opened to attendees.

#### **PERMITS**

Certain events, exhibits, displays and activities require licenses and/or permits, including, but not limited to, the following: Cooking, food and beverage sampling, liquid or gas fueled vehicles, pyrotechnics, lasers, antique dealing, sales and use tax, use of tents or canopies.

#### **DAMAGE PREVENTION**

(1) Vehicles, forklifts, boom lifts, scissor lifts, pallet jacks, personnel carts and objects over 1,500 pounds are prohibited on carpeted areas of the Facility unless approved in advance and in writing by the Event Manager. If approved, Masonite® or 6ml. polyethylene floor covering shall be used at all times. Licensee may request use of Masonite® in inventory at the Facility during the License Period, provided that setup and removal are the sole responsibility of Licensee.

(2) Golf carts, Cushman® utility vehicles, Segway® vehicles, bicycles and similar transportation devices are expressly prohibited in carpeted areas of the Facility unless approved, in advance and in writing, by the Event Manager.

(3) All platform trucks, dollies and carts used on permanently carpeted areas shall have tires and wheels of a type approved by the Facility Manager and shall meet the following requirements: (i) Wheels of at least six inches (6") in diameter, (ii) thread width of at least two and one-half inches (2½"), and (iii) non-skid tires.

(4) No locks and/or chains will be placed on any door of the Facility for any reason.

(5) Under no circumstances should any exterior door be propped open or any automatic closing device, panic hardware or mullion removed from any door of the Facility.

(6) Use or distribution of adhesive-backed decals is prohibited at the Facility.

(7) Only tapes pre-approved by the Event Manager shall be used in the Facility (e.g., Shurtape® PC 618 cloth tape or Shurtape® DF 642 double-faced cloth tape). No tape of any kind shall be permitted on any permanently carpeted or painted areas or be affixed to any permanent feature of the Facility.

(8) No holes may be drilled, cored or punched into walls, floors, or any other part of the Facility. Use of nails and tacks on Facility walls is expressly prohibited.

(9) Painting or finishing of signs, displays or other objects is prohibited at the Facility.

(10) Drip pans and scrap buckets should be provided for operating machinery to prevent lubricants, paint, etc. from staining the floor and/or causing a safety hazard.

(11) Any display containing soil, sand or similar materials shall use a protective floor covering such as heavy plastic. Curbing material shall be used to prevent spills and seepage.

(12) The furniture located in the second level show offices and conference rooms shall not be moved without the prior approval of the Facility Manager.

(13) Hazardous materials, including biohazards, are strictly prohibited at the Facility unless approved in advance and in writing by the Facility Manager. Licensee shall be solely responsible for the proper care, handling, removal, and disposal of all hazardous materials.

#### **EXCLUSIVE SERVICES**

(1) An in-house provider exclusively offers food, beverage and catering services at the Facility. Sampling requires the advanced permission of the exclusive food and beverage provider and must be requested at least thirty (30) calendar days prior to the first day of the License Period.

(2) Telecommunications, including voice, data and network services, are exclusively offered by an in-house provider.

(3) Temporary utilities, including electrical, compressed air, water and drainage services are an exclusive service at the Facility.

(4) Exhibit booth cleaning is an exclusive service at the Facility.

(5) Facility-affixed audio and structural rigging are controlled exclusively by the in-house audio-visual contractor.

#### **KEYS**

Requests for keys must be submitted to the Event Manager and any keys issued shall be returned before the end of the License Period. Licensee shall be charged seventy five dollars (\$75.00) for each key not returned to the Event Manager by the expiration of the License Period and a twenty five dollar (\$25.00) charge for re-keying each appropriate lock.

#### **CLEANING**

(1) Facility staff will clean the common areas, including lobbies, hallways, aisle carpeting, restrooms, meeting rooms, association offices and registration areas at no charge.

(2) Facility staff will provide light trash removal during move-in and move-out. Licensee shall be responsible for removing all bulk trash, crates, pallets, packing material and any other trash not easily removed by a vacuum cleaner or push broom.

(3) Licensee shall be held responsible for any cleaning costs incurred due to residue, oil, grease, or an unusual amount of dirt or debris. Use of confetti, glitter or helium balloons will result in additional cleaning costs. In addition to any labor costs, Licensee shall be liable for any costs associated with environmental clean up and/or disposal.

(4) Licensee shall be charged \$1,000.00 per exhibit hall if tape, residue marks and booth number stickers are not removed from the Premises before the end of the License Period.

## **ANIMALS/PETS**

With the exception of service animals and animals participating in dog or cat shows, animals shall not be allowed in the Facility unless approved in advance and in writing by the Facility Manager. The Facility Manager must receive all requests to bring animals into the Facility no later than ten (10) calendar days prior to the first day of the License Period.

## **PARKING**

- (1) Street parking in front of the Facility on Avenida de las Americas without a permit is strictly prohibited.
- (2) Parking on the third level ramp at the Facility is by permit only. All vehicles in violation will be towed, without notice and at the owner's expense.
- (3) Private vehicle parking is available at surrounding parking garages and numerous surface lots located near the Facility.

## **VEHICLE DISPLAYS**

- (1) All vehicle displays require a permit from the Houston Fire Department. If fifteen (15) or more vehicles will be displayed, then standby personnel shall be required for a fire watch. All costs incurred, including an hourly fee and permit, shall be the sole responsibility of Licensee. (Please consult your Event Manager for further details.)
- (2) The battery must be disconnected while any vehicle is on display.
- (3) Fuel in the tanks of display vehicles shall not exceed one quarter ( $\frac{1}{4}$ ) of their capacity or five (5) gallons of fuel, whichever is less.
- (4) All display vehicle gas caps shall be taped or locked.
- (5) Non-flammable protective covering must be placed under display vehicles to prevent stains.
- (6) Duplicate keys for vehicles on display must be provided to show management and/or to show security for use in the event of an emergency. Keys shall be kept in the Premises during the entire License Period.

## **RIGGING AND HANGING**

- (1) Rigging and hanging requests must be submitted for approval at least thirty (30) calendar days prior to the first day of the License Period to the Facility audio-visual contractor, who will determine if the requests are within the architectural guidelines of the Facility.
- (2) The Facility Manager reserves the right to refuse permission, remove, delay or terminate any rigging or hanging for safety reasons or to prevent damage to the Facility.
- (3) The following table contains a summary of who may provide installation of certain materials:

TYPE OF MATERIAL	DEFINITION	WHO MAY HANG OR ATTACH
Banner, drape, or screen masking	Soft material articles with no framing and no rigid support system. Total weight is 250 lbs. or less. Materials used must meet fire code regulations.	Licensee and/or its decorating service contractor.
Sign that is 250 lbs. or less (no electrical)	Rigid or hard material with frame and/or support system. Purpose is to display words, pictures, graphics, etc., not to include projected images.	Licensee and/or its decorating service contractor.
Sign that is 251 lbs. or more (with or without electrical)		Licensee and/or its decorating service contractor, but with approval of labor, location and weight by the Facility audio-visual contractor.



Equipment support system	Facility structure utilized to support lighting, sound, winch motors, screens, scenery, backdrops, etc.	Facility audio-visual contractor shall have the exclusive right to establish each Point. Everything below the Point may be handled by Licensee and/or its decorating service contractor.
Exhibit support system	Structures, cable, lines, etc. utilized to guide and support any part of an exhibit booth or stage setting.	

(4) A "Point" is defined as the steel cabling used to wrap or to be affixed around the structural beams of the Facility. The Facility audio-visual contractor shall have the exclusive right to supply the steel cabling, in addition to the right to supply the labor to wrap the cables around structural beams and connect those cables.

#### **SMOKING AND TOBACCO**

(1) In accordance with HFC of Houston Ordinance No. 2006-1054, smoking is prohibited at the Facility, with the exception of certain enclosed meeting areas designated by HFC, when used for private, invitation-only functions.

(2) The distribution or sale of tobacco products is strictly prohibited in the Facility.

#### **CONCEALED HANDGUNS**

(1) Possession of Firearms is forbidden in the Facility with the exception of the following: (i) licensed peace officers and licensed honorably retired peace officers and (ii) exhibitors and patrons during duly licensed gun shows and (iii) individuals licensed by the State of Texas to carry concealed handguns.

(2) A "Firearm" is defined as any device designed, made, or adapted to expel a projectile through a barrel or cylinder by using the energy generated by an explosion or burning substance or pressurized air or gas or any device readily convertible to that use.

#### **RESIDUAL MATTERS**

(1) HFC reserves the right to alter and/or amend these Rules and Regulations at any time by notifying Licensee and shall have sole authority to make decisions concerning any issue not addressed herein.

(2) For every Event, HFC has the final determination as to whether the Facility is properly prepared, in accordance with these Rules and Regulations, for the doors to be opened to Event attendees.



### Exhibitor Guidelines

1. All move-in and move-out of exhibits must be done only through designated loading docks, freight doors, and freight elevators. The main lobbies, escalators and passenger elevators are not to be used for this purpose. Exhibitors should verify show security arrangements and times for move-in and move-out with Show Management.
2. Parking at the loading docks, the third level ramp, except for loading and unloading, is prohibited. Parking, loading and unloading on Avenida de las Americas in front of the building, is strictly prohibited. Vehicles in violation of this policy will be towed at owner's expense.
3. All food, alcohol, non-alcoholic beverages, and concessions are operated and controlled exclusively by the George R. Brown Convention Center. Exhibitors must contact Aramark for all sampling and catering requests at 713-853-8150. Aramark will provide all necessary information and required forms.
4. All decorations, signs, banners, may not be taped, nailed, or otherwise attached to any ceiling, window, painted surface, or wall of the facility. Both the Show Manager and the Convention Services Manager must approve the location and method of installation of any special decorations or signs. The use of helium and helium balloons is prohibited in the facility. Adhesive-backed decals are not permitted to be distributed or used inside the facility, or in the immediate vicinity.
5. Only facility electricians, plumbers, telephone technicians, and engineers may access the utility floor pockets. Exhibitors are not permitted to use water from restroom faucets or janitorial closets for exhibit purposes. To order any of these services, please contact Smart City at 713-853-8900.
6. Fire Prevention Permits are required for vehicles on display, cooking, tents, multilevel booths; for more information please contact Show Management or the GRB Convention Services Department at 713-853-8000.
7. In addition to Fire Prevention Permits, the Houston Fire Code requires any vehicle displayed inside the facility must have the battery cables disconnected. The gas tank must also be taped shut or have a lockable gas cap, and may contain no more than  $\frac{1}{4}$  a tank of fuel before entering the GRB. All exhibit vehicle keys must be in the possession of the Show Manager in case of emergency. A HFD Vehicle Permit is required, please contact Event Services at 713-853-8716 for details.
8. All exit doors must have 10' clearance. All display materials in the booth must be fire proof. The use of hay for display purposes is strictly prohibited. All other Houston Fire Code regulations must be adhered to.
9. No animals or pets are permitted in the facility except as an approved exhibit, activity or performance requiring the use of animals. Service animals are permitted.

**Please note:** These are Exhibitor Guidelines *only*. The George R. Brown Convention Center has the right to alter and/or amend these guidelines at any time. Please refer to the GRB Rules & Regulations for the complete guidelines of the GRB.

## EXHIBITOR PACKAGE PLAN

### EXHIBITOR PACKAGE PLAN

The cost of exhibit space includes the following Exhibitor Package Plan, which will reduce the cost to exhibit and add value to your investment:

- Unloading and reloading of all crated shipments from all trucks.
- Delivery of machinery and crates to exhibit stands from marshaling area(s) and pick up of same machinery and crates at the close of the Exposition.
- Handling of inbound and outbound shipments of exhibit materials to the George R. Brown Convention Center or any other exhibit areas used for the Exposition.
- Operators for self-propelled equipment and plywood planking where required.
- Spotting of exhibitor's machinery or products for the initial installation only as the equipment is delivered to the exhibitor's stand and provided an exhibitor representative is present during the initial placement.
- Exhibit crate removal, cleating materials, storage and return to exhibit stand at the close of the Exposition.
- Pipe and drape for all standard booths.
- General cleaning of all exhibits including the vacuuming or sweeping of carpet/floor and emptying of wastebaskets before the opening of each Exposition day.
- An attendee mailing list will be available for direct mail purposes through a third party vendor. Exhibitors will be responsible for postage.

***Please note that exhibitors with treaded equipment that require additional floor covering under plywood planks to protect the George R. Brown Convention Center exhibit hall floor will be charged an additional amount for labor and materials.***

## EXHIBITOR CERTIFICATE OF INSURANCE

The exhibitor shall insure against said risks of loss or damage to property and injury and secure and furnish Show Management with each insurer's covenant not to exercise any legal or equitable right it may have against Show Management, NAPA or NSSGA or the George R. Brown Convention Center and provide Show Management with a Certificate of Liability Insurance evidencing such coverage with Show Management, NAPA or NSSGA, GES and the George R. Brown Convention Center are named as insureds.

Certificate of Insurance for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State in which the exhibition is being held. Comprehensive general liability coverage must provide at least \$1 million/ \$2 million in coverage and shall name Show Management, NAPA or NSSGA and the General Contractor (GES) as additional insureds. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability. Show Management must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation. (February 3, 2018).

The Certificate of Insurance can be mailed or faxed to:

World of Asphalt Show Management  
6737 W. Washington Street, Suite 2400  
Milwaukee, WI 53214  
Fax: 414-272-2672  
[insurance@worldofasphalt.com](mailto:insurance@worldofasphalt.com)

--OR--

AGG1 Show Management  
66 Canal Center Plaza, Suite 300  
Alexandria, VA 22314  
Fax: 703-525-7782  
[mnercesian@nssga.org](mailto:mnercesian@nssga.org)

If failing to insure against all such risks, or failing to secure and furnish each insurer's covenant not to sue, the exhibitor shall indemnify and hold harmless Show Management, NAPA or NSSGA and the George R. Brown Convention Center from any and all loss or damage to property and injury aforesaid.

## BUSINESS CENTER

<b>Location:</b>	Mezzanine Level 2 of the GRB.
<b>Hours:</b>	Monday – Friday, 9:00am - 5:00pm
<b>Contact Information:</b>	713-658-1899or <a href="mailto:usa5000@fedex.com">usa5000@fedex.com</a>
<b>Services Offered:</b>	Photocopying, faxing, shipping, notary public, printing, etc.

## IN-BOOTH EVENT REQUEST FORM

To request an In-Booth Event for your company, please complete the following:

Exhibitor Name _____	
Contact Name _____	
Title _____	
Booth Number _____	Email _____
Phone _____	Fax _____
Onsite Contact Name _____	Onsite Phone _____

### EVENT SCHEDULE

SHOW DAY	PRE-SHOW—Please indicate time. (2 Hours Prior to Show Opening)	POST-SHOW—Please indicate time. (2 Hours After Show Close)***
March 6 / 11:00 am- 5:00 pm		
March 7 / 11:00 am-5:00 pm		
March 8 / 9:00 am-2:00 pm		

\*\*\* Exhibitors cannot hold post show in-booth events on the closing day of the show due to the beginning of dismantling.

#### EVENT TYPE

- ☐ Sales Meeting
- ☐ Customer/Dealer Meeting
- ☐ Customer/Dealer Entertainment
- ☐ Press Event (See also News/Publicity Tips)
- ☐ Product Launch
- ☐ Other \_\_\_\_\_

#### EVENT DETAILS

##### My event will have:

- ☐ Catering (must be ordered from Official Show Caterer)
- ☐ Entertainment (Band, Etc.)
- ☐ Education Type Presentation

#### RETURN FORM TO:

Operations Department at E-mail [klang@aem.org](mailto:klang@aem.org) or Fax +1 414-272-2672

Questions: E-mail or Phone 1-800-867-6060

#### SHOW MANAGEMENT APPROVAL:

Your company's event has been reviewed and approved by Show Management. Please adhere to the Pre/Post Show Rules & Regulations.

\_\_\_\_\_  
Show Management Acceptance

\_\_\_\_\_  
Date

## MEETING/FUNCTION SPACE GUIDELINES

World of Asphalt and AGG1 Aggregates Academy & Expo Reserved Meeting/Function Space usage fees.

- \$175 half day (4 hours or less)
- \$325 full day (Over 4 hours)

*There will not be refunds for no-shows or for functions cancelled after February 4, 2018.*

### UTILIZATION OF MEETING/FUNCTION SPACE

World of Asphalt and AGG1 allocate a limited number of meeting rooms at the George R. Brown Convention Center for meetings, offices, storage, hospitality or entertainment. Requests for reserved space must be submitted with a completed Meeting/Function Space Reservation form. There will be no refunds for reserved space canceled after February 4, 2018 or for no-shows. Rooms cannot be sublet.

### HOSPITALITY EVENTS

Exhibitors are not allowed to utilize hospitality suites or hold hospitality functions outside their rented space in official exhibit areas during Exhibition hours. Exhibition hours are:

- Tuesday, March 6, 2018 from 11:00 am to 5:00 pm
- Wednesday, March 7, 2018 from 11:00 am to 5:00 pm
- Thursday, March 8, 2018 from 9:00 am to 2:00 pm

### FOOD & BEVERAGE SERVICE

ARAMARK has exclusive rights to all food and beverage at the George R. Brown Convention Center. Food and beverage consumed, prepared or distributed, including food and beverage items used for promotional purposes, must be purchased through ARAMARK and are subject to regulations and permit requirements. See exhibitor service manual for menus.

### AUDIO-VISUAL

Audio-visual equipment is not provided in meeting rooms. Audio-visual equipment can be ordered through the official show provider, PRG. See exhibitor service manual for options and pricing.

### PRESS EVENTS

To arrange press or media events please contact Pat Monroe, [pmonroe@worldofasphalt.com](mailto:pmonroe@worldofasphalt.com) or (414) 298-4123.

## MEETING/FUNCTION SPACE RESERVATION

### PROCEDURE FOR REQUESTING RESERVED MEETING/FUNCTION SPACE

1. Complete this form and submit to Show Management for approval.
2. Show Management will determine availability and confirm room assignment by email.
3. For press events, contact Pat Monroe at [pmonroe@worldofasphalt.com](mailto:pmonroe@worldofasphalt.com) or +1 414-298-4123.
4. Reservations will not be processed until payment is received.

### Submit Completed Request Form to:

Event Services Department  
6737 W. Washington Street, Suite 2400  
Milwaukee, WI 53214-5647  
Email: [rkettlewell@aem.org](mailto:rkettlewell@aem.org); Fax: +1 414-272-2672; Phone: +1 414-298-4136

### CONTACT INFORMATION – Please type or print legibly.

Exhibitor/Affiliate Group Name

Contact Name

Phone

Email

### FUNCTION INFORMATION

Function Name

Number of Attendees

Day(s)/Date(s)

Start Time

End Time

**Function Type (Circle One):**

Internal/Sales Meeting

Reception

Meal Function

Other (Specify): \_\_\_\_\_

**Room Set (Circle One):**

Classroom

Theater

Banquet Rounds

Conference Style

Other (Specify): \_\_\_\_\_

**Audio Visual Requirements:** Order from PRG, see exhibitor services manual.

**Catering Requirements:** Order from Aramark, see exhibitor services manual.

**Internet/Phone Requirements:** Order from SmartCity, see exhibitor services manual.

### PAYMENT INFORMATION

**Total Fees \$** \_\_\_\_\_ **Payment Method\*:** preferred payment is by Check (Payable to World of Asphalt)

If paying by VISA, MC, AMEX either fax in credit card information or call (414) 298-4136 with information.

Credit Card Number

CSV

Expiration Date

Zip code of card

Signature

**\*Please Note: Reservation will not be processed until payment is received. There will be no refunds for functions cancelled after February 4, 2018.**



## NEWS & PUBLICITY TIPS

### MEDIA RELATIONS

Be sure to include media relations in your show promotion and marketing plan. Editorial coverage in trade and local media can be an effective tool to supplement advertising, direct mail and other marketing communications tactics to promote your presence at the shows (don't forget social media!).

Take advantage of show marketing resources, including free Exhibitor Directory listings (see Exhibitor section of show websites for more information).

#### News Releases:

Pre-show, send news releases to trade and local media to publicize your show participation, products, and services you'll be highlighting. Many publications produce special show issues that highlight exhibiting companies. (See the show websites for Official Supporting Publications/Media for potential trade media outlets). A sample news release template is included in this document.

#### Press Kits:

Onsite, offer press kits (print or electronic) to provide media with information on the products or services on display at your exhibit booth and other information you want prospects to know. Information should focus on customer benefits (not just product features). Emphasize what is new or different.

Be sure to include your company name and booth number. Consolidate all press kit contents into individual folders, envelopes, USB sticks, etc.

Press kits can be simple or elaborate. Information can include news releases with photos, spec sheets, product literature and other company background information. Visuals are always welcome. Make a note if digital files are available if you have not included them in the kit.

#### News Conferences:

If you are thinking about a news conference onsite, be sure your material warrants one. Editors' time is limited so don't hold a conference just to hold one, especially if information can be conveyed just as well through a news release or kit. Or, you may want to schedule one-on-one visits with select editors at your booth.

### AT THE SHOWS –

The shows run a full-service newsroom onsite during show days/hours to assist media coverage (**Room 340A**).

**Exhibitors are encouraged to provide press kits to the newsroom.** Exhibitors may also post messages and notices regarding media exhibitor-related events.

Drop off press kits any time starting afternoon prior to show opening (Kits displayed alphabetically by company name). Please ship to your booth or hotel as newsroom cannot accept direct delivery.

During show hours, exhibitors may conduct a news conference only onsite. Booth events can be held up to 2 hours prior to/after show hours onsite. (Limited meeting room space may be available.) Exhibitors interested in holding a news conference should fill out news conference form at end of this document; requests processed on a first-come, first-served basis.

Show management strives to help avoid scheduling conflicts among exhibitors for the benefit of attending media and all exhibitors. However, we cannot guarantee exclusivity of a specific time, and schedule is subject to change.

Exhibitors are responsible for inviting media to their news event. Exhibitor contacts may request a list of pre-registered media to add to their own media lists. (Also, see the show websites for Official Supporting Publications/Media for potential media outlets).

**Sample News Release Template**

**(Company) to Showcase New Products at (World of Asphalt Show & Conference) (AGG1 Academy & Expo)**

*(Company) of (location) will be exhibiting at the 2018 (AGG1 Academy & Expo) (World of Asphalt Show & Conference) in Houston, Texas to showcase its company brand and products.*

*(Brief paragraph on scope/type of company products & brief quote by company president or other top leader on show participation, such as opportunity to meet with customers, importance of products (s) to their jobs, community)*

*The co-located events will be held March 6-8, 2018 at the George R. Brown Convention Center in Houston, Texas and feature the leading manufacturers and service providers in the aggregates, asphalt, pavement maintenance, and traffic safety industry sectors coming together to highlight their latest product innovations and technology advancements.*

*Visit (company) at Booth (number).*

**NEWS CONFERENCE REQUEST FORM**

**SHOW DAYS March 6 (Tuesday) – March 8 (Thursday)**

Requests processed on a first-come, first-served basis. For benefit of media and fellow exhibitors, show management urges exhibitors not to schedule conflicting press conferences if possible.

*(Please type or print.)*

Exhibitor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Booth Number \_\_\_\_\_ EMAIL \_\_\_\_\_

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

Indicate #1 & #2 choices (in case #1 not available). Show Management will contact you to finalize.

Date/Day \_\_\_\_\_ Time (start/finish of conference) \_\_\_\_\_

Date/Day \_\_\_\_\_ Time (start/finish of conference) \_\_\_\_\_

**RETURN TO:**

☐ World of Asphalt Exhibitors

Pat Monroe: [pmonroe@aem.org](mailto:pmonroe@aem.org) or Fax +1 414-272-1170. Questions: E-mail or Phone +1 414.298.4123.

☐ AGG1 Exhibitors

Patrick Dunne: [pdunne@nssga.org](mailto:pdunne@nssga.org). Questions: E-mail or Phone +1 703.526.1062.

(Please check back if you have not received a reply within 3 working days.)

## Educational Opportunities: Enhance Your Brand and Educate Your Customers!

### In-Booth Education

In-booth educational opportunities allow you to keep engaging your customers and potential customers throughout the show to keep them coming back for more. Go beyond just a product demonstration by providing solutions to problems attendees have and expand your value. You can promote your in-booth educational offerings using the Map Your Show tool located within the Exhibitor Dashboard.

### Education for Customers

As you invite your customers and dealers to WOA & AGG1 with your promo code discount, do not forget about enhancing their experience with educational offerings. The People, Plants and Paving (PPP) and AGG1 Academy education programming. Visit “Education” on the show site to take a closer look at the schedule of educational sessions with detailed descriptions.

# REGISTRATION AND WORK PASS INSTRUCTIONS

[www.worldofasphalt.com](http://www.worldofasphalt.com) or [www.AGG1.org](http://www.AGG1.org)

Admission to World of Asphalt and AGG1 2018 is by badge only. Badge registration opens in October 2017. Only employees of exhibiting companies may register as exhibit staff. A badge must be worn to access your booth during the Show days (Tuesday, March 6 - Thursday, March 8). The registration fee includes access to the exhibit floor and education areas during the Show. Every precaution will be taken to prevent unauthorized personnel from gaining access to the show floor or education areas.

## Exhibitor Registration Fees

Advance Registration	\$30.00 per person
After 1/12/18	\$50.00 per person

## Register Exhibit Staff, Customers, Dealers and Guests Online

The exhibitor contact can access exhibit staff registration within their exhibitor portal (Map Your Show login). The exhibitor contact can register your staff, manage additions and changes. Guests not classified as exhibit staff can also be registered here.

## Discounted Customer and Dealer Registration Pricing

The staff registration area will also guide you through the steps to register your customers and dealers at discounted rates.

Early Bird Registration	\$30.00 per person
Advance Registration After 1/12/18	\$50.00 per person
Standard Registration After 2/16/18	\$80.00 per person

## Express Badge Pick-Up

Badges are not mailed in advance. You will receive a confirmation via email when your registration is complete. Present the confirmation QR code along with a government issued photo ID at any Badge Pick-Up station to obtain your badge. Badge Pick-Up stations will be clearly marked at the George R. Brown Convention Center.

## Education

Take advantage of a variety of education programs offered through both shows for your staff or customers. For a complete list of sessions and descriptions go to the education pages of [www.worldofasphalt.com](http://www.worldofasphalt.com) or [www.agg1.org](http://www.agg1.org). Education ticket sales will be available to purchase online in October 2015.

## Work Pass Buttons

Exhibit Staff, Exhibit Helpers and Exhibitor Appointed Contractors (EACs) who need access to exhibits during the installation or dismantling periods on non-show days need a work pass button for admittance. No one will be admitted to the exhibit areas without a work pass or show badge during non-show days. Exhibitor Appointed Contractor (EAC) is a company, other than the official show contractor, that provides exhibit services (eg. Audio Visual, I&D, Floral, Photography, etc). All EACs must comply with all show rules and regulations.

Show Management will have a list of all approved Exhibiting Companies and EAC's. Once you arrive onsite, visit the Show Management office to pick up your work pass buttons. Proof of identification and company affiliation will be required. Official show badges can be printed at the Express Badge Pick-Up stations beginning Monday, March 5, 2018 and can be used in lieu of a work pass for entrance to the exhibit areas.

**For an EAC to be on the approved list, an Exhibitor must submit a Non-Official Contractor Form for all EAC's working on their behalf no later than February 2, 2018. This form can be found online in the Service Manual.**

## VISA INFORMATION

### **VISITOR VISA INFORMATION FOR INTERNATIONAL EXHIBITORS, DEALERS AND CUSTOMERS**

#### **ACT EARLY TO SECURE YOUR U.S. VISITOR VISA**

Due to security concerns, U.S. visa applications are still subject to a greater degree of scrutiny than in the past. International exhibitors, dealers, and their customers requiring a visa to enter the United States to attend World of Asphalt and AGG1 2018 should contact the U.S. Embassy nearest them.

It is recommended that the visa application process be initiated well in advance of the planned travel date and no later than three months prior to the show (December 2017). For more information or to request an official letter of invitation from Show Management, please visit our websites at **[www.worldofasphalt.com](http://www.worldofasphalt.com)** and click on “Visit” and then “International Visitors”. This section provides detailed visa information, a list of U.S. Embassies and Consulates worldwide, and a guideline for approximate visa wait times for interview appointments.

#### **SHOW MANAGEMENT PROVIDES OFFICIAL LETTERS OF INVITATION UPON REQUEST**

International exhibitors, dealers, and customers requiring an official letter of invitation from Show Management in support of their visa application may request their personalized invitation within the online registration system.

#### **INTERNATIONAL MEDIA PLEASE NOTE:**

The U.S. government has special visa application rules for international journalists. Journalists previously exempt from the need to obtain a visa may now be required to do so. Please visit our websites at **[www.worldofasphalt.com](http://www.worldofasphalt.com)** and click on “Media Services” and then “Media Badges” for further information.

## **SAFEGUARDING YOUR EXHIBIT**

We are dedicated to making World of Asphalt & AGG1 2018 safe and secure. Show Management will provide twenty-four (24) hour guard security in the exhibit areas for the duration of the installation, show days and dismantling periods in all exhibit areas and the marshaling yard.

### **SECURITY IS YOUR RESPONSIBILITY**

Although the Convention Center and Show Management will exercise reasonable care for the protection of your materials, neither the Convention Center, nor Show Management, will be responsible for any bodily injury, damage or loss to your personnel or property during the move-in, show days, or move-out of your contracted booth space.

As a courtesy, security personnel will be provided on a 24-hour basis for the duration of World of Asphalt & AGG1 2018. The George R. Brown Convention Center, Show Management, nor the Sponsoring Associations will carry insurance on your behalf. If you desire that your booth and/or personnel be insured, you must acquire and maintain such insurance at your expense.

### **SECURITY DURING INSTALLATION & DISMANTLING**

Unsecured entrances and exits to World of Asphalt & AGG1 2018 will be placed under guard's surveillance starting at March 3, 2018. Service will continue around the clock until March 9, 2018. The primary function of the guards is to check attendees' badges, not to guard your products. During installation and dismantling, please place all valuable items in a locked compartment in your stand or remove them from the show floor. Irreplaceable prototypes should be placed under special guard, at your own expense.

Don't leave valuable equipment sitting in your stand unattended. Once your equipment is packed and waiting to be picked up for shipment, responsibility for protecting products rest with you until the Official Show Contractor takes possession of your equipment. Turning in a bill of lading at the services desk does not constitute "taking possession." Therefore, expensive equipment left uncaged and unattended is your total responsibility for which there is no recourse except through your insurance company if such equipment is missing.

## WHEELCHAIRS & MOBILITY

Wheelchair and scooter rental will not be immediately available onsite, but can be pre-ordered through **Scootaround**. Please click on the link below for more information on this service.

**Scootaround:** <http://locations.scootaround.com/worldofasphalt>

**Phone:** **1-888-441-7575**



## One Place for Exhibit Planning Ordering and Management

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

It's more than just your exhibitor manual online.

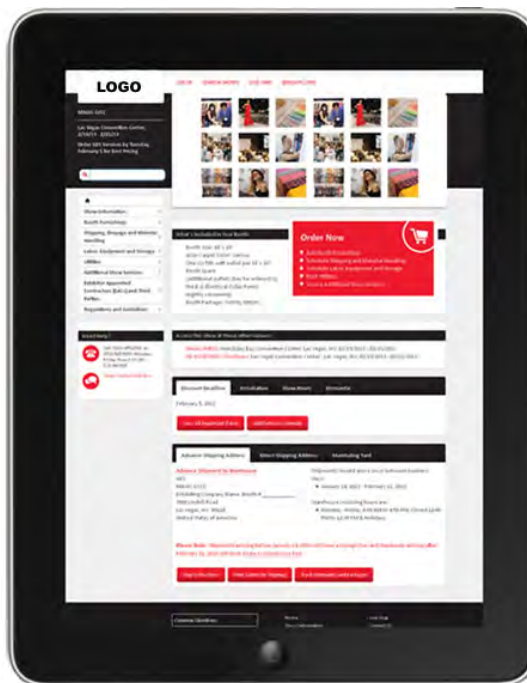
Exhibitors can:

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

## Order Everything You Need for Your Show



- Go to <https://e.ges.com/042600671/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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600671/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520  
Las Vegas, NV 89118-4702

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

## Show Information

Booth Size: 10' x 10'  
Backwall Drape: Black / White / White / Black  
Sidewall Drape: Black  
Facility Carpeted: No  
1 - Booth ID Sign  
Pipe and Drape for all inline booths  
All Direct Freight is included in package plan

## Discount Deadline Date

Monday, February 12 GES orders must be received with payment by this date.

