



# EXHIBITOR KIT TM 1ST FLOOR

The Temps at Total Home & Gift Market  
January 8-12, 2020

# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

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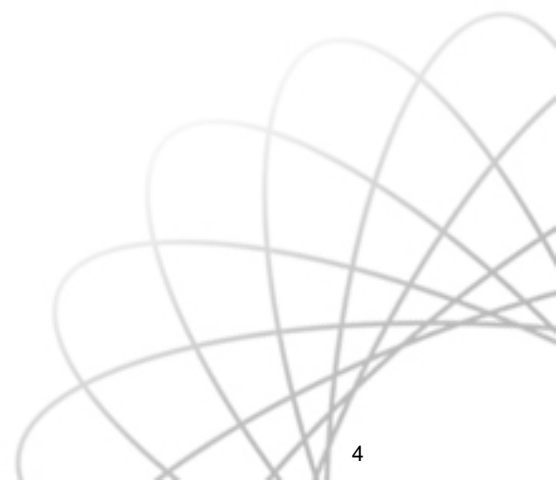
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# The Temps At Total Home & Gift Market Exhibitor Information - Trade Mart



# THE TEMPS | MARKET OVERVIEW

## AT TOTAL HOME & GIFT MARKET | TRADE MART

Dear Exhibitor,

Congratulations on your decision to exhibit at The Temps at Total Home & Gift Market January 2020! Our team is ready to help you prepare to exhibit, so please pay close attention to this package of information.

Your EXHIBITOR KIT is enclosed - it includes market information and important forms. Please review the information carefully, paying particular attention to deadline dates and forms to return.

We have a great team of experts in each department who can help you plan a successful show. If you need anything before or during the show contact our Leasing or Operations team by calling 214.744.7444 and selecting the option that best applies to your company.

We encourage you to consider every marketing opportunity to maximize your return on investment. Please visit our website [www.dallasmarketcenter.com](http://www.dallasmarketcenter.com) to explore available marketing opportunities under the “Exhibitors” tab.

Secure your accommodations as soon as possible. Special rates have been negotiated with several hotels – simply call 214.744.7444 or book through our website by selecting the “Market Travel” tab.

Thanks again for being a part of The Temps at Total Home & Gift Market January 2020. We’re ready to help you do business in Dallas!

Regards,  
The Dallas Market Center Leasing Team

# THE TEMPS

AT TOTAL HOME & GIFT MARKET

## MARKET OVERVIEW TRADE MART

### SHOW HOURS:

Wednesday	January 8	8:30AM - 6:00PM
Thursday	January 9	8:30AM - 7:00PM
Friday	January 10	8:30AM - 6:00PM
Saturday	January 11	8:30AM - 6:00PM
Sunday	January 12	8:30AM - 6:00PM

### MOVE-IN HOURS:

Sunday - Tuesday	January 5 - 7	8:00AM - 6:00PM (TM Dock)
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Details: Carriers/Freight checking in/arriving after 2:00 PM on Friday, January 3 will be charged Direct Material Handling rates. When moving-in please check in at the World Trade Center, Dock 2.

### MOVE-OUT HOURS:

Sunday	January 12	6:00PM - MIDNIGHT (TM Dock)
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Details:

- Dismantling begins at 6:00PM, please plan travel accordingly.
- Buyers are not allowed on floor after show closes.
- Pallet jacks strictly prohibited.
- Vehicles cannot be left unattended at the dock or loading zone during move-out.
- NO VEHICLES will be allowed to park in the dock area or loading zone after 7:00PM on Saturday, January 11. All vehicles left in the area will be towed.
- Outbound Bills of Lading may be picked up at GES service desk after all GES charges have been satisfied.
- For shipping out, exhibitors may utilize UPS or FedEx- all located on the first floor of the WTC (Closed weekends).

### INBOUND SHIPPING: THE UNITED STATES POSTAL SERVICE DOES NOT DELIVER FREIGHT TO THE DALLAS MARKET CENTER DOCK

Exhibitor Name & Booth Number  
THE TEMPS - TM 1  
C/O GES  
World Trade Center, Dock 2  
2050 N. Stemmons Frwy.  
Dallas, TX 75207

Note: GES is the only transportation company affiliated with DMC. If you receive an email from a company other than GES offering discounted shipping rates, it may not be legitimate.

### IMPORTANT DEADLINES:

November 4, 2019	The Spark Magazine Ad Space Deadline <a href="http://www.dallasmarketcenter.com/leasing/marketing/opportunities">www.dallasmarketcenter.com/leasing/marketing/opportunities</a>
November 18, 2019	Show Special/Appearance Listings Due Directory Advertising Space/Materials Deadline <a href="http://www.dallasmarketcenter.com/leasing/marketing/opportunities">www.dallasmarketcenter.com/leasing/marketing/opportunities</a> Overall Directory - Free Listing Deadline *Login online to complete - see your e-mail from <a href="mailto:exhibitorhelp@dallasmarketcenter.com">exhibitorhelp@dallasmarketcenter.com</a> to get started
November 23, 2019	Final Booth Payment Due
December 16, 2019	New Product Gallery Space Reservation
December 20, 2019	Exhibitor Appointed Contractor (EAC) Application Due
December 20, 2019	Phone/Internet Orders Due - GDT: <a href="mailto:teamdmc@gdt.com">teamdmc@gdt.com</a>   214.857.6958 Show Site Contact Form Due (DMC) Exhibitor Badge Form Due (DMC) Gateway Badge Scanner Order Form Due- <a href="http://www.gatewayevents.com/DMC/">www.gatewayevents.com/DMC/</a> Complimentary Table & Chair Order Form Due (GES) - <b>TURN IN UNLESS ALREADY SENT WITH LEASE</b> Upgraded Booth Package Order Form (GES) Electrical & Additional Furniture Forms Due (GES) - <b>NOTE: ELECTRICITY IS NOT INCLUDED IN BOOTH PACKAGE</b> Booth Layout Form Due (GES)
December 20 - January 3, 2020	Free Drayage for Advance Shipping to Warehouse- FOR WTC/TM EXHIBITORS ONLY
December 27, 2019	New Product Gallery Materials Due during Move-In
January 2, 2020	Displays Form Due <a href="http://www.dallasmarketcenter.com/leasing/marketing/opportunities">www.dallasmarketcenter.com/leasing/marketing/opportunities</a>
Ongoing	DIGITAL & DIRECT MAIL promotional postcard downloads- See confirmation e-mail for details.
Ongoing	Buyer List Order Form <a href="http://www.dallasmarketcenter.com/leasing/marketing/opportunities">www.dallasmarketcenter.com/leasing/marketing/opportunities</a>

# THE TEMPS | MARKET OVERVIEW

## AT TOTAL HOME & GIFT MARKET | TRADE MART

### KEY CONTACTS:

Booth Payment & Accounting Info	Cheetah Wiebusch	214.655.6182	<a href="mailto:cwiebusch@dallasmarketcenter.com">cwiebusch@dallasmarketcenter.com</a>
Directory & General Info	Nicole Marszalek	214.655.6139	<a href="mailto:nmarszalek@dallasmarketcenter.com">nmarszalek@dallasmarketcenter.com</a>
Marketing	Helen Smith	214.655.6230	<a href="mailto:hsmith@dallasmarketcenter.com">hsmith@dallasmarketcenter.com</a>
Exhibitor Kits	Nicole Marszalek	214.655.6139	<a href="mailto:nmarszalek@dallasmarketcenter.com">nmarszalek@dallasmarketcenter.com</a>
Operations/Freight Management	Ruthie Tezeno	214.655.6110	<a href="mailto:rtezeno@dallasmarketcenter.com">rtezeno@dallasmarketcenter.com</a>
Promotional Displays	Marquisha Berry	214.746.3651	<a href="mailto:mberry@dallasmarketcenter.com">mberry@dallasmarketcenter.com</a>
Show Decorator	GES (Global Experience Specialists)	855.384.3965	<a href="mailto:ges_dmcevents@ges.com">ges_dmcevents@ges.com</a>

### ADDITIONAL INFORMATION:

Privately Owned Vehicle (POV): For a fee, GES personnel will unload your vehicle and deliver everything to your booth while you park and receive your badges. The fee is based on the size of your vehicle and includes reloading your booth contents after the show. For GES round-trip rates please see the Material Handling Order Form in the GES section of the exhibitor kit.
Self-Unloading: No assistance or carts needed - You may unload and deliver your contents at no charge at the specified dock. Please bring your own cart or anything you may need to accomplish this. (PALLET JACKS PROHIBITED)
Exhibitors may use any freight carrier to ship. GES logistics, UPS and FedEx are all located on site. Note: UPS & FedEx are closed on weekends, please plan accordingly.
For information on DMC Marketing Opportunities visit <a href="http://www.dallasmarketcenter.com/leasing/marketing/opportunities">www.dallasmarketcenter.com/leasing/marketing/opportunities</a>
Dallas Market Center and Gateway Events bring you state of the art badge scanning technology for lead retrieval capability. Call 866.891.1438 or visit <a href="http://gatewayevents.com/DMC/">http://gatewayevents.com/DMC/</a> for information.
Hotel Reservations: Call 214.744.7444 or visit <a href="http://www.dallasmarketcenter.com/hotelandtravel/">www.dallasmarketcenter.com/hotelandtravel/</a>

### BOOTH PACKAGES: PER EVERY 9 SQ. METERS

Luxe Gift (TM I)	Booth carpet 8' GEM walls <i>*Note: All booth equipment MUST be pre-ordered via Comp. Table &amp; Chair Form submitted with lease agreement.</i> <i>*42" Round tulip table (if pre ordered)</i> <i>*(2) Chairs (if pre-ordered)</i> (3) Lights- <i>any additional electricity must be ordered from GES</i> Wastebasket ID Sign <i>*Comp Table &amp; Chair Form was included with lease agreement and is also included in this kit.</i>
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# THE TEMPS

AT TOTAL HOME & GIFT MARKET

EXHIBITOR BADGE FORM  
TRADE MART

DEADLINE: DECEMBER 20, 2019

List the complete first and last names of all members of your firm who will be attending the show and will require a badge. The completed form may be emailed to [wtcregistration@dallasmarketcenter.com](mailto:wtcregistration@dallasmarketcenter.com) / faxed to 214.879.8333 or presented to the registration desk. Exhibitor badges must be worn at all times.

NOTE: DMC does not mail advance badges. Exhibitors must pick up onsite.

PLEASE TYPE OR PRINT CLEARLY

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

Badge Type: EXHIBITOR

Show Name: The Temps at THG Market Dates: January 2020

Booth/Room Number: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

RETURN THIS FORM TO:  
The Temps at Total Home & Gift Market  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207  
e) [wtcregistration@dallasmarketcenter.com](mailto:wtcregistration@dallasmarketcenter.com)  
f) 214.879.8333



# THE TEMPS

AT TOTAL HOME & GIFT MARKET

SHOW SITE CONTACT FORM  
TRADE MART

DEADLINE: DECEMBER 20, 2019

Please provide the names and contact information of the primary individual who will be staffing your booth on-site. This information will allow us to contact your representative after show hours in the event of an emergency. This information will be kept confidential.

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

On-Site Contact Person: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

Home Number (If Local): \_\_\_\_\_

Hotel Name: \_\_\_\_\_

Hotel Telephone Number: \_\_\_\_\_

## RETURN THIS FORM TO:

The Temps at Total Home & Gift Market  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207  
e) [tempforms@dallasmarketcenter.com](mailto:tempforms@dallasmarketcenter.com)  
f) 214.760.2855

# THE TEMPS

AT TOTAL HOME & GIFT MARKET

## INSTALLATION & DISMANTLE LABOR

Any exhibitor may utilize all or a combination of any of the following three sources for display or installation and dismantling; however, only authorized personnel will be granted access to the exhibition area. To request authorization, all exhibitors using an Exhibitor Appointed Contractor (EAC) must submit an application to Show Management by **FRIDAY, DECEMBER 20, 2019** (Form #F-1). This is in addition to the form required by Global Experience Specialists

### Exhibiting Company Personnel

Full-time employees of exhibiting companies may erect and dismantle their own displays. They must carry company ID and obtain a The Temps at Total Home & Gift Market badge or work permit. Exhibitor personnel who have appropriate badges will be allowed to work in the exhibition areas during move-in, show days, and move-out of The Temps at Total Home & Gift Market.

### GES Installation/Dismantle Labor

The Temps at Total Home & Gift Market, Show Management has appointed Global Experience Specialists (GES) as the official labor contractor. Exhibitors are urged to assess labor requirements before move-in so that GES may ensure a sufficient number of qualified craftsmen necessary to install and dismantle the Exhibition are available. If you need labor assistance, use the Installation & Dismantle Order Form provided in the GES Information section.

### Exhibitor Appointed Contractor (EAC)

An EAC is any company or individual, other than the designated “official” or “exclusive” contractors listed previously, that provide a service (display installation and tear down, advertising agencies, models, florists, photographers, computer firms, audio visual, etc.) and need access to your exhibit any time during installation, dismantling or show dates. You, the exhibiting company, are responsible for advising Show Management of the names, addresses, and contact persons for these EACs by submitting an EAC Application included in the Exhibitor Services Manual no later than **FRIDAY, DECEMBER 20, 2019**. EACs must meet Dallas Market Center’s insurance requirements. For these requirements, please contact Cindi Stephenson at [cstephenson@dallasmarketcenter.com](mailto:cstephenson@dallasmarketcenter.com) or at 214-655-7669.