## Other Deadlines

Sunday,	September 10	Exhibitor Housing Opens
Friday,	December 1	Draft floor plans due to Show Management for space 1,000 SF or more
Friday,	December 15	Exhibitor Listing due for Free Basic Listing in Show Directory
Thursday,	February 1	Certificate of Insurance due from exhibitors and EAC
Tuesday,	February 13	Catering Order Form
Saturday,	February 17	All Audio Visual, Telecommunications, Internet, Electrical and Plumbing
Tuesday,	February 20	Computer/Office Equipment

## Exhibitor Move In

Saturday,	March 3	8:00 AM - 5:00 PM
Sunday,	March 4	8:00 AM - 5:00 PM
Monday,	March 5	8:00 AM - 5:00 PM

## Show Hours

Tuesday,	March 6	11:00 AM - 5:00 PM
Wednesday,	March 7	11:00 AM - 5:00 PM
Thursday,	March 8	9:00 AM - 1:00 PM

## Exhibitor Move Out

Thursday,	March 8	1:00 PM - 7:00 PM
Friday,	March 9	8:00 AM - 5:00 PM
Saturday,	March 10	8:00 AM - 12:00 PM

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



### Carrier Check-in Post-Show

Thursday,	March 8	3:00 PM	Carriers post-show must be checked-in by this time.
Friday,	March 9	12:00 PM	Carriers post-show must be checked-in by this time.
Saturday,	March 10	8:00 AM	Carriers post-show must be checked-in by this time.

### Facility Clear

Saturday, March 10 12:00 PM All exhibitor materials must be removed.

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

### Advance Shipments to Warehouse:

c/o GES  
World of Asphalt and AGG1 Aggregates Academy  
& Expo  
(Your Company Name & Booth Number)  
YRCW  
9415 Wallisville Road  
Houston, TX 77013  
USA

### Shipments should arrive on or between:

January 30 - February 28, 2018  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM

### Direct Shipments to Show Site:

c/o GES  
World of Asphalt and AGG1 Aggregates Academy  
& Expo  
(Your Company Name & Booth Number)  
George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, TX 77010  
USA

### Shipments should arrive on:

March 3, 2018, 8:00 AM - 5:00 PM  
March 4, 2018, 8:00 AM - 5:00 PM  
March 5, 2018, 8:00 AM - 5:00 PM  
Reference Targeted Floorplan for Dates & Times.

### Marshaling Yard Site Address:

World of Asphalt and AGG1 Aggregates Academy  
& Expo  
(Your Company Name & Booth Number)  
401 Franklin St  
Houston, TX 77201  
USA

G-1 020718 020718 042600671

# General Information

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## What is an Official Service Provider?

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

## GES Show Services

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

## Work Zone



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

## How Can I Order My Show Services?



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

- Go to <https://e.ges.com/042600671/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/042600671/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.

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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## 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 February 12, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/042600671/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/042600671/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/042600671/shippinghandling/esm>

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

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

- Make sure your credit card information is complete and correct, including the expiration date.
- Review GES Payment Policy and the Terms and Conditions of Contract
- Clearly indicate when paying by check. All check payments should be returned to:  
Global Experience Specialists, Inc. (GES)  
Bank of America  
P.O. Box 96174  
Chicago, IL 60693

## Bank ACH/wire transfer payment information

Beneficiary: Global Experience Specialists  
c/o Bank of America (GES)  
901 Main Street, Account #: 7188101819  
TX1-492-07-14 Wire ABA Routing #: 026009593  
Dallas, TX 75202-3714 USA ACH ABA Routing #: 071000039  
Telephone # 702-263-2795 or SWIFT Address: BOFAUS3N  
702-914-5112 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](mailto: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 Required

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

Ordering carpet for your booth? Think about 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/042600671/carpet/esm>

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/042600671/LaborandEquipment/esm>

# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address	City, State, Zip/Country	Primary Contact Phone	Email
Phone	Fax	Name of Secondary Contact (Optional)	
Name of Contact at Booth/Showsite	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/042600671/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	Global Experience Specialists, Inc. (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
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For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at [cashapplication@ges.com](mailto:cashapplication@ges.com).

- Exhibiting company name, show name, show facility, 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
Zip/Country	
Account Number	Expiration Date
<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
<input type="checkbox"/> American Express	
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	Check Dated
Total Check Payment	\$
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 Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

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



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 2018

Company Name	Email	Phone Number	Booth Number
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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
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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"/> 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
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Phone	Fax	Contact's Email Address
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## Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print
--------------------------------

Billing Address	City	State	Zip/Country
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Account Number

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

Expiration Date

MM/YY

<input type="checkbox"/> MasterCard	<input type="checkbox"/> Corporate Card
<input type="checkbox"/> VISA	<input type="checkbox"/> Personal Card
<input type="checkbox"/> 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

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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 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

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Expiration Date

MM/YY
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☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please  
Sign

X

Exhibiting Company Authorized Signature

Exhibiting Company 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 and have advised all of my AGENTS of the same.

## 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.

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address City State Zip/Country

Phone Fax Contact's Email Address

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

Cardholder Name - Please Print

Billing Address City State Zip/Country

Account Number

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

Expiration Date

MM/YY
-------

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please  
Sign

X

Third Party Cardholder's Signature

Third Party Cardholder's 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 and have advised all of my AGENTS of the same.

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:

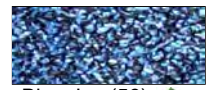
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



Black (41)



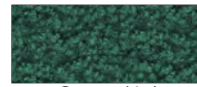
Blue (42)



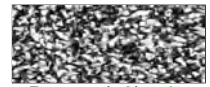
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



Red (49)

## Plush

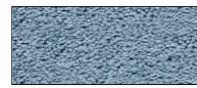
Plush premium carpet is 100% recyclable. Same industry tradeshow performance standards as conventional carpet, but helps to reduce the volume of excess materials from entering landfills.

Includes:

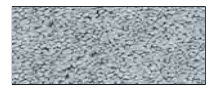
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



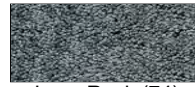
Charcoal (71)



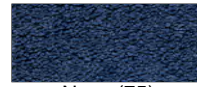
Cobalt (72)



Dove (73)



Lava Rock (74)



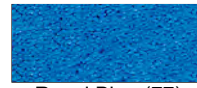
Navy (75)



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)



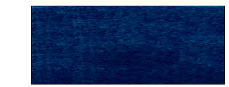
Cabernet (82)



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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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

Please send your carpet to the advanced warehouse to help expedite your move-in.



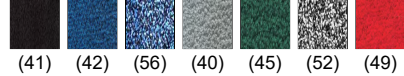
## Easy Ordering Tips:

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

## Carpet

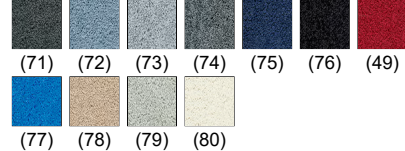
### Standard Color Options

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



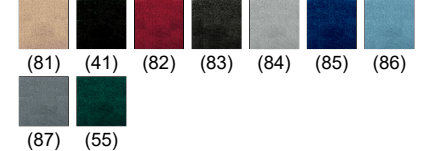
### Plush Color Options

(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'		173.75	260.50		8.25	\$
5002	Pre-Cut Standard Carpet 10'x20'		349.50	524.25		8.25	\$
5003	Pre-Cut Standard Carpet 10'x30'		524.75	787.75		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.		2.42	3.79		8.25	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		3.19	4.82		8.25	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		3.61	5.40		8.25	\$
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		1.39	2.10		8.25	\$
Item Code	Description		Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		0.61	0.96		8.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



# Carpet Package Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



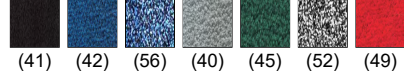
## Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding and Visqueen.

## Carpet Packages

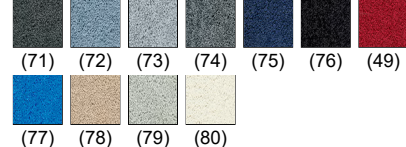
### Standard Color Options

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



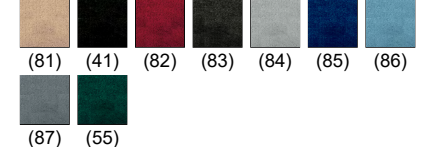
### Plush Color Options

(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 (\$)	Sq. Ft.	Tax %	Total
400021	Standard Carpet Package, Per Sq.Ft.		3.43	5.30		8.25	\$
400022	Plush Carpet Package, Per Sq.Ft.		4.12	6.23		8.25	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		4.50	6.75		8.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes ☐ No



- Save money by pre-ordering labor for installation for stairs, platforms, risers or meeting rooms.
- Return your orders before the discount deadline to receive the best price.

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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# Furniture and Accessories

## Chairs



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

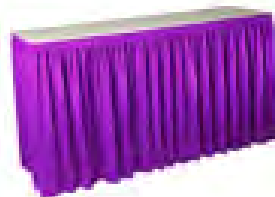
## Skirted Tables



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



Quarter View



Vertical

## 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'



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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



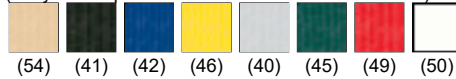
## Easy Ordering Tips:

- 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/042600671/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	67.50	101.25		8.25	\$
300052	Padded Chair	111.50	167.25		8.25	\$
300053	Padded Stool	136.00	204.75		8.25	\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	241.25	362.25		8.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	241.25	362.25		8.25	\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		141.50	212.25		8.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		180.00	270.00		8.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		218.50	328.00		8.25	\$
3007	Table, Skirt 4th Side		76.75	114.75		8.25	\$



Select size: 6' Table \_\_\_\_\_ 8' Table \_\_\_\_\_

### Unskirted Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	113.75	170.25		8.25	\$
300600	Table 6', Unskirted, 24" x 30" High	143.50	215.50		8.25	\$
300800	Table 8', Unskirted, 24" x 30" High	174.75	262.50		8.25	\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		180.00	270.00		8.25	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		218.50	328.00		8.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		257.25	385.75		8.25	\$
3017	Counter, Skirt 4th Side		85.50	127.50		8.25	\$



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

### Unskirted Counter

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	143.50	215.50		8.25	\$

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:  
February 12, 2018

Company Name	Email	Phone Number	Booth Number
301600	Counter 6', Unskirted, 24" x 42" High	<b>174.75</b>	262.50
301800	Counter 8', Unskirted, 24" x 42" High	<b>205.75</b>	308.75

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>59.50</b>	89.00		8.25	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>41.75</b>	62.75		8.25	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>76.75</b>	114.75		8.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>59.50</b>	89.00		8.25	\$

## Custom Booth Drape

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>17.60</b>	26.25		8.25	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>21.10</b>	31.50		8.25	\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	<b>607.75</b>	912.00		8.25	\$
300074	Display Case 4', Full View	<b>590.25</b>	886.25		8.25	\$
300075	Display Case 4', Half View	<b>590.25</b>	886.25		8.25	\$
300076	Display Case 4', Quarter View	<b>590.25</b>	886.25		8.25	\$
300078	Display Case 5', Full View	<b>607.75</b>	912.00		8.25	\$
300079	Display Case 5', Half View	<b>607.75</b>	912.00		8.25	\$
300080	Display Case 5', Quarter View	<b>607.75</b>	912.00		8.25	\$
300082	Display Case 6', Full View	<b>624.75</b>	937.75		8.25	\$
300083	Display Case 6', Half View	<b>624.75</b>	937.75		8.25	\$
300084	Display Case 6', Quarter View	<b>624.75</b>	937.75		8.25	\$
300088	Display Case 7', Vertical	<b>816.50</b>	1,221.75		8.25	\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>5.20</b>	7.75		8.25	\$
300123	Aisle Stanchion, without Chain	<b>50.75</b>	76.25		8.25	\$
300103	Aluminum Easel	<b>67.50</b>	101.25		8.25	\$
300111	Bag Stand	<b>94.25</b>	141.50		8.25	\$
300102	Coat Rack	<b>94.25</b>	141.50		8.25	\$
300104	Garment Rack	<b>94.25</b>	141.50		8.25	\$
300106	Literature Rack	<b>143.50</b>	215.50		8.25	\$
300201	Pegboard, White, 4'x8'	<b>164.00</b>	246.50		8.25	\$
<div> <div></div> <div>Select alignment: Horizontal _____ Vertical _____</div> </div>						
300131	Security Cage, Large, without Lock	<b>520.75</b>	781.00		8.25	\$
300132	Security Cage, Small, without Lock	<b>346.25</b>	519.75		8.25	\$
300120	Sign Holder, Bell Base	<b>85.50</b>	127.50		8.25	\$
300108	Sign Holder, Chrome, 22"x28"	<b>85.50</b>	127.50		8.25	\$
300211	Tackboard	<b>172.50</b>	259.25		8.25	\$
<div> <div></div> <div>Select alignment: Horizontal _____ Vertical _____</div> </div>						
300112	Ticket Tumbler, Small, Table Top	<b>146.75</b>	220.75		8.25	\$

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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:  
February 12, 2018

Company Name	Email	Phone Number	Booth Number
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## Accessories

300113	Wastebasket	21.10	31.50	8.25	\$
300118	Waterfall Stand	94.25	141.50	8.25	\$

## Electrical Outlets Not Included

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

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

Please  
Sign

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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# Furniture Package Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



## Easy Ordering Tips:

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

## Furniture Package

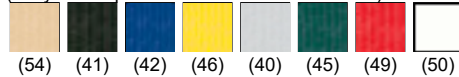


### Furniture Package 1

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		302.49	453.60		8.25	\$
↳ Includes 10% Off: (2) Black Plastic Contour Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							

### Skirt Color Options

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



### Furniture Package 2

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	637.52	956.48		8.25	\$
↳ Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						

**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.

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



# Specialty Furniture

## Seating - Sofas and Loveseats



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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

## Seating - Club Chairs



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



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



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



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



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



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



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



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



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



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



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



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

## Seating - Chairs



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture

## Seating - Ottomans



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

## Seating - Office and Utility Seating



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



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



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



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



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



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



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

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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



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



305023 - Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"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, Zooey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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



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

## Table Surface Colors



Maple



Graphite Nebula



Brushed Red

## Tables - Cafe



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



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



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



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



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



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



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



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

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# Specialty Furniture



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/Hydraulic Chrome Base, 30" Round 29"H



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



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

## Tables - Bar



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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



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

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# Specialty Furniture

## Tables - Cocktail



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



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



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



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



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



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

## Tables - End Tables



305431 - Alondra End Table, Glass, 20"L 20"D 20"H



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



305276 - Table, Mosaic, Set of 3



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

## Conference Tables



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



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



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



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



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



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



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



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



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

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# Specialty Furniture

## Tables - Martini Bar



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



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

## Product Display



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



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



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



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



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

## 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

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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

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World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 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/042600671/BoothFurnishingsRental/esm>

## Specialty Furniture

### Seating - Sofas and Loveseats

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	688.00	957.00		8.25	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	748.00	1,040.00		8.25	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	714.00	993.00		8.25	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,240.00	1,730.00		8.25	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,410.00	1,960.00		8.25	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,410.00	1,960.00		8.25	\$
305264	Sectional, Heathrow, Black Vinyl, 72"L 48"D 28"H	1,800.00	2,500.00		8.25	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	1,580.00	2,190.00		8.25	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	748.00	1,040.00		8.25	\$
305265	Sofa, Heathrow, Black Vinyl, 48"L 24"D 28"H	791.00	1,100.00		8.25	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	856.00	1,190.00		8.25	\$
305221	Sofa, Roma, White Vinyl, 78"L 31"D 33"H	1,030.00	1,430.00		8.25	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	719.00	1,000.00		8.25	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	734.00	1,020.00		8.25	\$

### Seating - Club Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	581.00	807.00		8.25	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	878.00	1,220.00		8.25	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	964.00	1,340.00		8.25	\$
305266	Chair, Heathrow, Black Vinyl, 24"L 24"D 28"H	437.00	607.00		8.25	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	564.00	784.00		8.25	\$
305220	Chair, Roma, White Vinyl, 37"L 31"D 33"H	627.00	872.00		8.25	\$
305269	Chair, Tangiers, 34"L 37"D 36"H	508.00	706.00		8.25	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	423.00	588.00		8.25	\$
305267	Corner, Heathrow, Black Vinyl, 24"L 24"D 28"H	547.00	760.00		8.25	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	596.00	828.00		8.25	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	914.00	1,270.00		8.25	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	914.00	1,270.00		8.25	\$

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

## Seating - Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305152	Chair, Altura, Guest, 25"L 20"D 34"H	333.00	463.00		8.25	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	136.00	189.00		8.25	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	136.00	189.00		8.25	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	165.00	230.00		8.25	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	170.00	236.00		8.25	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 18.5"D 16"H	112.00	156.00		8.25	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	176.00	244.00		8.25	\$
305079	Chair, Ice Transparent/Chrome, 17.25"L 20"D 32"H	245.00	340.00		8.25	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	607.00	844.00		8.25	\$
305149	Chair, Luxor, Guest, 27"L 28"D 40"H	367.00	510.00		8.25	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	626.00	870.00		8.25	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	235.00	327.00		8.25	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	386.00	537.00		8.25	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	170.00	236.00		8.25	\$
305442	Laguna Chair, 18"L 19"D 34"H	283.00	393.00		8.25	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	226.00	314.00		8.25	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	226.00	314.00		8.25	\$
305441	Zenith Chair, 19"L 22"D 32"H	275.00	382.00		8.25	\$

## Seating - Ottomans

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	502.00	698.00		8.25	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	502.00	698.00		8.25	\$
305277	Ottoman, Bench, Black Vinyl, 60"L 20"D 18"H	463.00	644.00		8.25	\$
305278	Ottoman, Bench, White Vinyl, 60"L 20"D 18"H	463.00	644.00		8.25	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	276.00	383.00		8.25	\$
305280	Ottoman, Square Seat, Black, 34"L 34"D 15"H	282.00	392.00		8.25	\$
305279	Ottoman, Square Seat, White, 34"L 34"D 15"H	282.00	392.00		8.25	\$
305251	Ottoman, Vibe Cube, Black, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	130.00	181.00		8.25	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	130.00	181.00		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	163.00	227.00		8.25	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	394.00	548.00		8.25	\$
305147	Chair, Luxor, High Back, 27"L 28"D 47"H Adj.	456.00	634.00		8.25	\$

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# Specialty Furniture Order Form

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## Seating - Office and Utility Seating

305148	Chair, Luxor, Med. Back, 27"L 28"D 41"H Adj.	413.00	574.00		8.25	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	344.00	478.00		8.25	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	668.00	929.00		8.25	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	497.00	691.00		8.25	\$

## Seating - Barstools

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	361.00	502.00		8.25	\$
305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	361.00	502.00		8.25	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	361.00	502.00		8.25	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	361.00	502.00		8.25	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	181.00	251.00		8.25	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	181.00	251.00		8.25	\$
305010	Barstool, Gin, Maple, 16"L 16"D 29"H	230.00	320.00		8.25	\$
305023	Barstool, Ice, Transparent/Chrome, 16.75"L 16"D 32"H	242.00	337.00		8.25	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	163.00	226.00		8.25	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	163.00	226.00		8.25	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	163.00	226.00		8.25	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	163.00	226.00		8.25	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	327.00	455.00		8.25	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	327.00	455.00		8.25	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	209.00	290.00		8.25	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34" - 44"H	457.00	635.00		8.25	\$
305207	Barstool, Zooley Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	416.00	578.00		8.25	\$
305259	Christopher Barstool, 19"L 15"D 41"H	361.00	502.00		8.25	\$
305440	Zenith Barstool, 19"L 20"D 44"H	373.00	518.00		8.25	\$

## Tables - Cafe

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	432.00	601.00		8.25	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	324.00	450.00		8.25	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,350.00	1,870.00		8.25	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	504.00	701.00		8.25	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"H	335.00	465.00		8.25	\$
305164	Table, Cafe, Graphite/Black, 30" Round 29"H	253.00	351.00		8.25	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	293.00	407.00		8.25	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	335.00	465.00		8.25	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	396.00	551.00		8.25	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	253.00	351.00		8.25	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	293.00	407.00		8.25	\$
305157	Table, Cafe, Maple/Hydraulic Chomr Base, 30" Round 29"H	335.00	465.00		8.25	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	396.00	551.00		8.25	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	253.00	351.00		8.25	\$

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## Tables - Cafe

305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	253.00	351.00		8.25	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 29"H	319.00	443.00		8.25	\$
305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	293.00	407.00		8.25	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round 29"H	396.00	551.00		8.25	\$

## Tables - Bar

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	431.00	599.00		8.25	\$
305071	G30 Bar Table, Powered White Top, 72"L 26"D 42"H	1,780.00	2,470.00		8.25	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	502.00	698.00		8.25	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"H	341.00	474.00		8.25	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	262.00	364.00		8.25	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	322.00	447.00		8.25	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	341.00	474.00		8.25	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	401.00	558.00		8.25	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	262.00	364.00		8.25	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	322.00	447.00		8.25	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	341.00	474.00		8.25	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	401.00	558.00		8.25	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	262.00	364.00		8.25	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	276.00	384.00		8.25	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Round 45"H	339.00	471.00		8.25	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	322.00	447.00		8.25	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 45"H	327.00	455.00		8.25	\$

## Tables - Cocktail

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	470.00	653.00		8.25	\$
305189	G30 Cocktail Table, Powered White Top, 72"L 26"D 18"H	971.00	1,350.00		8.25	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	358.00	497.00		8.25	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	555.00	772.00		8.25	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	555.00	772.00		8.25	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	274.00	381.00		8.25	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	260.00	361.00		8.25	\$
305016	Table, Cocktail, Silverado, 36" Round 17"H	317.00	440.00		8.25	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	371.00	515.00		8.25	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	371.00	515.00		8.25	\$

## Tables - End Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	427.00	593.00		8.25	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	303.00	421.00		8.25	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	442.00	614.00		8.25	\$
305273	Table, Aura, White Metal, 15" Round 22"H	185.00	257.00		8.25	\$

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## Tables - End Tables

305274	Table, E, Wood, 21"L 15.5"D 27.5"H	178.00	247.00		8.25	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	250.00	348.00		8.25	\$
305211	Table, End, Oliver, 22" Round 22"H	224.00	311.00		8.25	\$
305046	Table, End, Silverado, 24" Round 22"H	297.00	413.00		8.25	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	274.00	381.00		8.25	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	274.00	381.00		8.25	\$
305276	Table, Mosaic, Set of 3	345.00	480.00		8.25	\$
305275	Table, Timber, Wood, 16" Round 17"H	217.00	302.00		8.25	\$

## Tables - Conference

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	950.00	1,320.00		8.25	\$
305400	5' Madison Table, 60"L 48"D 29"H	644.00	895.00		8.25	\$
305401	8' Madison Table, 96"L 60"D 29"H	784.00	1,090.00		8.25	\$
305410	Madison Conference Table, 42"RND 29"H	586.00	814.00		8.25	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	117.00	163.00		8.25	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	302.00	420.00		8.25	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	488.00	678.00		8.25	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	319.00	444.00		8.25	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	488.00	678.00		8.25	\$
305027	Table, Conf., Graphite, 42" Round 29"H	401.00	558.00		8.25	\$
305028	Table, Conf., Graphite, 72"L 42"D 29"H	541.00	752.00		8.25	\$
305029	Table, Conf., Graphite, 96"L 48"D 29"H	668.00	928.00		8.25	\$
305177	Table, Conf., Manhattan, 42" Round 29"H	365.00	507.00		8.25	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	518.00	720.00		8.25	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	419.00	582.00		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	3,500.00	4,870.00		8.25	\$
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,320.00	1,830.00		8.25	\$

## Product Display

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305415	Madison Bookcase, 36"L 12"D 72"H	486.00	675.00		8.25	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 30"H	694.00	965.00		8.25	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	835.00	1,160.00		8.25	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 30"H	694.00	965.00		8.25	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	835.00	1,160.00		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	493.00	685.00		8.25	\$
305416	Madison Credenza, 60"L 20"D 29"H	806.00	1,120.00		8.25	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	734.00	1,020.00		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:  
February 12, 2018

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

## Lamps

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	312.00	434.00		8.25	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	229.00	318.00		8.25	\$

## Electrical Outlets Not Included



### Reminder

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

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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# Convenience Package Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 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 Expresso:  
<http://e.ges.com/042600671/packages/esm>
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.



Stool Package A



Chair Package A

## Standard Furniture Package

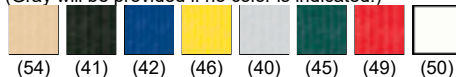
Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	485.35	728.25		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404323	Display Case Package A	1,138.00	1,709.50		8.25	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.					
404324	Display Case Package B	1,089.00	1,634.50		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.					
404322	Meeting Package	708.35	728.25		8.25	\$
	↳ Includes: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404311	Stool Package A	534.35	803.25		8.25	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.					

## Standard Skirted Furniture Package

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		424.10	636.00		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		511.60	769.00		8.25	\$
	↳ Includes: (2) Padded Stools, (1) 6' Skirted Counter 24"X42", (1) Wastebasket.						

## Skirt Color Options

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



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Form Continues on Next Page



# Convenience Package Order Form

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

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

## Specialty Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404504	Bar Package	1,974.00	2,740.00		8.25	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.					
404506	Premium Stool Package	703.00	976.00		8.25	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".					

**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:** 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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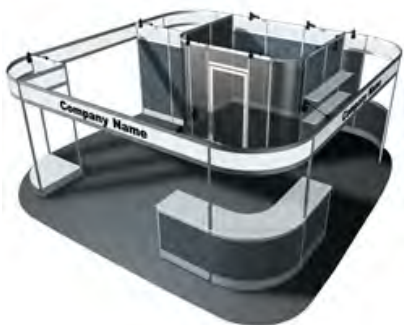


# Standard Exhibit Systems

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

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

## 20x20 Exhibits



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

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

## 10x20 Exhibits



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

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

## 10x10 Exhibits



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

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



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

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

## 6ft Table Display



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

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

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

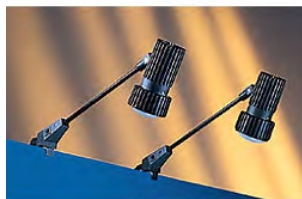


# Standard Exhibit Systems

## Accessories



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



600110 - Exhibit, Armlight Black



600103 - Exhibit, Counter, 1M Curved



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



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



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



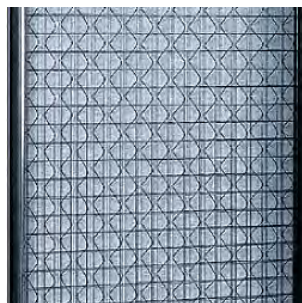
600222 - Exhibit, Light Box, Medium 37"x56"



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



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



600291 - Exhibit, Panel, Wirewall, 1M



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

## Trim and Panel Choices

### Panel Type & Color



Coated: Black (C41)



Coated: Oxford White (C50)



Coated: Silver Gray (C79)



Fabric: Black (F41)



Fabric: Gray (F40)

### Trim Color



Black (41)

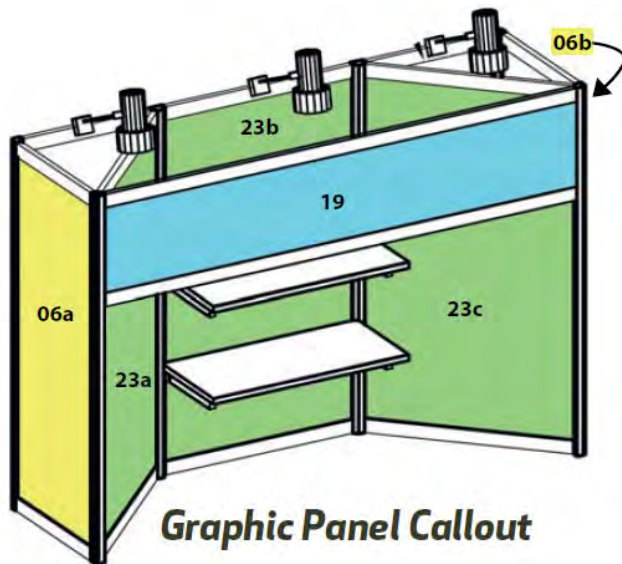


Silver (79)

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

# Standard Exhibits Graphics

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



**Graphic Panel Callout**

**23** 608323 26 9/16" wide x 45" tall  
Discount Price - \$169.25 /Regular Price - \$254.00  
Produced on 3/16" Thick White Foamcore

**06** 608306 18 7/16" wide x 45" tall  
Discount Price - \$69.50 /Regular Price - \$104.50  
Produced on 3/16" Thick White Foamcore

**19** 608319 65 15/16" wide x 12" tall  
Discount Price - \$111.50 /Regular Price - \$167.25  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 12, 2018 for best pricing. All orders placed after this date will receive the Regular price.

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600671/exhibit1/esm>

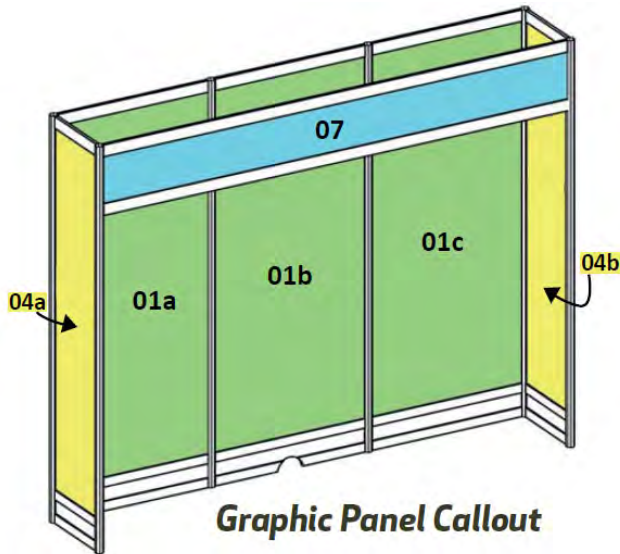


**Booth Rendering**

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

# Standard Exhibits Graphics

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



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$464.00 /Regular Price - \$696.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$231.50 /Regular Price - \$347.25  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$198.25 /Regular Price - \$297.75  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 12, 2018 for best pricing. All orders placed after this date will receive the Regular price.

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600671/exhibit2/esm>



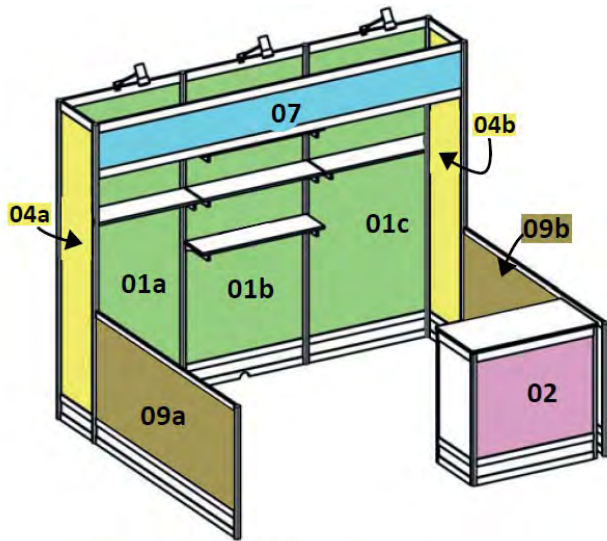
**Booth Rendering**

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



# Standard Exhibits Graphics

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



**Graphic Panel Callout**

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$464.00 /Regular Price - \$696.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$231.50 /Regular Price - \$347.25  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$198.25 /Regular Price - \$297.75  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$163.00 /Regular Price - \$244.25  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Online Discount - \$330.00 /Regular Price - \$495.00  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by February 12, 2018 for best pricing. All orders placed after this date will receive the Regular price.

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600671/exhibit3/esm>

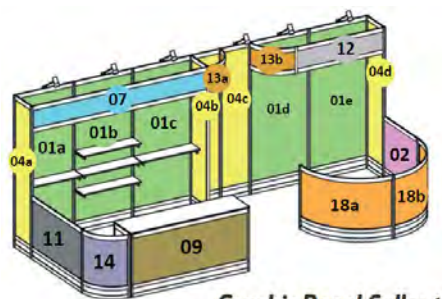


**Booth Rendering**

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

# Standard Exhibits Graphics

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



**Graphic Panel Callout**

- 12** 608312 57 7/8" wide x 12" tall  
Discount Price - \$101.25 /Regular Price - \$152.25  
Produced on 3/16" Thick White Foamcore
- 13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$51.00 /Regular Price - \$76.50  
Produced on 1/8" Thick White Foamacell
- 18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$259.25 /Regular Price - \$389.25  
Produced on 1/8" Thick White Foamacell
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$330.00 /Regular Price - \$495.00  
Produced on 3/16" Thick White Foamcore
- 14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$127.50 /Regular Price - \$191.75  
Produced on 1/8" Thick White Foamacell

- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$464.00 /Regular Price - \$696.75  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$231.50 /Regular Price - \$347.25  
Produced on 3/16" Thick White Foamcore
- 11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$97.75 /Regular Price - \$146.75  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$163.00 /Regular Price - \$244.25  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$198.25 /Regular Price - \$297.75  
Produced on 3/16" Thick White Foamcore



**Booth Rendering**

Order Standard Exhibit Graphics online by February 12, 2018 for best pricing. All orders placed after this date will receive the Regular price.

All Prices listed above are Per Panel.

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

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

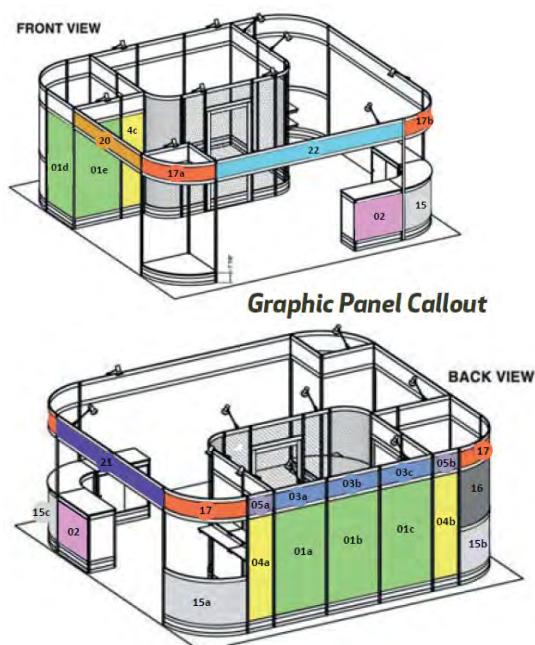
Please contact GES National Service Center at 800-475-2098 or 702-515-5970 with any questions or concerns.

Link: <https://e.ges.com/042600671/exhibit4/esm>

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

# Standard Exhibits Graphics

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



**21** 608321 136 9/16" wide x 12" tall  
Discount Price - \$151.25 /Regular Price - \$227.00  
Produced on 3/16" Thick White Foamcore

**20** 608320 97 3/16" wide x 12" tall  
Discount Price - \$164.00 /Regular Price - \$246.50  
Produced on 1/8" Thick White Foamcore

**17** 608317 60 11/16" wide x 12" tall  
Discount Price - \$188.75 /Regular Price - \$283.00  
Produced on 1/8" Thick White Foamacell

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$163.00 /Regular Price - \$244.25  
Produced on 3/16" Thick White Foamcore

**03** 608303 38 1/8" wide x 12" tall  
Discount Price - \$64.75 /Regular Price - \$97.25  
Produced on 3/16" Thick White Foamcore

**05** 608305 18 7/16" wide x 12" tall  
Discount Price - \$51.00 /Regular Price - \$76.50  
Produced on 3/16" Thick White Foamcore

**01** 608301 18 7/16" wide x 86 1/4" tall  
Discount Price - \$464.00 /Regular Price - \$696.75  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$231.50 /Regular Price - \$347.25  
Produced on 3/16" Thick White Foamcore

**16** 608316 60 11/16" wide x 40 1/4" tall  
Discount Price - \$309.75 /Regular Price - \$465.00  
Produced on 1/8" Thick White Foamacell

**15** 608315 60 11/16" wide x 30 1/4" tall  
Discount Price - \$259.25 /Regular Price - \$389.25  
Produced on 1/8" Thick White Foamacell

**22** 608322 156 1/4" wide x 12" tall  
Discount Price - \$262.50 /Regular Price - \$394.25  
Produced on 3/16" Thick White Foamcore



Order Standard Exhibit Graphics online by February 12, 2018 for best pricing. All orders placed after this date will receive the Regular price.

All Prices listed above are Per Panel.

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

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

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

Link: <https://e.ges.com/042600671/exhibit5/esm>

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

# Exhibit Systems Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 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.

### 13 oz. Carpet Color Options

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



### Exhibit Panel Color Options

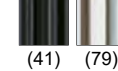
(Gray Fabric Panel will be provided if no color is indicated below)



C Color Codes are Coated Panels  
F Color Codes are Fabric

### Trim Color Options

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



## Standard Exhibits

### 10x10 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	1,832.50	2,754.00		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	3,461.25	5,197.50		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### 10x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	7,597.75	11,402.00		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### 20x20 Exhibits

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600005	Exhibit System GEM #5, 20'x20' Island	11,316.25	16,974.25		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					

### Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	600.00	900.25		8.25	\$
600110	Exhibit, Armlight Black	88.75	132.75		8.25	\$
600103	Exhibit, Counter, 1M Curved	826.50	1,243.25		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	418.00	626.75		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	571.25	857.25		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	759.75	1,135.75		8.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	601.00	902.25		8.25	\$
600223	Exhibit, Light Box, Small 37"x28"	369.50	555.25		8.25	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	523.00	784.50		8.25	\$
600291	Exhibit, Panel, Wirewall, 1M	512.00	768.25		8.25	\$

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





# Exhibit Systems Order Form

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

Discount Deadline Date:  
February 12, 2018

Company Name Email Phone Number Booth Number

## Accessories

600243	Exhibit, Shelf, 1M x 10" Deep	69.25	104.25	8.25	\$
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## Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

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

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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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Graphic File Solutions

We are committed to partnering with you to provide comprehensive and effective graphic solutions for your event. The graphics print and production industry continuously evolves, and we want your graphics and images to look their absolute best.

To ensure the highest quality output from your digital files, and to make file transfers as seamless as possible, please review and follow these guidelines when submitting artwork to GES. We also offer layout and design services for a fee. Please contact GES for details.

Suitable Programs for images or logos	
Program	Preferred Format
Adobe Illustrator CS6, CC 2014	.ai, .eps
Adobe Photoshop CS6, CC 2014	.tif (LZW), .jpg (High Quality), .psd
Adobe InDesign CS6, CC 2014	.indd (include all links)
Adobe Acrobat	.pdf (Press Quality Setting)

Suitable Media for images or logos	
Media	Preferred Format
CD-ROM	Hard copy color proofs
DVD-ROM	Hard copy color proofs
Email Attachments	Limited to maximum size of 5MB
FTP	Mandatory ZIP or SIT compression



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

## Avoiding Additional Costs

Files obtained from the internet (.jpg or .gif) or artwork created in MS Office applications (Word, Excel, PowerPoint) are often not suitable for high quality output, and often require additional hourly charges. Artwork should be created at actual size, however, for larger files i.e., banner artwork, 10% or 25% of actual size is acceptable. Scans should be no smaller than 300dpi at quarter size. To avoid additional costs associated with these file types, please supply files in accordance as defined herein.

### Vector Artwork

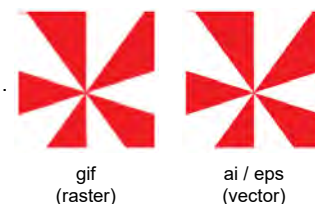
For the best quality, create in vector format (ai or vector eps).

Logos taken from websites are generally GIF files. GIF files are not acceptable as they will not print clearly. See Visual.

Artwork produced in vinyl, for example, solid company logos or text must be supplied in a vector format (ai or vector eps). Artwork created in a pixel format i.e., TIFF and JPEG is not suitable. See Visual.

**Vectors**  
Editable Text

**Vectors**  
Outlined Text

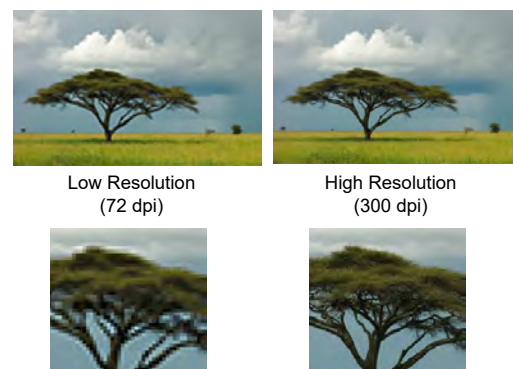


### Bitmap/Raster Artwork

**TIFF and PSD** - These are the preferred file formats for raster images. Files should be supplied at 100dpi at full size, or they should re-scale to those dimensions. If the resolution is lower than 100dpi, images can look blurry or pixilated when printed. If there is a lot of small text in the raster image, the file can be provided at higher resolutions to ensure print quality. See Visual.

**JPEG** - We can use JPEG files, but because JPEGs use file compression this can sometimes affect image quality. Therefore, this file type should only be used if the files are being emailed.

**PDF** - These are print files only and cannot be altered to fit different sizes, artwork must be set up at the correct proportion and at print-ready quality. Ensure images are saved at high resolution (100dpi at final size).



Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600671/signs>

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



# Digital File Preparation

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World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Front and Backlit Graphics

When producing artwork for front lit graphics or transparencies keep these points in mind:

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

## File Sizes

Please build Photoshop (raster) graphics to at least 100dpi at final size. Any combination of size/resolution that produces this result is acceptable.

(e.g. 1/4 size file @400dpi)

Here is an easy way to determine how much digital information is needed for your graphic:

- Open a new document in Photoshop
- Enter the final width and height of your graphic.
- Enter a resolution of 100 dpi

*The resulting megabyte size is the approximate amount of digital information we need for best quality output.*

## Adobe Illustrator, InDesign, Photoshop

- Work with .eps files as much as possible. .eps files are a better quality file format than .tif files and are accepted more easily by Adobe Illustrator.
- Save a Low Res files version of your files for proofing and a Hi Res file for production. Illustrator allows for seamless swapping of LR and HR files provided the images are the same dimensions.
- When saving your HR file, use the settings shown in *figure a*. This will compress the information in the file without degrading the quality. High resolution files saved with this setting present no issues for our output devices.
- If you must work with a .tif file because you are colorizing it in Illustrator, save the HR file with the LZW compression option.
- Keep all color-critical elements of your design vector whenever possible. Don't send the layered Photoshop unless you need critical color corrections. If you want to add a Photoshop effect to a logo or color critical text: set the text in Illustrator or keep the logo vector, create the desired effect in Photoshop, then link the Photoshop file into Illustrator under the color critical vector art or text.
- Photoshop files with text or vector smart objects need to be saved out as .eps or .psd to retain vector properties.

## Placed Images

Provide placed images at 100dpi at 100% of final size as a .tif (LZW compression) or .psd. Embedding images in Illustrator is preferred and need to be 100dpi at final size.

## Fonts

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

## Vinyl

We can only produce vinyl for type or logos from VECTOR based artwork. DO NOT send PowerPoint files, .gifs, .jpgs, .pdfs or raster-based images output to vinyl.

## Remember

- You **MUST** add bleed to your photographic images.
- Backlit graphics are held in place with velcro or with a frame—place type and critical images at least 1" from all edges to avoid this dead space (see diagram below).
- You **MUST** provide PMS colors. We are not responsible for accurate reproduction of your logo or corporate colors if PMS matches are not provided.
- Please make certain that your scans are clean (free of dust, dirt, and scratches) **BEFORE** you send them for production. Deadlines and time constraints do not allow us to check all your images for quality. We must assume the images you provide are the highest quality available to you. To check for quality, look at your Photoshop files at 100% enlargement. If you can see dirt and scratches, they will appear on your final output. Use the rubber stamp tool (clone stamp tool) to eliminate these imperfections.

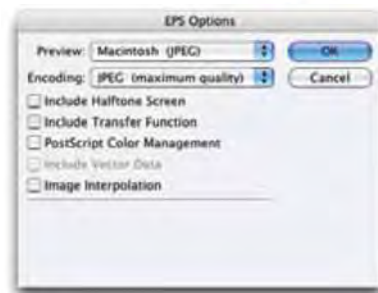
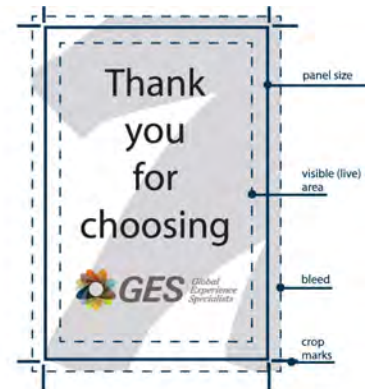


figure a.

# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

Order graphics and **upload artwork files** directly online, click here: <https://e.ges.com/042600671/signs/esm>

## Graphics and Signage

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	278.50	418.00		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	215.50	323.50		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	228.50	342.75		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	411.50	617.00		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	252.75	379.25		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	538.75	809.00		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	380.50	571.25		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	24.85	37.25		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

\$

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



# 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.*

# Target Maps

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
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Click the link below for target maps:

Target Maps:

<http://e.ges.com/042600671/targetmaps>

# Request for Variance to Assigned Target Time

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World of Asphalt and AGG1 Aggregates Academy & Expo  
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Form Deadline Date:  
February 12, 2018

Company Name \_\_\_\_\_ Booth Number \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Email Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Current Assigned Target Date/Time \_\_\_\_\_

New Requested Target Date/Time \_\_\_\_\_

## Reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Important information

- All change request forms due by February 12, 2018.
- This form will be reviewed after the deadline date and you will be contacted with the appropriate approval if request is granted.
- Please send completed form via email to Kristie Wilson at [krwilson@ges.com](mailto:krwilson@ges.com).

### Off Target - Late/Early to Show Site Surcharge:

A \$12.00 per CWT surcharge will apply to all inbound shipments arriving OFF TARGET.

## Questions?



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600671/contactus/esm>

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# Target Move-In and Freight Information

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
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March 6 - 8, 2018



## Form Tips:

- A targeted move-in is a designated day and time for arrival of a particular exhibitor or exhibit area depending on their location within the facility, according to a target map/floor plan.
- Your assigned target is the date and time that your truck must check into the marshalling yard. Once the marshalling yard sends your truck to the building to start unloading your company's truck, your exhibit/samples are taken directly to your booth space.
- As long as your truck arrives on or before your target time on your targeted date, there is no additional off-target charge.
- Find your targeted/scheduled time for move-in by reviewing the Targeted Floor Plan provided by the show organizer for target move-in times. This is for the move-in of your exhibit only. Your product can arrive at a later date.



## Attention

### Attention:

- All inbound exhibit material and equipment is specifically targeted by booth number.
- Please refer to target assignments contained in this section.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.
- Every attempt will be made to accommodate all inbound deliveries within their targeted day. However, there can be no guarantees with respect to absolute delivery dates and times.
- We recommend scheduling installation labor to begin the day after your inbound target assignment.
- It remains the exhibitors' responsibility to ensure that their freight is loaded to accommodate the inbound target assignments. Please plan carefully.
- Off-target freight and equipment may be refused and/or rescheduled. Off Target Surcharge: \$12.00 per CWT will apply to all inbound shipments arriving off-target. Please refer to Target Schedule.

## Important Reminders



## Reminder

- A target assignment is the point at which direct deliveries may begin checking in. It is not the point at which set-up should be scheduled.
- Freight shipped through our warehouse will be delivered prior to the beginning of your assigned target date and time.
- Route your shipments carefully. Utilize only carriers who provide bills of lading and can be contacted at any point in time.
- Insure your material from the time it leaves your facility until it is returned.
- Do not allow your carrier to block your on-target freight with off-target freight as the entire load may be rescheduled.

### Correct:



### Incorrect:



## Questions?



## Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600671/contactus/esm>

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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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
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## Benefits of Advance Shipping to the GES Warehouse

- Storage of materials for up to 30 days prior to your show.
- Delivery of shipments to your booth by your published set-up time.
- Some convention centers and hotels do not have facilities for receiving or storing freight.
- Saves valuable set-up time.

## How to Ship in Advance to the GES Warehouse

- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Advance Shipping labels.
- Complete the enclosed Material Handling/Drayage Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- Do not ship uncrated materials to warehouse.

## How to Ship to Exhibit Site

- Consign all domestic shipments c/o GES.
- Remove all old shipping and empty storage labels.
- Fill out and attach enclosed Direct Shipping labels.
- Complete the enclosed Material Handling Information Sheet.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight, and type of merchandise.
- Certified weight tickets must accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.
- If you are shipping your carpet and/or lighting truss, make sure it is loaded last so it can be unloaded first.

## Freight Carriers

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of normal delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the show, also plan for the return shipment.

## Tracking Shipments

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

[www.ges.com/us/services/exhibition-transportation-tools](http://www.ges.com/us/services/exhibition-transportation-tools).

Get an instant quote today at [https://e.ges.com/042600671/logistics\\_Quote](https://e.ges.com/042600671/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.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday, may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at showsite that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrateing, 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 Servicer<sup>®</sup> 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 Servicer<sup>®</sup>. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

## Measure of Damage

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

## Insurance

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

## Work Zone

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

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# Drayage Rate Schedule

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Drayage Rate Schedule for Non-Package Services

### Advance Shipments

Shipments that exhibitors desire to forward in advance can be sent to the Global Experience Specialists, Inc. (GES) warehouse for storage, where they will be held for up to sixty (60) days and delivered to the exhibit site at the rate of: **\$10.15** per cwt. 200 lbs minimum per shipment.

### Overtime Shipments

To be guaranteed same day unloading drivers must check in by 2:00 PM  
200 lbs minimum per shipment. Combine shipments to save money.

There will be a surcharge for freight shipments that check in at our freight marshalling trailer after 2:00 PM on weekdays, or all day Saturday, Sunday and holidays. These shipments will be handled at the rate of: \$ 12.00 per cwt. – each way

**Note: If the targeted move-in date requires a truck delivery of materials on a weekend or holiday, the Package Plan rates will apply.**

### Shipments Arriving and Picked Up Off-target

Shipments arriving and/or picked up off target may be subject to additional time, material and equipment charges.

### Uncrated and/or Loose Materials

All labor at the exhibit hall supplied by the official service contractor for unloading and reloading uncrated display materials will be charged to the exhibitor – loose and/or uncrated display material will be billed at a rate of: **\$18.00** per cwt.

### Small Package

Small packages will be free. Small packages have a maximum weight of 50 lbs per shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to charges.

# Shipping Information

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World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Freight Handling Services

- Global Experience Specialists, Inc. (GES) is prepared to receive your shipment either in advance at our local warehouse or directly to the exhibit site. You may ship via the carrier of your choice.
- Rates are based on the incoming weight of shipments. **For rates and arrival information, see the Freight Handling Order Form. GES must have payment before forwarding freight.**

## Advance Shipments to GES Warehouse

Crates, Cartons, Fiber Cases Only

Rates Include:

- Unloading crated freight. The warehouse cannot receive uncrated shipments.
- Storing at the warehouse for up to 30 days.
- Unloading freight and delivery to your booth.
- Reloading onto trucks and delivery to the exhibit site.

**Last day for shipments to arrive at advance warehouse without surcharge: Wednesday, February 28, 2018 by 4:30 PM**

Make out the bill of lading and consign as follows:

Name of Exhibiting Company  
World of Asphalt and AGG1 Aggregates Academy & Expo  
Your Booth Number  
c/o Global Experience Specialists, Inc. (GES)  
YRCW  
9415 Wallisville Road  
Houston, TX 77013

## Direct Shipments to Exhibit Site

Included in the Exhibitor Package Plan:

- Unloading freight and delivery to your booth.
- Picking up, storing, and returning empty shipping containers.
- Reloading freight for return to your specified destination.

**First Day for shipments to arrive to show site: Saturday, March 3, 2018 beginning at 8:00 AM**  
**Reference Targeted Floorplan for Dates & Times.**

Make out the bill of lading and consign as follows:

Name of Exhibiting Company  
World of Asphalt and AGG1 Aggregates Academy & Expo  
Your Booth Number  
c/o Global Experience Specialists, Inc. (GES)  
George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, TX 77010

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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**World of Asphalt and AGG1 Aggregates Academy & Expo**

Name of Exhibition

042600671

BOOTH NUMBER

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

***Shipment Should Arrive on or Between:  
Tuesday, Jan 30, 2018 - Wednesday, Feb 28, 2018***

**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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

**World of Asphalt and AGG1 Aggregates Academy & Expo**

Name of Exhibition

042600671

BOOTH NUMBER

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

***Shipment Should Arrive on or Between:  
Tuesday, Jan 30, 2018 - Wednesday, Feb 28, 2018***

**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

Please print this label on a color printer if possible



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

<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**World of Asphalt and AGG1 Aggregates Academy & Expo**

Name of Exhibition

042600671

BOOTH NUMBER

**C/O GES**

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

**Shipment Should Arrive on or Between:**

**Saturday, March 3, 2018 after 8:00 AM - Monday, March 5, 2018 by 5:00 PM**

Reference Targeted Floorplan for Dates & Times.

**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



<b>D</b>	<b>RUSH!</b>
	EXHIBITION FREIGHT

FROM:

**DIRECT SHIPMENT**

TO:

Full Exhibiting Company Name at Show

**World of Asphalt and AGG1 Aggregates Academy & Expo**

Name of Exhibition

042600671

BOOTH NUMBER

**C/O GES**

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

**Shipment Should Arrive on or Between:**

**Saturday, March 3, 2018 after 8:00 AM - Monday, March 5, 2018 by 5:00 PM**

Reference Targeted Floorplan for Dates & Times.

**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

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.*

R-5a



FROM:



FROM:

## ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**World of Asphalt and AGG1 Aggregates Academy & Expo**

NAME OF EXHIBITION

042600671

BOOTH NUMBER

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

**SHIPMENT SHOULD ARRIVE ON OR BETWEEN:**

**Tuesday, Jan 30, 2018 - Wednesday, Feb 28, 2018**

**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



## ADVANCE SHIPMENT

TO:

FULL EXHIBITING COMPANY NAME AT SHOW

**World of Asphalt and AGG1 Aggregates Academy & Expo**

NAME OF EXHIBITION

042600671

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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces



Please print this label on a color printer if possible

Please print this label on a color printer if possible

# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 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 February 12, 2018.
- Want an easier way? Fill out this information online and submit:  
<https://e.ges.com/042600671/prePrint/esm>

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

Company/Consignee	Attention			
1001 Avenida de las Americas	Houston	TX	77010	USA
Street Address	City	State	Zip/Postal Code	Country
Phone	Fax	Booth Number		

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

### Shipping Destination 1:

Number of Labels Needed:

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

### Shipping Destination 2:

Number of Labels Needed:

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

Showsite Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicer®. 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>



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 2018

Company Name

Email

Phone Number

Booth Number



**Attention**

## 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.
- Sending Hanging Sign and Carpet to the advance warehouse will expedite your set-up
- Any materials needing a 15,000 lbs or higher Forklift, Versalift or Crane to unload or load on site will need to contact Bob Jonecek at (702) 604-4442, 45 day prior to show move-in.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/042600671/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

\_\_\_\_\_  
\_\_\_\_\_

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

6. What is the minimum number of days to set your display?

\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?

\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?

\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars. etc.?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

\_\_\_\_\_  
\_\_\_\_\_

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



# Marshaling Yard and Direct Deliveries Information

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## Tips For New Exhibitors



**What is a marshaling yard?** The Marshaling Yard is an offsite location where trucks are checked in and held until dock space for unloading becomes available onsite.

**Why is a marshaling yard used?** Large shows use a marshaling yard to ease vehicle congestion and to ensure the unloading process runs smoothly.

## Savings



- There is no charge for this Marshaling Yard service.
- Avoid late charges by checking the Show Schedule for arrival dates and times.

## Marshaling Yard Site Address:

401 Franklin St  
Houston, TX 77201  
USA

## Marshaling Yard Process

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

- All delivering carriers and privately owned vehicles must check in at the Marshaling Yard prior to show site deliveries. All inbound shipments will be weighed at the Marshaling Yard to obtain the gross or heavy weight.
- All inbound shipments must be accompanied by a certified weight certificate and Bill of Lading.
- At the Marshaling Yard, drivers will be assigned a number and will be dispatched to the appropriate dock at George R. Brown Convention Center as space is available. Waiting time at the Marshaling Yard should be anticipated by your carrier. Every effort is made to keep this waiting time at a minimum. However, the waiting time depends on many factors, including the number of vehicles arriving to unload/load, the type of loads being unloaded at the George R. Brown Convention Center, the number of booths on a truck, etc.
- After unloading, all vehicles must return to the Marshaling Yard with a completed copy of the GES Receiving Report to be weighed to obtain the light weight. This determines the total weight of your shipment. Drivers who fail to return to weigh-out may face having their shipment billed at the heavy weight.
- All drivers are expected to adhere to GES' policies and procedures with respect to the loading and unloading of trailers.

## Contact us for Assistance with your Inbound Freight Arrangements



- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600671/contactus/esm>

042600671  
020718  
R-9 010917

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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 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	<b>66.00</b>		\$

## Additional Delivery Rates

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # of Workers	X # Hours	Tax %	= Total
705044	Storage, ST	<b>100.50</b>	126.00	151.00			8.25	\$
705044	Storage, OT	<b>151.00</b>	188.25	226.75			8.25	\$
705044	Storage, DT	<b>200.75</b>	250.75	301.75			8.25	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/042600671/labor/esm>

## Step 2. Schedule Additional Deliveries

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

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

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

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

R-11/R-12 121517 020718 042600671

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:  
February 12, 2018

Company Name Email Phone Number Booth Number

## Rates and Information for Storage Deliveries Requiring Equipment

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

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	X # Crews	X # Hours	Tax %	= Total
705200	5,000#, ST	281.00	351.75	421.25			8.25	\$
705200	5,000#, OT	393.25	492.25	589.75			8.25	\$
705200	5,000#, DT	505.75	632.75	758.25			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600671/labor/esm>

## Step 3. Schedule Forklift for Storage Deliveries

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

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

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

Please Sign

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

\$

R-11/R-12 121517 020718 042600671

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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 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	73.75	1	\$
200506	Cartload Service, Straight Time, Booth to Dock	73.75	1	\$
200506	Cartload Service, Over Time, Dock to Booth	73.75	1	\$
200506	Cartload Service, Over Time, Booth to Dock	73.75	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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 2018

Company Name Email Phone Number Booth Number



## Easy Ordering Tips:

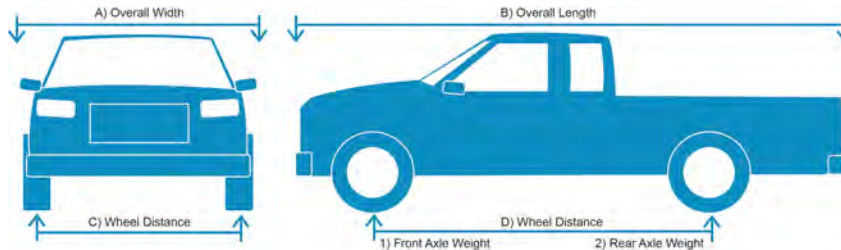
- Displaying a vehicle at the show? Please be as detailed as possible with the information you provide.
- GES charges a round-trip fee, per vehicle, to place a vehicle on the trade show floor. This will apply to rolling stock, self-propelled, towed and/or pushed vehicles/machinery. GES will receive equipment 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	169.00		\$

**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**

\$





**World of Asphalt / AGG1**  
**March 6 - 8, 2018**  
**George R. Brown Convention Center, Houston, TX**

**Official International Shipping Instructions & Customs Clearance Services**

Airways Freight Corporation is pleased to be appointed as the official international exhibition forwarder for **World of Asphalt / AGG1 2018**. In this capacity, we will be coordinating the freight forwarding, customs clearance, delivery, and re-exportation of international shipments after close of the exhibition. Two of the keys to successful exhibition are early logistical planning, and attention to detail. We therefore encourage you to take note of the key information contained in these instructions and start your successful planning now!

<b>KEY DATES:</b>	Show Dates:	March 6 – 8, 2018
	Move In (direct to show site):	March 3 – 5, 2018 (Targeted Move in)
	Advanced Warehouse:	Deliveries accepted January 30 – February 28
	Move Out:	March 8 (at close of event) - March 9, 2018

<b>ARRIVAL DEADLINES:</b>	Sea freight arrivals to Houston CFS/CY no later than:	LCL – Adv /Feb 14 <b>Direct / Feb 17</b> FCL- Adv/ Feb 18 <b>Direct / Feb 21</b>
	AIRFREIGHT shipments must arrive to Houston Airport (IAH) no later than:	February 21 (Advanced Warehouse) February 23 (Direct to show site)

**FINAL DESTINATION for SEA shipments:** **CY/CFS HOUSTON**

**FINAL DESTINATION for AIR shipments:** **AIRPORT - IAH**

- FCL ocean shipments should NOT be booked to the door, as we cannot maintain proper delivery control for door moves, which could result in off-target penalties or missed delivery dates.
- Shipments must be prepaid to the port/airport of arrival, including US Terminal Handling.

**CONSIGNMENT INSTRUCTIONS** (for Ocean Bills, air waybills, labels, packing lists):

FOR DELIVERY TO ADVANCE RECEIVING:		
<b>Exhibitor Name / Booth #</b> World of Asphalt / AGG1 2018 YRC 2233 Polk Street Houston, TX 77003	<b>Notify:</b>	<b>Airways Freight Corp.</b> <b>PH 800-228-4220</b> <b>FX 479-442-6080</b> <b>Email: intshows@airwaysfreight.com</b>
For Delivery DIRECT TO SHOW SITE:		
<b>Exhibitor Name / Booth #</b> World of Asphalt / AGG1 2018 George R Brown Convention Center 1001 Avenida De Las Americas Houston, TX 77010	<b>Notify:</b>	<b>Airways Freight Corp.</b> <b>PH 800-228-4220</b> <b>FX 479-442-6080</b> <b>Email: intshows@airwaysfreight.com</b>

**MARKING INSTRUCTIONS:** All pieces or shipping crates must be clearly marked as shown below: Pieces on pallets, even if they are banded and shrink wrapped, should be individually labeled. All wood packing material entering the USA is now subject to ISPM standards, so all non-manufactured wood packing and dunnage material must be heat-treated or fumigated and marked with the IPPC stamp. See also: [www.aphis.usda.gov](http://www.aphis.usda.gov)

**WORLD OF ASPHALT / AGG1 2018**  
George R Brown Convention Center  
Houston, TX 77010 USA  
**EXHIBITOR: \_\_\_\_\_ BOOTH NO \_\_\_\_\_**

**CASE \_\_\_\_\_ OF \_\_\_\_\_**  
**GROSS WT: \_\_\_\_\_ KGS**  
**NET WEIGHT \_\_\_\_\_ KGS**  
**MADE IN (COUNTRY OF ORIGIN)**

## CUSTOMS CLEARANCE

Airways Freight Corporation will arrange for all customs clearance for both the import and export of your exhibition materials. All articles for give-away, sales, or consumption, will be cleared as dutiable entries. For goods that will be re-exported, we recommend use of an ATA Carnet. If a Carnet cannot be obtained, temporary entries can be made. *Please, however, insure that your invoices clearly distinguish between items that will be consumed and items that will be re-exported.* All commercial invoices should be sent to us prior to shipment for our review at:

## DOCUMENTARY REQUIREMENTS

**1 ORIGINAL AND 5 COPIES OF COMMERCIAL INVOICE & PACKING LIST**

**1 ORIGINAL AIRWAY BILL OR 1 SEAWAY BILL OF LADING (EXPRESS RELEASE ORIGINAL BILL OF LADING)**

- **Separate commercial invoices should be provided for temporary and consumable entries** (consumables include give-away items). Invoices should detail the contents of each carton in English and should state per unit as well as total value and should contain full descriptive detail of each commodity shipped along with any corresponding model and serial numbers for equipment or hardware.
- **Pre-sold goods** must be clearly identified as such, so that appropriate importer information, and customs data, can be gathered, prior to entry. Please notify us prior to shipment if your equipment has already been sold.
- **Dangerous goods must be shipped in accordance with IATA dangerous goods regulations (Air) and IMO IMDG Code (Sea).** Special arrangements must be made for their movement. It is the shipper's responsibility to properly label cargo containing dangerous goods and to properly complete the DG forms allowing their movement for the mode of transportation you require. Deadlines for dangerous goods shipments are 1 week prior to those deadlines listed above and prior approval of these documents must be obtained prior to shipment.
- **All shipments must be pre-alerted to Airways Freight Corporation**, 2 days prior to arrival for air freight, and 7 days prior to arrival for sea freight shipments. Pre-alerts should include carrier name and bill nos., arrival flight/vessel details, as well as copies of all shipping documents. See note below regarding medical device shipping
- **IMPORTANT NOTE: FORWARDER SERVICES ARE NOT THE SAME AS DRAYAGE SERVICES!** Unlike shows in other parts of the world, on-site material handling (delivery from advance receiving, unloading from truck, positioning in stand, removal, storage, return of empties, and loading on truck), is managed by the General Contractor. In this case, that is GES Exposition Services. This means, liability and responsibility for the cargo passes to the General contractor from us at the dock of the convention center, or advance receiving location. This also means a work order and payment arrangement must be made with both the forwarder (Airways) and the contractor (GES Exposition Services).