- DEADLINE FOR EAC’S TO PROVIDE APPROPRIATE INSURANCE INFORMATION IS: **FRIDAY, DECEMBER 20, 2019**. Exhibitors must provide the name of the on-site supervisor by this date in order for the contractor to operate on the show floor. All other personnel must wear a work pass provided by Show Management, to be distributed and returned by the on-site Supervisor.
- EACs must pay a \$350.00 non-refundable “Performance Payment” to Dallas Market Center.

Failure to meet the above steps will jeopardize the EAC’s ability to obtain work authorization from Show Management. The exhibiting company is responsible for the actions of its appointed non-official contractor(s) and for any violations or damages that may occur.

Please complete and return the EAC Application with a check (payable to Dallas Market Center) and the insurance certificate by **FRIDAY, DECEMBER 20, 2019**.

NOTE: THIS IS IN ADDITION TO THE FORM REQUIRED BY GLOBAL EXPERIENCE SPECIALISTS



SEE GES OFFICIAL SERVICE PROVIDER INFORMATION FOR FURTHER RULES AND REGULATIONS ON THIS TOPIC.

### Listed in Alpha Order

The following regulations are part of the Exhibitor Lease Agreement and the provisions of both will be in effect. All matters and questions not covered by these regulations are subject to the discretion of Show Management and may be amended at any time to accommodate the best interest of the show.

#### Additional Hours

Show Management must approve all requests for early or late entry on the show floor other than the designated published hours of operation.

#### Booth Food and Beverage

In house food service at DMC is with Levy Restaurants. All on site food service and catering must be with Levy. For further info contact Devin Horan at (214) 749-5493 or [dhoran@levyrestaurants.com](mailto:dhoran@levyrestaurants.com)

#### Booth Heights

Booths are not to exceed eight (8) feet in height in the World Trade Center or Market Hall unless special permission is granted in advance by Show Management.

#### Booth Listings

While every effort will be made to ensure accurate booth listings, show management cannot be held responsible for inaccurate exhibitor listings and/or other errors/omissions made in the Dallas Market Center's Market Guide, The Source, website, App, or exhibitor listings. Compensation will not be granted in the event of inaccurate listing. To confirm your listing information please visit your online directory profile.

#### Electrical

Electricity is not included in your booth package. If you need to use electrical outlets in your booth please order through GES. Exhibitors will be billed by GES for using any outlets that are placed in the booth whether an order has been placed for them or not.

#### Exhibitor Conduct

- All exhibits MUST be contained within the exhibitor's contracted area. If your booth intrudes into another exhibitor's space or anywhere outside the confines of your assigned booth space, you are in default of your lease agreement and will be required to make immediate changes.
- Exhibitors are not allowed to enter the exhibit space of another exhibitor without permission and at no time may anyone enter an exhibit space that is not staffed.
- Exhibitors are prohibited from taking photographs, filming or taping the exhibit or product of another exhibitor. Violators will be required to immediately relinquish the film, tape or cell phone to show management.

#### Exclusive Contractors

Official Contractors have been appointed to ensure smooth installation, dismantling and operations during the exhibition. Although full-time employees of exhibitors and exhibitor-appointed contractors may be authorized to gain access to exhibit areas, exhibitors are urged to obtain required services and labor from the Official Contractors:

- Decorator / Freight – Global Experience Specialists, Inc. (GES)
- Electrical Service – Global Experience Specialists, Inc. (GES)
- Audiovisual – Audio Visual Headquarters
- Catering – Levy

#### Equipment Rentals

Hang bars, shelving, and any other additional booth equipment can be ordered directly through our contracted show decorator, GES. Mannequins, apparel racks or any other specialty display equipment can be rented through American Showroom Concepts (214.631.1737) or Habitat Decorating (214.879.8144).

#### Fire Regulations

Exhibitors must comply with all governmental mandated fire rules and regulations (listed in the General Building Policies below). Use of open flame in exhibit space requires application and prior approval. Call for information.

# THE TEMPS

AT TOTAL HOME & GIFT MARKET

## EXHIBITOR INFORMATION, REGULATIONS, POLICIES & PROCEDURES

### First Aid/ Emergencies

In an extreme emergency, call 911 first and then call 214-655-6166. General first aid may be obtained from Protective Services located on the first floor of the World Trade Center, Suite 113.

### Freight/ Drayage

GES is the official designated freight handling company for the World Trade Center, Trade Mart and Market Hall. GES will have full control over freight movement, freight docks and elevators. See shipping information and/or GES Information Packet for complete instructions.

- Ship early to avoid problems and potential delays that will cost you money. Shipments must be sent with freight charges PREPAID. Collect shipments cannot be accepted. Loose, not boxed or improperly packaged materials will not be accepted.

### Insurance

The Dallas Market Center does not provide insurance to cover exhibitor activities at the Dallas Market Center and their contractors assume no liability or responsibility for loss by any exhibitor by theft, fire, breakage or any other reason.

- Exhibiting companies should have insurance policies covering various activities outside the home location. Insurance should be acquired covering the transportation of the booth display, the booth display materials and/or equipment from the home base to and from the Exposition. Coverage can be obtained by contacting Rainprotection at 800-528-7975 or [sales@rainprotection.net](mailto:sales@rainprotection.net).

### Internet/Phone/Fax Services

These services are provided in the building by GDT. For more information and ordering please contact [teamdmc@gdt.com](mailto:teamdmc@gdt.com).

### Late Installation

If installation of any crated exhibit has not started by 4:00 PM on the last day of move-in and no arrangements for set-up have been made, then Show Management may erect the exhibit and the Exhibitor will be billed and must agree to pay for all charges incurred. Show Management shall not be liable for damages that may occur during this exhibit set-up. In the event Show Management arranges to erect exhibit, payment of services must be paid in full before freight can be removed from the show.

### Music, Audio-Demonstrations, Noise

If your product(s) and/or product demonstration produces sound that may be disruptive to neighboring exhibitors, we ask that you be mindful of volume at all times. Should Show Management receive complaint(s) regarding the noise level coming from your booth, you will be required to lower the volume and possibly eliminate the activity all together.

### Music in Booths

The performance or use of live or mechanically-produced music that is under copyright of another organization, such as the American Society of Composers, Authors and Publishers, (collectively "Organizations") is strictly prohibited, unless you can provide us written evidence either (a) that any required licensing fees have been previously paid to the appropriate Organizations to cover the period of the Show; (b) that you have express permission from the copyright owner to perform the music at the Show; or (c) that you, in fact, are the owner of the copyright. This may be accomplished by providing us with a copy of an agreement with the appropriate Organizations with respect to such licensing fees, a copy of an agreement with the copyright owner granting you permission to perform such music, or written representation that you are the copyright owner of the music to be used. You should note that express permission from the copyright owner relating to reproduction and/or distribution rights, does not include performance rights; hence the copyright authorization that you provide us must specifically reference performance rights. Moreover, U.S. copyright laws contain no exemption allowing you to perform such music at a trade show for purposes of promoting sales of that music. Exhibitor must provide the above-mentioned requested evidence prior to the Show.

### Parking

During markets, exhibitors are encouraged to park in lots near 2300 Stemmons in an effort to leave spaces closer to the World Trade Center and Trade Mart for retailers. For your convenience, the west end of Parking Lot C is designated as the lot to be used by motor homes and other large vehicles while parked on the Dallas Market Center property. Vehicles that are not in compliance are subject to be towed at the owner's expense. Should you have any questions, you may call the Protective Services department at 214-655-6166, or go by their office, Suite 113 of the World Trade Center. DMC shuttles and trams will transport exhibitors and staff between campus buildings on a continual basis at no charge.

# THE TEMPS

## AT TOTAL HOME & GIFT MARKET

## EXHIBITOR INFORMATION, REGULATIONS, POLICIES & PROCEDURES

### Product Display

No Exhibitor shall display any product which infringes upon the registered trademark, copyright or patent of another company as has been determined by a court of competent jurisdiction.

### Registration

All exhibitors must have badges to gain access to the Dallas Market Center. All completed Badge Forms (See attached Form) must be brought to an Exhibitor Registration counter located in the World Trade Center, Trade Mart, The Interior Home + Design Center, or Market Hall. Badges must be worn at all times, including set-up and move-out. Exhibitor personnel are allowed to enter the Show Floor at 7:30am each exhibit day. Any exhibitor requiring earlier entry must obtain written permission from Show Management.

**EXHIBITORS ARE PROHIBITED FROM BRINGING IN ANY PERSONNEL FROM THE STREET FOR BOOTH SET-UP AND DISMANTLING PURPOSES.**

### Retail Sales

Retail sales for delivery at the Show are strictly prohibited. Show staff will not allow removal of any merchandise by anyone except an exhibitor. Please do not embarrass your customer as they will be stopped by Security before they leave the show floor.

### Security

Uniformed security will be on duty from the beginning of move-in through the completion of move-out; however, Show Management cannot accept responsibility for loss or damage. Exhibitors should make arrangements for their own insurance for coverage of their exhibits and exhibit materials.

- Protective Services' office is located at WTC, Suite 113. To report an emergency, please call 214-655-6166.

### Selling Policy

Exhibitors are not permitted to sell merchandise, exhibit material, displays or any other material, service or product for delivery at The Temps at Total Home & Gift Market. Orders may be taken for future delivery only (except Cash & Carry/ Artisan Cash & Carry/Vintage & Home Decor).

If you plan to sell your exhibit, merchandise or material from your booth, please make arrangements for delivery outside the Trade Mart after the closing of your specific show. Show Management will not permit removal of any item by anyone other than the exhibitor.

### Signage

All signage must be professionally prepared. Handwritten or non-professional signs are not allowed on the show floor and will be removed at the discretion of Show Management.

### Space Abandonment

In the event any space is not claimed and occupied prior to 4:00 PM on the last day of move-in, it may be resold or reassigned by Show Management without obligation on the part of Show Management for any refund whatsoever. Any early move-out before the conclusion of the show or any exhibits not being staffed during all scheduled Market hours will be subject to a fine in the amount of \$300 per day. Participation in future markets will be prohibited until this fine has been paid. Additionally, booth locations could be in jeopardy by an exhibitor's failure to adhere to the outlined requirements.

### Subletting Space

No Exhibitor shall assign, sublet, apportion the whole or any part of the space allotted to him, or have representatives, products, equipment, signs or printed materials from other than its own firm in the said exhibit space without the prior written consent of Show Management.

### Temporary Help

Exhibitors requiring assistance at market may post job positions via their online listing or contact A+ Student Staffing at 214.357.9500.

Events or circumstances not covered in the EXHIBITOR INFORMATION & GENERAL POLICIES may be subject to the consideration and stipulations, as deemed appropriate, of Dallas Market Center Show Management.

# THE TEMPS

AT TOTAL HOME & GIFT MARKET

## EXHIBITOR INFORMATION, REGULATIONS, POLICIES & PROCEDURES

PLEASE NOTE: BOOTHS ARE NOT TO EXCEED EIGHT (8) FEET IN HEIGHT.

1. Decorations, signs, posters, etc., may not be taped, nailed, tacked or otherwise fastened to ceilings painted surfaces, columns, marble or fabric and decorative walls.
2. Helium balloons are not allowed inside the building(s) and may not be distributed inside the building(s). Helium balloons must be approved by show management for permanent attachment as an intrinsic part of authorized displays.
3. Adhesive backed decals and stickers may not be distributed inside the facility or on the DMC campus.
4. Animals and pets are not permitted (with exception of those assisting the handicap) in the building.
5. Carrying a firearm on the premises of the Dallas Market Center is **STRICTLY PROHIBITED**.
6. All workers, managers and staff are prohibited from the use or possession of alcohol or drugs, guns or other weapons, abusive language or sexual harassment.
7. Dallas Market Center permanent graphics, signs or displays may not be visibly blocked in any manner, covered with temporary signs or repositioned.
8. Permanent planters and furniture in public areas may not be removed or repositioned.
9. Escalators and passenger elevators are for the use by the general public and may not be blocked and are not to be used to transport equipment or freight.
10. Signs and banners may be attached by the general service contractor to the building inside and in some places outside. Prior to hanging, the signs must be approved by Dallas Market Center. No drilling of the structure is allowed without specific approval from Show Management. Any means of attachment must be nondestructive to the structure.
11. Dallas Market Center office telephones are reserved exclusively for DMC business. Dallas Market Center numbers may not be published as an official show or convention number.
12. The Dallas Market Center has an official in-house caterer for all food and beverage services within the Dallas Market Center. All arrangements for the serving of food and/or beverages must be made through the in-house caterer. For further information contact Devin Horan at (214) 749-5493 or [dhoran@levyrestaurants.com](mailto:dhoran@levyrestaurants.com).
13. Smoking is not permitted on the temporary show floors or in any part of the building.
14. The Dallas Market Center does not provide furniture and equipment for exhibit booth use. All arrangements for exhibit booth and lounge furniture should be made through GES.
15. Lit candles, open flames, propane or other bottled gas are not allowed in DMC buildings except those approved by the Fire Marshal of Dallas Fire Department.
16. No parking is allowed in fire lanes, loading areas or any other location posted "NO PARKING". This policy is strictly enforced. Unauthorized vehicles will be removed at owner's expense.
17. **NO PARKING IS ALLOWED ON THE DOCKS.** Vehicles allowed on the dock are to load or unload only and exit the dock areas promptly. Unauthorized vehicles will be towed at owner's expense.
18. All items to be suspended from exhibit hall ceilings, including signs, displays, light and sound equipment, etc., must be approved in advance by Show Management.
19. Rigging of cable and other hanging devices on or near ceiling electrical buss ducts and conduits is strictly prohibited.
20. Any approved ceiling equipment, material and rigging must be removed immediately upon close of the show.
21. Utility panels and switchgear, hose cabinets and stand pipes located in exhibit hall columns and around perimeter walls must remain accessible at all times.
22. Clear access is to be maintained to exhibit hall concession stands and restrooms.