## INSURANCE

It is up to the exhibitor to confirm that they have insurance in place with their own provider, and that their policy will extend coverage of their stand and equipment during transit to and from the show, as well as while it is on the stand. If your policy provider cannot extend adequate coverage, please contact Airways about obtaining proper coverage of your goods. NOTE- Standard carrier's liability will end at the dock of the convention center, so shipments will be subject to the limits of liability stated in GES Instructions once they arrive at the dock of show site or advance receiving warehouse.

**PAYMENT REQUIREMENTS: A valid credit card account number prior to delivery of your goods to the show must secure charges for all transportation, clearance, and delivery. Airways accepts VISA, MASTERCARD, and AMERICAN EXPRESS.**

**GETTING TO THE SHOW** Airways Freight Corporation is pleased to offer complete forwarding services for international exhibitors. If you are in need of total transportation services from your door, you may contact us at the contact information below. ***If you choose to use your own forwarder, it is imperative that they follow our instructions closely, and email a pre-advice to the address/number listed below.*** If you have any questions regarding any of this information, please feel free to call or fax the International Tradeshow staff at Airways Freight Corporation at:



USA & CANADA  
INTERNATIONAL

800-643-3525 (Toll Free)  
479/442-6301 Fax: 479/442-6080

EMAIL:

[intshows@airwaysfreight.com](mailto:intshows@airwaysfreight.com)

*\*All transactions subject to Airways Terms & Conditions*



# *What a difference AIRWAYS MAKES!!*

*The Official Carrier of.....*



FOR ALL FREIGHT SERVICES CALL:

**800-643-3525**

**AIRWAYS  
FREIGHT**  
LAND • AIR • SEA  
*Delivering Performance*

# SHIPPING INSTRUCTIONS

**inbound: just call 800-643-3525 or go online at [www.AirwaysFreight.com](http://www.AirwaysFreight.com)**

Customer service reps available during entire move-in to assist with your Airways freight needs

**outbound: make it easy on yourself - do the paperwork.**

The General Contractor's Material Handling Agreement (MHA) available at the freight service desk must be completed, and Airways Freight must be shown as the carrier on the form. After your freight is packed and ready for shipping, and before leaving the show floor, this form must be returned to the freight service desk to signal that freight may be removed from the exhibit hall and loaded on the Airways truck. Customer service reps will pre-print your Airways bills of lading and labels at the Airways service desk.



official carrier for **WORLD OF ASPHALT 2018 SHOW & CONFERENCE**

**LOWRY & HOGAN ASSOCIATES** providing on-site representation

***the Airways advantage***

*35 years in exhibit industry*

*24/7/365 complete service by experienced professionals*

*next day, 2-day, deferred options via **LAND - AIR - SEA***

**AIRWAYS  
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*Delivering Performance*

***the number to call 24/7  
800-643-3525***



# ***BIG SERVICE for your small packages***

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FOR ALL FREIGHT SERVICES CALL:

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# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 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 (½) hour without the use of tools.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	= Total
705000	Install & Dismantle, ST Move In	89.65	112.00	134.50			8.25	\$
705000	Install & Dismantle, ST Move Out	89.65	112.00	134.50			8.25	\$
705000	Install & Dismantle, OT Move In	156.89	196.00	235.50			8.25	\$
705000	Install & Dismantle, OT Move Out	156.89	196.00	235.50			8.25	\$
705000	Install & Dismantle, DT Move In	211.80	264.75	317.70			8.25	\$
705000	Install & Dismantle, DT Move Out	211.80	264.75	317.70			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600671/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,  
click here: <https://e.ges.com/042600671/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.

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

\$

020718 042600671

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# Forklift Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



## Easy Ordering Tips:

- In-booth forklift and labor may be required to assemble displays or when uncrating, positioning, and reskidding equipment and machinery.
- A forklift is required for moving equipment and materials weighing 200 pounds or more.
- If you require a forklift, a crew will be assigned consisting of a forklift with an operator.
- Orders placed at show site will be completed in the order in which they are received.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Forklift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	= Total
705200	5,000#, ST Move In	281.00	351.75	421.25			8.25	\$
705200	5,000#, ST Move Out	281.00	351.75	421.25			8.25	\$
705200	5,000#, OT Move In	393.25	492.25	589.75			8.25	\$
705200	5,000#, OT Move Out	393.25	492.25	589.75			8.25	\$
705200	5,000#, DT Move In	505.75	632.75	758.25			8.25	\$
705200	5,000#, DT Move Out	505.75	632.75	758.25			8.25	\$

### Equipment with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	= Total
705270	Versalift, 35,000#, ST Move In	623.25	623.25	623.25			8.25	\$
705270	Versalift, 35,000#, ST Move Out	623.25	623.25	623.25			8.25	\$
705270	Versalift, 35,000#, OT Move In	686.75	686.75	686.75			8.25	\$
705270	Versalift, 35,000#, OT Move Out	686.75	686.75	686.75			8.25	\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	= Total
705030	Freight, ST Move In	99.50	124.00	148.75			8.25	\$
705030	Freight, ST Move Out	99.50	124.00	148.75			8.25	\$
705030	Freight, OT Move In	150.00	187.25	224.75			8.25	\$
705030	Freight, OT Move Out	150.00	187.25	224.75			8.25	\$
705030	Freight, DT Move In	198.75	248.75	298.50			8.25	\$
705030	Freight, DT Move Out	198.75	248.75	298.50			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600671/labor/esm>

# Forklift 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. Labor Information



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

☐ Exhibitor Supervised (Do Not Proceed)

Exhibitor will supervise.

- Indicate workers needed for installation and dismantling
- GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type(s) of work:

- ☐ Uncrating      ☐ Unskidding      ☐ Positioning  
☐ Leveling      ☐ Dismantling      ☐ Recrating  
☐ Reskidding

Additional labor will be assigned if necessary.

## Step 3. Schedule In Booth Forklift Labor

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment Enclosed**

\$



# Equipment Painting Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

Company Name	Email	Phone Number	Booth Number
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## Form Tips:

- All work will be done on a Time and Materials basis.
- In order to provide this service, please submit this form by Monday, February 12, 2018.
- Want an easier way? Fill out this information online and submit:

[https://e.ges.com/042600671/equipment\\_painting/esm](https://e.ges.com/042600671/equipment_painting/esm)

GES is the exclusive contractor for all Equipment Painting in the George R. Brown Convention Center during World of Asphalt and AGG1 Aggregates Academy & Expo.

Exhibitors can touch up their own equipment and display pieces with paint brushes within their assigned exhibit space. If you require painting services, please complete the following information.

## Please Indicate Painting Services Required

1. What type of equipment do you need to have painted?

---

2. What type of painting is required?

---

3. When is this service required?

---

4. Materials supplied by: \_\_\_\_\_ Exhibitor \_\_\_\_\_ GES

If GES is to supply materials, please specify what is required:

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

R-1c 050317Cstm 020718 042600671





# Heavy Equipment Cleaning Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



## Easy Ordering Tips:

- GES will provide equipment, materials and skilled technicians for the cleaning of heavy equipment and exhibition materials to remove dust, road grime and other contaminants resulting from in-transit travel.
- Non-portable equipment will be cleaned while still loaded on truck or trailer. Rolling stock may be driven through the cleaning lane.
- Cleaning will be done from a self-propelled cleaning station. Any length or width can be accommodated. There is a one-hour minimum.
- Labor ordered at showsite will be filled on a first come/first service basis.

## Step 1. Order Labor

Item Code	Description	RATE (\$)	# Workers	X # Hours	Tax %	= Total
705037	High Pressure Wash, Steam, ST	193.75			8.25	\$
705037	High Pressure Wash, Steam, OT	193.75			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600671/labor/esm>

## Step 2. Indicate Type and Number of Pieces for Cleaning Service

---

---

---

**Note:** The methods, techniques and solutions listed above are considered safe for normal automotive and machinery painted surfaces. No responsibility for possible damage to painted or other surfaces is assumed by the cleaning vendor, nor GES Global Experience Specialists.

## Step 3. List dates and times cleaning service is needed:

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and forklifts by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour cancellation fee per worker and forklift will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

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%**.



# Hanging Sign / Truss Labor Information

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Please complete and return the Hanging Sign / Truss Labor Order Form by February 12, 2018.

By sending us this information in advance you will help us assure your sign is properly assembled and installed.



**Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.**

## Hanging Signs:

GES is responsible for assembly, installation, and removal of all hanging signs under 250 lbs.

- All signs must be designed to comply with Show Organizer rules and regulations and facility limitations.
- Make sure all signs, with the exception of cloth banners and signs under 100 lbs., have structurally engineered rigging points as well as blueprints displaying a current structural engineer's stamp.
- If your sign requires electricity, make sure it is in working order and in accordance with the National Electric Code.
- Include Showsite Exhibitor contact information with the order.
- Include engineer-stamped drawings with hanging instructions as well as a set of assembly instructions (placement/orientation) with the order. GES accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend GES and Show Organizer from any claims arising out of or related to the installation or dismantle of any sign without approved drawings.

## Truss and Hoists:

GES is responsible for assembly, installation, and removal of all truss.

- All truss must be designed to comply with Show Organizer rules and regulations as well as facility limitations.
- All truss must be from a recognized manufacturer. Manufacturer load specifications for your truss must be at show site prior to rigging.
- Climbing on truss is strictly prohibited.
- All lamps and fixtures to be attached to truss must be in good working order and in compliance with the National Electric Code.
- All hoists must be from a recognized manufacturer and must be in good working order.
- Hoist maintenance records should be available for inspection by GES.

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# Hanging Sign / Truss Labor Order Form

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Discount Deadline Date:  
February 12, 2018

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



## Easy Ordering Tips:

- A crew will be assigned consisting of a lift with two riggers for aerial work.
- GES hangs signs 249 lbs. and under then the Facility hangs signs 250 lbs. and over for this facility.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

### Lift with Operator, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	# Hours	Tax %	Total
705300	High Lift, ST Move In	571.25	713.75	857.25			8.25	\$
705300	High Lift, ST Move Out	571.25	713.75	857.25			8.25	\$
705300	High Lift, OT Move In	713.75	892.75	1,071.50			8.25	\$
705300	High Lift, OT Move Out	713.75	892.75	1,071.50			8.25	\$
705301	Scissor Lift, ST Move In	509.25	636.75	763.75			8.25	\$
705301	Scissor Lift, ST Move Out	509.25	636.75	763.75			8.25	\$
705301	Scissor Lift, OT Move In	763.75	955.00	1,144.50			8.25	\$
705301	Scissor Lift, OT Move Out	763.75	955.00	1,144.50			8.25	\$

### Sign Assembly (Non-Electrical)

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	# Hours	Tax %	Total
705020	Sign Assembly, ST Move In Only	100.50	126.00	151.00			8.25	\$
705020	Sign Assembly, OT Move In Only	151.00	188.25	226.75			8.25	\$
705020	Sign Assembly, DT Move In Only	200.75	250.75	301.75			8.25	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/042600671/labor/esm>



**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.

**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.



**Reminder**

All Hanging Signs must be shipped to the GES Advanced Warehouse location. Exhibitor must attach Advanced Hanging Sign Labels to all Hanging Sign crates and cartons.

Form Continues on Next Page



# Hanging Sign / Truss Labor Order Form

Page 2 of 4

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:  
February 12, 2018

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Step 2. Please Indicate Service Hanging Sign Options

How many signs will be hung in your booth?

\_\_\_\_\_  
(if there are multiple signs, please complete an order form for each sign and label 1 of 3, etc)

### Type of Sign

- ☐ Banner ☐ Structural Signage  
☐ Systems ☐ Moss

### Dimensions and Weight of Sign

Width \_\_\_\_\_ Height \_\_\_\_\_  
Length \_\_\_\_\_ Total Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

(Not provided by GES. These services must be ordered through the electrical service provider)

Is your sign electrical?

- ☐ Yes ☐ No

### Shape of Sign

- ☐ Square ☐ Rectangle  
☐ Triangle ☐ Circle  
☐ Serpentine ☐ Other \_\_\_\_\_

### Pick Points

Number of structural pick points \_\_\_\_\_  
Weight at each pick point \_\_\_\_\_  
Have you submitted your structurally engineered rigging points? \_\_\_\_\_  
Dates Submitted \_\_\_\_\_

### Assembly

Does your sign require assembly?

- ☐ Yes ☐ No

If yes, GES must assemble your sign prior to hanging. See Hanging Sign / Truss Labor Rate and Information.

### Hoists

(Not provided by GES. These services must be ordered through the facility)

Are hoists required?

- ☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

- ☐ Exhibitor Owned ☐ GES Rental

### Supervision

Do you want to supervise the hanging of your sign?

- ☐ Yes ☐ No

If yes, schedule the date you would like the sign to be hung in Step 3 of this form.

Please provide GES with a contact name and number to discuss \_\_\_\_\_

If no, GES will supervise without exhibitor present.

- A 25% (\$50.00 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.

Your Hanging Sign received in the advance warehouse could possibly be hung prior to your arrival only if GES has all of the required information.

### Location of Sign

Use the Booth Layout Form provided in the kit to represent your booth and indicate placement of your sign. Sign Orientation must be given by providing surrounding booth numbers.

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# Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:  
February 12, 2018

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

Show Site Contact \_\_\_\_\_ Show Site Email \_\_\_\_\_ Show Site Phone Number \_\_\_\_\_

## Truss Options

### Type of Truss

☐ Plated (end plates) ☐ Spigot

### Size of Truss

☐ 12" ☐ 20.5"

### Dimensions Truss Design

Width \_\_\_\_\_ Length \_\_\_\_\_  
Total Truss/Lighting Weight \_\_\_\_\_ lbs

### Height

Number of feet from floor to top of sign:  
\_\_\_\_\_ Feet  
Must be compliant with Show Rules and Regulations.

### Electrical

Do you require an electrical drop to the truss?

☐ Yes ☐ No

How much power is required for the truss?

\_\_\_\_\_  
Please provide a diagram for electrical drop and placement with your order.

GES will automatically apply your power and labor to install the drop on your account. See Electrical Outlet and Labor Order Forms for rates.

### Truss Attachments

- ☐ Audio Visual Equipment\*
- ☐ Signage/Banners
- ☐ Static Lighting
- ☐ Dimmable/Programmable Lighting\*

\*Stagehand labor is required. Please refer to the Stagehand Labor Order Form.

### Pick Points

Number of structural pick points \_\_\_\_\_

The weight, point loads and the load path to the ceiling should be prepared on a .dwg format and reflected on a scaled (Imperial Units) truss/lighting plot plan, submitted along with this order form. A Reflective Ceiling Plot (RCP) may be requested electronically from the installing city to assist you in completing your drawing. GES is able to provide assistance at creating the .dwg for your truss rig at an additional cost. Please see example attached.

### Assembly

GES is required to assemble your flown truss prior to installation. See Step 1 of this form for rates.

### Location of Truss

☐ Aerial/Flown ☐ Ground Supported

Use the Booth Layout Form provided in the kit to represent your booth and indicate truss location from booth boundaries the placement of your sign. Truss Orientation must be given by providing surrounding booth numbers.

### Hoists

Are hoists required?

☐ Yes ☐ No

if yes, how many? \_\_\_\_\_

☐ Exhibitor Owned ☐ GES Rental

Exhibitor owned hoists must be certified. If asked upon on show floor for records, exhibitor must provide within 1 hour of request.

Please note that GES will automatically apply a motor outlet for every hoist placed in the booth on your account.

For installations that are deemed considerably heavy, out of the ordinary or unusual, a structural engineer stamp may be required at GES discretion. Work is done at exhibitor's risk and exhibitor shall indemnify and defend GES and the show organizer from any claims and/or bodily injuries arising out of or related to the installation of any truss without engineered stamped drawings.

042600671  
020718  
H-2 012518

# Hanging Sign / Truss Labor Order Form

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

Discount Deadline Date:  
February 12, 2018

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



Attention Exhibitors: All Hanging Signs must be pre-shipped to the GES Advanced Warehouse location utilizing Advanced Hanging Sign Labels attached in this kit.

## Step 3. Schedule Hanging Sign Labor for Exhibitor Supervised Work

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. If labor is not requested for the start of the working day, please have a representative pick up the crew at the labor desk and supervise the work to be done. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

### Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Lifts/Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

042600671 020718

H-2 012518





# RIGGING OVERVIEW @ SSGRB



# RIGGING GUIDELINES & PROCEDURES

**What goes up must come down:** Collect all wires, ropes, etc. from the facility. All items must be completely removed before the end of the License Period.

**The GRB is a busy place.** In order to serve all clients, we require written notice on all rigging orders 21 days in advance. Staging Solutions @ GRB (SSGRB) reserves the right to deny on-site orders.

**All items over 250 lbs. that are attached to the facility must be installed by SSGRB personnel.**

**Safety First:** SSGRB will supply all motors to ensure safety and proper certifications.

**Submit all plots to GRBrigging@stagingsolutions.com in ONLY THESE file formats: DXF, DWG, VWX or MCD.** We cannot use PDFs so please don't send them. To ensure proper fit: Include any and all intended trim heights, weight loads per point and show floor plan of basic elements such as stage, seats, exhibit booths, etc.

**Avoid rush charges!** Submit rigging plots to SSGRB as early as possible, and FOR SURE 21 days prior to installation. Plots received within 21 days of installation may incur rush charges.

**Avoid cancellation fees!** Cancellations must be requested in writing prior to 72 hours preceding scheduled work. Cancellations requested within 72 hours of scheduled work are not eligible for refund.

**Change your mind?** That's OK! However, any changes to the approved design upon which SSGRB estimated the budget may result in additional costs.

**Rigging in the finished-ceiling areas of the Exhibit Halls require special arrangements.** Please contact SSGRB with specifics of your request.

**Thank you for protecting the floors:** While using a lift when rigging in the General Assembly Theatre and the George Bush Ballroom, facility-provided Masonite must be used under the lifts at all times.

**Thank you for protecting the paint:** All beam structures or other painted structures are to be covered with a protective material before wire, cable, etc. is attached to ensure no damage occurs to painted surfaces.



**A lift is needed for all rigging calls.** The Licensee may provide a lift(s) for facility contracted labor or Licensee provided labor.

**Don't have a lift?** SSGRB can provide lift(s) on site for an additional charge.





## RIGGING & LABOR RATES

Material	Pricing
Point Charge - Under 250 lbs.	\$50.00/day
Point Charge - Over 250 lbs.	\$100.00/day
Motor Rental - Half-ton	\$110.00/day
Motor Rental - One-ton	\$175.00/day
32' Scissor Lift - Day Rental	\$375.00/day
32' Scissor Lift - Weekly Rental	\$950.00/week
40' Articulating Boom Lift for GA Theater	\$625.00/day
60' Articulating Boom Lift	\$950.00/day

Position	Pricing
Head Rigger	\$110.00/hour
Rigger	\$90.00/hour
Contracted & Union Stagehand(s) / General Technician(s)	\$70.00/hour

**\*See Page 4-5 for Rigging Guidelines and Regulations.**

## GRB Event Order Form

### Event Information

Name of event:	Date of the event:
Contact Name:	Phone:
Client (Company):	Fax:
Address:	Zip:
City:	State:
Authorized Person:	Email:
Name of GRB Event Manager:	

### Delivery Information

Onsite Contact Name:	Phone:
Email Address:	Room #
Booth #:	
Delivery Date:	
Pick up Date:	
Delivery/Pickup Notes:	
Send order to: Staging Solutions Dale Googer dale@stagingsolutions.com	

# Booth Layout - Hanging Signs

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
February 12, 2018

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



## Form Tips:

- Use bold lines to indicate the outline of your exhibit space.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

Back Adjacent Booth or Aisle Number: \_\_\_\_\_

Right Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Left Side Adjacent Booth or Aisle Number: \_\_\_\_\_

Front Adjacent Booth or Aisle Number: \_\_\_\_\_

## Step 2. Draw Your Booth Layout


Front of Booth

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

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



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



FROM:



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

World of Asphalt and AGG1 Aggregates Academy & Expo

Name of Exhibition


0420600671

Booth Number

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

**Shipment Should Arrive on or Between:**  
**Tuesday, Jan 30, 2018 - Wednesday, Feb 28, 2018**

**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 

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

World of Asphalt and AGG1 Aggregates Academy & Expo

Name of Exhibition


0420600671

Booth Number

C/O GES  
YRCW  
9415 Wallisville Road  
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Carrier \_\_\_\_\_  
Number \_\_\_\_\_ of \_\_\_\_\_ pieces 

Please print this label on a color printer if possible

Please print this label on a color printer if possible



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
August 11, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



## Attention:

- This form is to be completed by the Exhibitor

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

**In addition to GES, all EAC's must be registered with EACA, register at <http://eacashows.com/>**

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.

Please  
Sign

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
August 11, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------



## Attention:

- This form is to be completed by the EAC

The undersigned Exhibitor Appointed Contractor (EAC) has been designated by an exhibitor to perform certain services for the exhibitor at the above referenced show. In consideration of the show organizer and GES permitting the EAC to perform such services at the show, the EAC and GES hereby agree as follows:

## Rules and Regulations

- EAC agrees to comply with all rules and regulations of the show as outlined in this agreement, the Exhibitor Services Manual, including all union rules and regulations, and accept liability for any negligent actions.
- EAC agrees that it must ascertain and comply with all rules and regulations of the venue, Show Management, and/or the Official Service Provider in order to create a safe work environment. A failure to do so can result in a delay or termination of your right to continue work if the condition cannot be corrected.
- EAC agrees that the show site, dock and surrounding areas are active work zones and the EAC, its agents, employees and representatives are present at their own risk. Entry into the dock area is prohibited.
- EAC must have all business licenses and permits required by the State and City governments and the convention facility management prior to commencing work. A certificate of insurance naming GES as an additional insured with appropriate insurance limits prepared by the EAC's insurance agent must be submitted to GES at least 30 days prior to the first date of move-in.
- This Agreement and Rules and Regulations between GES and EAC must be completed by an authorized representative of EAC and returned to GES before the deadline noted above.
- If the EAC fails to provide the documentation required in paragraphs 4 and 5 above, the exhibitor will be required to use GES for such services at the prevailing rates set forth in the Exhibitor Services Manual.
- EAC shall provide, if requested, evidence to Global Experience Specialists, Inc. (GES) that it possesses applicable and current labor contracts and must comply with all labor agreements and practices. The EAC must not commit or allow to be committed by persons in its employment any acts that could lead to work stoppages, strikes or labor problems.
- EAC will be responsible for all reasonable costs related to its operation, including overtime pay for stewards, restoration of exhibit space to its initial condition, etc. Where applicable a one hour minimum labor charge will be charged at the appropriate steward rate of pay per day/per union to either the EAC/exhibitor depending upon the billing arrangement set up with GES (based upon EAC not number of booths).
- The show aisles and public spaces are not part of the exhibitor's booth. Therefore, EAC is required to confine all activities to the exhibit space of the exhibitor who has given a valid order for services. Exhibitors may be charged for costs related to movement of its property if the EAC does not contain its operations within the confines of the booth. No service desks, storage areas or other work facilities will be located anywhere in the building. The show aisles and public space are not a part of the exhibitor's booth space and must be kept clear at all times.
- During show hours, only EACs with exhibit badges will be permitted on the exhibit floor. No EAC will be permitted on the exhibit floor during show hours without the proper Convention name badge supplied by the exhibiting company. EAC must furnish Show Management and GES with the names of all on-site employees who will be working on the show floor and ensure that they have and wear identification badges at all times necessary as determined by Show Management.
- EAC has attached herewith certificates of insurance confirming the following required insurance:
  - Commercial General Liability, including contractual liability, with limits of not less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products & completed operations aggregate.
  - Automobile Liability with a limit of not less than \$1,000,000 combined single limit - each accident.
  - Workers Compensation, as required by law, with Employers Liability Limits of not less than \$1,000,000 each accident, \$1,000,000 disease - each employee and \$1,000,000 disease - policy limit.
  - Umbrella/Excess Liability with a limit of not less than \$1,000,000 each occurrence/aggregate.
  - All Policies (except Worker's Compensation) shall name Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of Equipment Manufacturers (Show Management), World of Asphalt and AGG1 Aggregates Academy & Expo (Show) and George R. Brown Convention Center (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and Global Experience Specialists, Inc. (GES) harmless from and against any and all claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, arising out of EAC's operations, including supervision of GES provided labor. EAC also agrees to reimburse GES for all attorney's fees and costs incurred in connection with any and all claims, lawsuits and counterclaims that should arise out of EAC's failure to adhere to the terms of this agreement.
- Solicitation of business on the show floor is strictly prohibited. If EAC attempts to provide services designated to another party as "exclusive" or is discovered soliciting on the show floor including the distribution of official company literature, or otherwise does not comply with the rules, the company may be removed from the show floor, and the exhibitor will not be able to use that company for the remainder of the event.
- EAC/ exhibitor may not move freight from one booth to another booth, or to meeting rooms. GES must provide labor.
- EAC must coordinate all of its activities with Global Experience Specialists, Inc. (GES).
- The exhibitor or its EAC should order services required from GES and the Exhibit Hall in advance. Ordering labor or services onsite (which contractors may not be prepared to provide immediately) may delay the set-up of your booth or force your set-up into overtime.

L-3/L-4 011618 Cstm 020718 042600671



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

Form Deadline Date:  
August 11, 2018

Company Name	Email	Phone Number	Booth Number
--------------	-------	--------------	--------------

## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES Servicer 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

X

Authorized Cardholder's Signature

Authorized Cardholder's Name - Please Print

Date

## Review and Return

Return with Certificate of Insurance to: Global Experience Specialists, Inc. (GES), Attn: Chrissy McCann, Exhibitor Services, 1415 Cockrell Hill Road, Suite 300, Dallas, TX 75211

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

L-3/L-4 011618 Cstm 020718 042600671



<b>ACORD</b> 1.		<b>CERTIFICATE OF LIABILITY INSURANCE</b>				DATE (MM/DD/YY) 01/01/18	
<b>PRODUCER</b> <b>ABC Insurance Agency</b> <b>1234 Broker Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Agent (212) 555-6102 ext. 1234</b> <b>Fax: (212) 555-6100</b>			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.  <div style="text-align: center;">INSUREERS AFFORDING COVERAGE</div>				
<b>INSURED</b> 2. <b>Big Boom Company, Inc.</b> <b>1234 Corporate Lane</b> <b>New York, NY 10895</b> <b>Attn: Joe Smith</b> <b>Phone: (212) 555-5349 Fax: (212) 555-9819</b>			<b>INSURER A: Hartford Insurance Company of Illinois</b> <b>INSURER B: Aetna Casualty &amp; Surety Company</b> <b>INSURER C: Travelers Insurance Company</b> <b>INSURER D: Royal Insurance Company</b> <b>INSURER E:</b>				
<b>COVERAGES</b> 3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
<b>A</b>	<b>GENERAL LIABILITY</b> <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	<b>000P98298-A11</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	FIRE DAMAGE (Any one fire) <b>\$ 50,000</b>						
	MED EXP (Any one person) <b>\$ 5,000</b>						
	PERSONAL & ADV INJURY <b>\$1,000,000</b>						
	GENERAL AGGREGATE <b>\$2,000,000</b>						
PRODUCTS-COMP/OP AGG <b>\$2,000,000</b>							
<b>B</b>	<b>AUTOMOBILE LIABILITY</b> <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"/> _____	<b>SKLS-029499S</b>	<b>01/01/18</b>	<b>01/01/19</b>	COMBINED SINGLE LIMIT <b>\$1,000,000</b>		
	(Ea accident)						
	BODILY INJURY <b>\$</b>						
	(Per person)						
	BODILY INJURY <b>\$</b>						
(Per accident)							
PROPERTY DAMAGE <b>\$</b>							
(Per accident)							
AUTO ONLY-EA ACCIDENT							
OTHER THAN <b>\$</b>							
AUTO ONLY: <b>\$</b>							
<b>A</b>	<b>UMBRELLA/EXCESS LIABILITY</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<b>XL1234567</b>	<b>01/01/18</b>	<b>01/01/19</b>	EACH OCCURRENCE <b>\$1,000,000</b>		
	AGGREGATE <b>\$1,000,000</b>						
	<b>\$</b>						
	<b>\$</b>						
	<b>\$</b>						
<b>C</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <b>A4145-SS-PJ37</b> <b>01/01/18</b> <b>01/01/19</b>	<b>01/01/18</b>	<b>01/01/19</b>	X WC STATU- ORY LIMITS OTHER			
	E.L. EACH ACCIDENT <b>\$1,000,000</b>						
	E.L. DISEASE-EA EMPLOYEE <b>\$1,000,000</b>						
	E.L. DISEASE -POLICY LIMIT <b>\$1,000,000</b>						
<b>D</b>	OTHER				Each Occurrence & Aggregate		
5. DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of Equipment Manufacturers (Show Management), George R. Brown Convention Center (Facility), and World of Asphalt and AGG1 Aggregates Academy & Expo (Show) are hereby named as additional insured, except for Workers' Compensation. Global Experience Specialists, Inc. (GES) and/or the consignor are included as Loss Payee. The insurance provided for the benefit of Global Experience Specialists, Inc. (GES), shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: March 6 - 8, 2018 at city of Houston.							
CERTIFICATE HOLDER		X ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION			
6. Global Experience Specialists, Inc. (GES) Exhibitor Services 1415 Cockrell Hill Road, Suite 300 Dallas, TX 75211				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS  AUTHORIZED REPRESENTATIVE <i>John Smith</i>			

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** Global Experience Specialists, Inc. (GES) (Official Service Provider), Association of Equipment Manufacturers (Show Management), World of Asphalt and AGG1 Aggregates Academy & Expo (Show) and George R. Brown Convention Center (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be Global Experience Specialists, Inc. (GES)

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.



**Contract Agreement Between Exhibitor-Appointed Contractor (EAC) and  
World of Asphalt 2018 Show and Conference and The NSSGA's AGG1 2018 Aggregates Academy & Expo  
(WOA 2018 and AGG1 2018)**

The undersigned Exhibitor-Appointed Contractor (the "EAC"), has been designated by an exhibitor to perform certain services for the exhibitor at the **WOA & AGG1 2018** "Exhibition" to be held at the **George R. Brown Convention Center in Houston, Texas** on **March 6 – March 8, 2018**. In consideration of WOA & AGG1 2018 the Exhibition Manager, permitting the EAC to perform such services at the show, the EAC and WOA & AGG1 hereby agree as follows:

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**RULES & REGULATIONS FOR EXHIBITOR APPOINTED CONTRACTORS (EAC)**

**THESE RULES WILL BE STRICTLY ENFORCED. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.**

1. The EAC shall refrain from placing an undue burden on the Official Contractors by interfering, in any way, with the official contractor's work.
2. The EAC will not solicit business on the Exhibition floor during any of the overall days of the exhibition, including installation, Exposition dates and dismantling.
3. The EAC is responsible for adhering to all rules and regulations requiring badging.
4. If the EAC, in any way, disrupts the orderly conduct of business by any of the official contractors, or impairs the smooth installation and dismantling of the exhibition, the EAC will immediately cease such disruption or be removed from the exhibition site. Show Management (will have the final decision in such instances).
5. EACs who provide installation and dismantling services will be sent the proper information from the Exhibitor Services Manual upon receipt of request by the authorizing exhibitor.

In performing work for their clients, the EAC shall cooperate fully with the Official Contractors and shall comply with existing labor regulations or contracts as determined by the commitments made and obligations assumed by Exhibition Management (World of Asphalt – Association of Equipment Manufacturers (AEM), AGG1 – National Stone, Sand and Gravel Association (NSSGA)) in any contracts with the Official Contractors. Failure to comply with these regulations will result in refusal or loss of authorization to perform services and immediate removal from the Exhibit site.

**INSURANCE REQUIREMENTS FOR EXHIBITOR APPOINTED CONTRACTORS**

Certificate of Insurance (COI) for workers' compensation and employers' liability, comprehensive general liability and automobile liability insurance.

- a. The workers' compensation and employers' liability insurance must provide a minimum limit of \$500,000 and meet the requirements established by the State of in which the exhibition is being held (Texas).

- b. Comprehensive general liability coverage must provide at least \$1 million/\$2 million in coverage; the amount of one million dollars (\$1,000,000) combined single limit bodily injury and broad form property damage coverage, and shall name the George R. Brown Convention Center, Exhibition Management, the Sponsoring Associations, the Exhibition Owners, and the General Contractor as additional insureds.

**World of Asphalt Owners** – National Asphalt Pavement Association (NAPA), Association of Equipment Manufacturers (AEM and National Stone, Sand and Gravel Association (NSSGA).

**AGG1 Owners** – National Stone, Sand and Gravel Association (NSSGA).

**Show Management** – World of Asphalt – Association of Equipment Manufacturers (AEM), AGG1 – National Stone, Sand and Gravel Association (NSSGA).

- c. Automobile liability should include all owned, non-owned and hired vehicles with limits of \$500,000 bodily injury and \$500,000 property damage liability.

Exhibition Management (WOA & AGG1) must receive the Certificate of Insurance no later than 30 days prior to the commencement of installation.

**SERVICES PROVIDED REGULATIONS**

Exhibitor appointed contractor/independent contractor services will be limited to the erection, dismantle, and preparation of "display" materials only. Labor and/or services for the installation and dismantling of "products" to be displayed by exhibitors must be contracted from the Official Contractor designated by Exhibition Management for that service.

The Official Contractor will handle the use of power washers to clean equipment. The use of power sprayers or spray paint to touch up equipment and tires will only be allowed in designated areas in the marshaling and assembly areas. Exhibitors and can hand wipe, buff or touch up paint (with brushes) their own equipment and display pieces within the exhibitor's assigned exhibit space. Spray painting is not permitted inside the exhibit hall.

**ANNUAL CONTRACTOR**

This agreement is to be interpreted under the laws of the State of Texas. Any and all disagreements between the EAC and the show organizers arising from or relating in any way to this agreement or the Exhibition, including any claim relating to actions or omissions by the EAC, the show organizers, or their officers, employees or agents and any claim relating to

termination of EAC's authority to perform work at the Exhibition, will be resolved by binding arbitration conducted in Houston, Texas. This includes any claim by the EAC against the show organizers, or by the show organizers against the EAC, regardless of whether a claim is also made against other persons or entities.

In the event of any such arbitration, the show organizers and the EAC shall each select a nominator and the nominators will then select the arbitrator. The arbitrator will be instructed to conduct binding arbitration under procedures established by the arbitrator in order to maximize the speed, efficiency, and fairness of the arbitration, and with the arbitrator empowered to allocate and assess, in the arbitrator's sole discretion, all costs and fees of the arbitration.

#### **WORK RULES: EXHIBIT INSTALLATION, OPERATION AND DISMANTLING**

All work involved in the erection and dismantling of exhibits or the movement of freight in the George R. Brown Convention Center is under the official contractor's jurisdiction. Exhibitors are expected to comply with the official contractor's union requirements in effect at the George R. Brown Convention Center.

In the interest of the exhibitors, Show Management has selected certain firms as official contractors for such services as handling of exhibit shipments, rental of furniture and other stand equipment, decorations, signs, flowers etc. All service contractors selected by Show Management employ appropriate union personnel. Exhibitors must use the official contractor or facility appointed exclusive service provider for drayage, rigging, electrical, plumbing, custom cleaning (please refer to the **Exhibitor Appointed Contractors** section of the rules for details) and food service.

For other services, exhibitors desiring to use contractors other than those officially appointed by Show Management or appointed by the George R. Brown Convention Center, should refer to the **Exhibitor Appointed Contractors / Independent Service Contractors** section.

#### **SECURITY**

Every reasonable precaution will be taken to protect property during the installation, Exposition and dismantling periods. However, neither Show Management, NAPA, NSSGA, service contractors nor the George R. Brown Convention Center are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism or other causes. Show Management recommends that exhibitors make special arrangements with the Official Security Contractor for the Exposition for additional protection of their stands.

As a condition of gaining access to the exhibition floor to service our client(s) at WOA & NSSGA's AGG1 2018 show, we recognize there are mandatory requirements for all EACs.

We submit that the information provided is accurate, and the show organizers will be notified in writing of any changes and/or additions 45 days prior to the show.

**Signed by an officer of the EAC Company or duly authorized person:**

\_\_\_\_\_  
**EAC COMPANY**

\_\_\_\_\_  
**NAME (PRINTED):**

\_\_\_\_\_  
**SIGNATURE (Authorized Signature of EAC)**

\_\_\_\_\_  
**TITLE**

We have valid union contractors for providing labor services:

\_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ N/A

We have submitted an original certificate of insurance:

\_\_\_\_\_ YES \_\_\_\_\_ NO (to be done)

- ☐ Return this Contract Agreement by January 15<sup>th</sup>, 2017 with Certificate of Insurance to:

EACA  
2214 NW 5<sup>th</sup> St.  
Bend, OR 97703  
T. (541) 317-8768  
F. (541) 317-8749  
E. [meredith@eaca.com](mailto:meredith@eaca.com)

**Deadline: January 15<sup>th</sup>, 2017**

**ACCEPTED BY**  
**WOA & NSSGA'S AGG1 2018 SHOW MANAGEMENT**  
(to be signed by show management)

\_\_\_\_\_  
**NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**



## **EAC COMPANY ACCESS REQUIREMENTS**

Please complete this page in its entirety to specify the total quantity of EAC access badges your company requires in order to service your client(s) exhibiting at the show.

\_\_\_\_\_  
**EAC COMPANY**

\_\_\_\_\_  
**ADDRESS**

\_\_\_\_\_  
**CITY**

\_\_\_\_\_  
**STATE**

\_\_\_\_\_  
**ZIP**

\_\_\_\_\_  
**COUNTRY**

\_\_\_\_\_  
**PHONE**

\_\_\_\_\_  
**FAX**

\_\_\_\_\_  
**YOUR NAME**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**SIGNATURE**

### **Total Quantity of EAC Access Badges Required**

**Move-In:** \_\_\_\_\_

**During Show:** \_\_\_\_\_

**Move-Out:** \_\_\_\_\_

### **Badges will only be released to the individuals listed below:**

- |    |             |                 |
|----|-------------|-----------------|
| 1. | _____       | _____           |
|    | <b>NAME</b> | <b>CELL NO.</b> |
| 2. | _____       | _____           |
|    | <b>NAME</b> | <b>CELL NO.</b> |
| 3. | _____       | _____           |
|    | <b>NAME</b> | <b>CELL NO.</b> |



## EACA MEMBERSHIP

(Not required for access to WOA & AGG1 2018)

We are members of the EACA. \_\_\_\_\_ Yes \_\_\_\_\_ No (See below)

a.) We would like to sign up for the following EACA membership.

**Please note:** *Joining the EACA enables all EACs to login to the online system, check on client EAC registrations, order badges as well as enjoy other EACA member privileges.*

For complete membership benefits visit [www.eaca.com](http://www.eaca.com)

Category	Benefits*	Annual Dues
<input type="checkbox"/> Bronze	3 city listings, 5 additional 'seats', web link	\$750
<input type="checkbox"/> Silver	6 city listings, 10 add'l 'seats', web link	\$1250
<input type="checkbox"/> Gold	15 city listings, 25 add'l 'seats', web link, + more	\$2500
<input type="checkbox"/> Platinum	25 city listings, 50 add'l 'seats', web link, + more	\$5000

\_\_\_\_\_ I would just like to sign up for the one-time, 90-day Show Membership (\$250)

\_\_\_\_\_ **Contact Name**

\_\_\_\_\_ **Phone**

\_\_\_\_\_ **Email**

**Full payment Must Accompany this Form:**

\_\_\_\_\_ **Check Enclosed**  
\_\_\_\_\_ **Visa**  
\_\_\_\_\_ **AMEX**  
\_\_\_\_\_ **Discover**  
\_\_\_\_\_ **Master Card**

\_\_\_\_\_ **Card No.**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Exp. Date**

\_\_\_\_\_ **CVV#**

\_\_\_\_\_ **Name on Card**

\_\_\_\_\_ **Address**

\_\_\_\_\_ **City**

\_\_\_\_\_ **State**

\_\_\_\_\_ **Zip Code**

\_\_\_\_\_ **Cardholder Signature**

# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

## 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. Carpenters Local 551 and Teamsters Local 988.

## Teamster Labor

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

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

## Installation and Dismantle Labor

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

## Electrical Labor

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

## Plumbing

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

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

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

## Gratuities

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

## Work Zone

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

## Always Honest Hotline

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

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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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
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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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
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## EXCERPT FROM THE CITY OF HOUSTON FIRE CODE

### DIVISION 3. EXHIBITION HALLS, COLISEUMS, ETC.

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

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

Sec. 26-29. Requirements enumerated.

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

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

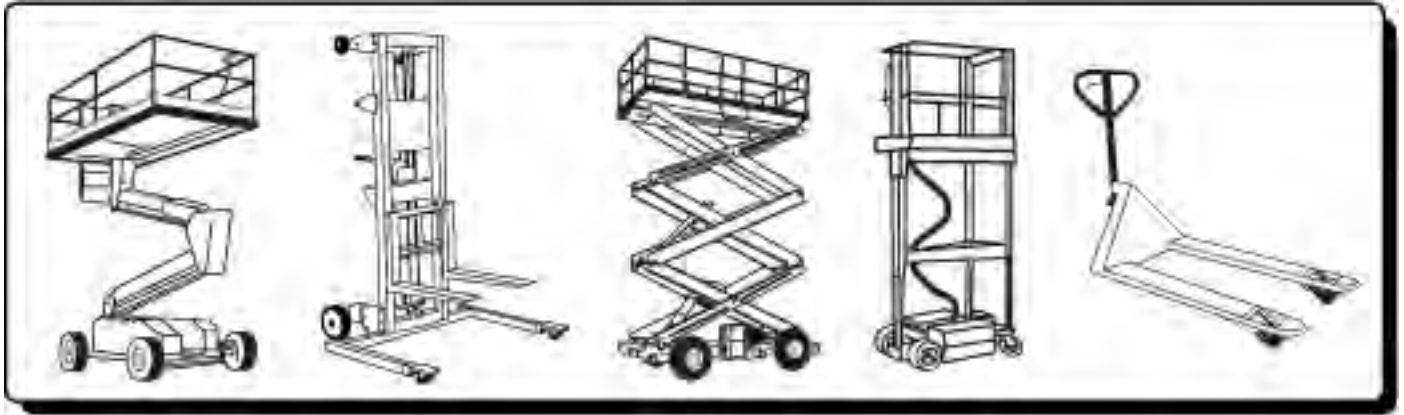
- (10) Approved fire extinguishing equipment shall be proved and maintained in all areas as designated by the fire marshal.
- (11) All standpipes and hose cabinets shall be kept clear and unobstructed at all times.
- (12) The use of welding and cutting equipment for demonstration purposes shall be approved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

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

# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
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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.



# 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.

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
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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.

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# GES Terms and Conditions of Contract

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

World of Asphalt and AGG1 Aggregates Academy & Expo  
George R. Brown Convention Center  
March 6 - 8, 2018

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

## I. Definitions

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

## II. Scope

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

## III. Customer Obligations

- a. Payment for services. Customer shall be liable for all unpaid charges for services performed by GES or Agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.
- b. Credit Terms. All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. GES retains its right to hold Customer Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1 ½% per month until paid.

## IV. Mutual Obligation Indemnification

- a. Customer to GES: Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customer's invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. Customer acknowledges that the show site is an active work zone and customer, its agents, employees and representatives are present at their own risk.
- b. GES to Customer: To the extent of GES' own negligence and/or willful misconduct, and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

Under no circumstances will any party be liable for special, incidental, consequential indirect or punitive damages, including but not limited to loss of profits or income. GES shall be liable, subject to the limitations contained herein, for loss or damage to goods only if such loss or damage is caused by the direct negligence or willful misconduct of GES. Claims presented for loss or damage arising out of incidents referenced in section VI herein will be denied.

## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills, or specified piece count on receipts or freight bills, or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates, or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order of Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customer's chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials (this includes but is not limited to GES panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: GES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim.  
Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within thirty (30) days after the close of the show. Claims for Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading.  
In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).

## IX. Jurisdiction, Choice of Forum

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

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

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

## XI. Personal Data

Customer authorizes GES to use personal information ("PI") submitted to GES in connection with the Show as follows: (a) GES stores, processes and transmits credit card information only in compliance with Payment Card Industry Data Security Standards security requirements; (b) GES stores credit card information through its expiration date to better serve Customer's future event needs, unless Customer instructs GES to delete it earlier; (c) GES uses PI only as necessary to administer orders for the Show but otherwise does not disclose PI without either Customer's express authorization or a mandatory legal requirement; (d) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires or Customer instructs GES to delete it; and (e) GES securely stores PI including credit card information on servers located in the United States. GES protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union countries. If Customer provides GES with PI of a European Union resident, then Customer warrants that it is authorized to do so for the above purposes and the parties agree to cooperate by executing further agreements as required by applicable law. Data subjects have the right to access, amend and oppose the use of their PI. GES may be contacted as provided in its Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>.

# Additional Service Order Forms

FLATSCREEN DISPLAYS/VIDEO PLAYBACK		Advanced		
	Quantity	Rate	Show Rate	Total
24" LCD Monitor (1080p) Choose One: Table Top or Wall Mount		\$200.00	\$260.00	
32" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$450.00	\$585.00	
40" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$550.00	\$715.00	
46" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$650.00	\$845.00	
55" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$750.00	\$975.00	
65" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$850.00	\$1,105.00	
70" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$1,000.00	\$1,300.00	
80" LCD Monitor (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$1,700.00	\$2,210.00	
Monitor Floor Stand w/shelf (with PRG monitor) Choose One: Table Top or Wall Mount		\$200.00	\$260.00	
USB Media Player		\$125.00	\$165.00	
Blu-Ray Player		\$150.00	\$195.00	
TOUCHSCREEN DISPLAYS				
40" LCD Touchscreen (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$900.00	\$1,170.00	
46" LCD Touchscreen (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$1,150.00	\$1,495.00	
55" LCD Touchscreen (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$1,350.00	\$1,755.00	
65" LCD Touchscreen (1080p) w/Internal Speakers Choose One: Table Top or Wall Mount		\$1,650.00	\$2,145.00	
COMPUTERS & ACCESSORIES				
PC Laptop Computer (with Windows/Microsoft Office)		\$275.00	\$358.00	
Apple MacBook Pro		\$450.00	\$585.00	
Mac Mini Computer		\$400.00	\$520.00	
Apple iPad		\$175.00	\$228.00	
Apple iPad Pro		\$250.00	\$325.00	
iPad Stand				
USB Keyboard & Mouse		\$36.00	\$47.00	
Wireless Keyboard & Mouse		\$45.00	\$59.00	
Computer DA		\$75.00	\$97.00	
AUDIO EQUIPMENT				
PA Sound System (includes 2 Speakers w/stands and console)		\$350.00	\$455.00	
Wireless Microphone - Select One - Handheld Headset Lavalier		\$250.00	\$325.00	
Wired Handheld Microphone		\$75.00	\$97.00	
QUESTIONS & INQUIRIES				
EMAIL COMPLETED ORDER FORM TO: <a href="mailto:tradeshows@prg.com">tradeshows@prg.com</a> Advanced orders must be received by: Orders received after the Advanced Rate Deadline will be charged the Show Rate.	Please contact PRG Tradeshow Services with any questions or custom exhibit requests. <a href="mailto:tradeshows@prg.com">tradeshows@prg.com</a> Toll Free (888) 844-4225			
CALCULATING YOUR ORDER				
Equipment Subtotal				
Sales Tax - 8% of Equipment Total				
Labor Service Charge (30% of Equipment Total, or \$175 minimum, whichever is greater)				
Damage Waiver (10% of Equipment Total)				
Total Charges				



Company: \_\_\_\_\_ Booth Number: \_\_\_\_\_

## AGREEMENT INFORMATION

**Optional Damage Waiver:** Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

**Cancellation Policy:** Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

**Equipment:** For equipment not listed, please contact us for a complete list of inventory.

**Installation / Delivery / Pickup:** A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers. Delivery times selected on the order form are only targeted times. There may be a variance in delivery times based on work loads for that particular day and time.

**\*\*Wall or Truss Mounted Monitors:** Additional labor charges may be required for mounting monitors 32" and larger to your booth structure. PRG is **NOT** responsible for attaching the mounting hardware to the booth structure.

**Rental Rates:** The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for the entire length of the show. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

**Venue Charges** (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

## PAYMENT INFORMATION

**Credit Card:** ☐  15 Card Numbers ☐  16 Card Numbers ☐  16 Card Numbers

**Card Number:**

**Expiration Date:**

MONTH

YEAR

**Cardholder's  
Name:** \_\_\_\_\_

**Cardholder's  
Signature:** \_\_\_\_\_

**Cardholder's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

## COMPANY INFORMATION

**Company Name:** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

## DELIVERY INFORMATION

**Show Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Booth#/Rm#:** \_\_\_\_\_ **Booth size:** \_\_\_\_\_

**Delivery Date:** \_\_\_\_\_

**Delivery Time:** ☐ 8AM-10AM ☐ 10AM-12PM  
(select one)

☐ 1PM-3PM ☐ 3PM-5PM

**On-site Contact:** \_\_\_\_\_

**On-site Phone:** \_\_\_\_\_

**TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM**

**NOTE:** Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG TOLL FREE at 888-844-4225, or email at [tradeshow@prg.com](mailto:tradeshow@prg.com).

We look forward to serving you, your staff and company at the event. Visit us online at [www.prg.com](http://www.prg.com)

**NO MATERIAL HANDLING CHARGES ON PRG EQUIPMENT !!!**

SUBMIT ORDERS TO:

**PRG, LLC**

Attn: Trade Show Services

tradeshows@prg.com

Phone: (404) 214-4800

Toll Free: (888) 844-4225



## TO ORDER

Order Online: <https://orders.prg.com>

Online Order Code:

# Meeting Room Order Form

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

**Please call Trade Show Services for a custom quote on *any* additional audio, video, lighting, or computer needs!**

QTY	DESCRIPTION	ADVANCED 1-DAY RATE	TOTAL
<b>PROJECTORS AND SCREENS</b>			
	<b>LCD Projector</b> (3000 Lumens / 1024x768 resolution)	\$250.00	
	<b>LCD Projector</b> (4500 Lumens / 1024x768 resolution)	\$300.00	
	<b>Tripod Screen</b> (with black skirt)	\$30.00	
	<b>Overhead Projector</b> (with stand)	\$45.00	
	<b>7.5' x 10' Front Projection Screen</b> (includes black dress kit)	\$150.00	
	<b>9' x 12' Front Projection Screen</b> (includes black dress kit)	\$200.00	
	<b>Safelock Projector Stand</b>	\$15.00	
	<b>Digital Speaker Timer</b> (with LED Display)	\$95.00	
	<b>Laser Pointer</b>	\$30.00	
	<b>Flipchart Easel</b> (includes pad markers)	\$20.00	
<b>COMPUTER PACKAGES</b>			
	<b>PC Laptop / 19" LCD Monitor (4:3 / 1280x1024 resolution)</b> Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 19" Monitor, Keyboard, and Mouse	\$165.00	
	<b>PC Laptop / 24" LCD Monitor (16:9 / 1900x1200 resolution)</b> Includes: Laptop PC (with Windows XP and Microsoft Office 2007), 24" Monitor, Keyboard, and Mouse	\$225.00	
	<b>Mac Mini Computer / 24" LCD Monitor (16:9 / 1900x1200 resolution)</b> Includes: Mac Mini Computer (with OS 10.0), 24" Monitor, Keyboard, and Mouse	\$225.00	
<b>LAPTOPS AND COMPUTER ACCESSORIES</b>			
	<b>PC Laptop</b> (with Windows XP / Microsoft Office 2007)	\$165.00	
	<b>Apple Laptop</b> (MacBook Pro w/ OS 10.0)	\$225.00	
	<b>Wireless Presentation Mouse</b>	\$30.00	
	<b>Laser Printer</b> (Black & White)	\$165.00	
	<b>USB Keyboard &amp; Mouse</b>	\$15.00	
	<b>Wireless Keyboard &amp; Mouse</b>	\$30.00	
	<b>Computer Speakers</b>	\$20.00	
	<b>8-Port Ethernet Hub</b>	\$30.00	
	<b>Computer DA</b> (used to send one computer signal to multiple displays)	\$35.00	
<b>AUDIO</b>			
	<b>350 Watt Sound System</b> (Includes 2 Speakers with stands, and a mixing console)	\$130.00	
	<b>Wireless Microphone</b> - Select one: <b>Handheld</b> <input type="checkbox"/> <b>Headset</b> <input type="checkbox"/> <b>Lavalier</b> <input type="checkbox"/>	\$140.00	
	<b>Wired Microphone</b> - Select one: <b>Handheld</b> <input type="checkbox"/> <b>Headset</b> <input type="checkbox"/> <b>Lavalier</b> <input type="checkbox"/>	\$30.00	
	<b>4-Channel Audio Mixing Console</b>	\$30.00	
	<b>6-Channel Audio Mixing Console</b>	\$75.00	

### Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline  
are subject to an additional 20% charge on equipment.

Page 1 Equipment Subtotal

***Please note that pricing is for single day meetings only...  
please call for multi-day sessions.***

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

**Please call Trade Show Services for a custom quote on *any* additional audio, video, lighting, or computer needs!**

QTY	DESCRIPTION	ADVANCED 1-DAY RATE	TOTAL
<b>DISPLAY PACKAGES</b>			
	<b>40" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf</b> Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Blu-Ray/DVD Player w/ HDMI output (NTSC)	\$415.00	
	<b>40" LCD Monitor + Laptop + Floor Stand w/ Shelf</b> Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$510.00	
	<b>46" LCD Monitor + Blu-Ray/DVD Player + Floor Stand w/ Shelf</b> Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$480.00	
	<b>46" LCD Monitor + Laptop + Floor Stand w/ Shelf</b> Includes: Monitor (16:9, 1920 x 1080 resolution), Floor stand, and Laptop (Windows XP / Office 2007)	\$575.00	
<b>FLATSCREEN DISPLAYS</b>			
TOUCHSCREENS, VIDEO WALLS, & OTHER SIZED MONITORS ARE AVAILABLE. CALL FOR A CUSTOM QUOTE!			
<b>NOTE: Displays do <u>NOT</u> include floor stands. Floor stands must be ordered separately. See under "Video".</b>			
	<b>32" HD LCD Monitor (16:9 / 1920 x 1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$200.00	
	<b>37" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$275.00	
	<b>40" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$350.00	
	<b>46" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$425.00	
	<b>55" HD LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$550.00	
	<b>65" HD LED-LCD Monitor (16:9 / 1920x1080 Resolution)</b> What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Table top <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$950.00	
<b>VIDEO</b>			
	<b>Monitor Floor Stand w/ Shelf</b> (Select if you are ordering a display from PRG)	\$85.00	
	<b>Monitor Floor Stand w/ Shelf</b> (Select if you are providing your own monitor) <b>NOTE: You MUST SUPPLY a PRG approved wall mount. Please call to get mount approved.</b>	\$125.00	
	<b>Blu-Ray/DVD Player</b> (Consumer grade w/ HDMI output - NTSC, Format USA)	\$55.00	
	<b>DVD Player</b> (Pro grade - NTSC / PAL / SECAM International Multi format)	\$95.00	
	<b>Video DA</b> (used to send a DVD player source to multiple displays)	\$35.00	

### Advanced Rate Deadline is

Orders received after the Advanced Rate Deadline  
are subject to an additional 20% charge on equipment.

Page 2 Equipment Subtotal

Page 1 Equipment Subtotal

Add the Page 1 and Page 2 Equipment Subtotals	←	<b>Equipment Total</b>	
30% of Equipment Total, or \$125 <i>minimum</i> , whichever is greater	←	<b>Required Labor Service Charge</b>	
10% of Equipment total, see next page for details	←	<b>Optional Damage Waiver</b>	
of Equipment Total	←	<b>Required Sales Tax</b>	
		<b>Grand Total</b>	

**Please note that pricing is for single day meetings only...  
please call for multi-day sessions.**



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

## AGREEMENT INFORMATION

**Optional Damage Waiver:** Customer is responsible for the actual cost to repair any equipment damaged during the rental period. At the customer's option, a damage waiver may be purchased that will provide coverage for damage repair costs up to \$2,000 per rental contract. This does not cover lost or stolen equipment. The cost of the damage waiver is 10% of the equipment rental cost.

**Cancellation Policy:** Cancellation of rental equipment and services must be made 72 hours prior to delivery. No refunds will be made for cancellations less than 72 hours to delivery.

**Equipment:** For equipment not listed, please contact us for a complete list of inventory.

**Installation / Delivery / Pickup:** A representative from your company must be present at time of delivery to sign for the equipment. Repeat deliveries are subject to an additional charge. PRG is not authorized to pickup equipment prior to the show closing. At the close of the show, a representative from your company must remain with the equipment until it is picked up. In union venues, delivery / pickup times may vary due to the availability of laborers.

**Rental Rates:** The advance rate deadline is two weeks prior to the first show day. Rental rates (advance / on-site) are for single day meetings. If an order is placed after the Advanced Rate Deadline, an additional 20% late fee may be added to the equipment total.

**Venue Charges** (if applicable): Union labor, carpenters, electricians, etc. will be billed directly to the exhibitor. Electrical services are not included in equipment pricing.

## PAYMENT INFORMATION

**Credit Card:** ☐  15 Card Numbers ☐  16 Card Numbers ☐  16 Card Numbers

**Card Number:**

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

**Expiration Date:**

--	--	--	--

MONTH YEAR

**Cardholder's  
Name:** \_\_\_\_\_

**Cardholder's** \_\_\_\_\_

**Cardholder's Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

## COMPANY INFORMATION

## DELIVERY INFORMATION

**Company Name:** \_\_\_\_\_

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

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Contact:** \_\_\_\_\_

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

**Show Name:** \_\_\_\_\_

**Facility:** \_\_\_\_\_

**Room Name/Number:** \_\_\_\_\_

**Start Time/Date:** \_\_\_\_\_  
\_\_\_\_\_

**Finish Time/Date:** \_\_\_\_\_

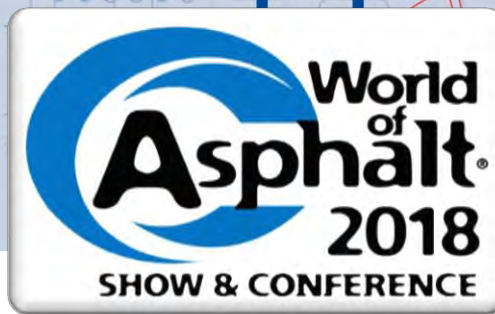
**On-site Contact:** \_\_\_\_\_

**On-site Phone:** \_\_\_\_\_

**TOLL FREE: 888-844-4225 - EMAIL: TRADESHOWS@PRG.COM**

**NOTE:** Your request will be processed and a CONFIRMATION will be returned within two (2) business days. Questions, concerns or for additional requirements or information, feel free to contact PRG **TOLL FREE** at 888-844-4225, or email at [tradeshow@prg.com](mailto:tradeshow@prg.com). We look forward to serving you, your staff and company at the event. Visit us online at [www.prg.com](http://www.prg.com)

**Please note that pricing is for single day meetings only...  
please call for multi-day sessions.**

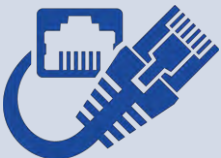


March 6<sup>th</sup>- March 8<sup>th</sup>, 2018

Order 14 days prior to the 1<sup>st</sup> day of the event move-in for incentive rate.

**Incentive deadline for the above event is February 17<sup>th</sup>, 2018**

Smart City is the exclusive telecommunications, electrical and plumbing service provider for the George R. Brown Convention Center.



#### Hardwired Internet Service

- Shared or Dedicated Bandwidth Services



To review and order our services visit  
<https://orders.smartcitynetworks.com>



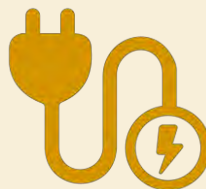
#### Wireless Internet Service

- Custom Hot Spot
- On-Site / On-Demand Services



#### Telephone Service

- Single-Line
- Multi-Line
- Conference Telephone Services



#### Electrical Services

- Duplex Outlets
- Flood Lights
- 120/208/480 Services



#### Plumbing Service

- Compressed Air
- Water fill and drain
- Natural Gas Services

Questions? Contact us at (888) 446•6911 or [csr@smartcity.com](mailto:csr@smartcity.com).



# ELECTRICAL SERVICE CONTRACT

SMART CITY ELECTRIC, INC.  
GRB Convention Center, Houston, TX  
888-446-6911 (Phone)  
702-943-6001 (FAX) [csr@smartcity.com](mailto:csr@smartcity.com)



Company Name:	Show Name:
Billing Name:	Show Dates: / / To / /
Billing Address:	Discount Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -
<b>Print Authorized Name Accepting Terms &amp; Conditions:</b>	<b>Authorized Signature Accepting Terms &amp; Conditions:</b>

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

\*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payment in US dollars drawn on a US bank or a credit card (Amx, Visa, MC). Make checks payable to: **SMART CITY ELECTRIC, INC.**  
**Note Cancellation Policy Specifics – Terms & Conditions item #13 – This document, page / thumbnail 2.** Installations are due 24 hours prior to show opening. Smart City Electric, Inc. Federal ID is 22-3369145. **Discount Rate applies to orders received 14 days prior to the 1<sup>st</sup> day of the SHOW MOVE-IN date. All others are at the Standard Rate.**

## Duplex Outlets (120 volts up to 2000 Watts)

**Includes Labor and Material**

Watts	Discount	Standard	Qty	Total	Internal
500	\$ 105	\$ 137	_____	= \$ _____	500-WATT
1000	\$ 127	\$ 165	_____	= \$ _____	1000-WATT
1500	\$ 138	\$ 179	_____	= \$ _____	1500-WATT
2000	\$ 149	\$ 194	_____	= \$ _____	2000-WATT

**A separate outlet must be ordered for each location.**

## Flood Lights on Stand- Includes Labor and Material

Configuration	Discount	Standard	Qty	Total	Internal
150 Watt, 1spot	\$ 65	\$ 88	_____	= \$ _____	FLOOD-1
150 Watt, 2spot	\$ 70	\$ 95	_____	= \$ _____	FLOOD-2
300 Watt, 1spot	\$ 80	\$ 108	_____	= \$ _____	FLOOD-3
300 Watt, 2spot	\$ 85	\$ 115	_____	= \$ _____	FLOOD-4

## 120/208/480 Volt Service (Includes Labor and Material for floorplan location)

Amps	120 Volt	Qty	208 Volt 1phase	Qty	208 Volt 3phase	Qty	480 Volt 3phase	Qty	Total
	<u>Discount</u> <u>Standard</u>		<u>Discount</u> <u>Standard</u>		<u>Discount</u> <u>Standard</u>		<u>Discount</u> <u>Standard</u>		
15	\$ 149	\$ 194	_____		\$ 360	\$ 468	_____	\$ 660	\$ 858
20	\$ 177	\$ 230	_____	\$ 266	\$ 346	_____	\$ 844	\$ 1097	\$ _____
30			_____	\$ 361	\$ 469	_____	\$ 1879	\$ 2443	\$ _____
60			_____	\$ 549	\$ 714	_____	\$ 2972	\$ 3864	\$ _____
100			_____	\$ 813	\$ 1057	_____	\$ 4380	\$ 5694	\$ _____
150			_____	\$ 1197	\$ 1556	_____	\$ 5770	\$ 7501	\$ _____
200			_____	\$ 1428	\$ 1856	_____			\$ _____

**Power strips, additional extensions cords & Nema plugs available for additional cost.**

(CALL 888-446-6911 for Quote)

\$ \_\_\_\_\_

**Special Quote – Attachment A or SOW (if applicable) –** (CALL 888-446-6911 for Quote)

**IMPORTANT PLEASE READ: PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER. ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE: Includes Labor and Material for each service located on the floor plan.**

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
c. 16.72% Tax [on Tax Surcharge(b)]	: \$ _____
d. 8.42% Tax [Flood Lights]	: \$ _____
e. Grand Total Of Order Due ( a + b + c )	: \$ _____

### Floor Plan Details

Select booth details below

**Booth Type**

Island ☐ Inline ☐

**Placement**

Standard ☐ Floorplan ☐

### Example Floorplan

All services include (1) extension cord.  
Please submit a valid floor plan. Inline booths include placement of center rear.

For Smart City Electric, Inc. Use	Type of Service:	Customer No.
Special Instructions:		
Floor Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No	CSR:	Date: / /
<b>ORDER ON LINE:</b> <a href="https://orders.smartcitynetworks.com/center.aspx?center=001">https://orders.smartcitynetworks.com/center.aspx?center=001</a>		
Form Effective December 1, 2017 – December 31, 2018		



## TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard Rate. Additional on-site fees may apply.
2. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
3. Straight time labor for an electrician is \$90.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the Customer at the Service Desk. **ELECTRICAL LABOR MUST BE ORDERED 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Supervision time will be charged at the rate of one half hour for each four hours of labor.
7. Customers requiring 24 hour service, clean or dedicated lines, will be charged Standard Rates plus 25%. Special notice must be given to Smart City Electric, Inc. at our Service Desk.
8. Mail order with check to address listed above.
9. Smart City Electric, Inc. is not responsible for voltage fluctuations or power failures on service lines.
10. Wall and post outlets are not part of booth space. Separate outlets must be ordered for each location to be connected. All material and equipment furnished remains the property of Smart City Electric, Inc. The rates listed include necessary City Permits and inspection by The City of Houston enforcing National Code.
11. The Electrical General Foreman is obligated to refuse connections when wiring is not in accordance with the City Electrical Ordinance. Local Ordinance prohibits more than two connections per outlet box. To prevent overloading of circuits, customer shall not be permitted to add wattage, except by ordering at the Service Desk.
12. **CANCELLATION** - There is a minimum \$50.00 or 10% Cancellation fee (whichever is greater). Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred processing, labor, material and/or engineering costs. Some services greater than 100 Amps and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.
13. Prices are based upon current rates and are subject to change without notice.