### Hazardous Work Areas

1. During move-in and move-out, exhibit halls and loading dock areas are considered **HAZARDOUS WORK AREAS**. As such, the following guidelines will be strictly enforced.
  - No horseplay, practical jokes, etc.
  - Use or possession of illegal or controlled substances of any kind is prohibited. Violators will be prosecuted.
  - No gasoline, kerosene, diesel fuel or other flammable liquids may be stored, permanently or temporarily, in hazardous work areas.
  - Exit doors may not be blocked with freight, equipment, display materials, etc.
2. In general, any and all unsafe conditions or activities are to be corrected promptly. Safety is of primary concern in designated hazardous work areas.

PLEASE REPORT ANY VIOLATIONS OF THE ABOVE TO SHOW MANAGEMENT IMMEDIATELY.  
EXHIBITORS ARE SUBJECT TO EXPULSION FROM THE SHOW FOR ANY VIOLATIONS.

- F-I .....

Exhibitor Appointed  
Contractor Application



# THE TEMPS

AT TOTAL HOME & GIFT MARKET

EXHIBITOR APPOINTED  
CONTRACTOR APPLICATION

DEADLINE: DECEMBER 20, 2019

This application must be completed and returned to Show Management if you are using a contractor for installation and dismantling who is not the official contractor for The Temps at Total Home & Gift Market. In addition, the EAC must pay a \$350.00 non-refundable performance fee to Dallas Market Center.

We propose to use the EAC named below in connection with our exhibit at The Temps at Total Home & Gift Market. We understand and agree that they will abide by all policies rules and regulations including those outlined in the Exhibitor Appointed Contractor Instructions and the Show Rules and Regulations.

**EXHIBITOR-APPOINTED CONTRACTOR INFORMATION:** Please complete all information requested.

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Services to be performed: \_\_\_\_\_

**EXHIBITOR INFORMATION:**

Contractor Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Companies or persons other than the official contractor for the show, who intend to perform any services for an exhibitor at the Show and are approved by Show Management, will comply with all of the Exhibitor Appointed Contractor Rules and Regulations.

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

RETURN THIS FORM TO:

The Temps at Total Home & Gift Market  
2100 Stemmons Freeway, MS 300  
Dallas, TX 75207

e) [tempforms@dallasmarketcenter.com](mailto:tempforms@dallasmarketcenter.com)  
f) 214.760.2855

## 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/042600716/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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

## Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/042600716/contactus/esm>

## Official Service Provider

Global Experience Specialists, Inc. (GES) Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970  
7000 Lindell Road  
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.

## Servicenter Hours

Sunday, January 5, 8:00 AM - 6:00 PM  
Tuesday, January 7, 8:00 AM - 6:00 PM  
Thursday, January 9, 8:00 AM - 6:00 PM  
Saturday, January 11, 8:00 AM - 6:00 PM

Monday, January 6, 8:00 AM - 6:00 PM  
Wednesday, January 8, 8:00 AM - 6:00 PM  
Friday, January 10, 8:00 AM - 6:00 PM  
Sunday, January 12, 8:00 AM - 10:00 PM

## Show Information

**For show information and specific booth package details please refer to the Exhibitor Show Overview Information Section in the kit.**

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

## Advance Shipments to Warehouse:

**(Does not include Market Hall Exhibitors)**

c/o GES  
The Temps At Total Home & Gift Market - Trade Mart  
(Your Company Name & Booth Number)  
Dallas Market Center - World Trade Center  
Dock 2  
2050 Stemmons Freeway  
Dallas, TX 75207  
USA

## Shipments should arrive on or between:

December 20 - January 3, 2020  
Hours for receiving are Monday - Friday, 8:00 AM - 4:30 PM  
The GES Advance Warehouse will be CLOSED Tuesday, December 24, 2019, Wednesday, December 25, 2019 & Wednesday, January 1, 2020 in observance of the Holiday.  
\*Shipments arriving after 2pm on 1/3 will have drayage fees applied.\*

## Direct Shipments to Show Site:

c/o GES  
The Temps At Total Home & Gift Market - Trade Mart  
(Your Company Name & Booth Number)  
Dallas Market Center - World Trade Center  
2050 Stemmons Freeway  
Dock 2  
Dallas, TX 75207-3206  
USA

## Shipments should arrive on:

January 5, 2020, 8:00 AM - 4:30 PM  
January 6, 2020, 8:00 AM - 4:30 PM  
January 7, 2020, 8:00 AM - 4:30 PM

\*Material Handling of Shipments is at the exhibitors expense\*

## Contact Information

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

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### Contact:

Phone: 855.384.3965

Fax: 214.443.2589

Email: [GES\\_DMCEvents@ges.com](mailto:GES_DMCEvents@ges.com)

# Premium Hardwall Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

Company Name

Email

Phone Number

Booth Number



## Place your order below

Item Code	Description	Discount (\$)	Regular (\$)	Per Ft	Tax %	Total
306111	Premium Wall, Special Color (price per linear ft)	38.75	51.50		8.25	\$

Desired Paint Color: \_\_\_\_\_

(Select from Benjamin Moore, Behr, Sherwin Williams or by Pantone Color) Paint color is due by December 20, 2019.

## Please indicate paint color and special requests

GES Premium Walls are constructed of 1/4" Luan Plywood and secured together by a Camlock system. Walls are 8' in height. Maximum weight is 100 lbs per 10'.

Please complete the attached diagram for your wall layout. All diagrams will need to be approved prior to December 20, 2019.

Premium Panels may be added every 10' for support and stability. Support panels are 3' and are an additional charge to the exhibitor. GES will place support panels as necessary to secure the structure. Corner booths will require a 3' support panel on the side open to the cross aisle. Walls will need to be designed in an L-Shape or U-Shape in the diagram for support. Walls should not be a standalone straight backwall.

Rental includes: Rental of the hardwalls, installation and dismantle, priming and painting.

Special Requests: Installing shelf brackets, vinyl decal logos, filling panel seams, changes in wall height will require additional labor. Please see the Installation and Dismantle Order Form for rates.

List your desired Special Requests for approval: \_\_\_\_\_

For Graphic Decals, please contact 800.475.2098 for quote.

Exhibitors are not permitted to paint GES walls or re-configure wall panels. Any layout or paint color change requests after December 20, 2019 will be subject to an additional labor charge. Labor will be billed for actual hours worked with a 1 hour minimum.

## Total and Sign:

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.



# Premium Hardwall Layouts

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:  
December 20, 2019

Company Name \_\_\_\_\_

Email \_\_\_\_\_

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

To use this grid:

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

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

**10' x 10' Inline Layout**

A 10x10 grid of squares for booth layout. The grid is 10 squares wide and 10 squares high.

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

**10' x 10' Corner Layout**

A 10x10 grid of squares for booth layout, oriented for corner placement. The grid is 10 squares wide and 10 squares high.

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

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

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

**6' x 20' Layout**

A 6x20 grid of squares for booth layout. The grid is 6 squares wide and 20 squares high.

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

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

**10' x 20' Layout**

A 10x20 grid of squares for booth layout. The grid is 10 squares wide and 20 squares high.

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Review and Return:

120419 042600716  
Z-2 090716

# General Information

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

## 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

- Booth Furniture and Accessories
- Custom Exhibits
- Graphics
- Installation and Dismantle Services
- Electrical Services

## Work Zone



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

## How Can I Order My Show Services?



**Espresso** 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/042600716/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process

## Exhibitor Services

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



# 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.

## The Temps At Total Home & Gift Market - Trade Mart

Dallas Market Center - World Trade Center

January 8 - 12, 2020

### 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 **December 20, 2019** for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/042600716/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/042600716/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/042600716/shippinghandling/esm>

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

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

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

GES

Bank of America

P.O. Box 96174

Chicago, IL 60693

### Bank ACH/wire transfer payment information

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

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

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

## Where Did My Crates Go?

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

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

## Don't Forget to Take Out the Trash

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

## Keeping Up Appearances

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

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

## It's All About the Padding

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

Carpet and Padding: <http://e.ges.com/042600716/carpet/esm>

## Electrical Outlets Not Included

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

Electrical Equipment Rental: <http://e.ges.com/042600716/electrical>



**Reminder**

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

## What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/042600716/LaborandEquipment/esm>

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

# Payment and Credit Card Charge Authorization

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

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/Show Site	Phone	Secondary Contact Phone	Email
Please indicate if you will be using a Third Party for billing of services: <input type="checkbox"/> No <input type="checkbox"/> Yes - Please return Third Party Billing Request form		GES invoice Sent to: <input type="checkbox"/> Primary Contact <input type="checkbox"/> Secondary Contact	

## Payment Information

- Please complete the information and return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however, we require your credit card charge authorization to be on file with GES.  
**Only submitting your Credit Card Authorization? Do it online: <http://e.ges.com/042600716/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 (800) 443-4113 to report fraudulent or unethical behavior.

## Bank ACH/Wire Transfer Payment Information

Beneficiary: c/o Bank of America 901 Main Street, TX1-492-07-14 Dallas, TX 75202-3714 USA Telephone # (702) 263-2795 or (702) 914-5112	GES Account #: 7188101819 Wire ABA Routing #: 026009593 ACH ABA Routing #: 071000039 SWIFT Address: BOFAUS3N CHIPS Address: 0959	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer- Customer Services 2000 Clayton Road, Concord, CA 94520 USA	Overnight Carrier Delivery Bank of America Lockbox Services GES - 96174 540 W. Madison, 4th Floor Chicago, IL 60661 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, 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

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ 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

Total Check  
Payment

Total Credit  
Card Payment

MM/DD/YY

Check Dated

\$

\$

## Review and Return

Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

Overnight Delivery: Bank of America Lockbox Services GES-96174 - 540 W. Madison, 4th Floor, Chicago, IL 60661

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.**

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

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

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

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

Exhibiting Company Name \_\_\_\_\_

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

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

Please Sign

X

Exhibiting Company Authorized Signature

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.

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

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

☐ Booth Cleaning      ☐ Electrical Outlets      ☐ Electrical Labor      ☐ Exhibit Systems      ☐ GES Logistics      ☐ I & D Labor  
☐ Forklift Labor      ☐ Material Handling      ☐ Rental Carpet      ☐ Rental Furniture      ☐ Signs  
☐ Other (*Please Specify*)

### Step 3. Provide the Third Party contact information

Third Party Company Name \_\_\_\_\_

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

Phone	Fax	Contact's Email Address
-------	-----	-------------------------

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

Cardholder Name - Please Print

Billing Address	City	State	Zip/Country
-----------------	------	-------	-------------

Account Number

Expiration Date

☐ MasterCard
 ☐ Corporate Card  
☐ VISA
 ☐ Personal Card  
☐ American Express

**Please  
Sign**

X

Third Party Cardholder's Signature

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.

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.

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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

Company Name Email Phone Number Booth Number

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

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

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please  
Sign

X

Exhibiting Company Authorized Signature

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.

☐ Booth Cleaning

☐ Electrical Outlets

☐ Electrical Labor

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

## Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

Expiration Date

☐ MasterCard

☐ Corporate Card

☐ VISA

☐ Personal Card

☐ American Express

Please  
Sign

X

Third Party Cardholder's Signature

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.

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






# Carpet


## Standard

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

Includes:

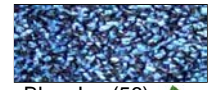
- 13 oz. 100% recyclable color options include  Blue Jay, Pepper, and Black.
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping




Black (41) 



Blue (42)



Blue Jay (56) 




Gray (40)



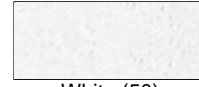
Green (45)



Pepper (52) 



Red (49)




White (50)

## Plush

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

Includes:

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



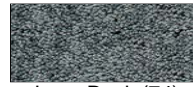
Charcoal (71)



Cobalt (72)



Dove (73)



Lava Rock (74)



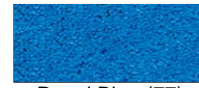
Navy (75)



Onyx (76)



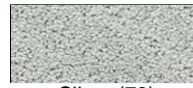
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)




Snow (80)

## Ultra Plush

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

Includes:

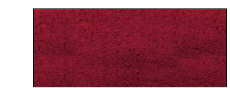
- 50 oz. 100% recyclable carpet 
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



Bisque (81)



Black (41)



Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)




Seascape (86)



Sterling (87)



Teal (55)

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

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

# Carpet Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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

First night of vacuuming is complimentary



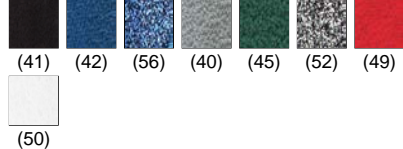
## Easy Ordering Tips:

- 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.)
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Showsite orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.

## Carpet

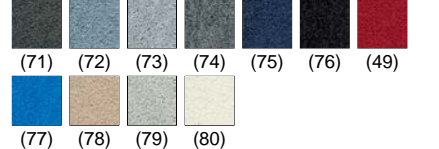
### 13 oz. Color Options

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



### 26 oz. Plush Color Options

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



### 50 oz. Ultra Plush Color Options

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



Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500021	Green Synthetic Turf	7.20	7.20		8.25	\$

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut 13 oz. Standard Carpet 10'x10'		188.00	282.50		8.25	\$
5002	Pre-Cut 13 oz. Standard Carpet 10'x20'		378.50	567.25		8.25	\$
5003	Pre-Cut 13 oz. Standard Carpet 10'x30'		567.75	852.50		8.25	\$

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

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	13 oz. Standard Carpet Custom-Cut, Per Sq.Ft.		2.09	3.14		8.25	\$
5006	26 oz. Plush Carpet Custom-Cut, Per Sq.Ft.		5.10	7.65		8.25	\$
5007	50 oz. Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		5.75	8.65		8.25	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.	1.73	2.59		8.25	\$

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.	0.82	1.26		8.25	\$

### Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.