### IT IS IMPORTANT THAT YOU REVIEW THE FOLLOWING ITEMS CAREFULLY TO UNDERSTAND YOUR SAFETY AND RESPONSIBILITY REGARDING ELECTRICAL POWER.

1. All equipment provided by customer must comply with all National Electrical Codes, and state and local safety codes.
2. 2-Wire cords (Ripords or Zip cords) are unacceptable unless the cord is a component part of an assembly which is specifically approved. All electrical material and equipment must be properly grounded.
3. **SAFE WIRING IS ESSENTIAL:** Smart City Electric, Inc. is responsible for the total electrical distribution system and the linking of all items in an exhibit with the power services of the building. All electrical work must be done by the building electricians, including installation of all cords under carpets. **SERIOUS RISKS** are involved which can be reduced with accurate understanding of basic requirements. **Safe wiring inside an exhibit area is essential.**
4. **All electrical cords must be the three-wire, grounded type.** All exposed non-current carrying metal parts of fixed equipment which are liable to be energized shall be grounded.
5. Each motor of 1 HP or over must be equipped with a fusible switch.

#### Horsepower to Amp Conversion Chart

Volts	.75 HP	1.5 HP	2 HP	3 HP	5 HP	7.5 HP	10 HP	15 HP	20 HP	25 HP	30 HP	40 HP	50 HP
<b>120 1Ø</b>	20	30	30	45	-	-	-	-	-	-	-	-	-
<b>208 1Ø</b>	15	15	20	30	45	60	85	-	-	-	-	-	-
<b>208 3Ø</b>	15	15	15	20	30	45	60	60	100	100	-	-	-
<b>480 3Ø</b>	15	15	15	15	15	20	30	30	45	60	60	85	100

### MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

#### Complete and Return To

SMART CITY ELECTRIC, INC.  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>



Exhibitor Company Name:	Show Name:
Billing Company Name:	Show Dates: / / To / /
Billing Company Address:	Incentive Order Deadline: <b>14 Days Prior to 1st Day of Show Move-in</b>
City, State / Country, Zip:	Booth / Room #:
Contact Name:	Phone Number: ( ) -
Contact Email:	Cell Number: ( ) -
On-Site Contact:	On-Site Number: ( ) -

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

With execution of this document the Customer hereby authorizes Smart City to provide services as requested herein, is authorized to request such services and acknowledges full and complete understanding of the Terms and Conditions and Attachments.

**View complete Terms & Conditions at: [orders.smartcitynetworks.com/tc.aspx?center=099](https://orders.smartcitynetworks.com/tc.aspx?center=099)**

<b>Print Authorized Name Accepting Terms and Conditions:</b>	<b>Authorized Signature Accepting Terms and Conditions:</b>
--	---

<p><b>Dedicated Wired Internet Routers Allowed</b></p> <p>Connection speeds of 3Mbps and up</p> <p><b>Required for:</b></p> <ul style="list-style-type: none"> <li>• Web Casting</li> <li>• HD Streaming</li> <li>• Routers(wired or wireless)</li> </ul> <p><b>Includes 5 Static Public IP Addresses</b></p>	<p><b>Broadband Wired Internet No Wired or Wireless Routers</b></p> <p>Connection speeds 1.5Mbps Burstable to 3Mbps, DHCP</p> <p><b>Recommended for:</b></p> <ul style="list-style-type: none"> <li>• Internet Applications</li> <li>• Social Media</li> <li>• Multi Media Downloads</li> </ul> <p><b>Includes 1 Private IP Address</b></p>
---	---

**Wireless services are NOT included on this form – please contact us for specific rates.**

**ORDER ONLINE: [orders.smartcitynetworks.com/ordering.aspx](https://orders.smartcitynetworks.com/ordering.aspx)**

**\*\*\*Incentive rate applies to orders received with payment 14 days prior to 1<sup>st</sup> day of show move-in\*\*\***

1. Internet Services – Routers Prohibited	QTY	Incentive	Base	On-Site	Total
a. Broadband Internet Service		\$895	\$1,140	\$1,368	
b. Additional Device for Broadband Service, Per Device Up to 4		\$185	\$220	\$255	
<b>If you require 6 or more devices – Please call (888) 446-6911.</b>					
2. Dedicated Internet Services – Routers Supported					
a. Dedicated 3Mbps		\$3,495	\$4,370	\$5,244	
b. Dedicated 6Mbps		\$5,900	\$7,375	\$8,850	
c. Dedicated 10Mbps		\$7,850	\$9,810	\$11,772	
d. Upgrade to 29 Public Static IP Addresses		\$995	\$1,194	\$1,433	
<b>Higher Bandwidth Services Available – Please call (888) 446-6911 for quote.</b>					
3. Internet Equipment & Labor					
a. Switch Rental – up to 24 ports		\$185	\$225	\$270	
b. Patch Cable (up to 50') – Cat5e		\$50	\$62	\$74	
c. Labor / Floor Work – Fee Per Hour		\$125	\$125	\$125	
4. Voice Services: PBX Service – Domestic LD Included					
a. Single Line – <input type="checkbox"/> Instrument, <input type="checkbox"/> Non Dial 9, <input type="checkbox"/> Int'l LD		\$275	\$345	\$414	
b. Multi-line Phone w/ 1 main number & 1 rollover line		\$415	\$520	\$624	
c. Speaker Phone Line w/ Polycom Instrument		\$465	\$575	\$690	
5. Special Quote – Attachment A or Statement of Work (if applicable)					
6. Distance Fee of \$500 Internet / \$100 Telephone for each line outside the convention venue x (# of lines)					
<b>For extension of 3<sup>rd</sup> party data circuits (ISDN, DSL, T-1, DS3, Ethernet) please call for quote.</b>					
		<b>SUBTOTAL</b>			
		<b>ESTIMATED 10% TAX / FEES</b>			
		<b>GRAND TOTAL</b>			
<b>Make Checks Payable to SMART CITY NETWORKS</b> Send Completed Orders with Payment To: 5795 W. Badura Avenue, Suite 110 Las Vegas, NV 89118 (888) 446-6911 FAX (702) 943-6001 <a href="mailto:csr@smartcity.com">csr@smartcity.com</a>					
<b>Effective January 1, 2018 – December 31, 2018</b>		<b>Customer No: 2018 – 001 -</b>			

# Network Security Declaration

Center: **George R Brown CC (001) - TX**

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 - 001 -**

The Network Security Policy implemented for this Facility requires Customer(s) adherence to several necessary precautions in order for Smart City to maintain a healthy, viable network for all Customers. This declaration of compliance with the security requirements as noted herein is an acknowledgement of Smart City's filtering policies and must be completed, signed by an authorized Customer representative and mailed or faxed to Smart City prior to the requested network service(s) being activated for Customer's usage.

## Network Security Policy:

Smart City requires that all devices directly or indirectly accessing Smart City's network(s) have the latest virus scan software, Windows® security updates, system patches, and any other technological precautions necessary to protect the Customer(s) and others from viruses, malicious programs, and other disruptive applications. Any device(s) which adversely impacts Smart City's network(s) may cause service interruptions to Customer(s) which can lead to disconnection of the Customer's equipment from the network(s), with or without prior notice at Smart City's sole discretion. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply and no refunds will be given. Additional charges may apply for trouble diagnosis and / or problem resolution.

Smart City has implemented filtering policies on all Internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) -- Ping, Traceroute, etc. -- destined to any Smart City Network(s). Smart City understands that Ping and Traceroute are valuable troubleshooting tools; therefore Smart City's Policy does allow ICMP (Ping & Traceroute) packets sourced from any Smart City network(s).

Further, to avoid infection by common Internet worms (Nachi, MSBlaster, LoveSAN, etc.), Smart City has implemented similar filters on the following TCP and UDP port numbers: UDP – 137, 138, 402, 1434 and TCP – 135, 139, 402, 445, 4444.

Customers requiring inbound or outbound access to any of the filtered ports, should contact a Smart City customer service representative in advance of the event with details of the specific requirements so that Smart City may consider the potential of a customized alternative.

Each Customer's business is important to Smart City and with advanced and timely notification of a Customer's needs we are confident that we can provide network services that perform as expected for all clients.

\*\*\* **Please inform all show site personnel about the importance of Smart City's Network Security compliance issues** \*\*\*

\*\*\* **Services are activated after Smart City is in receipt of this signed declaration of compliance with our network security requirements** \*\*\*

Device(s) Operating System: \_\_\_\_\_

Total # of Devices  
Connecting to Smart  
City's Network: \_\_\_\_\_

Type of Anti-Virus Software Installed: Norton McAfee Other: \_\_\_\_\_

Virus Scan Last Updated - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Security Updates Last Performed - Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Are You Renting Computers? Yes No Rental Company Name: \_\_\_\_\_

Rental Company Contact: \_\_\_\_\_ Contact Number: \_\_\_\_\_

With execution of this document the Customer hereby attests that Customer provided equipment, which will be connected to Smart City's network(s) at the above noted Facility and Show / Event has been properly protected, contains anti-virus software, and the latest patches and security updates have been installed. Customer(s) also accepts the responsibility for the performance of Customer's equipment and understands the conditions placed on service delivery by this document as well as the potential that additional charges may be incurred should Customer's equipment be found to adversely impact Smart City's network(s) performance. The Customer acknowledges that this Network Security Declaration is part of the Customer Contract allowing Smart City to provide requested service(s) and is subject to change without notice.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

5795 W. Badura Ave, Suite 110 • Las Vegas • Nevada 89118 • (888) 446-6911 • (702) 943-6087 • Fax (702) 943-6001



# Floor Plan – Communications Cable

Center: **George R Brown CC (001) - TX**

Show: \_\_\_\_\_

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

Booth / Room #: \_\_\_\_\_

Customer / Ref #: **2018 – 001 -**

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).

		Adjacent Booth or Aisle# _____											
Adjacent Booth or Aisle#													Adjacent Booth or Aisle#
		Adjacent Booth or Aisle# _____											

**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "**MDL**" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "**MDL**" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "**MDL**". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "**T**".

**I / H / PC / C** = Location of primary Internet Service "**I**", Hubs "**H**", Patch Cables "**PC**" and / or Computers "**C**". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) \_\_\_\_\_. **Scale** = 1 Box is equal to \_\_\_\_\_ ft.

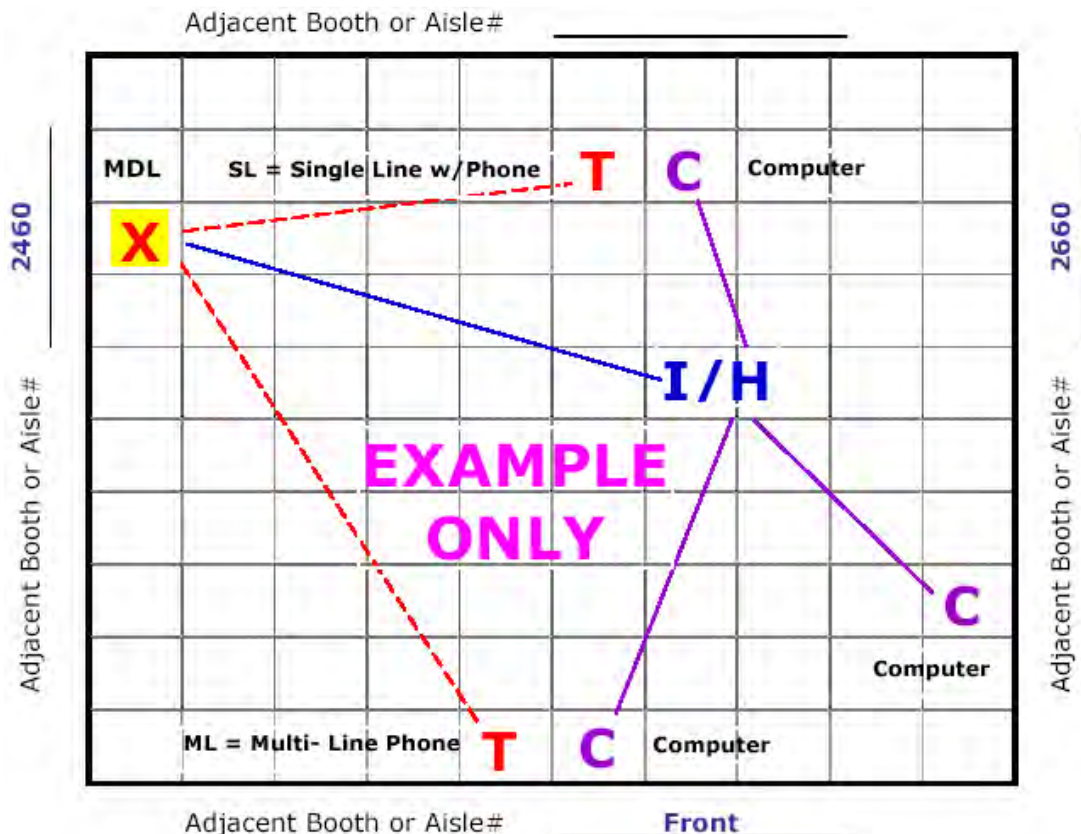
# Floor Plan – Communications Cable

Center: George R Brown CC (001) - TX  
 Show: ABC EXAMPLE SHOW

Company Name: ABC EXAMPLE COMPANY  
 Booth / Room #: 1234  
 Customer / Ref #: 2018 – 001 – XXX - XXXX

**Voice and Data communications cabling.** Smart City is the **exclusive installer** of Voice and Data communications cabling. Smart City provides cabling to booths, within booths (under carpet and flooring) and from booth-to-booth. Fiber Optic, twisted pair (Category 3, 5 and 6) and all other data and telecommunication cable fall under Smart City's area of expertise.

**IMPORTANT!!** Prior to installation of service, a complete floor plan is required. Please utilize this grid should you not have your own floor plan to send us. You may use a different floor plan for each service group (Telephone, Internet, etc.) or combine all services on one floor plan. For a floor plan to be considered complete it **must** include all the information listed below (Main Distribution Location "MDL", designated location of items within the booth, surrounding booths, scale-length and width).



**X** = Main Distribution Location (**MDL**) – The originating line(s) for service, whether from overhead, a floor pocket or a column, will be delivered to a "MDL" before being distributed within your booth. Example: Storage area, back of booth, etc. (unless specified, the default for the "MDL" will be the back of the booth or at Smart City's discretion, the most convenient location). All distribution of services to their final destination within the booth will originate from the "MDL". A per line move fee will apply to relocate services within your booth after they have been engineered and / or installed.

**T** = Location of Telephones, Fax lines or other telecommunications equipment "T".

**I / H / PC / C** = Location of primary Internet Service "I", Hubs "H", Patch Cables "PC" and / or Computers "C". For Smart City to perform your floor work, you will need to indicate the location of each item you want cabled. Make sure to order your floor work, hubs, and patch cables early and in advance of the show moving in.

**Orientation** = The Booth or Aisle #'s surrounding your booth. A minimum of one surrounding Booth or Aisle # is required (two or more would be more helpful) for Smart City to accurately install your services.

**Size** = Booth dimensions (example 10x10) 20 x 20 . **Scale** = 1 Box is equal to 2 ft.





SMART CITY ELECTRIC  
5795 W. BADURA AVE, SUITE 110  
LAS VEGAS, NEVADA 89118  
888-446-6911  
702-943-6001 (FAX)  
[csr@smartcity.com](mailto:csr@smartcity.com)

## GEORGE R. BROWN CONVENTION CENTER

WATER ♦ DRAIN ♦ GAS ♦ AIR

Company Name	Show Name:
Billing Name	Show Dates: / / To / /
Billing Address	Discount Order Deadline: <b>14 Days Prior to 1<sup>st</sup> Day of Show Move-in</b>
City, State/Country, Zip	Booth / Room #:
Contact Name:	Phone Number ( ) -
Contact Email:	Cell Number ( ) -
On-Site Contact:	Fax Number ( ) -
<b>Print Authorized Name Accepting Terms &amp; Conditions:</b>	<b>Authorized Signature Accepting Terms &amp; Conditions:</b>

**When your order is processed, you will receive an email with a link to Smart City Networks payment portal.  
Payment in full is required prior to the event.**

\*For your convenience we will use this authorization to charge your credit card for taxes and any additional amounts incurred. Smart City Electric, Inc. accepts payments in US dollars drawn on a US bank or a credit card (AMEX, VISA, MC). Make checks payable to: **Smart City Electric Inc.** Federal ID is 22-3369145. Mail order with check to address listed above or you may fax your credit card order.

Description	Discount Rate	Standard Rate	Quantity	Total	Internal
<b>COMPRESSED AIR: 90-100 lbs. P.S.I. (Service outlet, 1/4" Milton #715 Female Coupler)</b>					
First Connection	\$ 220.00	\$ 270.00	_____ =	\$ _____	PCA-1
Additional Connections	\$ 110.00	\$ 137.00	_____ =	\$ _____	PCA-2
First Connection (24 Hr Service)	\$ CALL	\$ CALL	_____ =	\$ _____	PCA-1-24
Special, Connection size: _____ CFM: _____ PSI: _____ (Call)			_____ =	\$ _____	PCA-SPEC
<b>WATER: (Service Outlet 3/4") (For equipment only)</b>					
First Connection	\$ 140.00	\$ 180.00	_____ =	\$ _____	PW-1
Additional Connections	\$ 90.00	\$ 112.00	_____ =	\$ _____	PW-2
Special, Connection size: _____ (Call)			_____ =	\$ _____	PW-SPEC
<b>NOTE:</b> Pressure may vary. No guarantee can be made of minimum pressures. If pressure is critical, customer should arrange to have a pressure regulator valve installed.					
<b>DRAINAGE: (3" drain line) (For equipment only) Direct Tie-in</b>					
First Connection	\$125.00	\$ 165.00	_____ =	\$ _____	PD-1
Additional Connections	\$ 90.00	\$ 120.00	_____ =	\$ _____	PD-2
Special, Connection size: _____ (Call)			_____ =	\$ _____	PD-SPEC
<b>FILL AND DRAIN: (One time only - Labor charge for additional fills)</b>					
1 - 15 Gallons	\$ 60.00	\$ 78.00	_____ =	\$ _____	PWD-15
16 - 70 Gallons	\$ 75.00	\$ 100.00	_____ =	\$ _____	PWD-70
71 - 100 Gallons	\$ 100.00	\$ 125.00	_____ =	\$ _____	PWD-100
101 - 200 Gallons	\$ 150.00	\$ 180.00	_____ =	\$ _____	PWD-200
201 - 300 Gallons	\$ 175.00	\$ 200.00	_____ =	\$ _____	PWD-300
301 - 400 Gallons	\$ 210.00	\$ 250.00	_____ =	\$ _____	PWD-400
401 - 500 Gallons	\$ 240.00	\$ 275.00	_____ =	\$ _____	PWD-500
501 - 1000 Gallons	\$ 500.00	\$ 550.00	_____ =	\$ _____	PWD-1000
Addl 500 Gallons	\$ 95.00	\$ 105.00	_____ =	\$ _____	PWD-SPEC
<b>NATURAL GAS (Service Outlet 3/4")</b>					
All Services	\$ CALL	\$ CALL	_____ =	\$ _____	PNG-1
<b>LABOR: (Minimum 1/2 hour)</b>					
Monday - Friday (8am-4:30pm)		\$ 60.00 hr	_____ =	\$ _____	P-LABOR
Monday - Friday (4:30pm-8am), Weekends, Holidays		\$ 120.00 hr	_____ =	\$ _____	P-LABOR-OT
<b>Special Quote - Attachment A or Statement of Work (if applicable)</b>					

**PAYMENT IN FULL IS REQUIRED WITH YOUR ORDER.**  
**ORDERS WILL BE CANCELLED IF PAYMENT HAS NOT BEEN RECEIVED BY THE SHOW MOVE-IN. ALL ORDERS THAT HAVE BEEN CANCELLED AND THEN REPLACED WILL NOT RECEIVE DISCOUNT PRICING. PLEASE NOTE LABOR AND MATERIALS WILL BE ADDED.**

a. Subtotal Of Charges [all of the above]	: \$ _____
b. 8.42% Tax [on Subtotal (a)]	: \$ _____
c. 2.50% Tax Surcharge [on Subtotal (a)]	: \$ _____
d. 16.72% Tax [on Tax Surcharge(c)]	: \$ _____
e. Grand Total Of Order Due (a + b + c + d)	: \$ _____



# TERMS AND CONDITIONS

1. Exhibit booths will be inventoried at the show site and any additional service used will be added to the final bill at the Standard price. Additional on-site fees may apply. \*\*\*\*\*  
**Credit Card authorization must be on file \*\*\*\*\***
2. Connection Rates listed include bringing service from main line to the rear of the booth or to the floor port inside island booth. **All work performed within booth attaching lines to equipment will be charged on a time and materials basis in addition to connection fees. A separate connection fee will be made for each piece of equipment using connected service, whether connected direct or otherwise.**
3. Straight time labor is \$60.00 per hour. There is a one half hour minimum charge.
4. Double time rates apply before 8:00AM and after 4:30PM Monday thru Friday; all day Saturday, Sunday and on Holidays.
5. Additional labor must be requested by the customer at the Service Desk. **LABOR MUST BE ORDERED AT LEAST 24 HOURS IN ADVANCE IN ORDER TO HAVE STAFF AVAILABLE.**
6. Unless otherwise directed, Smart City Electric, Inc. is authorized to cut floor coverings to permit installation of service.
7. All material and equipment furnished remains the property of Smart City Electric, Inc. It will be the responsibility of the customer to furnish air filters, dryers, and regulators.
8. **NATURAL GAS NOTE: Pressure may vary. No guarantee can be made of minimum pressure. If pressure is critical, customer should arrange to have a pressure regulator valve installed. Prices do not include labor and material.**
9. Smart City Electric, Inc. Federal ID is 22-3369145.
10. **Discount rate applies to orders received 14 days prior to the SHOW MOVE-IN date. Standard rate applies to all others.**
11. Installations are due 24 hours before show opening.
12. **CANCELLATION** - There is a \$50.00 minimum cancellation fee. Cancellations must be in writing. Additional cancellation charges will apply for orders that have already incurred labor, material and/or engineering costs. Some non standard services and Special Requests cannot be cancelled once ordered and will incur full charges listed / quoted. Credit will not be given for service installed and not used.

## MAKE CHECKS PAYABLE TO SMART CITY ELECTRIC

### Complete and Return To

SMART CITY ELECTRIC, INC.  
5795 W. BADURA AVENUE, SUITE 110  
LAS VEGAS, NEVADA 89118  
(888) 446-6911 FAX (702) 943-6001

ORDER ON LINE: <https://orders.smartcitynetworks.com/center.aspx?center=001>



### **Exhibitor Liability Insurance Program**

As a standard requirement for all of our show exhibitors, it is necessary for you to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, March 3-9, 2018, naming the Association of Equipment Manufacturers (6737 W. Washington Street, Suite 2400, Milwaukee, WI 53214) as the certificate holder. The following must be listed as additional insured: Association of Equipment Manufacturers, George R. Brown Convention Center and National Stone, Sand & Gravel Association.

If you already have compliant coverage, please forward your proof of insurance to [insurance@worldofasphalt.com](mailto:insurance@worldofasphalt.com).

### **Purchase your Insurance Now**

Simply purchase your insurance, which is already pre-filled with all of the proper show information, directly online using a credit card.

Click the link below to Purchase you Liability Insurance for just \$84:

<https://securevendorinsurance.com/Rainprotection/ApplicantInformation?GroupEventKey=afdb61b4134c>

### **NON USA EXHIBITORS - Address and Phone Number instructions:**

When filling in your company information it will ask for a phone number and address. Please use the following:

Address - 1001 Avenida De Las Americas, Houston, TX 77010

Phone Number - (800) 528-7975

### **This program is valuable for:**

- \*Exhibitors who do not have any insurance.
- \*International Exhibitors whose liability insurance will not cover them at a U.S Show.
- \*Companies who do not have the time to deal with all of the certificate arrangements, and need coverage now.
- \*Exhibitors who find it easier or advantageous to use this program, rather than their corporate insurance; Similar to when you rent a car and do not want to use your own auto insurance.
- \*Should there be a claim, it will not tarnish your policy and rates. And, unlike most corporate policies, there is no deductible.

### **We also offer affordable short term**

### **Equipment/Merchandise/Display Insurance**

All exhibitors are strongly urged to obtain full-coverage temporary insurance for their merchandise and displays while in transit and while at the exposition.

*Please complete and return the Enrollment Form below:*

[Click Here for the Instant Equipment Insurance Enrollment Form](#)



**RAINPROTECTION.NET**  
WHERE YOUR EVENT GETS INSURED

Tel: (800)528-7975

Fax: (800)913-2711

[sales@rainprotection.net](mailto:sales@rainprotection.net)

[www.Rainprotection.net](http://www.Rainprotection.net)

## Equipment Insurance Enrollment Form - Short Term

**Policyholders Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Effective Date (start date) of policy mm/dd/yyyy:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Expiration Date (end date) of policy mm/dd/yyyy:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Are you aware of any known or potential equipment losses or claims as of today?:**

☐ Yes ☐ No

**If yes, please describe:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please describe all of the owned equipment/inventory you wish to insured:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**PLEASE SELECT AND COMPLETE ONLY ONE OPTION BELOW:**

**Option #1: Coverage for 1 to 15 Days - Deductible per claim: \$250**

<u>Limit</u>	<u>Price</u>
<input type="checkbox"/> \$3,000	\$115
<input type="checkbox"/> \$5,000	\$165
<input type="checkbox"/> \$10,000	\$275
<input type="checkbox"/> \$25,000	\$625
<input type="checkbox"/> \$50,000	\$1,175

**Price Subtotal (from above choice):** \_\_\_\_\_

**Option #2: Coverage for 15 to 30 days - Deductible per claim: \$250**

<u>Limit</u>	<u>Price</u>
<input type="checkbox"/> \$3,000	\$148
<input type="checkbox"/> \$5,000	\$225
<input type="checkbox"/> \$10,000	\$395
<input type="checkbox"/> \$25,000	\$925
<input type="checkbox"/> \$50,000	\$1,775

**Price Subtotal (from above choice):** \_\_\_\_\_

**SURCHARGES AND OPTIONAL COVERAGE:**

**Do you want to cover any Rented or Borrowed Equipment in addition to your owned Equipment?**

☐ Yes ☐ No

**If NO, please skip to the next question.**

**If YES, please include the calculation on the next page to your price above.**



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Fax: (800)913-2711

[sales@rainprotection.net](mailto:sales@rainprotection.net)

[www.Rainprotection.net](http://www.Rainprotection.net)

Enter Replacement Cost of  
Rented Equipment Below:

Enter Sum  
Below:

\_\_\_\_\_ X 0.0008 = \_\_\_\_\_

Multiply the sum above by the total number of days needing coverage from the OPTION you chose on the previous page.

This is your *Rented Equipment Premium*. Please enter this number here: \_\_\_\_\_

Rented Equipment  
Premium

Price Subtotal from  
Previous Page

New Price Subtotal

\_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_

Will any of your equipment/inventory include Clothing, Computers and Electronics, Comic Books, Video Games, Watches, Fine Arts, Wine or Craft Beer, Liquor?

☐ Yes ☐ No

If NO, please skip to the next question.

If YES, please include the below calculation to your price from the previous page.

Price Subtotal

New Price Subtotal

\_\_\_\_\_ X \$1.15 = \_\_\_\_\_

The policy excludes coverage for theft from an unlocked vehicle. However, you can add this coverage back for 10% additional price. Would you like to add this coverage?

☐ Yes ☐ No

If NO, please skip to the Final Price Section.

If YES, please include the surcharge calculation below.

Price Subtotal

New Final Price

\_\_\_\_\_ X \$1.10 = \_\_\_\_\_



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[www.Rainprotection.net](http://www.Rainprotection.net)

**FINAL PRICE (including all optional coverages and surcharges:**

\_\_\_\_\_

**I understand that the following is excluded and not covered in the policy:**

Jewelry, Coins, Stamps, Sports and Memorabilia Collectibles, Furs, Bullion, Securities, Any type of Food or Beverages (except wine, craft beer or liquor), Guns and Ammo, Fireworks, and Antique Vendors. Chemicals, Fertilizers, Pharmaceuticals, Vitamins and Supplements, Pesticides, Motor Vehicles, Boats, ATVs, Recreational Vehicles, Watercraft's and Tractors.

☐ **I acknowledge these Exclusions.**

\_\_\_\_\_ **Initials**

**By signing this application, I understand that I have completed this form to the best of my knowledge. I also understand that any misrepresentations on this application can result in coverage being voided**

**Applicant Name:** \_\_\_\_\_

**Date (mm/dd/yyyy):** \_\_\_\_\_

\_\_\_\_\_

**CREDIT CARD FORM IS ON THE NEXT PAGE**





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[www.Rainprotection.net](http://www.Rainprotection.net)

## CREDIT CARD PAYMENT AUTHORIZATION FORM

(Note: Due to the carrier needing to receive full payment, a 4% credit card processing fee will be added to your charge)

I \_\_\_\_\_ Authorize Roca Services Corp. (dba – Rainprotection.net) or it's affiliate to charge my credit card.

AMOUNT TO BE CHARGED: \_\_\_\_\_

CREDIT CARD TYPE: \_\_\_\_\_

CREDIT CARD #: \_\_\_\_\_

CARD CV2 #: \_\_\_\_\_

EXPIRATION DATE (mm/yyyy): \_\_\_\_\_

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

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

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

NAME ON THE CARD: \_\_\_\_\_

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

I am the application and I choose to use an Electronic Signature by clicking: ☐ Yes

## World of Asphalt 2018

MARCH 6-8, 2018

GEORGE R. BROWN CONVENTION  
CENTER  
HOUSTON, TX

Email order to:  
order@floralexhibits.com

Order Online at  
shop.floralexhibits.com  
Enter promotional code:  
asphalt2018

Contact us for  
complimentary  
pre-show design  
consultation.

Custom Plants and  
Planters Available  
- Please Call for  
Quote

All prices include delivery, instal-  
lation, servicing and dismantle at  
the end of the show.

Orders without payment will not  
be processed.

Cancellations may be made prior  
to the pre-show deadline. No  
refunds will be made after that  
date.

Product availability is subject to  
season and geographic location.

All materials, containers and  
plants are available on a rental  
basis.

Damaged or missing items are  
the responsibility of the exhibitor  
and must be reported during  
the run of the show to allow for  
replacement. Additional charges  
may apply. No refunds will be  
given after the close of the show.



Floral Exhibits, Ltd.  
2555 S Leavitt St  
Chicago, IL 60608

Phone / 773.277.1888  
Fax / 773.277.1919  
www.floralexhibits.com

## Floral & Plant Rental Form

Advance Order Deadline / February 13, 2018



EXHIBITOR /

BOOTH NUMBER /

BILL TO /

EMAIL /

ADDRESS /

CITY /

STATE /

ZIP /

PHONE /

FAX /

PO # /

COMPANY REPRESENTATIVE /

DATE ORDERED /

COMPLETE THIS BOX ONLY IF DESIGNER IS NEEDED ON SITE

Booth Contact /

Contact Phone /

Available Time/Date /

QTY	TROPICAL PLANTS Please specify quantity, heights & variety	Containers for plants: Black _____ White _____	PRICE	TOTAL
	Small Potted Ferns		\$30.00	
	Large Potted Ferns		\$35.00	
	Hanging Plants		\$35.00	
	2' Plants		\$38.00	
	3' Plants		\$42.00	
	4' Plants		\$52.00	
	5' Plants		\$62.00	
	6'-7' Plants		\$72.00	
	8'-9' Plants		\$115.00	

### BLOOMING PLANTS & ACCESSORIES

Potted Mums (Yellow, White, & Lavender)	\$25.00
Potted Azaleas (Red, Pink, & White)	\$35.00
Bromeliads	\$35.00
Bubble Bowls (Great for business cards & promotional items!)	\$35.00

### FLORAL ARRANGEMENTS / PLEASE CHOOSE TROPICAL OR SEASONAL (Please indicate desired colors)

Single Stem Phalaenopsis Orchid Plant (Fuchsia or White) Long Lasting!	\$95.00
Double Stem Potted Orchid Plant (Fuchsia or White) Long Lasting!	\$135.00
Small Arrangement (12"x12")	\$70.00
Medium Arrangement (18"x14")	\$90.00
Large Arrangement (24"x18")	\$115.00
Custom Arrangement (please ask for quote)	

TOTAL \_\_\_\_\_

### PAYMENT INFORMATION

Circle one / VISA MC AMEX DISCOVER

Name /

Card # /

Exp. Date /

CVV Code /

Signature /

PLEASE RETAIN A COPY FOR YOUR RECORDS

# FloralExhibits

A KEHOE DESIGNS COMPANY

## PLANT RENTAL



2-3ft Croton



2-3ft Neanthe Bella



2-3ft Arboricola



3ft Janet Craig



2-3ft Spathiphyllum



3ft Roebelinii Palm



3-4ft Dracaena Marginata



3-4ft Ficus Bush



# FloralExhibits

A KEHOE DESIGNS COMPANY

## PLANT RENTAL



4-5ft Schefflera



5-6ft Dracaena Marginata



4-6ft Majesty Palm



4-6ft Areca Palm



4-6ft Cataractum Palm



6-7ft Ficus Tree



# FloralExhibits

A KEHOE DESIGNS COMPANY

## PLANT RENTAL



Small Fern



Large Fern



Ivy (Hanging Plant)



Bromeliads



Potted Mums



Potted Azaleas



Potted Begonias



Single Stem Orchid  
Double Stem Orchid



# FloralExhibits

A KEHOE DESIGNS COMPANY

## FLORAL ARRANGEMENTS



Extra Small 01



Extra Small 02



Extra Small 03



Extra Small 04



Small 01



Small 02



Small 03



Small 04



Medium 01



Medium 02



Medium 03



Medium 04



Large 01



Large 02



Large 03



Large 04



# FloralExhibits

A KEHOE DESIGNS COMPANY

## CUSTOM PLANTER RENTALS

\$145



20" x 20" x 37"  
Tall Black Modern Planter

\$145



20" x 20" x 37"  
Tall Charcoal Modern Planter

\$145



20" x 20" x 37"  
Tall White Modern Planter

\$250



48" x 18" x 24"  
Large Rectangular Planter

\$275



36" x 36"  
Large Square Planter

\$145



20" x 20"  
White Cube Planter

# FloralExhibits

A KEHOE DESIGNS COMPANY

## SPECIALITY PLANT RENTAL

\$195



6-7ft Single Ball

\$165



6-7ft Double Ball

\$195



6-7ft Triple Ball

\$165



6-7ft Eugenia Column

\$55



2-3ft ZZ Plant

\$85



2-3ft Boxwood Round

\$125



4ft Boxwood Upright

\$95



6ft Bird of Paradise



# The Ultimate in Lead Management from the World Leader in Mobile lead capture Solutions

Exhibitors say ITN International's solutions are the best lead-management tools in the event industry. No other technology has proven to be as fast, friendly, reliable, or powerful.

## BCARD READER

BCARD Reader is an application that allows exhibitors to capture, qualify and fulfill leads using NFC. The app lets users capture leads by touching the device to attendees' NFC badges. All leads are uploaded to a secure cloud portal via the WiFi or cellular network.

The app also lets users qualify leads with a survey; edit leads' contact information; take notes; select product information from an online library and send those selections to the attendee by email.



### Features

- NFC Badge reading via touch
- Full contact info populates screen
- Browse and Edit functions

### Qualify Leads

- Customizable lead forms with branching and open text responses
- Note field with onscreen keyboard

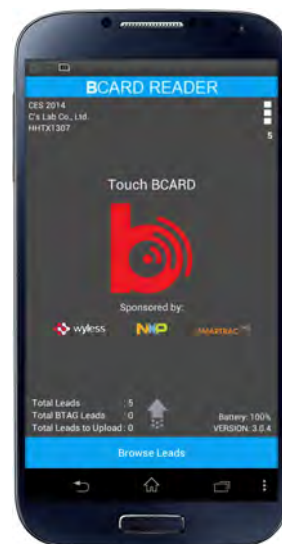


### Collateral & Content Distribution

- Store your product collateral in the cloud
- View content in app
- Choose content best targeting each lead
- Email your choices with a tap
- Lead gets custom email with links to content you have chosen

### Store Leads in Real Time in the Cloud

- All leads are stored locally and upload to our secure BCARD Portal



Supported platforms:  
(Smartphone, tablet and PC)

- ☐ Android
- ☐ iOS
- ☐ WP8
- ☐ Windows 7 and 8.1

98 percent of exhibitors collect sales leads at trade shows, but less than 70 percent have any formalized plan or process in place for how those leads are followed up after the show.

Jump start your follow up process by delivering collateral at the time the lead is captured

Order Online at [www.bcard.net](http://www.bcard.net) (Show Code: 18WOAAGG1) or fax form to 1.801.406.0040  
Questions? 1.801.676.7933 or [exhibitors@itnint.com](mailto:exhibitors@itnint.com)

	Early (By January 25)	Pre-Show (By February 22)	On-Site (After February 22)	Qty.	Cost
<b>BCARD™ Reader on Rented Devices</b>					
On Tablet <small>Includes all hardware and software needed</small>	\$375	\$425	\$500	_____	\$ _____
On Smartphone <small>Includes all hardware and software needed</small>	\$275	\$325	\$425	_____	\$ _____
<b>BCARD™ Reader on your PC</b> <small>Includes badge reader. User supplies PC</small>	\$325	\$375	\$425	_____	\$ _____
<b>BCARD™ Reader App for your Android/Windows NFC Smartphone/Tablet and iPhone/iPad</b> <small>BYOD (Bring Your Own Device)—See Disclaimer below.</small>					
3 Pack Licenses	\$500	\$500	\$500	_____	\$ _____
Single Device License	\$275	\$275	\$275	_____	\$ _____
<b>BTAG 3G</b> <small>Must be purchased in conjunction with a lead device or activation license</small>	\$150	\$150	\$150	_____	\$ _____
<b>Accessories &amp; Services</b>					
Bluetooth Wireless Printer for Smartphone <small>Order only with BCARD Reader on Smartphone</small>	\$100	\$100	\$100	_____	\$ _____
Automated Email Follow-up	\$300	\$300	\$300	_____	\$ _____
Loss/Damage Waiver for Smartphones	\$150	\$150	\$150	_____	\$ _____
Loss/Damage Waiver for Tablets	\$250	\$250	\$250	_____	\$ _____

**Total Amount Due** \$ \_\_\_\_\_

**Important Notes:** Cancellations and changes subject to a \$50 processing fee. \$500 will be charged for any lost, stolen, or damaged smartphone; \$750 will be charged for any lost, stolen, or damaged tablet. All items subject to availability. No refunds for items not picked up.  
**Disclaimer:** BCARD Reader has been developed in compliance with NFC standards and is offered as is. ITN does not guarantee the app will work with all NFC devices.

**Provide the exhibiting company's information.**

Company Name \_\_\_\_\_ Booth # \_\_\_\_\_  
Onsite Contact \_\_\_\_\_ Mobile (include country code) \_\_\_\_\_  
Email (for leads) \_\_\_\_\_ Company URL \_\_\_\_\_

**Provide payment information. By placing this order, you accept ITN International's Terms & Conditions.**

Company Name ☐ Same \_\_\_\_\_  
Contact ☐ Same \_\_\_\_\_  
Billing Address \_\_\_\_\_  
City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_  
Telephone (include country code) \_\_\_\_\_ Email (for receipt) \_\_\_\_\_  
☐ Check (payable to *ITN International, Inc.* in US \$)  
Check must accompany Order Form. Mail to ITN International, 9696 South 500 West, Sandy UT 84070 USA  
☐ Visa ☐ MasterCard ☐ American Express  
Card Number \_\_\_\_\_ Exp. \_\_\_\_\_ Credit Card Security Code / CCID \_\_\_\_\_

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

**All equipment provided by ITN International is subject to the following Terms and Conditions**

**1) Orders and Deadlines**

- a) All orders placed before the Pre-Show deadline must be paid-in-full at least 7 business days prior to show date.
- b) Orders after the Pre-Show deadline must be paid-in-full upon order
- c) All orders submitted after the Pre-Show deadline (including on-site orders) are subject to availability.

**2) Payment Terms and Cancellations**

- a) Orders with open balances 7 business days before show open will be cancelled. Orders can be re-processed for a US\$50 fee if payment is received within 7 days prior to show open. In such cases, device configuration may be delayed.
- b) Such cancelled orders are subject to on-site pricing if re-order is handled on-site. In such cases, device configuration may be delayed.
- c) If payment received is different from published prices, ITN International will adjust payment amount to the price on Order Form or BCARD Store.
- d) All order revisions placed after the Pre-Show deadline are subject to a \$50 processing fee.
- e) No refunds after Pre-Show deadline.
- f) Devices/solutions that are unused or not picked up are not refundable.
- g) If your device/solution is not functioning properly, immediately escalate your issue to the Lead Retrieval Service Desk. A refund or replacement device will not be supplied if the issue is not escalated to an on-site ITN Representative in a timely manner.

**3) On-Site Services and Terms**

- a) To ensure a smooth on-site experience, please visit the Lead Retrieval Service Desk to pick-up your solution/device one day prior to show open.
- b) Orders placed on-site may require up to an hour of processing time and it is highly recommended that orders be placed well in advance of the show.
- c) On-site modification(s) or new customization(s) of ITN International devices are subject to a processing fee and technician availability.
- d) Companies renting or utilizing ITN International products/services agree to comply with any and all Terms of Usage set by Show Management and/or ITN International, Inc. Should terms of Usage be violated by any party, ITN will be held harmless and reserves the right to terminate services without issuing a refund or compensating parties involved. Further, such violation may result in the non-delivery of leads/scans/data files.

**4) Exhibitor Terms of Usage**

- a) For a misplaced, stolen, or damaged BCARD Reader on Tablet, the exhibitor shall be responsible for a \$750 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Smartphone, the exhibitor shall be responsible for a \$500 replacement fee. For a misplaced, stolen, or damaged BCARD Reader on Mobile Phone or BCARD Reader for PC, the exhibitor shall be responsible for a \$250 replacement fee. For a misplaced, stolen, or damaged wireless printer or keyboard, the exhibitor shall be responsible for a \$400 replacement fee; and for a misplaced, stolen, or damaged iPad or iPhone reader, the exhibitor shall be responsible for a \$150 replacement fee; and for a misplaced, stolen, or damaged power supply, the exhibitor shall be responsible for a \$25 replacement fee. If the Loss/Damage Waiver fee is paid for a device, ITN will waive the exhibitor's responsibility to return that device or return it undamaged.

**Loss/Damage Waiver Rules:**

The fee waives the exhibitor's responsibility to return a device, or return a device undamaged, to ITN. Exhibitor must report loss, theft or damage to ITN Lead Retrieval Service Desk promptly. For any device believed to be lost or stolen, exhibitor must file a police/security report and forward a copy to the assigned ITN representative.

**5) Limitation of Liability**

- a) ITN International does not guarantee any level of Return on Investment related to the use of ITN products/services. ITN provides a convenient service that uploads data to a secure Website via ITN's mobile cellular network for password protected access by exhibitors. ITN does not guarantee connectivity will be active at all times. ITN shall not be held liable for any loss of leads due to device(s) that are not connected or that drop connectivity at any time. Upon receiving notification of your login information, we recommend that you login to the BCARD Portal site to verify that your data is available. We also recommend that you bring your device(s) to our Service Desk for any reason or, if you do not, that you notify ITN that your data is not available at our online site.
- b) ITN International shall not be held liable for any unforeseen happenings (i.e., Acts of God, union labour strikes, building or grounds damage, loss of power, travel or work stoppages) that may cause the show to be cancelled or postponed. In any such event, the obligations of ITN International, Inc. for services not rendered shall be terminated and ITN International, Inc. shall be entitled to all payments received.

**6) Data Privacy**

The lead gathering devices ("Devices") you have rented for this event allow you to collect business card information stored in a contactless smart card, called BCARD, issued to each registrant. The ITN lead gathering device you are provided with has a short range contactless smart card reader and software with a secured encrypted key that unlocks the content on the attendee's BCARD. ITN's devices are the only ones that can read the content of a BCARD, and you can only read a BCARD if you bring the reader or the card within 2 cm of each other. In essence, there is a voluntary exchange of information between a registrant and an exhibitor using ITN devices amounting to a traditional exchange of business cards. You are hereby informed that when collecting information and personal data ("Personal Data") through these Devices, you will become data processors, as defined by the UK Data Protection Act 1998 and the Spanish Protection of Personal Data Act 1999 and applicable US Data Privacy laws, including US-EU Safe Harbor, as amended. Accordingly you shall:

- a) Inform all visitors whose Personal Data is collected that such collection is taking place.
- b) Ensure that appropriate technical and organizational measures shall be taken against unauthorized or unlawful processing of such Personal Data and against accidental loss of, or damage to, the Personal Data.
- c) Make proper use of the Personal Data and not distribute any part of the Personal Data to anyone without the prior written consent of the visitors whose Personal Data has been collected.
- d) Shall agree that your company is strictly prohibited from disclosing personal and contact information of event attendees to a third party for payment or otherwise. The foregoing applies to personal and contact information that is provided by event attendees.
- e) More generally, you shall abide by all the rules and regulations in force in collecting, storing and processing Personal Data.
- f) For the avoidance of any doubt, neither ITN nor the event Organizer or its affiliates, nor any other party, shall be liable for any breach of the UK Data Protection Act 1998 and/or the Spanish Protection of Personal Data Act 1999 and/or applicable US data privacy laws in the collection and handling of Personal Data. You agree to defend, indemnify and hold harmless ITN, the Event Organizer and its affiliates, and their directors, officers, employees, agents and contractors, against any claim for such a breach.

**Your order and use of ITN International products, services and equipment implies that you have read, understood and agreed to the Terms and Conditions stated herein.**

# Booth Catering Menu 2017

## Beverages

Please note that all food and beverage items must be purchased through LEVY – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these through your service contractor.

Certain services require electricity and must be ordered through Smart City.

Keurig Coffee Machine Rental (Limited Quantities Available)	\$150.00/day
Includes: 1 gallon jug of water, creamers, sugar/sweetener, stirrers, napkins & disposable cups	
Client to Supply: 120v15 amp – please contact SmartCity at 713-853-8900	
Assorted Coffee K-Cups (Each)	\$4.50
Assorted Tea K-Cups (Each)	\$4.00
1 Gal Water Jug & Cups (Keurig Machine ONLY)	\$8.00
Water Cooler Rental	\$100.00/day
Client to supply: 120v15 amp – please contact SmartCity at 713-853-8900	
5 Gal Water Jug & Cups	\$40.00
Fresh Brewed Coffee**	\$75.00/gallon
Assorted Hot Tea**	\$75.00/gallon
Sweet Iced Tea**	\$59.00/gallon
Lemonade**	\$59.00/gallon
Assorted Soft Drinks*	\$108/case
Coke, Diet Coke, Sprite, Coke Zero	
Bottled Water*	\$108/case
Dasani	
Minute Maid Assorted Fruit Juices	24 per case
Apple, Orange and Mixed Berry	
LOGO Bottled Water Buy-Out Fee	\$42.00/dozen
Please contact your Sales Manager for pricing and approval	
20lb Bag of Ice	Varies
• (24) beverages per case, minimum of (1) case required	\$20.00
••Price per gallon, minimum of (3) gallons required	



# Booth Catering Menu 2017

## Breakfast & Bakery

Please note that all food and beverage items must be purchased through Levy – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each delivery/refresh

## Staffing & Additional Services

### HOT Breakfast Items

Minimum of 25 required

Buttermilk Biscuit Sandwich	\$7.00 each
•Choice of Sausage or Bacon with Egg & Cheese	
Breakfast Taco with Salsa	\$7.00 each
•Choice of Bacon, Sausage or Potato with Egg & Cheese	

### Bakeries

Price per dozen; minimum of (1) dozen required

Assorted Danish	\$54.00
Assorted Muffins	\$54.00
Assorted Breakfast Pastries	\$45.00/dozen
Assorted Bagels & Cream Cheese	\$60.00
Assorted Jumbo Cookies	\$44.00/dozen
<small>Chocolate Chip, Snickerdoodle, Oatmeal Raisin</small>	
Fudge Brownies	\$44.00/dozen

Delivery/Refresh Fee	\$25.00
Per Trip or Request	
6 ft. Bar Front Rental	\$150.00
Subject to availability	

### Staffing

Minimum of 4 hours required per day

Booth Attendant	\$40/hour
Wait Staff	\$40/hour
Bartender	\$40/hour

# Booth Catering Menu 2017

## Snacks & Trays

Please note that all food and beverage items must be purchased through Levy – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each delivery/refresh and a 20% late fee will be assessed for all on-site orders.

Exhibitor booth catering does not supply tables for your booth. You must order these

### A La Carte

Minimum of 1 dozen required

Assorted Whole Fruit	\$40.00/dozen
Assorted Granola Bars	\$20.00/dozen
King Size Candy Bars	\$4.00 each
Individual Bags of Chips	\$43.00/dozen
Assorted Bags of Snacks	\$3.75 each
Artisnal Bavarian Pretzel	\$8.00 each

Bacon, Jalapeno, Cheddar with cheese sauce

Smoked ham and Gouda with apple mustard | Cinnamon Sugar with vanilla bean sauce

Shiner Bock and Cheddar with horseradish dip | Italian Sausage with tomato aioli

### By the Pound

Minimum of (3) pounds required

Fiesta Trail Mix	\$22.00/lb
Mini Pretzels	\$18.00/lb
Goldfish Crackers	\$18.00/lb
Choice of Nuts	\$23.00/lb

### Display Trays

Serves 24 and includes disposable plates, napkins and cutlery if required

Potato Chips & Choice of dip	\$46.00/dozen
Tortilla Chips with Salsa	\$50.00
Hummus Trio	\$10.00/pp
Traditional, roasted bell pepper and Kalamata olive. Served with crispy carrot, celery, crackers and bagel chips	
Garden Fresh Crudités of Vegetables	\$8.00/pp
Chef's colorful selection of the freshest market vegetables. Served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks	
Local Cheese Display	\$14.00/pp
Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers	
Sliced Fruit Platter	\$40.00/dozen

# Booth Catering Menu 2017

## Lunch

Please note that all food and beverage items must be purchased through Levy – **this includes bottled water.**

A 20% administrative fee, 8.25% Sales Tax & 8.25%

### Boxed Lunches

Includes chips, whole fruit, cookie, condiments & bottled water

Roast Turkey & Smoked Gouda Red Leaf Lettuce, Tomato & Bermuda Onion on Wheat Berry Bread	\$29.00 each
Honey Ham & Swiss Mesclun Greens, Tomato & Bermuda Onions on a Soft Hoagie Roll	\$29.00 each
Marinated Grilled Vegetable Wrap Portobello Mushroom, Bell Pepper, Zucchini, Tomato, Red Onion, Daikon Sprouts & Provolone in a Spinach Wrap	\$29.00 each
Fiesta Chicken Garden Salad Mesquite Grilled Chicken on Mixed Greens with Tomato, Cheddar Cheese Cut Corn, Red Pepper Strips & Seasoned Black Beans with Ranch Dressing	\$29.00 each

### Display Tray

Serves 24 and includes disposable plates, napkins and cutlery

Deli Platter Includes Assorted Deli Meats & Cheeses, Assorted Sliced Breads & Rolls With Potato Salad, Lettuce, Tomatoes, Onions, Pickles, Condiments And Assorted Cookies.	\$480.00 each
Assorted Mini Sandwiches Includes Turkey & Provolone, Ham & Swiss, Roast Beef & Cheddar on Mini Roll	\$125.00 each

### Cold

Based on 50 piece minimum; includes disposable plates & napkins

Tomato, Mozzarella & Basil Skewer	\$200.00
Mini Baguette with Pesto Goat Cheese & Tomato	\$200.00
Chilled Beef Tenderloin on Crostini	\$350.00

### Hot

Based on 50 piece minimum; includes disposable plates & napkins

Adobo Chicken Taquito with Cilantro Dipping Sauce	\$200.00
Bacon-Wrapped Stuffed Jalapenos with Texas Peach BBQ Sauce	\$225.00
Pork Pot Stickers with Ginger Hoisin & Sweet Thai Chili Sauce	\$7.50/each
Black Bean Empanada with Chipotle Ranch	\$225.00
Chipotle Honey Chicken Wings (bone-in)	\$150.00

## Appetizers

A 20% administrative fee, 8.25% Sales Tax & 8.25% Consumer Alcohol Tax will be added to all food, beverage and alcohol.

A \$25++ delivery fee will be applied to each

# Booth Catering Menu 2017

## *Capp Express In Booth Barista*



Barista

250 (8oz) Cup Minimum Per Day, No Carry Overs  
**Includes:** Espresso, Cappuccino, Latte & Americano at Your Booth  
Cart Dimensions and Electrical Requirements Available  
One-Time Set-Up Fee \$180.00  
Attendant Required \$35 Per Hour/Minimum 4 Hours

### **Package # 1**

Starbucks Premium Coffee Products  
250 Cups \$1375.00/day  
Each Additional Cup \$5.50  
Add Optional Flavorings: Mocha, Hazelnut & Vanilla \$150.00/day

### **Package # 2**

Cappuccino Express Premium Blend Products  
250 Cups \$1285.00/day  
Each Additional Cup \$5.15  
Add Optional Flavorings: Mocha, Hazelnut & Vanilla \$150.00/day



Table

# Booth Catering Menu 2017

## Fresh Popped Popcorn



Tabletop Popcorn Machine

Rental \$250/Day

Dimensions and electrical requirements available Attendant required \$35 per hour

Minimum 4 hours

Popcorn Packs: \$10 each (serves 10)

Includes: Paper Bags, Corn Kernels, Butter & Salt



# Booth Catering Menu 2017

## Alcoholic Beverages

Bartender (4 hour minimum)

\$40/hour

Alcohol MUST be served by an Levy TABC Certified Bartender

Domestic Beer: Budweiser, Bud Light, Miller Light

Import/Craft Beer: Shiner Bock, St. Arnolds Amber, Heineken & Corona

### Kegs

Levy will provide the Kegorator and biodegradable/disposable cups

Client to Supply: 120v20 amp – please contact SmartCity at 713-853-8900

Domestic Keg

\$475.00

Import/Craft Keg

\$675.00

### Bottled Beer

• (24) beverages per case, minimum of (1) case required

Domestic Beer

\$5.50 each

Import/Craft Beer\*

\$6.25 each

### Wine by the Bottle

Canyon Road Chardonnay, Merlot or Cabernet Sauvignon

\$28.00/bottle

House Sparkling Wine

\$30.00/bottle

### Full Service Bar & Specialty Cocktails

\*Minimum of 50 drinks; served in biodegradable/disposable cups (No Glass Permitted in Exhibit Halls)

\*\* Bar Front Not Included ~ Additional \$150 Rental Fee Will Apply If Requested

Premium Spirits\*\*

\$7.50 each

Finlandia Vodka, Bombay Original Gin, Bacardi Rum, Jack Daniels Whiskey, Jim Beam Bourbon, Jose Cuervo Gold Tequila. Mixers and garnishes included.

Bloody Mary Bar\*\*

\$7.75 each

Garnishes to include: Tabasco & Worcestershire Sauce, Celery, Green Olives, Limes & Pearl Onions

Mimosas\*\*

\$7.50 each

Fresh Orange Juice & House Champagne served in disposable flutes

Texas Tea\*\*

\$7.50 each

Lemonade & Deep Eddie's Sweet Tea Vodka with Sugared Rim

### Alcohol Policy

- All alcohol sales and consumption at the George R. Brown Convention Center are regulated by the Texas Alcoholic Beverage Commission (TABC) and Levy is responsible for the administration of their rules and regulations.
- Alcohol is NOT charged on consumption and can't be transferred for use the following day(s).
- Alcohol is not allowed to be brought in from outside under any circumstances. This includes alcohol being used for display purposes & mini bottles for give away/promotions.
- Exhibitors and attendees are prohibited from removing alcohol from the premises at the George R. Brown Convention Center.
- All alcoholic beverages will be removed from your booth at the conclusion of your event by a Levy bartender.

Please note that all food and beverage items must be purchased through Levy – **this includes bottled water.**

George R. Brown Convention Center  
Exhibitor Catering Order Form & Service Contract



**Levy Convention Centers** is the exclusive caterer for the George R. Brown Convention Center. Absolutely no food or beverage is allowed into the GRBCC without prior written approval from an Levy Representative. **THIS INCLUDES BOTTLED WATER.**

- All prices are subject to a (++) charge, which represents a 21% Administrative Fee, Texas State Sales Tax 8.25% and Texas MB Tax (alcohol) 8.25% (as applicable).
- Food and beverages are provided on compostable disposable ware.
- Exhibitor catering is not charged on consumption. Menu items and prices are subject to change without notice.
- **FOOD PREP:** Levy can provide professional staff to assist you with food preparation. Applicable charges will apply. To arrange for assistance, please contact your sales manager listed at the bottom of the second page.
- **INSURANCE:** Any company serving samples (food or beverage) must submit an insurance certificate of liability with coverage of \$1,000,000 per occurrence naming George R. Brown Convention Center, and Levy as additional insured. Be sure to check the [complete insurance requirements](#).
- **DELIVERY FEE:** A \$25.00+ Delivery/Refresh Fee will apply for each food and beverage delivery.  
LEVY DOES NOT supply table and chair equipment, trash removal, or electricity for your booth. You MUST order through your service contractor.
- **ELECTRICAL:** Please contact Smart City at 713.853.8900
- **BOOTH CLEANING & TRASH REMOVAL:** Please contact Exhibitor Services at 713.853.8907

**FOOD AND BEVERAGE SAMPLING**

- **The food manufacturer's sampling form must be submitted no less than 21 days prior to the show to your sales manager for approval. We will coordinate details and requirements with you following approval.**
- Open flame devices such as sternos, candles, solid alcohol fueled, or other solid fueled type device, are **allowed** for the cooking and hot-holding of food. Each booth using warming/cooking equipment must have at least one 3A40BC fire extinguisher with current inspection date and tag in the booth. Booths exceeding 20' in any dimension must have a minimum of two 3A40BC fire extinguishers with current inspection date and tag in the booth.

**FOOD SAMPLING**

- Items dispensed are limited to products manufactured by the exhibiting company
- **Any product that is not manufactured by the exhibiting company must be purchased from Levy if you wish to have it available for sampling by attendees. Contact your sales manager to discuss buyout opportunities or Levy purchases.**
- Food items are limited to 'bite size' (1 oz. or less).
- Beverage items may be dispensed in containers holding not more than 2 oz.
- Food and/or beverage items used as traffic promoters (e.g., coffee, popcorn, sodas, bottled water [with or without logo], ice cream, etc.) not manufactured by the exhibiting company **MUST** be purchased from Levy.
- The City of Houston requires a temporary food permit (daily) for ALL public shows. Food permits **MUST** be displayed in booths at all times during the show.
- Keep the delivery costs to your booth low – consider ways to safely store as much product in your booth as you will use each day.
- Candy Dishes - A hard candy dish provided complimentary by an exhibitor at their booth may be exempt, as long as the candy is bite sized individually wrapped.

**ALCOHOLIC BEVERAGE SAMPLING**

- All alcoholic beverages must be purchased through Levy, even if manufactured by the exhibitor.

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# MENU

Catering & Private Events







*A warm Houston*

# WELCOME

**WELCOME** to the George R. Brown Convention Center in Houston, Texas. Our team of talented professionals looks to create a unique and authentic food experience for you and your guests.

Our menu provides a starting point in planning your event. We understand that all of our guests are unique and we will work with your group to create

that a customized food experience that shows your guests what Houston's vibrant food scene is all about without leaving the convention center.

We truly look forward to serving you and your guests.



Chef Charles shares his approach for creating the food experience “I am excited to share with you the big and bold flavors of Texas and incorporate local artisans and ingredients throughout your menus. Our offerings are as unique and diverse as the city of Houston, itself.”

## *Your Chef* CHARLES WALKER

*Chef Charles Walker began his culinary journey at the age of 14 working in several Chicago-based restaurants. His passion for culinary arts grew quickly as he navigated his way throughout the kitchen. This culinary passion and love for the hospitality field led him to Purdue University where he continued to gain industry experience, and graduated with a Bachelor's degree in Restaurant, Hotel, Tourism and Hospitality Information Technology while awarded the National Restaurant Associations' prestigious 'Salute to Excellence Award' honoring the top 1% of all hospitality students. Charles held positions as Executive Chef and Director of Operations with a myriad of industry leaders over his 20 year career.*

*Chef Charles will continue to consistently challenge himself to create the ultimate dining experience for every guest, whether he's serving 10 or 10,000 guests. Charles will keep menus fresh and seasonal through the integration of local artisans and farmers to introduce authentic, unique, and sustainable dishes to the center.*

*Charles has a beautiful family, raising twins, and is also committed to local volunteer work in Houston. Charles' passion for culinary arts combined with his desire to support his community will continue to prove a recipe for success.*



## THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

*We believe that every occasion should be extraordinary. It's all about the food, and the thousands of details that surround it. Your dedicated Catering Sales Manager will partner with you to shape an experience that stands out. Together, we look forward to delivering The Levy Difference.*

### EXCLUSIVITY

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As “a family of passionate restaurateurs,” we seek to exceed your guests’ expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you.

Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

### SUSTAINABILITY AND MENUS

Levy Restaurants is proud to be the exclusive provider of all food and beverage services at the George R. Brown Convention Center. As “a family of passionate restaurateurs,” we seek to exceed your guests’ expectations by delighting them with delicious food, creatively presented by friendly, helpful staff in a fun-filled atmosphere. We also strive to exceed your expectations by making the event planning process simple, easy, and worry free for you. Because we live the restaurant business every day, we are able to advise you on the most popular menu items and the most effective methods to ensure your guests fondly remember your event long after they have departed. To follow are some general guidelines to get you started on your event planning process.

### MENU

Menu selections and other details pertinent to your function must be submitted to the Catering and Sales Department at least (30) days prior to the event date. Your Catering Sales Manager will assist you in selecting the exciting menu items and making arrangements to ensure your most successful event ever. Events over 1,000 guests may require specialized menus and our culinary staff is happy to customize the perfect menu for your event.

### PRICING AND GUARANTEES

Prices quoted in the menu do not include the 21% service charge or 8.25% sales tax, unless otherwise noted. Prices are subject to change without notice. Guaranteed prices will be confirmed (60) days prior to the event. A guaranteed number of guests/quantities of food is required (7) business days prior to the event date. (A business day is defined as Monday through Friday. Holidays and Weekends are excluded from receiving guarantees.) This guarantee must be submitted by noon. If the guarantee is not received, Levy Restaurants reserves the right to charge for the number of guests/quantities specified on the contracted event order. Guarantees increased less than (7) full business days prior to an event will be subject to a minimum 10% surcharge on the price for each additional guest or increase. Any on-site increases will be subject to a 25% surcharge. Cancellations and reductions of guarantee are subject to full charges. Attendance higher than the guarantee will be charged the actual event attendance. Should attendance exceed the number specified in the final guarantee, Levy Restaurants will neither be responsible nor liable for serving these additional numbers, but will do so on a first come, first served basis as able. Client agrees that there will be no reduction in the Event Price if fewer than the guaranteed guests attend the event.

### MINIMUM REQUIREMENTS

There is a \$100.00 service fee for all orders under 25 guests, additional service fee may apply.

### OVERSET POLICY

Levy Restaurants will provide a 5% overage (maximum overset of 30 guests). There will be an additional \$75 charge for each over-set of 10 guests or each additional round of 10. This overset does not include food preparation but simply the additional staff to set and service additional place settings.

## THE LEVY DIFFERENCE: THOUSAND DETAIL DINING

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### SERVICE STAFF

Guest - server ratio is 1 server per 20 guests for plated-meal functions, and 1 server per 50 guests at buffet functions. This is for service at rounds of ten or twelve guests. Rounds of less than ten guests or a request for additional staffing is subject to labor fees. Each additional staff is charged at a four-hour minimum of \$160.00 per four-hour shift with each additional hour of \$40 per hour.

### EVENT TIMELINE

Levy Restaurants is proud to be the exclusive provider. Prices are based on a two-hour meal period for breakfast, lunch, and dinner service. Additional service time may be subject to additional fees. Event start or end times that deviate more than thirty minutes from contracted times may be charged additional fees. In order to provide the freshest food, we must limit buffet service to two hours.

### CATERING CONTRACTS

A signed copy of the contract outlining all catering services must be returned to your Catering Sales Manager prior to the event before services will be confirmed or performed. The signed contract, terms, addendums and specified function sheets, constitute the entire agreement between Client and Levy Restaurants. Your Catering Sales Manager will outline the payment and contract process.