## Total and Sign:

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.





# Furniture and Accessories

## Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

## Tables



302212 - 6' Laminate Counter



302984 - 6' Laminate Table



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



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

## Skirted Tables



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



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



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

## Table Skirt Colors



Beige (54)



Black (41)



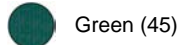
Blue (42)



Gold (46)



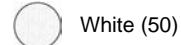
Gray (40)



Green (45)



Red (49)



White (50)

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

# Furniture and Accessories

## Display Furniture



Full View



Half View

## Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



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

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The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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/042600716/furnishings/esm>

## Furniture and Accessories

### Skirt and Drape Color Options

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



### Chairs

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	27.75	27.75		8.25	\$
300052	Padded Chair	85.25	128.50		8.25	\$
300053	Padded Stool	49.25	49.25		8.25	\$
302981	White Ikea Chair	27.75	27.75		8.25	\$

### Tables

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
302980	42" White Ikea Tulip Table	104.50	104.50		8.25	\$
302212	6' Laminate Counter	45.25	45.25		8.25	\$
302984	6' Laminate Table	45.25	45.25		8.25	\$
300059	Table, Starbase, 30" Diameter x 40" High	104.50	104.50		8.25	\$
300058	Table, Starbase, 40" Diameter x 30" High	104.50	104.50		8.25	\$

### Skirted Tables

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		77.00	77.00		8.25	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		90.75	90.75		8.25	\$
3136	Table 6', Skirted 3 Sides, 30" x 30" High		90.75	90.75		8.25	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		104.50	104.50		8.25	\$
3007	Table, Skirt 4th Side		34.75	52.25		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	38.25	38.25		8.25	\$
300600	Table 6', Unskirted, 24" x 30" High	45.25	45.25		8.25	\$
313600	Table 6', Unskirted, 30" x 30" High	45.25	45.25		8.25	\$
300800	Table 8', Unskirted, 24" x 30" High	52.25	52.25		8.25	\$

### Skirted Counters

Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		77.00	77.00		8.25	\$

Form Continues on Next Page




# Furniture and Accessories Order Form

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Discount Deadline Date:  
December 20, 2019

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

3016	Counter 6', Skirted 3 Sides, 24" x 42" High		<b>90.75</b>	90.75		8.25	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		<b>104.50</b>	104.50		8.25	\$
3017	Counter, Skirt 4th Side		<b>42.25</b>	63.00		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	<b>38.25</b>	38.25		8.25	\$
301600	Counter 6', Unskirted, 24" x 42" High	<b>45.25</b>	45.25		8.25	\$
301800	Counter 8', Unskirted, 24" x 42" High	<b>52.25</b>	52.25		8.25	\$

## Risers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	<b>20.90</b>	20.90		8.25	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	<b>20.90</b>	20.90		8.25	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	<b>20.90</b>	20.90		8.25	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	<b>20.90</b>	20.90		8.25	\$

## Custom Booth Drape



Item Code	Description	Color Code	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		<b>13.55</b>	20.45		8.25	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		<b>16.40</b>	24.65		8.25	\$

## Display Furniture

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300074	Display Case 4', Full View	<b>314.25</b>	314.25		8.25	\$
300075	Display Case 4', Half View	<b>314.25</b>	314.25		8.25	\$
300082	Display Case 6', Full View	<b>314.25</b>	314.25		8.25	\$
300083	Display Case 6', Half View	<b>314.25</b>	314.25		8.25	\$

## Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	<b>3.89</b>	5.80		8.25	\$
300123	Aisle Stanchion, without Chain	<b>37.25</b>	56.50		8.25	\$
300103	Aluminum Easel	<b>63.75</b>	95.75		8.25	\$
300111	Bag Stand	<b>70.00</b>	105.50		8.25	\$
300102	Coat Rack	<b>50.75</b>	76.00		8.25	\$
300106	Literature Rack	<b>69.75</b>	104.50		8.25	\$
300201	Pegboard, White, 4'x8'	<b>122.25</b>	184.00		8.25	\$

 Select alignment: Horizontal _____ Vertical _____						
300015	Rod, 6' to 10' Telescopic	<b>23.75</b>	23.75		8.25	\$
300131	Security Cage, Large, without Lock	<b>388.25</b>	582.25		8.25	\$
300132	Security Cage, Small, without Lock	<b>258.25</b>	387.50		8.25	\$
300120	Sign Holder, Bell Base	<b>63.75</b>	95.75		8.25	\$
300108	Sign Holder, Chrome, 22"x28"	<b>63.75</b>	95.75		8.25	\$
300211	Tackboard	<b>128.75</b>	192.75		8.25	\$
 Select alignment: Horizontal _____ Vertical _____						

A-1 030217 Cstm 120419 042600716

# 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:  
December 20, 2019

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

## Accessories

300112	Ticket Tumbler, Small, Table Top	105.75	158.25		8.25	\$
300113	Wastebasket	15.75	23.70		8.25	\$
300118	Waterfall Stand	70.00	105.50		8.25	\$
668287	Shelf, 1M x 12", White	34.75	34.75		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 GES.

Electrical Equipment Rental: <http://e.ges.com/042600716/electrical/esm>



### Reminder

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

## Total and Sign:

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.

# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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. Show site 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		145.80	152.95		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	415.13	577.98		8.25	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						

## Total and Sign:

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>



# EZ Shelves Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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



## Easy Ordering Tips:

- GES now offers this freestanding shelving system for your convenience and cost savings.
- The shelving system is attractive and affordable with flexible design options.
- Shelves are installed in your booth prior to move-in.
- Professional installation and dismantle.
- EZ Double Shelf size is now 58" long to allow (2) each double shelving units to fit along a 10' wall.



Double EZ-Shelf

## Order EZ Shelf

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
302310	EZ Shelf, Double, 58" wide x 72" high (with 12" in between each shelf)	175.00	175.00		8.25	\$

## Total and Sign:

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.

120419 042600716

A-4 062917



# ELEVATE YOUR BOOTH

with our Specialty Furniture Offerings!

GES offers a wide variety of Specialty Furniture.

*Chairs • Sofas • Barstools • Coffee tables • Bar tables • Cafe tables • Office Desks & Chairs*



Interested in elevating your booth with Specialty Furniture?

Order Online: <https://e.ges.com/042600716/BoothFurnishingsRental/esm>

*\*Products offered are subjected to change.*



# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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/042600716/packages/esm>
- In order to guarantee your carpet selection, carpet orders must be received 14 days prior to show move in. Show site orders for Plush and Ultra Plush will be subject to transportation cost to receive direct from facility.



Chair Package A



Stool Package A



Premium Stool Package

## Standard Furniture Package

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	290.75	385.20		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.					
404323	Display Case Package A	517.25	517.25		8.25	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.					
404324	Display Case Package B	589.25	675.75		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.					
404311	Stool Package A	218.75	226.70		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		277.00	371.45		8.25	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.						
4146	Stool Package B		205.00	212.95		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
404506	Premium Stool Package	766.00	1,150.25		8.25	\$
Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

## Total and Sign:

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 Servicenter® representative at [www.ges.com/chat](http://www.ges.com/chat).

## 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

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"



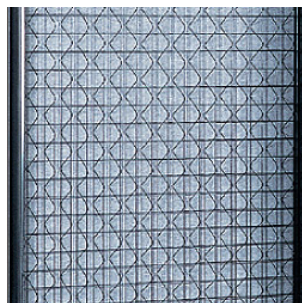
600222 - Exhibit, Light Box, Medium 37"x56"



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)

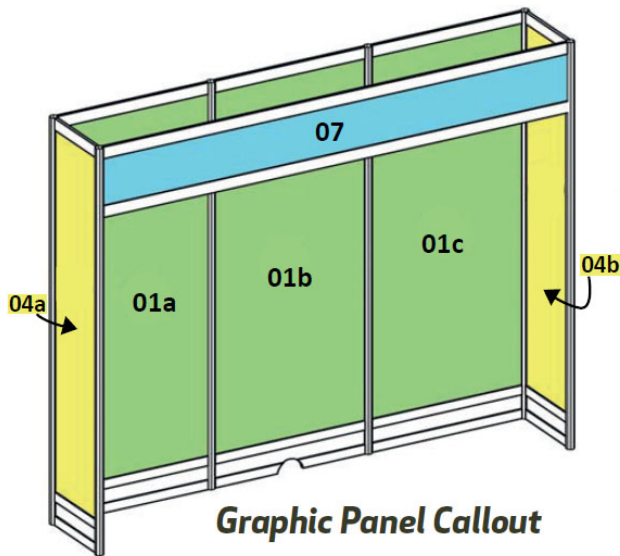


Silver (79)

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 #2, 10 x 10 (600002)



- 01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$220.50 /Regular Price - \$220.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$235.00 /Regular Price - \$353.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$199.75 /Regular Price - \$300.25  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by December 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/042600716/exhibit2/esm>

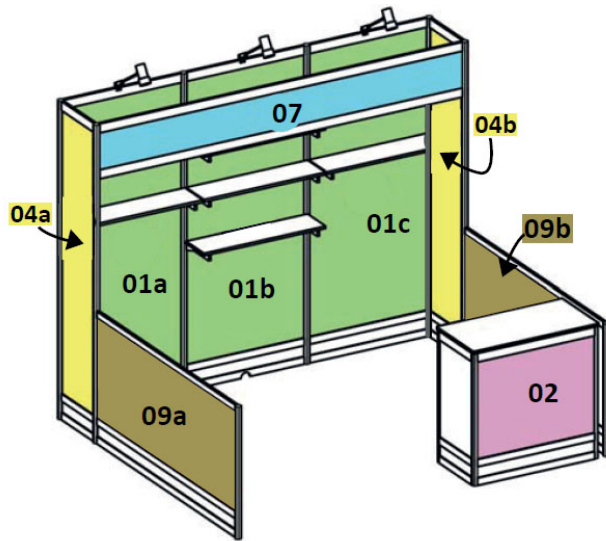


## Booth Rendering

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 - \$220.50 /Regular Price - \$220.50  
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$235.00 /Regular Price - \$353.00  
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall  
Discount Price - \$199.75 /Regular Price - \$300.25  
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$165.50 /Regular Price - \$248.25  
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall  
Online Discount - \$334.25 /Regular Price - \$502.25  
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by December 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/042600716/exhibit3/esm>



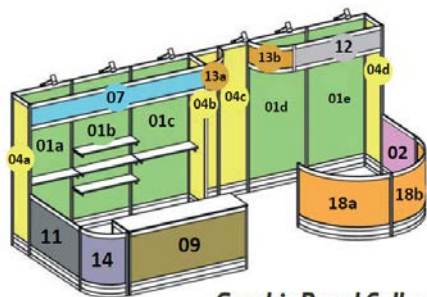
**Booth Rendering**

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 - \$103.00 /Regular Price - \$154.25  
Produced on 3/16" Thick White Foamcore

**13** 608313 29 3/4" wide x 12" tall  
Discount Price - \$51.00 /Regular Price - \$76.75  
Produced on 1/8" Thick White Foamacell

**18** 608318 60 3/4" wide x 30 1/4" tall  
Discount Price - \$261.50 /Regular Price - \$392.75  
Produced on 1/8" Thick White Foamacell

**09** 608309 77 1/2" wide x 30 1/4" tall  
Discount Price - \$334.25 /Regular Price - \$502.25  
Produced on 3/16" Thick White Foamcore

**14** 608314 29 3/4" wide x 30 1/4" tall  
Discount Price - \$128.00 /Regular Price - \$192.00  
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by December 20, 2019 for best pricing. All orders placed after this date will receive the regular price.

All prices listed above are per panel.

Please note 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 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/042600716/exhibit4/esm>

**01** 608301 38 1/8" wide x 86 1/4" tall  
Discount Price - \$220.50 /Regular Price - \$220.50  
Produced on 3/16" Thick White Foamcore

**04** 608304 18 7/16" wide x 86 1/4" tall  
Discount Price - \$235.00 /Regular Price - \$353.00  
Produced on 3/16" Thick White Foamcore

**11** 608311 57 7/8" wide x 30 1/4" tall  
Discount Price - \$98.25 /Regular Price - \$147.75  
Produced on 3/16" Thick White Foamcore

**02** 608302 38 1/8" wide x 30 1/4" tall  
Discount Price - \$165.50 /Regular Price - \$248.25  
Produced on 3/16" Thick White Foamcore

**07** 608307 117" wide x 12" tall  
Discount Price - \$199.75 /Regular Price - \$300.25  
Produced on 3/16" Thick White Foamcore



**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.

# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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

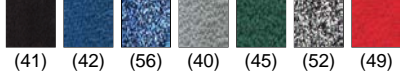


## Easy Ordering Tips:

- 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

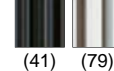
(Gray Fabric Panel will be provided if no color is indicated below)



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	1,433.75	2,150.50		8.25	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____					
600003	Exhibit System GEM #3, 10'x10' Inline	2,704.50	4,057.25		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	5,946.25	8,919.50		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'	468.00	701.25		8.25	\$
600110	Exhibit, Armlight Black	69.50	103.75		8.25	\$
600103	Exhibit, Counter, 1M Curved	645.50	968.25		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600101	Exhibit, Counter, 1M x 1/2M x 40"H	325.75	489.00		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600102	Exhibit, Counter, 2M x 1/2M x 40"H	447.00	670.75		8.25	\$
	↳ Trim Color: _____ Panel Color: _____					
600221	Exhibit, Light Box, Large 37"x85"	594.25	891.00		8.25	\$
600222	Exhibit, Light Box, Medium 37"x56"	469.00	703.75		8.25	\$
600223	Exhibit, Light Box, Small 37"x28"	289.75	434.75		8.25	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	409.50	614.00		8.25	\$
600291	Exhibit, Panel, Wirewall, 1M	400.25	599.50		8.25	\$
600243	Exhibit, Shelf, 1M x 10" Deep	34.75	34.75		8.25	\$
600242	Exhibit, Shelf, Angled with Lip 1M x 12"	50.00	74.75		8.25	\$
600370	GEM Panel, 1M X 8'	137.50	206.75		8.25	\$
600245	GEM Shelf, 1.5M x 10" Deep	34.75	34.75		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:  
December 20, 2019

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

## Accessories

662135	H70 3 Meter Cross Bar	23.00	29.25		8.25	\$
665221	P80 8ft Pole with Base	23.00	29.25		8.25	\$
600411	Panel, GEM Slatwall, 1M X 8'	137.50	206.75		8.25	\$
600371	Panel, GEM Slatwall, 1M X 8' with 3 Shelves	292.75	439.00		8.25	\$
668287	Shelf, 1M x 12", White	34.75	34.75		8.25	\$

## Slatwall Accessories

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600167	Self-Adjustable Garment Hang Bar	36.00	36.00		8.25	\$

## Electrical or Utilities Under Carpet?

☐ Yes\*

☐ No

\*If yes, please order labor on Electrical Floorwork Labor Order Form.

## Total and Sign:

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>



## The Temps At Total Home & Gift Market - Trade Mart Dallas Market Center - World Trade Center January 8 - 12, 2020

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



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

### Graphics

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

### Suitable programs for images or logos:

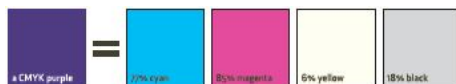
- Adobe Illustrator CC 2018 - .ai, .pdf, .eps
- Adobe InDesign CC 2018 - .indd, .pdf
- Adobe Photoshop CC 2018 - .pdf, .tiff, .jpeg
- Adobe Acrobat

### Color

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



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



### Vector Artwork

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

preferred\* AI/EPS (vector)

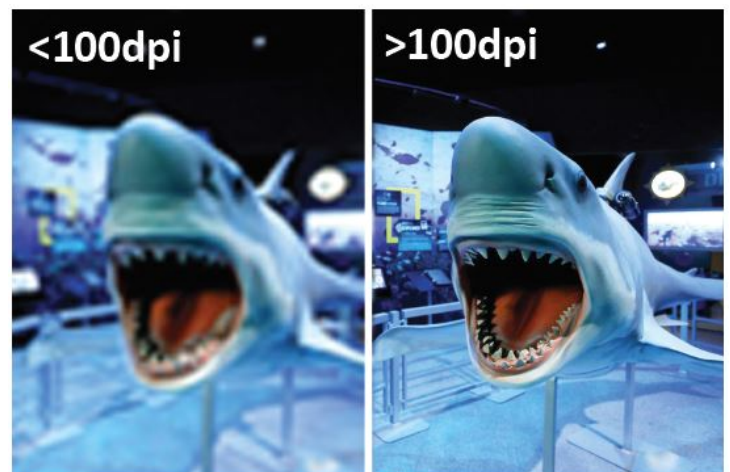


GIF, TIFF, JPEG (raster)



### Bitmap/Raster Artwork

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



Order graphics and **upload artwork files** directly online: <https://e.ges.com/042600716/signs/esm>

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

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

## Text

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

### Editable Text



### Outlined Text - preferred\*

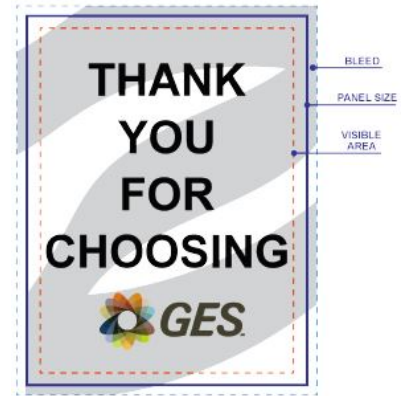


## Final Print package should contain:

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

## Allow for Frames & Finishing

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



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



# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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

Order graphics and **upload artwork files** directly online: <https://e.ges.com/042600716/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	307.50	460.75		8.25	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	237.50	356.50		8.25	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	250.25	375.25		8.25	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	454.25	681.25		8.25	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	278.75	418.25		8.25	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	594.00	890.50		8.25	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	418.25	627.25		8.25	\$
601099	Printed Cardboard Base for Freestanding Boards	27.25	41.00		8.25	\$

## Foamcore

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
6006	Color Foamcore, 4' x 8' sheet	99.00	148.75		8.25	\$
600650	White Foamcore, 4' x 8' sheet	99.00	148.75		8.25	\$

## Total and Sign:

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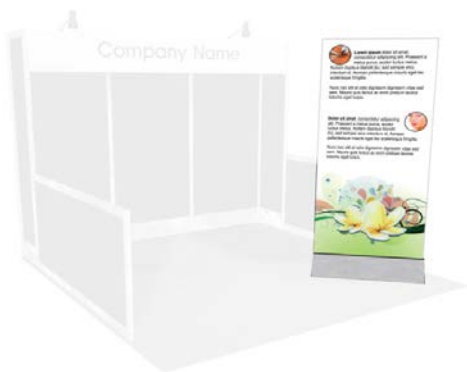
Chat with us <http://www.ges.com/chat>





# Standard Graphics

## 38" Ad Board

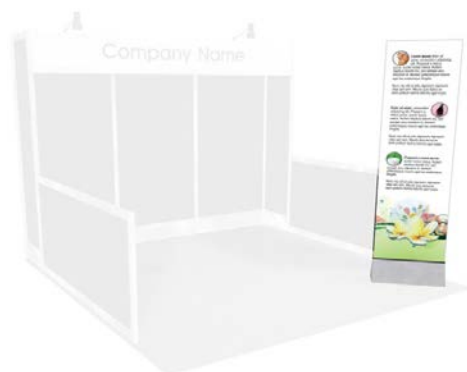


600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided

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

600852 Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided

*Includes cardboard base, graphic and delivery.  
Printed base available at additional cost.*

## 22" x 28" with Sign Holder



600533 22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided

600534 22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided

*Includes sign holder rental, graphic and delivery.*

## 6' x 3' Banner



600535 72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided

*Banner is available horizontal or vertical.  
Includes silver grommets.*



# Material Handling/Drayage Information

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

## 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/042600716/logistics\\_Quote](https://e.ges.com/042600716/logistics_Quote)

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



## Estimating Material Handling Charges

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

- Crated - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- Special Handling - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Overtime Surcharges - Shows that move-in or move-out on weekends or after 4:30 PM during the weekday may be subject to additional overtime surcharges. See enclosed Material Handling/Drayage Order Form for details.

## Late Surcharges - May be charged an additional overtime surcharge

- If advance freight is received before or after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling/Drayage Order Form for details.
- Freight shipments sent to the show after it has opened.
- Freight shipments that are received at show site that do not meet their published date and time.
- Shipment Surcharges - A surcharge will be incurred per shipment for those that are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no Bill of Lading turned in.

## Machinery Labor and Equipment

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, rekrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift Labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we can make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

## Storing Empty Containers

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the GES Servicenter® or from your GES Service Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty." GES has no liability for damage to crates or items sent to empty storage in crates.

## Outgoing Shipments

An OMHF (Outbound Material Handling Form / Bill of Lading) must accompany all outgoing shipments. Shipping information, outbound forms and labels will be available at the GES Servicenter®. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipment of your display and product.

## Measure of Damage

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

## Insurance

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

## Work Zone

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






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Save 10% on Material Handling with GES Transportation Plus.

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



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



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

Get an instant quote today at: [https://e.ges.com/042600716/logistics\\_quote](https://e.ges.com/042600716/logistics_quote)

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

# Material Handling/Drayage Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

Company Name Email Phone Number Booth Number

World Trade Center/TradeMart categories get free advanced drayage if  
received by 2pm on 1/3



## Easy Ordering Tips:

- Material Handling is the unloading and delivery of exhibit freight to the exhibitor's booth on the show floor. Material handling charges will be invoiced to you at show site for any freight unloaded and delivered. Use this form to plan, estimate costs and pre-order this service.
- Crated Material is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- Special Handling is defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments and shipments without proper delivery receipts.
- Uncrated Material is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks. The advance receiving warehouse cannot receive uncrated shipments.

## Step 1. Review Freight Material Handling Rates and Information

### Advance Shipment to Warehouse (200 lbs. minimum per shipment)

	Crated	Special Handling	Advance Shipments to Warehouse Dates:
Rate	\$80.00 cwt	\$108.00 cwt	<b>Fri, Dec 20, 2019:</b> Advance shipments may begin arriving at warehouse. <b>Fri, Jan 3, 2020:</b> Last day for shipments to arrive at warehouse. <b>The GES Advance Warehouse will be CLOSED Tuesday, December 24, 2019, Wednesday, December 25, 2019 &amp; Wednesday, January 1, 2020 in observance of the Holiday.</b> <b>*Shipments arriving after 2pm on 1/3 will have drayage fees applied.*</b>

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

	Crated	Special Handling	Uncrated	Direct Shipments to Show site Dates:
Rate	\$99.50 cwt	\$134.33 cwt	\$159.20 cwt	<b>Sun, Jan 5, 2020:</b> Direct shipments may begin arriving at exhibit site after 8:00 AM. <b>Tue, Jan 7, 2020:</b> Last day for shipments to arrive at exhibit site by 4:30 PM. <b>Refer to Show Information for all dates and times direct shipments are accepted.</b> <b>*Material Handling of Shipments is at the exhibitors expense*</b>

### Privately Owned Vehicles (POV) Round Trip

#### Rates

Car	\$ 71.75
Pick-up, Van, or SUV	\$ 116.75
Trailer up to 16'	\$ 178.00
Trailer 17' to 24'	\$ 330.25
Trailer 25' to 35'	\$ 547.75
Trailer 36' Plus	\$ 1,986.00

Maximum freight dimensions for the World Trade Center Temporaries is 5' wide x 90" tall x 9' long.

Form Continues on Next Page

# Material Handling/Drayage Order Form

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

Company Name

Email

Phone Number

## Small Package

Cartons and envelopes received without documentation will be delivered without guarantee of piece count or condition. Maximum weight is 50 lbs. for the first shipment, per delivery. This includes UPS and Federal Express shipments. All shipments received via air carrier that do not fall under the small package category may be subject to special handling charges. First shipment of small packages will be charged \$59.00. Each Additional Package will be charged \$14.35.

## Step 2. Estimate Order

### Small Packages

\_\_\_\_ 1 1st Small Package Shipment x \$59.00 = \_\_\_\_\_ Total

\_\_\_\_ # of Additional packages (each) x \$14.35 = \_\_\_\_\_ Total

### Material Handling/Drayage

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

\_\_\_\_\_ pounds of freight ÷ 100 = \_\_\_\_\_ Total CWT x \_\_\_\_\_ Rate = \_\_\_\_\_ Total  
\_\_\_\_\_ Grand Total

On Date: \_\_\_\_\_

By Carrier: \_\_\_\_\_

Total Number of Pieces: \_\_\_\_\_

### Shipment Will Be Sent To:

☐ Exhibit Site

☐ Warehouse

### Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

### Surcharges

#### Special Handling/Mixed Shipments:

A 35% surcharge will apply to items requiring special handling or mixed shipments.

#### Measure of Damage:

If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's goods is limited to \$.50 (USD) per pound with a maximum liability of \$100 (USD) per container, or \$1,500.00 (USD) per shipment, whichever is less.

#### Certified Weight Tickets Are Required For All Shipments:

Drivers with inbound shipments must check in at the GES warehouse or exhibit site by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 8:00 AM - 4:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

CWT

042600716

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# What is "Special" Handling?

Special Handling applies to shipments that are loaded in such a manner as to require additional labor and handling to unload or load out. An additional fee beyond the standard crated rate will apply.

## Special Handling Includes:

### Ground Loading

- Vehicles that are not dock height, preventing the use of loading docks.
- When docks are not readily available.
- When convention facility has no dock space

### Side Door Loading

- Shipments tendered for delivery in such a manner as to prevent access from the rear of the trailer.

### Constricted Space Loading

- Freight loaded "high and tight" or down one side as to make shipments not readily available.

### Designated Piece Loading

- When a trailer must be loaded in a particular sequence to ensure fit.

### Stacked, Cubed-out, or Loose Shipments

- Shipments loaded in such a manner requiring items to be removed to ground level for delivery to booth.
- Items that would need to be unstacked/stacked, unstrapped/strapped, or loadbars to be removed/installed during the unload or load out process.

### Multiple Shipments

- Shipments that are loaded mixed on the truck, failing to maintain shipment integrity and/or have multiple delivery areas.

### Mixed Shipments

- Pieces for separate shipments that are loaded mixed throughout the delivery vehicle, or shipments of crated and uncrated goods where the percentage of uncrated is minimal and does not warrant full uncrated rate for shipment.

### Improper Delivery Receipts

- Shipments that arrive without individual Bill of Lading. Possible examples might include: UPS, FedEx, company trucks, privately-owned vehicles.

### Uncrated Shipments

- Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

## Special Handling Examples:



Side Door Loading



Constricted Space Loading



Stacked Shipments



Uncrated Shipment



Multiple Shipments



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



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

The Temps At Total Home & Gift Market - Trade Mart

Name of Exhibition

042600716

BOOTH NUMBER

C/O GES

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

**Shipment Should Arrive on or Between:**

**Friday, Dec 20, 2019 - Friday, Jan 3, 2020**

The GES Advance Warehouse will be CLOSED Tuesday, December 24, 2019, Wednesday, December 25, 2019 & Wednesday, January 1, 2020 in observance of the Holiday.