### CANCELLATIONS

Any event cancelled within (30) days prior to the event will incur 100% of the estimated charges. Please note, for specialty menus or items, a longer window of cancellation may be necessary.

### OUTSIDE FOOD AND BEVERAGE

No food or beverages of any kind may be brought into or removed from the location by either Client or Client's guests without our prior written approval. Your Catering Manager will instruct you if additional fees may be incurred.

### BEVERAGE SERVICES

We offer a complete selection of beverages to complement your event. Please note that alcoholic beverage services are regulated by the Texas Alcohol and Beverage Commission (TABC). Levy Restaurants, as licensee, is responsible for the administration of these regulations: NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO THE PREMISES FROM OUTSIDE SOURCES; WE RESERVE THE RIGHT TO REFUSE ALCOHOL SERVICE TO INTOXICATED OR UNDER-AGE PERSONS. NO ALCOHOLIC BEVERAGE CAN BE REMOVED FROM THE PREMISES. Levy Restaurants must supply all beer, wine and liquor and must be served by a Levy employed TABC Certified Bartender.

### PAYMENT

We will not commence service without receipt of a NON-REFUNDABLE DEPOSIT in the amount of 75% of the estimated event price at least sixty (60) full calendar days prior to the event, and the remaining 25% of the estimated event price at least (7) full calendar days prior to the event (collectively, the "Deposit"). Outstanding event price balances shall be paid within (30) full calendar days of the event, provided billing privileges have been previously approved in writing through the General Manager's office. Client understands that we will suffer substantial harm if Client cancels the event. Accordingly, the deposit will be in all cases NON-REFUNDABLE and deemed to be liquidated damages to compensate us for the loss due to Client's cancellation. No interest will be payable to client on the deposit. Payment can be made in cash, certified check, wire transfers or by an authorized credit card. A major credit card is required to be on-file for all events. Card will be used to guarantee payment of any replenishment or new orders requested during an event. These charges will be billed to the credit card unless payment is received at the end of the event.

# SIGNATURE “HOUSTON” BREAKFAST EXPERIENCE

*Breakfast is the most important meal of the day and we take that very seriously. From our signature freshly baked pecan cinnamon bun cloaked in subtly sweet cream cheese and a bounty of ripe, refreshing fruit to wholesome and hearty hot morning favorites, we will make sure you start your day off right.*





## SIGNATURE “HOUSTON” BREAKFAST EXPERIENCE

Our signature spread of pecan cinnamon buns with warm sweetened cream cheese, fresh squeezed juice, seasonal fruits and a coffee selection serves up all the breakfast basics that we’re proud to share with our guests

15.00 PER GUEST

*Enhance your breakfast experience by adding an array of toasty breakfast sandwiches, premium pastries and top notch savory and sweet sides.*

*Served for a minimum of 25 guests.*

### BREAKFAST BREADS & PASTRIES

Fresh baked muffins  
Cornbread with local Honey Infused Butter  
Whiskey Pecan Pound Cake  
Flaky Danish Pastry  
Butter Croissants with Jams

CHOOSE TWO 6.00 - CHOOSE THREE 8.00

### EGGS, YOGURTS, HOT CEREALS AND BREAKFAST MEATS

Scrambled Eggs  
Three Cheese Quiche  
Egg Casserole with Country Ham, Spinach and Jack Cheese  
“Texas Style” French Toast Casserole  
Steel Cut Oatmeal with seasonal toppings  
Assorted Cereals  
Stone Ground Grits  
Yogurt (Plain, Fruit flavored and Lowfat)  
Pork Sausage Links  
Hickory Smoked Bacon  
Turkey Sausage Links  
Chilaquiles Casserole

CHOOSE THREE 13.00

*+5.00 per guest for each additional choice*

### BREAKFAST SANDWICHES

Southern Breaded Chicken and Egg Biscuit  
Country Ham, Avocado, Pimento Aioli, Egg on Ciabatta  
Chorizo and Egg Croissant  
Egg white, Spinach and Egg Muffin

8.00 EACH

### BREAKFAST TACOS -

Choice of One - Bacon, Barbacoa or Home-style Hash Potatoes with Scrambled Eggs and Shredded Cheddar in Flour Tortillas served with Pico de Gallo and Salsa Verde

7.00 EACH

### PLATED BREAKFAST

All of our items are served with warm freshly baked pastries, juice, and coffee service.

**Selection 1** Avocado & Peppadew Pepper Frittata served with breakfast potatoes and chicken and apple sausage

28.00

**Selection 2** Farm Fresh Scrambled Eggs, potato hash and pecan smoked bacon

25.00

**Selection 3** Hardwood Smoked Bacon Quiche with Jack Cheese with Yukon gold potatoes and turkey sausage links

25.00

**Selection 3** “Texas Style” French Toast with berry compote and maple syrup served with breakfast sausage

25.00

# ALL DAY BREAKS

*Fuel up with fresh fruit, satisfy your sweet tooth with delectable baked goods, or conquer your craving for something savory with fresh seasonal crudités. Customize your snack break selections to suit any time of day!*





## ALL DAY BREAKS

Savory, sweet, and everything in between--craft the perfect snack break with a completely customized menu built around the array of items below

### A LA CARTE

Assorted cookies by the dozen  
(Chocolate Chip, Snickerdoodle,  
Oatmeal Raisin, Chewy Chocolate and  
Chipotle, Tamarind Gingersnap, PBJ  
Thumbprints, Chocolate Chip with Pretzels  
and Butterscotch, Lime-Basil Shortbread)

**51.00 dz**

Brownies by the dozen **48.00 dz**

Breakfast Pastries by the dozen **54.00 dz**

Cupcakes (Mexican Vanilla and Blue Heron  
Farms Cajeta, Devil's Food and 8th Wonder  
Brewery Coffee Porter, Beet Red Velvet  
with Pure Luck Dairy Cheesecake Frosting,  
Agavales Tequila and Citrus) **48.00 dz**

Energy Bars **54.00 dz**

Bagged Chips **43.00 dz**

Granola bars **33.00 dz**

Whole fruit **40.00 dz**

Sliced fruit platter **8.00pp**

Potato Chips & Choice of dip  
**46.00 dz**

Choice of nuts **23.00**

Tortilla chips and salsa **50.00**

Individual Yogurts **4.00 each**

### GOURMET NACHO & SALSA BAR

Zesty beef chili, spicy queso sauce, crispy  
corn tortilla chips and our house salsa  
verde, pico de gallo and salsa rojo. Served  
with sour cream, jalapeños and Signature  
hot sauces

**8.50 PP**

### CREATE YOUR OWN ENERGY MIX

*An assortment of gourmet favorites allows  
your guests to customize a sweet or savory  
combination*

Dried papaya, Roasted peanuts

Dried pineapple, Dried cranberries

Yogurt raisins, Chocolate chunks

Roasted almonds, Banana chips, Granola

**9.00 PP**

### HUMMUS TRIO

Traditional, roasted bell pepper and  
Kalamata olive. Served with crispy carrot,  
celery, crackers and bagel chips **10.00 pp**

# MAKE YOUR OWN MARKET SALAD

*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.*



## MAKE YOUR OWN MARKET SALAD

Build your own salad and our action chef will toss it with your favorite house-made vinaigrette. All salads are served with old world sliced breads and crackers.

Chef Attendant required - 1 attendant per 50 guests

**31.00 PER GUEST**

*Extra toppings can be added for an additional cost. Served for a maximum of 100 guests.*

### GREENS

*choose two*

Mixed baby greens  
Baby Gem Lettuces  
Romaine Lettuce  
Iceberg  
Spinach  
Kale and Field Greens Blend

### PROTEINS

*choose two*

Grilled Chicken  
Mesquite Smoked Brisket  
Roast Turkey  
BBQ Smoked Pork  
Applewood bacon  
Cajun Rubbed Tofu  
Cilantro grilled shrimp

*+5.00 per guest for each additional choice*

### CHEESE

*choose two*

Blue Cheese  
Jack Cheese  
Cheddar Cheese  
Shaved Parmesan  
Feta Cheese

*+2.00 per guest for each additional choice*

### TOPPINGS

*choose four*

Shaved Carrots  
Cut Celery  
Kalamata Olive  
Grape tomato  
Hard Cooked Egg  
Broccoli Nibs florettes  
Cucumbers  
Pecans  
Garbanzo Beans  
Red Onions  
Avocado  
Sliced Mushrooms  
Black-eyed Peas

*+2.00 per guest for each additional choice*

### DRESSINGS

*choose two*

Balsamic vinaigrette  
Creamy Parmesan  
Raspberry Vinaigrette  
Avocado and Tequila-lime Vinaigrette  
Classic Ranch

*+2.00 per guest for each additional choice*



# CHEF'S BEST BOX LUNCHES

*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.*



## CHEF'S BEST BOX LUNCHES

Choose from a lineup of chef favorites to build creative lunches featuring mouthwatering gourmet sandwiches, crisp farm-fresh salads, crunchy sides and sweet treats.

29.00 PER BOX

### GOURMET SANDWICHES

*choose one*

Woodlands Turkey, Cranberry chutney, sweet onion jam

Grilled Chicken, braised spinach, roasted tomato and avocado aioli on ciabatta

Roast beef and Gruyere with Horseradish Cream on onion roll

Smoked Ham and Swiss with mustard butter on pretzel bun

Pesto Vegetable Salad, spinach & provolone

ZLT Flatbread with zucchini, sundried tomato pesto and pepperjack cheese

Fajita wrap with grilled pineapple and cumin marinated chicken, grilled peppers, onions, spicy aioli and chihuahua cheese on a sundried tomato wrap

### FARMER SALADS

*choose one*

Grilled Chicken Caesar

Vegetable Chop

Bistro Style

Deluxe Garden

### WHOLE FRUIT & CHIPS

*choose two*

Assorted Apples, Pears

Barbecue Chips

Vegetable Pasta Salad

House made kettle chips or a local brand

Mustard Potato Salad

GRB Snack Mix

### DESSERTS

*choose one*

Fudge Brownie

Chocolate Chip with Pretzels and Butterscotch

Fruit Cup

GRB Signature Granola Bar

### ADD A DRINK

ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite, Coke Zero  
*3.50 each (on consumption)*

BOTTLED WATER (10 OZ.)

Dasani  
*3.50 each (on consumption)*

Sweet Iced Tea or Lemonade  
*59.00 per gallon*



# PLATED MEALS

*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.*



## PLATED MEALS

Our freshly prepared entrees are hand-crafted and served with signature rolls, garlic butter chefs choice of seasonal vegetable. Round out your entree option with gourmet salads and desserts, coffee and iced tea

### ENTRÉES

#### Chicken

Lemon Rosemary chicken with garlic.  
AuGratin potato cake is the best! **32.00**

Parmesan-Crusted Chicken Breast with sea salt fingerling potatoes, Texas succotash and tomato basil chutney **37.00**

Chili-Spiced Roasted Breast of Chicken with acorn squash risotto cake and red wine-cranberry reduction **37.00**

Moroccan spiced chicken with orange, tomato, black currants and almonds with basmati rice **35.00**

#### Meat

Braised Short-rib, herb polenta, and natural cabernet reduction. **48.00**

Mesquite smoked brisket, crushed corn pudding, three cheese spinach soufflé **36.00**

Beef Tenderloin, pan roasted and served pomme puree with a green peppercorn, port reduction **50.00**

#### Pork

Double Cut Pork Chop grilled and served with sweet potato soufflé and a Zinfandel bing cherry sauce **44.00**

#### Seafood

Barbecue Glazed Salmon with Poblano potato hash, seasonal bistro vegetable **42.00**

Chili spiced grilled shrimp with grit cake **39.00**

#### Vegetable

Roasted Corn and Black Bean Tart -Fire roasted corn, red bell peppers, black beans, onions, avocados, and brown rice in a cilantro infused tart shell **35.00**

Southwestern Vegetable Lasagna Roll with Roasted Portobello mushrooms, poblano peppers, chayote squash, Spanish onions, charred corn, rolled in a sheet of pasta with ricotta and manchego cheese. **35.00**

### SALAD

Mixed Field Greens, cucumber, grape tomato, carrots and Avocado and tequila-lime vinaigrette **6.00**

Bibb and Frisee lettuces goat cheese, dried cranberries, candied pecans and maple vinaigrette **6.50**

Tomatoes, fresh mozzarella, olive oil, aged balsamic vinegar, fresh basil **9.00**

Romaine, lemon Caesar dressing, shaved parmesan, garlic croutons **6.50**

Southern Salad, baby greens, mixed berries, spiced pecans and goat cheese with white balsamic vinaigrette **7.00**

### DUET ENTRÉE

Grilled Petite Filet and Pan Seared Lemon Chicken with tomato-basil relish, Cabernet mashed potatoes and caramelized shallot jus **51.00**

Double Colorado Niman Ranch Lamb Chop and Gulf Shrimp with butternut squash and polenta **65.00**

Herb-Crusted Tenderloin of Beef and Maine Sea Scallops with scalloped Yukon Gold potatoes and red wine sauce **65.00**

Petite Filet Mignon and Seared Salmon with risotto cake and three-peppercorn sauce **53.00**

### CHILLED ENTRÉE

Dragon's Gate Asian Chicken Salad with char su chicken, hoisin noodles, sweet and sour vegetables, Asian slaw and wonton croutons **28.00**

Chophouse Bistro Steak Salad with hearty greens, char-fired bistro steaks, wood-roasted mushrooms, artichokes, grilled peppers and balsamic vinaigrette topped with tobacco onions **32.00**

Grilled Chicken Salad with grilled chicken, wrapped artisan greens, vegetable salad and classic mustard vinaigrette **30.00**

Antipasti Salad with romaine hearts wrapped in prosciutto, pesto chicken, fresh mozzarella, grilled olives, oven-dried tomatoes, balsamic reduction and lemon basil oil **31.00**

### DESSERTS

#### choose one

Plantains Misu with a proprietary twist on a classical favorite served with house-made vanilla wafers **6.00**

Double Chocolate Pecan Bread Pudding with barrel aged whiskey sauce **7.00**

Key Lime with toasted coconut and strawberry coulis **6.00**

Tiramisu with espresso, mascarpone and bittersweet chocolate **6.50**

Flourless Chocolate cake with raspberry sauce **6.50**

Pecan Pie **6.50**



# SMALL BITES & BREAKS



## SMALL BITES & BREAKS

*Our chef-driven fare brings the heart of the kitchen into your reception in inviting snackable portions. Guests can mingle over miniature restaurant plates packed with an array of savory charcuterie, rich cheeses, and bite-sized appetizers packed with big flavor.*

### HORS D'OEUVRES

#### Chicken

Pecan Chicken with peach chutney  
**8.00 each**

Chicken Cordon Blue **7.50 each**

Tandori Chix Satay with mango salsa  
**8.00 each**

Chicken Quesadilla with avocado crema  
**7.50 each**

#### Reds

Beef Wellington with horseradish cream  
**9.00 each**

Beef Satay with thai peanut sauce  
**9.00 each**

Ancho Chili Lamb Chop with jalapeno citrus salsa **9.50 each**

Texas Brisket slider **8.50 each**

#### Pork

Pulled Pork Biscuit **8.00 each**

Pork Potsticker with soy and sweet chili  
**7.50 each**

#### Seafood

Shrimp and Grits **8.50 each**

Crab Cake with lemon aioli **9.50 each**

Seared Sesame Tuna Wonton with seaweed salad and wasabi cream **8.50 each**

Smoked Salmon Cracker with crème fraîche, capers and red onion **8.50 each**

#### Vegetable

Vegetable Spring Roll with sweet soy  
**7.50 each**

Brien en croute with raspberry **7.50 each**

Tuscan Ratatouille Tart **7.50 each**

Wild Mushroom vol au vent **7.50 each**

### SMALL PLATES

Pan Roasted Sea Scallops with watermelon gazpacho and 25 year old balsamic  
**8.00 each**

Chicken N Waffle Slider with cayenne syrup and buttery waffles **7.00 each**

Mini Local Chorizo with Potato Salad in petite bun with kraut and mustard **6.50 each**

Braised Beef with aged cheddar mac and port wine tomato glaze **7.00 each**

BBQ Shrimp and Grits with buttered grist mill grits with dry rubbed gulf shrimp  
**7.00 each**

Texas Smoked Brisket Tacos with local chow chow, cilantro and Signature BBQ sauce  
**6.50 each**

### ARTISANAL CHARCUTERIE

Imported prosciutto, salami, mortadella and coppa served with pickled vegetables, sliced old world breads and flavored olive oil  
**17.00 pp**

### WILLY WONKA JUNK FOOD

Milk chocolate dipped potato chips, strawberries and marshmallows dark chocolate dipped pretzel rods, hickory bacon, orange peel, and bananas  
**14.00 pp**

### LOCAL CHEESE DISPLAY

Chef's selections of local cheeses and local honey, fresh berries, dried fruit garnish, breads and crackers  
**14.00 pp**

### GARDEN FRESH CRUDITÉ OF VEGETABLES

Chef's colorful selection of the freshest market vegetables. Served with buttermilk ranch dip, traditional hummus, fresh basil pesto, crackers and breadsticks

**8.00 PP**

### ARTISANAL BAVARIAN PRETZEL

*A George R. Brown Convention Center Signature Snack. Hand rolled in-house and served warm.*

Bacon, Jalapeno, Cheddar with cheese sauce  
Smoked ham and Gouda with apple mustard | Cinnamon Sugar with vanilla bean sauce  
Shiner Bock and Cheddar with horseradish dip | Italian Sausage with tomato aioli

**8.00 EACH**

# ANY TIME OF THE DAY

*Includes signature rolls, garlic butter, coffee and iced tea*



## TEX-MEX

Our Mexican themed Chef Table creates a lively festive atmosphere as chefs prepare fresh guacamole in an authentic molcajete alongside assorted salsas ranging from mild to zesty and toasty warm chips. Rich, savory entrees round out this exciting signature experience

**69.00 PP**

### ENTREES

*choose two, additional choice 10.00 pp*

*Pollo Adobado* Ancho-marinated chicken breast with slow cooked-cooked peppers and Chihuahua cheese

*Carnitas* Braised Pork with cilantro, white onion and grilled pineapple. Served with warm tortillas.

*Tinga de Res* Braised beef brisket with tomatillo-habanero salsa, cilantro slaw and pickled red onion

*Pollo con Platanos* Pan-roasted chicken marinated in orange-achiote sauce, topped with pico de gallo, queso fresco crema. Served with sweet plantains and pickled chipotle onion

*Arrachera* Guajillo chile and tequila marinated pork or chicken with chile rajas and Menonita cheese

### SIDE PLATTERS

*choose four, additional choice 6.00 pp*

Charro Beans

Fire Roasted Tomato Rice

Chili Fiesta Corn & Bell Pepper

Cumin Toasted Fingerling Potato

Field Greens with orange segments, jicama and honey chipotle dressing

Corn & Black Bean Salad with lime vinaigrette

Herbed Seasonal Bistro Vegetable

### DESSERT

*choose one, additional choice 6.00 pp*

Cinnamon Sugar Churros with chocolate dip

Tres Leches Cake

Tequila-Lime Cheesecake

Double Chocolate-Cayenne Bread Pudding



## TRADITIONAL SPAIN

Our Spanish chef table brings the culinary spirit of the region to life with action chefs preparing authentic dishes fresh for your guests. In addition, our signature paella is a show stopper with the freshest chorizo, seafood, and vegetables tucked into savory saffron rice, all piled into a four foot pan.

**47.00 PP**

### ENTREES

*choose two, additional choice 8.00 pp*

*Pollo Madrid* Roasted chicken with iberico ham and manchego broth

*Tortilla Espanola* Spanish egg baked with potato, green onion and olive oil

*Albondigos* Beef meatballs with fresh tomato sauce

*Paprika & Garlic rubbed boneless Pork Chops* Green olives and Sherry herb jus

*Chicken Pinchitos* Tender chunks of chicken with romesco sauce, slivered almonds and sweet hot peppers

*Chuletas de Cerdo a la Riojana* Pork loin cutlets with stewed pepper and onions with Rioja tomato wine sauce

*Beef Ropa Vieja* Tender shredded steak with roasted garlic tomato sauce

### DESSERT

*choose one, additional choice 5.00 pp*

Sopapilla Cheesecake

Polvorones with almond cookies

Velencia Orange Cupcakes

Arroz con Leche with cinnamon & raisins

### SIDE PLATTERS

*choose two, additional choice 6.00 pp*

*Paprika Potatoes* Red potatoes pan roasted

*Ensalada Mixta* Olives, tomato, cucumber, asparagus with Sherry vinaigrette

*Escalivada* Charred vegetables with artichokes

*Braised greens with Raisins and Pine Nuts*

*Patatas Gratinadas* Creamy potato casserole

*Zucchini Piquillo* Sautéed with onions and peppers

# ANY TIME OF THE DAY

## *continued*



### ITALIAN BISTRO

Explore the artisanal side of Italy with expertly curated charcuterie boards showcasing hand carved prosciutto and gourmet cured meats complemented by a bounty of complex cheeses and tangy pickled vegetables.

**49.00 PP**

#### ARTISAN MEATS

*choose three*

Genoa salami  
Soppressata  
Mortadella  
Capicola  
Roast Turkey  
Roast Beef Sirloin  
Smoked Ham

*add additional 7.00 pp*

#### ARTISAN CHEESE SERVED WITH HONEY, NUT, AND DRIED FRUIT GARNISHES

*choose three*

Aged Provolone  
Tommasville Tomme  
Maytag Blue  
Brie  
English Cheddar  
Smoked Gouda  
Herbed Goat Cheese

*add additional for 4.00 pp*

#### ROASTED OR PICKLED VEGETABLE

*choose three*

Kalamata Olives  
Sicilian Green Olives  
Roasted Asparagus  
Grilled Artichoke Hearts  
Roast Bell Peppers  
Cherry Tomato  
Roasted Cipollini Onions

*add additional for 3.00 pp*



## GOOD “OLE” SOUTHERN HOSPITALITY

Get a taste of the low country with our meltingly tender hickory and oak wood smoked meats served up hand carved and dressed in traditional, mustard and ancho-spiced sauces. No barbecue is complete without scrumptious sides, and we’ve put our own spin on the classics.

**49.00 PP**

### ENTREES

*Includes two*

12 hour Texas Brisket  
 Mesquite Smoked Pork  
 Chili Spiced Turkey Breast  
 Roasted Chicken  
 Beef Sausage  
 Chorizo Sausage  
*add additional choice 8.00 pp*

### DESSERT

*choose one*

Peach cobbler with fresh whipped cream  
 Texas wild berry shortcake  
 Sweet potato cheesecake  
 Double chocolate pecan bread pudding  
*add additional choice 5.00 pp*

### SIDE PLATTERS

*includes two*

Thyme Buttered Baby Fennel  
 Three Bean Stew  
 Charro Beans  
 Crushed Corn Pudding  
 Southern Salad with mixed berries, goat cheese, pecans and white balsamic vinaigrette  
 Sweet Potato Salad  
 Spaghetti Squash and Bell Pepper  
 Texas Succotash  
 Herbed Seasonal Bistro Vegetable  
*add additional choice 6.00pp*

# ANY TIME OF THE DAY

## *continued*



### THE STEAKHOUSE

Iceberg Wedge with grape tomatoes, red onions, crisp bacon and creamy bleu cheese dressing

Caesar Salad with Parmesan and garlic croutons with classic Caesar dressing

New York Strip Loin Cutlets with horseradish cream and mushroom jus

Roasted Lemon-Garlic Chicken with natural jus

Grilled Salmon with braised spinach and leek confit

Sautéed Green Beans with herbed tomatoes

Corn & Sage Mashed Potatoes with blistered corn and cheddar cheese

Red Wine-Braised Wild Mushrooms with Shallots

Peach Bread Pudding with warm caramel sauce

Mini Cheesecake Bites with an assortment of creamy cheesecakes

48.00 PP

### BLUE SMOKE

Vegetable Chopped Salad with honey-dijon dressing

Loaded Macaroni Salad with smoked Cheddar cheese, scallions and hard-cooked egg

Creamy Coleslaw

Mesquite Smoked Brisket with Signature barbecue sauce

BBQ Chicken with pulled smoked chicken with onion buns

Skillet Baked Beans

Texas Wildberry Cobbler with cinnamon whipped cream

36.00 PP



### GOURMET MARKET SALADS AND SANDWICHES

Woodlands Turkey Sandwich with shaved smoked turkey, Gouda cheese, Vidalia onion and peach chutney on a honey wheat roll

Pressed Shaved Ribeye with bell pepper, onions and provolone on crusty hoagie

Pesto Vegetable Melt on foccacia

Niçoise Salad with European-style greens with hardboiled egg, green beans, Kalamata olives, grape tomato, onion and red wine vinaigrette

Chinese Chicken Salad with crispy wontons and Asian vinaigrette

Harvest Grain Salad with grilled vegetables and maple-herb dressing

Kettle-Style Potato Chips

Assorted "Small Bites" Cheesecakes

Blueberry Peach Cobbler with cinnamon whipped cream

34.00 PP

### ALMOST SOUTH OF THE BORDER

Field Greens with tender cactus, roasted peppers, jicama, queso fresco and Avocado Tequila-lime dressing

Roasted Corn, Black bean and Poblano Salad  
Vegetable Tamales

Pork Carnitas with fresh corn tortillas

Adobe Spiced Chicken in natural Jus

Chewy Chocolate and Chipotle Cookies

38.00 PP



# RECEPTION STATIONS & ENTRANCEMENTS



## MEDITERRANEAN SALADS, SPREADS & FLATBREADS

*Mediterranean vegetarian antipasti  
with herb flatbreads and pita chips*

Spiced Israeli Chickpea Salad

Roasted Cauliflower Salad

Chargrilled Zucchini

Tabbouleh

Ranch Hummus

Grilled Flatbreads and Pita

Chimichurri

Butternut Squash Tahini

Caprese Relish

Greek Yogurt Molasses Dressing

Assorted Greek Olives

Flavored Olives Oils and Vinegars

18.00 PP

## RAMEN NOODLE BAR

*Chef attended Asian Noodle Bowl Concept served  
with choice of chicken, shrimp, or pork, natural  
broth, and crispy vegetables*

Ramen Chicken

Cilantro Shrimp

Asian Pork

Mole Broth, Shanghai Soy Pork Broth, and  
Thai Vegan Broth

Ramen Noodles

Snap Peas, Sliced Carrot, Shaved Celery, Thai  
Basil, Sliced Jalapenos, and Shitakes

Sweet Soy Sauce, Sriracha, Sweet Chili and  
Chili Garlic Sauces

Almond Cookie

24.00 PP

## ENHANCEMENTS TO A RECEPTION

### PORK STEAMSHIP CARVING TABLE

Roasted Pork Steamship  
Mac and Cheese Stuffed Potatoes  
Hickory Bacon  
Romesco  
Harissa  
Chermoula  
Pineapple, Jicama, and Cucumber Slaw

15.00 PP

### CARVED ITALIAN SAUSAGE

Grilled Italian Rope Sausage  
Sautéed Tri-color Peppers  
Grilled Onions  
Tomato-Basil Sauce  
Giardiniera  
Mini Torpedo Rolls

13.00 PP

### CARVED SMOKED RIB-EYE

Texas Barbeque Sauce  
Carolina Gold BBQ  
Port Wine Tomato Glaze  
Mini Baguettes

17.00 PP

### CARVED SALMON TEPPANYAKI

Green Cabbage Salad  
Honey Soy Glaze  
Sweet Soy Vinaigrette  
Wonton Chips  
Edamame Guacamole  
Sweet Chili Glaze

16.00 PP

# 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! Whether you're in the mood for plated options or chef's table service, we combine picture perfect presentation with dreamy desserts like fondue, sundaes and more.*



## 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.

### DONUT SUNDAE BAR

Chocolate and Vanilla Donuts  
 Vanilla Bean Ice Cream  
 Strawberry, Chocolate, and Carmel Sauce  
 Seasonal Berries  
 Sprinkles, Cookie Crumbs, Crushed Peanuts  
 Red Cherries and Whipped Cream  
*11.00 pp*

### THE SWEET TABLE

Chefs selection of Assorted Mini Cookies,  
 Panna Cottas, Chocolate Chunk Brownies  
 and Chocolate Dipped Goodies  
*10.00 pp*

### COOKIES, BROWNIES, AND MILK

Warm Chocolate Chip and  
 Snickerdoodle Cookies  
 Chocolate Brownies and Ice Cold Milk  
*9.00 pp*

### TEXAS SWEET TREATS

Individual Flan, Triple Chocolate  
 Chipotle Bread Pudding, Churros and  
 Chocolate Pecan Cookies  
*10.00 pp*

### PLATANOS FOSTER

Ripened Sweet Plantains sauteed with  
 butter, cinnamon and brown sugar then  
 flambéed with Anjeo tequila and served  
 with vanilla bean ice cream  
*10.00 pp + 150.00 per action attendant*



# BAR SELECTIONS

*Catch up with your guests over an expertly crafted cocktail mixed to perfection by our bar staff. In addition to premium liquor, amp up your bar package with wine, premium and domestic beers.*





## BAR SELECTIONS

Select your preferred bar package based on our offerings below. Beverages are billed on consumption unless otherwise noted. All bar packages require a bartender, which are 225.00 per 4 hours (+30.00 for every additional hour)

### HOSTED PREMIUM BAR

#### COCKTAILS

Featuring Svedka, Bombay, Bacardi Superior, Agavales Blanco, Jameson, Jim Beam, Dewars  
*7.00 per drink*

#### WINE BY THE GLASS

Foot Print Chardonnay  
*7.00 per glass*

Foot Print Sauvignon Blanc  
*7.00 per glass*

Foot Print Cabernet Sauvignon  
*7.00 per glass*

**PREMIUM BEER** 7.00 each

**DOMESTIC BEER** 6.00 each

### HOSTED DELUXE BAR

#### COCKTAILS

Featuring Tito's Vodka, Bombay Sapphire, Bacardi Superior, Agavales Reposado, Jameson, Maker's Mark, Dewar's 12, Crown Royal Rye  
*8.00 per drink*

#### WINE BY THE GLASS

Foot Print Chardonnay  
*7.00 per glass*

Foot Print Sauvignon Blanc  
*7.00 per glass*

Foot Print Cabernet Sauvignon  
*7.00 per glass*

**PREMIUM BEER** 7.00 each

**DOMESTIC BEER** 6.00 each

# NON-ALCOHOLIC REFRESHMENTS

*We offer a bevy of non-alcoholic beverages to quench thirsts with a culinary twist. Bright, refreshing fruit waters showcase unexpectedly delicious flavor combinations like Strawberry Jalapeno and Minted Watermelon.*



## NON-ALCOHOLIC REFRESHMENTS

Customize your event with the right beverage services  
based on your group from the options below.

### FRUIT INFUSED WATERS

Strawberry Jalapeno

Cucumber Lemon

Minted Watermelon

*60.00 gallon*

### COFFEE AND TEA

Houston's own Coffee Brewer's JAVA PURA  
Coffee

*65.00 per gallon, per selection*

### MEXICAN HOT CHOCOLATE

Hot Chocolate infused with cinnamon  
and Mexican Vanilla and topped with fresh  
whipped cream

*59.00 per gallon*

### ASSORTED SOFT DRINKS (12 OZ.)

Coke, Diet Coke, Sprite, Coke Zero  
*3.50 each (on consumption)*

### BOTTLED WATER (12 OZ.)

Dasani *3.50 each (on consumption)*

### MINUTE MAID ASSORTED JUICES (10 OZ.)

Apple, Orange and Mixed Berry

*42.00 per mixed case (12 per case)*

### SPARKLING WATER (12 OZ.)

Perrier *96.00 per case (24 per case)*

### SPARKLING WATER (1 LITER)

Acqua Panna *120.00 per case (12 per case)*

### ENERGY DRINKS

Powerade or Red Bull

*150.00 per case, per selection (24 per case)*

### SWEET ICED TEA

*59.00 per gallon*

### LEMONADE

*59.00 per gallon*

### WATER COOLER RENTAL

*100.00 per day*

### 5 GALLON WATER JUG

*45.00 each*





## **Exhibitor Services**

### **Booth Cleaning Services**

All rates based on gross booth area  
100 square foot minimum  
8.25% tax applied at checkout

**Vacuuming Booth**

38¢ per square foot

**Shampooing Booth Carpet**

50¢ square foot

**Mopping Booth**

45¢ square foot

**Porter Service**

Booths up to 1,000 square feet @ \$40/day

Over 1,000 square feet @ \$60/day

Continuous porter service during show hours  
@\$18/ hour in addition to regular porter service.

To place an order for booth cleaning,  
please visit:

**[www.GRBBoothCleaning.com](http://www.GRBBoothCleaning.com)**

If you have any questions,  
please contact:

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