\*Shipments arriving after 2pm on 1/3 will have drayage fees applied.\*

**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

The Temps At Total Home & Gift Market - Trade Mart

Name of Exhibition

042600716

BOOTH NUMBER

C/O GES

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

**Shipment Should Arrive on or Between:**

**Friday, Dec 20, 2019 - Friday, Jan 3, 2020**

The GES Advance Warehouse will be CLOSED Tuesday, December 24, 2019, Wednesday, December 25, 2019 & Wednesday, January 1, 2020 in observance of the Holiday.

\*Shipments arriving after 2pm on 1/3 will have drayage fees applied.\*

**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

**The Temps At Total Home & Gift Market - Trade Mart**

Name of Exhibition

042600716

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:**

**Sunday, Jan 5, 2020 after 8:00 AM - Tuesday, Jan 7, 2020 by 4:30 PM**

\*Material Handling of Shipments is at the exhibitors expense\*

**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

**The Temps At Total Home & Gift Market - Trade Mart**

Name of Exhibition

042600716

BOOTH NUMBER

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

**Shipment Should Arrive on or Between:**

**Sunday, Jan 5, 2020 after 8:00 AM - Tuesday, Jan 7, 2020 by 4:30 PM**

\*Material Handling of Shipments is at the exhibitors expense\*

**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

# Limited Storage Capacity at Show Site/Bellman Policy

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020



## Attention:

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

Advance shipments should be sent and labeled as follows:

(Exhibitor Name) / (Booth #)  
The Temps At Total Home & Gift Market - Trade Mart  
c/o GES  
Dallas Market Center - World Trade Center  
Dock 2  
2050 Stemmons Freeway  
Dallas, TX 75207  
USA

See Table of Contents for location of Advanced Shipping Labels.

## Bellman Policy

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

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# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019



## 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 December 20, 2019.
- Want an easier way? Submit your information online: <https://e.ges.com/042600716/prePrint/esm>

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

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

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

### Shipping Destination 1:

Number of Labels Needed:

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

### Shipping Destination 2:

Number of Labels Needed:

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

Show site Instructions: Once your shipment is packed and ready to be picked up, please return the outbound material handling release form to the GES Servicenter®. 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.

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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

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.
- Want an easier way? Fill out this information online and submit:  
<http://e.ges.com/042600716/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

\_\_\_\_\_ Crated  
\_\_\_\_\_ Uncrated  
\_\_\_\_\_ Machinery  
\_\_\_\_\_ Total

2. Indicate total number of trucks in each category that you will use:

\_\_\_\_\_ Van Line  
\_\_\_\_\_ Common Carrier  
\_\_\_\_\_ Flatbed  
\_\_\_\_\_ Co. Truck  
\_\_\_\_\_ Overseas Container

3. List carrier name(s):

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

4. If using a Customs Broker, please print name:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

5. Print the name of person in charge of your move-in:

\_\_\_\_\_

Phone Number:

\_\_\_\_\_

6. What is the minimum number of days to set your display?  
\_\_\_\_\_

7. What is the weight of the single heaviest piece that must be lifted?  
\_\_\_\_\_ lbs.

8. What is the total weight of your exhibit or equipment being shipped?  
\_\_\_\_\_ lbs.

9. Is there any special handling equipment required to unload your exhibit materials, i.e. extended forklift blades, special slings, lifting bars, etc.?

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

It is the responsibility of the exhibitor to provide proper special handling instructions, and to ensure goods are packaged appropriately for shipment and movement by heavy equipment. Failure to provide special handling instructions will result in the elimination of any liability for loss or damage by GES.

### Direct Shipments Only

1. What date and time are you scheduling your shipment(s) to arrive on-site?

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

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



# Cartload Service Order Form / POV Information

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

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
- One (1) 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.
- This pass will allow 20 minutes to unload the POV before it must be moved from the dock ramp area. At the end of the 20-minute allotted time, vehicles must be moved to the convention center parking areas. Vehicles exceeding this time limit may be towed.
- The definition of a POV is one which, must be unloaded within 20 minutes by a full-time company employee (s), must be unloaded by hand, and must not be a closed-bodied vehicle with dual wheels.

## 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) trip.
- This service is for those who have small hand carry items all of which must fit on a 3' x 4' push cart for one (1) trip only. 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. There is one (1) cartload 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	53.50	1	\$
200506	Cartload Service, Over Time	53.50	1	\$

## Total and Sign:

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

\$



# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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



## Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- Exhibitor may set up exhibit display if one person can accomplish the task in less than one-half (1/2) hour without the use of tools.
- Full-time employees of an exhibiting firm may install and dismantle their own company displays. Any outside or additional labor required is to be performed by local union personnel under contract with GES, the official General Service Contractor, or under the guidelines established by the Rules and Regulations in this Service Manual for Exhibitor Appointed Contractors.
- Orders placed at show site will be completed in the order in which they are received.
- Exhibitor may unpack and place merchandise.
- Don't forget to order labor for Move In and Move Out.
- Straight Time (ST): Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime (OT): All other times Monday through Friday. All day Saturday & Sunday.
- Double Time (DT): All day Holidays.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Workers	X # Hours	Tax %	= Total
705000	Install & Dismantle, ST Move In	100.50	126.00	151.00			8.25	\$
705000	Install & Dismantle, ST Move Out	100.50	126.00	151.00			8.25	\$
705000	Install & Dismantle, OT Move In	151.00	188.00	227.00			8.25	\$
705000	Install & Dismantle, OT Move Out	151.00	188.00	227.00			8.25	\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/042600716/labor/esm>

## Step 2. Please Indicate Service



**What is GES Supervision?** An exhibitor chooses GES Supervised when they do not want to be present when the work is completed. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Option 1 (A 30% ( \$ 60.00 minimum) surcharge will be added)

- ☐ GES Supervised (OK to proceed without exhibitor.)

Please complete Key Information form:

<https://e.ges.com/042600716/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 30% ( \$ 60.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

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Form Continues on Next Page





# Installation and Dismantling Order Form

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

Company Name

Email

Phone Number

Booth Number



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer. The exhibitor is required to be in the booth and there are no supervision fees. Scheduling a date and time is necessary for this choice.

## Option 2

- ☐ Exhibitor Supervised
- Indicate workers needed for installation and dismantling.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

GES is responsible for the following type of booth:

- ☐ Pop-Up      ☐ Two Story      ☐ Custom  
☐ Other: \_\_\_\_\_

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

## Move In

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Move Out

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Workers
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Important Information

Starting time can be guaranteed only when labor is requested for the start of the working day. All exhibit labor scheduled at the start of the working day will be dispatched to booth space. For all other starting times, check in at the labor desk one-half (½) hour before time requested. Labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers at the time confirmed, a one (1) hour "No-Show" charge per worker will apply.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (½) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

## Total and Sign:

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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# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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	189.25	237.50	285.00			8.25	\$
705200	5,000#, ST Move Out	189.25	237.50	285.00			8.25	\$
705200	5,000#, OT Move In	266.00	333.00	398.50			8.25	\$
705200	5,000#, OT Move Out	266.00	333.00	398.50			8.25	\$
705200	5,000#, DT Move In	344.75	430.75	517.75			8.25	\$
705200	5,000#, DT Move Out	344.75	430.75	517.75			8.25	\$

### Additional Worker, Freight, Per Hour

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# Crews	X # Hours	Tax %	= Total
705030	Freight, ST Move In	100.50	126.00	151.00			8.25	\$
705030	Freight, ST Move Out	100.50	126.00	151.00			8.25	\$
705030	Freight, OT Move In	151.00	188.00	227.00			8.25	\$
705030	Freight, OT Move Out	151.00	188.00	227.00			8.25	\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/042600716/labor/esm>

## 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
- ☐ Reerating
- ☐ Reskidding

Additional labor will be assigned if necessary.

# 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 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. 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:

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

\$

# Cleaning and Porter Service Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

Company Name	Email	Phone Number	Booth Number
First night of vacuuming is complimentary			



## Easy Ordering Tips:

- Vacuuming includes emptying your wastebasket nightly.
- If ordering Porter Service, GES will empty wastebaskets and wipe down counters at two hour intervals during show hours only. (Vacuuming is not included. Calculate by your booth size.)
- Cost of services will be invoiced based on the total area of your booth.

## Step 1. Calculate Booth Square Footage

Width 10 X Length 10 = 100 Total Sq. Ft.

## Step 2. Order Cleaning Services

### Vacuuming

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
500601	Before Show Open Only (per sq. ft.)	0.75	1.12		1	8.25	\$
500600	Duration of Show (per sq. ft. per day)	0.56	0.82		5	8.25	\$
500602	Per Day (per sq. ft. per day)	0.59	0.85			8.25	\$

### Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
501004	Cleaning, Carpet Shampoo Before Show Open	0.73	1.11		8.25	\$

### Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501002	Cleaning, Damp Mop & Wax	1.21	1.82			8.25	\$

### Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Tax %	Total
501010	Porter Service, 0-500 sq.ft., Per Day	99.50	150.00			8.25	\$
501010	Porter Service, 501-1500 sq.ft., Per Day	128.75	192.75			8.25	\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	445.25	668.75			8.25	\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	522.75	783.75			8.25	\$

## Step 3. List dates and times Vacuuming Per Day/Periodic Porter service is needed:

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

For services such as electrical, plumbing, telephone, cleaning and drayage, no service provider other than the Official Service Contractor 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.

## Total and Sign:

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%**.



# Electrical Checklist

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

<input type="checkbox"/> Completed Credit Card Authorization Form	Required regardless of other form of payment. To secure discount rates, must be received by Electrical Discount Deadline Date.
<input type="checkbox"/> Completed Electrical Outlet Order Forms	Must include complete Credit Card Authorization, Labor Price List and floor plan to secure discount rates, if applicable. See FAQ for more information or call GES Electrical for assistance.
<input type="checkbox"/> Completed Labor Order Forms (Floor Work, Booth Work, Equipment Rental and Electrical Hanging Sign)	Floor Work labor must include complete floor plan. Regular or showsite rates on outlets and labor will be applied based on the date the complete order is received.
<input type="checkbox"/> Complete electrical and overhead lighting layout	A legible, scaled floor plan must include main drop, power usage at each location with a minimum of 5 amps, and orientation. 1000 watts overhead and bay lights require floor plan for focus points.
<input type="checkbox"/> Hanging Signs	Payment and order along with sign in our advance warehouse must be in by the discount deadline date to receive the discount rate. All signs that exceed 300lbs, rotate or require electricity should be discussed with the electrical service contractor.
<input type="checkbox"/> Still have questions?	Please do not hesitate to contact us at 800-475-2098. We're here to help!

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## The Temps At Total Home & Gift Market - Trade Mart

Dallas Market Center - World Trade Center

January 8 - 12, 2020

1. GES Electrical is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.
2. Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.
3. **Outlet Location and Distribution**— All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis. See Electrical Labor Form.
4. **GES Jurisdiction** (Requires labor and/or material) — All under-carpet distribution of electrical wiring. All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics, twisted pair, etc., and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups requiring hard wiring connections. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
5. All outlets over 20 amps and/or with a voltage over 150 volts will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.
6. Electrical Labor (See Electrical Labor Order Form — Labor rates are subject to labor contract effective at time of show. Starting time can only be guaranteed when labor is requested for the start of the working day at 8:00 AM. The minimum charge per booth is one (1) hour for installation and half (1/2) hour for dismantle. Time will commence per Exhibitor's request. Failure to start labor at requested time will result in a one hour charge per electrician requested, unless 24-hour advance notice is provided in writing will be charged at a time, material and motorized equipment basis.
7. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

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8. Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.
9. Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.
10. In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.
11. If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.
12. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:
  - All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
  - Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
  - The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
  - Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home.
  - Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.



#### Reminder:

- Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- Order 24 hour power if required for refrigeration, computer systems, water pumps, heaters, etc.

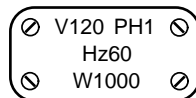
# Electrical Services Frequently Asked Questions

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

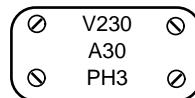
The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

## How do I know how much power I need?

First, gather a list of all electrical equipment to be powered on in your booth. Consider some of the following elements: lighting, computer equipment, plasmas, company products, AV equipment, and lead retrieval machine. Next, you will want to notate where in your booth space the items will be placed and retrieve the power required for each item. The power voltage/wattage/amperage can be found on the equipment tag located in the back of the item. Typically most items require 110/120 volt power. Machinery leans more towards the 208 or 480 volt power ordered either in single phase or 3 phase. Now you can start calculating how power will be required in each area in your booth space. Start by combining the wattage for the 110/120 volt devices in each area and select an outlet that meets or exceeds this total. It is safer to slightly overestimate your power requirements to help minimize tripping or outages. You must order separate outlets for each electrical apparatus with a minimum of 5 amp at each location.



120 Volt Single Phase  
60 Cycle  
1000 Watts



230 volts  
30 Amps  
3 Phase

## Is this price listed for power per day?

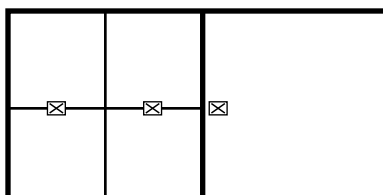
No, the prices listed on the Electrical Outlets Price List are for the duration of the show.

## Where does the power come from?

The power sources come from different areas depending on the halls. Halls may have catwalks available which means the power will drop from the ceiling. In other halls, the power comes from the columns or floor ports placed throughout the exhibit hall meaning the power is run along the floor (380 volt/480 volt power must be run overhead for safety reasons. Additional costs apply.) For the outdoor lots, power is pulled from either the building, generator, or alternate source and run along the floor. No outside/external additional power sources are allowed. All show power must be provided by the official Electrical Service Contractor unless special approval is provided.

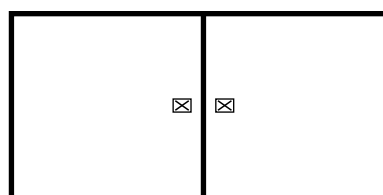
## Where will my power be located?

For inline and peninsula booths, you will find your power located on the back side of your booth space. Island/Pavilion booth exhibits will need to submit a diagram indicating where your main power source needs to start from. If GES Electrical does not receive this information, the power will be installed in the center of your booth. Any movements of the main power source after installation will be chargeable on time and materials basis. The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary to power your booth, it will be charged on material and motorized equipment basis. If additional cabling is necessary to power your booth, it will be charged on time, material, and motorized equipment basis. In the following diagrams, the symbol represents the approximate location of power outlets. Main Drop Locations must be indicated on the floor plan as MDL. For Island or Pavilion booths, you need to designate one location for each outlet you order. Multiple outlet locations will be charged on a time, equipment and material basis.

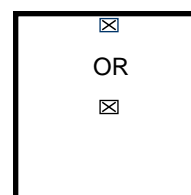


Inline Booths

Peninsula Booths



Back-to-Back Peninsula Booths



Island/Pavillion Booths

*One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.*

## What is a Main Drop Location (MDL)/Additional Drop?

MDL is the main power source located in your booth. Power is then distributed from this point. If you do not want cords run on the floor throughout your booth, you may choose to request additional drops within your booth space billed on time, equipment, and material basis. The location of the main drop should be placed in area that can either be hid or kept out of sight (i.e. closet or storage area).

## How many places do I have to plug into?

You will have two connection points to plug into. Power strips can provide additional sockets, but keep in mind the power you have reserved for your booth space. Additional sockets do not mean additional power. Power strips are designed to trip at 1500 watts/15 amps. Use of the power strip on a 2000 watt outlet location will drop the use in that location to 1500 watts/15 amps. All orders exceeding 120 volts/20 amps provide one connection point only. They cannot accommodate power strips and require labor.

## Do I need 24 hour power?

If you have equipment that requires power service to be on throughout the entire show (i.e. refrigerators, programmable equipment), we would recommend ordering 24 hr services. Power is turned on ½ hour before the show opens and turned off ½ hour after the show closes.

## When will my power be turned on during move-in?

Every attempt is made to have power installed by the end of day on exhibitor's assigned target date. Freight hold areas (typically by freight doors) are done as space becomes available. Any special requests should be communicated to the GES Electrical Department pre-show. Once on-site, please visit the GES Electrical Service Desk.

## Why are the power outlet rates for the outdoor lots higher?

The rates are higher than indoor rates because the outdoor lots have minimal available power source locations. The cost is inclusive of getting power to multiple strategic power source locations in the lots. Getting the power from these locations to your booth is chargeable on a time and material basis, outside of the first ninety feet of cabling that is free. This may include cables, ramps, transformers, etc.

## Do I need lighting?

Full facility lights will be turned on during show hours; however, some exhibitors choose to enhance the look of their booth or product by directing light to these areas. GES Electrical has different lighting options available. Contact GES Electrical department pre-show for suggestions and recommendations.

## Can I hang my own lights?

Exhibitors (not EAC's) may hang up to four (4) arm lights per total booth space as long as the power does not exceed 2000 watts/20 amps.

## Do I need to order power for the lighting I use in my booth?

Power needs to be ordered for any lights brought in by an exhibitor or EAC. Power is included for lights ordered on the Lighting Order Form. Power is not included for lights ordered on the Standard Exhibit Systems and must be ordered separately.

## How do I know if I need to order labor?

Referencing the Show Site Work Rules, for safety and liability reasons, GES Electrical is required to provide distribution of all electrical wiring from the main power source (MDL) along with orientation and measurements, and to other power locations in your booth typically run under carpet; this is considered Floor Work labor. A good rule of thumb for estimating your floor work labor is three extension cords per hour. You may also reference previous GES Electrical invoices. Any connection of an electrical apparatus in your booth space exceeding total combined wattage of a 2000 watt/20 amp service must also be performed by electricians. This includes, but not limited to, hook-up of electrical equipment, distribution above carpet, installation of lights, monitors, hanging signs, and electrical booth structures; this is considered Booth Work labor. Both types of labor can be ordered on the Electrical Labor Order Form. Accurate estimates can help avoid additional show site labor for unscheduled returns/Go Backs. Additional electricians are billed at showsite rates. Exhibitors are responsible for managing the labor. Please notify the service desk immediately if you are not satisfied with the labor for any reason. Dismantle labor is calculated at 50% of the installation time and is based on the date and time the show closes and move-out time frames (overtime rates may apply); this is an automatic charge and does not need to be scheduled. If the nature of your booth requires specific dismantle requests, please advise GES Electrical service desk. Equipment used for dismantle is billed at one (1) hour minimum. Labor orders submitted for Floor Work – Exhibitor Supervised and Booth work must provide date and time. GES Electrical does not accept will calls. This is not considered a complete order. Regular or show site rates may apply. Floor Work – GES Electrical Supervised does not require a date and time as this labor will be performed and completed prior to your arrival, dependent on receiving power, floor plan and payment.

## Do I need to order labor to hang my lights?

Referencing the Electrical Outlets Order Form for GES Electrical lights: For inline and peninsula booths that require placement in the back of the booth, labor is included in the price of the lights. For peninsula and island booths that require placement away from the main power source and throughout the booth space, exhibitors are required to order labor. Keep in mind, depending on location and height, equipment may be required and billed accordingly. Typically, lights hung over 12ft require a scissor lift. Equipment rental is recommended for expediting larger quantities of light. If the lights are exhibitor owned, outside of the four (4) arm light rule, a labor order is required. If the lights are EAC owned, a labor order is required.

## What if I want to use my own cords and plug strips?

Exhibitors may use their own extension cords and power strips under the regulations provided on the Electrical Safety and Regulations form (to be used over carpet only and not exposed to attendee foot traffic). Be sure to advise the electricians working in your booth that you have brought your own materials. All materials under the carpet must be supplied by GES Electrical for safety reasons.

## What is an electrical floor plan and why do I need one?

A floor plan provides the electricians with the necessary information to perform the work requested in your booth space. A floor plan must have the following components: must be scaled, have orientation (call out the surrounding booths in accordance to front/back/sides in your booth), Main Drop Location (MDL), and power distribution points (provide specific measurements of these locations). GES Electrical must also receive an electrical floor plan for placements of the 1000 watt overhead lights.

## How can I ensure that I receive the discount rates on my electrical order?

Be sure to submit the following by the electrical discount deadline date:

- Complete valid Payment and Credit Card Authorization.
- Order Electrical Outlets
- Schedule Electrical Labor if distribution is required or for the hook up of electrical apparatus.
- Return complete Booth Layout Form. Prefer submission in PDF or CAD form.

All of the items listed above must be received on or before the discount deadline date in order to receive the discount rates. If one item is incomplete or missing, the order is considered incomplete and the outlet rates will be placed at regular rates and the labor rates will be based on when a complete order is received. Common examples of incomplete orders are (but not limited to) unreadable floor plans, will call (missing date/time), bulk power, no main drop location, and power/floor plan revisions. If you have any questions or concerns, please contact us.

## How do I know if my Hanging Sign is Electrical?

Your sign is electrical if it requires electricity, requires a hoist or rotator, or exceeds 300lbs. Hanging Signs require lift equipment to reach the ceiling and must be ordered on the Hanging Sign Order Form. Hanging Sign must be received at the advanced warehouse and the order and payment to GES Electrical office by the discount deadline date.

# Electrical Outlets Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a main drop location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

## 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	94.50	127.25		8.25	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	123.50	166.25		8.25	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	166.75	225.50		8.25	\$

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.60	9.90		8.25	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Electrical Outlets Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

120419 042600716

E-2 111919

# 24 Hour Electrical Outlets Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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



## Easy Ordering Tips:

- Order your outlet(s) for each area in your booth requiring power, 5 amp minimum required. Be sure to submit your electrical floor plan that designates a Main Drop Location (MDL). There must be an MDL provided for all Island booths.
- If you would like to order 220V, 380V or 480V outlets, please call for quote.

## 120v Motor and Equipment Outlets

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700001	005 Amp/500 Watts, 1/4 HP 120V	189.00	254.50		8.25	\$
700002	010 Amp/1000 Watts, 1/4 HP 120V	247.00	332.50		8.25	\$
700004	020 Amp/2000 Watts, 1/4 HP 120V	333.50	451.00		8.25	\$

## Transformers

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700114	Amp, Buck Boost Per Amp, 20 Amps Minimum	6.60	9.90		8.25	\$

Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.

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

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the 24 Hour Electrical Outlets Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

120419 042600716

E-2a 071119



# Lighting Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

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Show Site Contact	Show Site Email	Show Site Phone Number	



## Easy Ordering Tips:

- GES Electrical offers a variety of booth lighting solutions that meet the requirements of the facilities.
- 120 Watt Floodlight (700350) and Double 120 Watt Floodlight (700352): This option is a low voltage direct light with a shorter distance. Typically installed on an upright pole or mounting device. You have the option to have one or two lights installed.
- 1000 Watt Overhead Floodlight (700361): This is a catwalk mounted spotlight and a solution for highlighting approximately 10' x 10' area of your booth space. Typically used to spot light a 10' back wall or light spotting a vehicle.
- Track Light with Fixtures (700339): This option provides 50 watts per track head. This is another light that can provide direct lighting to product from a short distance.

700350



700361



700339



700337



## Lighting Options

Item Code	Description	Discount (\$)	Regular (\$)	Qty	Tax %	Total
700337	Addtl. Track Light Fixture (Track not Included)***	49.25	49.25		8.25	\$
700361	Floodlight, 1000 Watt Overhead**	117.50	177.00		8.25	\$
700350	Floodlight, 120 Watt*	102.00	137.25		8.25	\$
700370	Floodlight, 250 Watt Halogen	125.75	188.25		8.25	\$
700339	Track with 3 Light Fixtures, White***	277.00	416.00		8.25	\$
700340	Track with 4 Light Fixtures, White	326.00	465.00		8.25	\$

Price includes outlet for lights only. Labor is included for inline and peninsula booths where lights are installed at the back of the booth.

\* On Stanction, In-line booths only. Labor is not included for all other types of booths and will require a booth work labor order.

\*\* May require labor and/or lift at additional charge due to the nature of the building and equipment required to install these lights. Please include a Booth Layout form or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates will be applied on lights regardless of when order was received, if either is not provided with your electrical order.

\*\*\* If distribution of power is required to provide power to the lights, a labor order will be required.

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

## Total and Sign:

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

\$

Form Continues on Next Page



# Lighting 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

By signing and delivering the Lighting Order Form to GES Electrical, customer agrees to all terms and conditions printed on this form along with information provided on the Frequently Asked Questions and Safety and Regulations Form.

E-21090917 120419 042600716

# Electrical Floorwork Labor Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

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December 20, 2019

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



## Easy Ordering Tips:

- Electrical Labor is required for all under carpet distribution of electrical wiring, all facility overhead distribution of electrical wiring connections, installation and/or repair of electrical fixtures and installation of electrical motors and electrical apparatus.
- All materials under carpet must be supplied by GES Electrical for safety reasons.
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Tax %	Total
705060	Electrical, ST	97.50	97.50	97.50			8.25	\$
705060	Electrical, OT	194.25	194.25	194.25			8.25	\$

## Step 2. Please Indicate Service



**What is Exhibitor Supervision?** An exhibitor chooses Exhibitor Supervised so they are able to instruct the laborer in person. The exhibitor is required to be in the booth and there are no supervision fees. A scheduled date and time is necessary for this option.

**What is GES Supervision?** An exhibitor chooses GES Supervised when they want the work completed prior to their assigned target date and time. This allows exhibitors to start their booth build at their assigned target date and time. On most shows and services, there is a minimum surcharge for the professional supervision. Remember, when an exhibitor chooses this option, they do not need to schedule a date and time for services to be completed.

### Floor Work (Under Carpet Electrical Distribution)

#### Option 1

- ☐ Exhibitor Supervised
- You must schedule date & time below as well as # of electricians and estimated hours.
  - GES assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility, and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
  - Labor cannot be scheduled prior to assigned target date.
  - If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed. Rates will be based on when the floor plan was received.

#### Option 2

- ☐ GES Supervised (OK to proceed without exhibitor.)
- A 30% (\$60 minimum) surcharge will be added to the labor rates above for this professional supervision.
  - Date and time not required. No need to complete Step 3. Proceed to Total and Sign.

Is there more than one (1) main drop location?

\_\_\_\_ Yes      \_\_\_\_ No

If yes, please refer to the Electrical Equipment Order Form for additional pricing that may apply.

Form Continues on Next Page



# Electrical Floorwork Labor Order Form

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

Discount Deadline Date:  
December 20, 2019

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

## Step 3. Schedule Electrical Labor for Exhibitor Supervised Floorwork

### Installation

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Please include Electrical Booth Layout Form or provide your own detailed drawing for placement of main drop location (MDL), outlets and fixtures. Regular rates will be applied on outlets and applicable rates on labor, regardless of when the order was received, if either is not provided with your electrical order.

All floor plans are reviewed prior to show site to circuit a hall print for installation of power. A fee of \$50.00 will be billed for this time.

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Electrical Floorwork Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.

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# Electrical Booth Work Labor Order Form

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Discount Deadline Date:  
December 20, 2019

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



## Easy Ordering Tips:

- All outlets over 20 amps and/or with a voltage of 120 volts or higher will require electrical labor.
- Labor is required to inspect pre-wired equipment to plug into our system
- Straight Time: Monday through Friday from 8:00 AM to 4:30 PM
- Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
- 15 minute breaks commence at 10:00 AM and 2:00 PM. Lunch hour between 12:00 PM – 12:30 PM daily. Lunch will not be reflected on your invoice. Time starts from the time electrician is dispatched and stops when electricians return to the desk.

## Step 1. Order Labor

Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Electricians	# Hours	Tax %	Total
705061	Electrical, ST	97.50	97.50	97.50			8.25	\$
705061	Electrical, OT	194.25	194.25	194.25			8.25	\$
Item Code	Description	Discount (\$)	Regular (\$)	Show Site (\$)	# of Equipment	# Hours	Tax %	Total
705300	High Lift, ST	424.50	424.50	424.50			8.25	\$
705300	High Lift, OT	521.50	521.50	521.50			8.25	\$

## Step 2. Please Indicate Service

### Booth Work (Hanging Lights and Hooking up of Electrical Equipment)

- ☐ Hook Up: Connection and hard-wiring of all 208 or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical labor.
- ☐ Lighting
- Assembly and installation of all mechanically fastened static lighting when wattage exceeds 2000 watts and hard-wiring of all 208 or higher.
  - Assembly, installation and dismantle of electrical headers and/or light boxes.
- ☐ Miscellaneous
- Any electrical distribution and/or mechanical fastening to the exhibit or display of all electrical equipment, lighting fixtures, power tracks, etc.
  - Changes to or the addition of electrical connectors to electrical apparatus.

E-4 092619 120419 042600716

Form Continues on Next Page



# Electrical Booth Work Labor Order Form

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

Discount Deadline Date:  
December 20, 2019

Company Name Email Phone Number Booth Number

Show Site Contact Show Site Email Show Site Phone Number

## Step 3. Schedule Electrical Labor for Booth Work

### Installation

Start time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM start times will be dispatched to the booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Upon completion, the Exhibitor's representative will return the crew to the labor desk and approve the work order. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "No-Show" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (1/2) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES Electrical. GES Electrical requires the highest standards of integrity from all employees. All rates are subject to change if necessitated by increased labor and material costs.

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

### Dismantle

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

Schedule Dates	Schedule Start Time	Schedule End Time	Number of Electricians
MM/DD/YR	AM PM	AM PM	
MM/DD/YR	AM PM	AM PM	

## Total and Sign:

Please  
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment  
Enclosed

\$

By signing and delivering the Electrical Booth Work Labor Order Form to GES Electrical, the customer agrees to all terms and conditions printed on this form along with the information provided on the Frequently Asked Questions and the Safety and Regulations Form.



# Booth Layout - Electrical

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

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

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

Show Site Contact

Show Site Email

Show Site Phone Number



Main Drop Location



120 V \_\_\_\_\_ AMPS



208 V Single Phase \_\_\_\_\_ AMPS



208 V Three Phase \_\_\_\_\_ AMPS



480 V Three Phase \_\_\_\_\_ AMPS



## Form Tips:

- Use bold lines to indicate the outline of your booth.
- As a check and balance, please be sure the power allotted on the booth layout form matches the outlet(s) ordered on the Electrical Outlets Order Form. Each power distribution point should have a minimum of 5 amps. No bulking of power is allowed.
- Notate any 24 hour power requirements on the booth layout, i.e. refrigerator, uninterrupted power equipment.
- If this grid scale is too small for easy drawing return a separate sheet indicating booth layout.
- Return multiple booth layouts if necessary. Can be submitted through PDF or CAD.

## Step 1. Booth Information

Each square is \_\_\_\_\_ feet square since my booth is \_\_\_\_\_ feet wide by \_\_\_\_\_ feet long.

## Step 2. Draw Your Booth Layout

Back of Booth Number (indicate adjacent booth or aisle number: \_\_\_\_\_)


Please note the following requirements must be met in order for Booth Layout to be accepted:

- Orientation listed
- Main Drop Location (MDL) listed
- Power distribution points listed
- Readable/Legible

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Indicate  
Adjacent  
Booth or  
Aisle Number:  
\_\_\_\_\_

Front of (indicate adjacent booth or aisle number: \_\_\_\_\_)

# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

Company Name	Email	Phone Number	Booth Number
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## Attention:

- **This form must be completed by the Exhibitor only. An EAC cannot complete this form on behalf of the exhibitor.**

An Exhibitor Appointed Contractor (EAC) is a company other than the "general or official" service provider on the show that requires access to your booth during installation and dismantling. The EAC may only provide services in the facility that are not designated by the facility as "exclusive" to a designated provider, or by the show organizer in a contract as an exclusive service for the "general or official" service provider or other third party.

No EAC will be allowed to work in an exhibitor's booth if this Notice of Intent to Use EAC and Policies and Procedures form, a valid Certificate of Insurance and the Agreement, and Rules and Regulations between GES and the EAC form is not completed by an authorized representative and received by GES by the deadline indicated above. This Notice of Intent to Use EAC and Policies and Procedures form must be completed for every third party (as well as any other third party ordering or requesting services from GES on behalf of exhibitor) at the above show. Multiple booths are not to be listed on one form.

Exhibitor Appointed Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Office Phone: (area code ) \_\_\_\_\_ Fax: (area code ) \_\_\_\_\_

Description of proposed service for Exhibitor: \_\_\_\_\_

This form will only be accepted if it is executed by an authorized representative of the exhibiting company, and must include:

- An executed Agreement and Rules and Regulations between GES and EAC.
- A valid certificate of insurance prepared by the EAC's insurance agent with the minimum coverages as set forth in the Agreement and Rules and Regulations between GES and EAC.
- PLEASE NOTE: All Certificates of Insurance must be uploaded through CertFocus here: <https://www.certfocus.com/expresso/>  
\*There is a \$21.00 service fee per upload, this fee also applies if the certificate is mailed to GES.

universal

Please  
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

120419 042600716 L-3 022519 Cstm

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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

Company Name	Email	Phone Number	Booth Number
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**Attention:**

- **This form must 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 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 uploaded certificates of insurance through CertFocus, 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. All owned, hired and non-owned boxes marked.
  - 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 GES (Official Service Provider), Dallas Market Center (Show Management), The Temps At Total Home & Gift Market - Trade Mart (Show) and Dallas Market Center Operating, L.P.; WTC-Trade Mart, L.P.; IFDC Operating, L.P.; Market Center management Company, Ltd.; and AM Campous, L.P. (Facility) as additional insureds on a primary and non-contributory basis per the attached sample certificate of insurance. Umbrella follows form.
- EAC agrees to indemnify, defend and hold the Show Management, the Facility and 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 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.

# 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.

The Temps At Total Home & Gift Market - Trade Mart  
Dallas Market Center - World Trade Center  
January 8 - 12, 2020

Form Deadline Date:  
December 20, 2019

Company Name	Email	Phone Number	Booth Number
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## Rules and Regulations (continued)

17. The exhibitor or its EAC should take steps to protect the exhibitor and the EAC's product in the booth by arranging for booth security and/or cages. GES is not responsible for items left unattended on the show floor.
18. EAC agrees GES is not responsible for any items stored in empty containers. Do not store empty cartons inside of empty crates. Cartons are returned from storage before crates so exhibitors may begin packing their product.
19. EAC/exhibitor agrees to keep "No Freight Aisles" clear at all times. If GES is required to rearrange any material situated in a clearly identified "No Freight Aisle," the exhibitor or the EAC depending upon the billing arrangements with GES will be charged a one hour minimum for forklift rental and labor.
20. EAC/exhibitor agrees that all outbound freight bills should be turned into the service desk on a timely basis. Holding freight bills until late in the day or turning in large amounts of freight bills to the GES 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 EAC's Signature

Authorized EAC's Name - Please Print

Date

## Review and Return Return to: GES, 7000 Lindell Road, Las Vegas, NV 89118

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Contact Name at Show Site: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Cell Phone at Show Site: \_\_\_\_\_

### Official Use Only

Accepted by GES Authorized Representative:

X

Authorized Signature

Authorized Name - Please Print

Date

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# 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.

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## Union Information

To assist you in planning your participation in your show, we are certain you will appreciate knowing in advance that union labor will be required for certain aspects of your exhibit handling. To help you understand the jurisdiction that the various unions have in the State of Texas, we ask that you read the following information. Decorators Union 756 and Teamsters Local 745.

## Teamster Labor

GES will provide members from the Teamsters union as needed, who have jurisdiction for all material handling within the boundaries of the convention facility. They unload all trucks or vehicles, deliver the material to your booth and remove and reload materials at the close of the show.

**Exhibitors may hand carry what one person can carry in one trip, provided they do not use any material handling equipment, such as forklifts, flatbeds, dollies, etc. GES Representatives will have sole responsibility in determining the loading and unloading procedures on the dock of the respective facilities.**

## Installation and Dismantle Labor

GES will provide Display union personnel to provide labor for the installation and dismantling of your exhibit. Full-time, bona fide, employees of the exhibiting companies are allowed to set their own exhibits without assistance from this union. Any labor services that may be required beyond what your regular full-time employees can provide must be rendered by union labor. Labor can be ordered in advance by returning the enclosed labor form, or on show site at the GES Servicenter.

## Electrical Labor

Electrical labor includes wiring, hookups, interconnections, electrical signs, video taping, camera operations, (including audio and lighting), and television and VCR connections. Assembly, installation and dismantle of anything using electricity as a source of power is the responsibility of union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by Show Management. Please check this kit for information regarding the installation and dismantling of any electrical needs you may have.

## Plumbing

This area is also covered by the respective facility, or an established contractor chosen by Show Management. Responsibilities for all plumbing supplies, to include air, water, waste and venting are covered by union personnel. The specific contractor is chosen either by the respective facility, or an established contractor chosen by the Show Management. Please check this kit for information regarding the installation and dismantling of any plumbing needs you may have.

If you encounter any difficulty with any laborer, or if you are not satisfied with the work performed, please bring this issue to the attention of the Show Manager or the GES **Servicenter** staff. Please refrain from voicing complaints directly to the craft personnel.

The personnel in charge of your exhibit should carefully inspect and sign all Work Order forms. If there are any questions about an item on your invoice, please bring the invoice to the appropriate GES Servicenter personnel, and discuss it with the personnel in charge.

## Gratuities

Our work rules prohibit the solicitation or acceptance of tips in cash, product or gifts in kind by any employee (union or non-union). Our employees are paid appropriate wages denoting professional status, therefore tipping of any kind is not allowed.

## Work Zone

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

# 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.

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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.



# Fire Regulations

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

## The Temps At Total Home & Gift Market - Trade Mart Dallas Market Center - World Trade Center January 8 - 12, 2020

This checklist provides some of the basic regulations governing the operation of Exhibit Hall Occupancies. It is not possible to cover all regulations. If you have a particular question or concern, please telephone or FAX the Fire Department. The initial inspection is conducted at no charge. There is no charge for one re-inspection. The second re-inspection is subject to a \$30.00 fee, with all re-inspections after the second, subject to a \$60.00 fee.

### 1. Plans

- A. Detailed floor plans must be submitted to Fire Prevention Education and Inspection at least 15 days prior to the scheduled opening of the show. It is not necessary to show the details of individual booths.
- B. If a structure is to be erected as a display inside an exhibit building, plans showing the details of the structure must be submitted to Fire Prevention Education and Inspection at least 5 days prior to the scheduled opening of the show.
2. Exit door shall be maintained in proper working order and unlocked at all times the building is occupied. Exit ways shall be clear of obstructions. Dead-end corridors longer than 20 feet are prohibited.
3. Directional exit marking and exit signs shall be in accordance with the Building Code.
4. Curtains, drapes, or decorations shall not visually or physically obstruct exit doors, exit signs, fire alarms, hose, cabinets, standpipes, fire extinguishers, or any other life safety equipment at any time.
5. Exit doors shall not be blocked or obstructed from outside the building by vehicles, barricades, or otherwise.
6. Vehicles shall not be parked in designated fire lanes at any time.
7. Compressed gas cylinders shall be secured to prevent cylinders from falling or being knocked over.
8. "NO SMOKING" signs shall be posted throughout those areas designated by the Fire Marshal where smoking is prohibited.
9. In areas where smoking is permitted, on each table and at other convenient locations, approved non-combustible ashtrays or match receptacles shall be provided.
10. Drapes, curtains, table skirts, and other decorative materials shall be flame retardant.
11. Unless they are flame retardant, combustible materials, merchandise, or signs shall not be attached to, hung from, or draped over flame retardant side and rear divider draperies of booths, or attached to table skirting facing the aisles.
12. Hay and straw used for decoration shall be flame retardant or covered with a flame retardant tarpaulin, otherwise, it must be stored and maintained in a manner approved by the Fire Marshal.
13. Sawdust and shavings shall be maintained flameproof at all times.
14. Approved fire extinguishing equipment shall be provided in all areas designated by the Fire Marshal.
15. Combustible shipping containers shall be stored in an area, and in a manner, approved by the Fire Marshal.
16. Open flames, and burning or smoke-emitting materials, shall be used as part of an act, display or show only under permit from, and prior approval of, the Fire Marshal.
17. Combustible waste shall be collected as it accumulates, and stored in non-combustible, covered containers, which are emptied as necessary, but as a minimum at the close of each day.
18. Each exhibitor shall provide an approved non-combustible, covered container, with an approved cover, for daily accumulation of waste material.
19. Heating devices shall be installed in accordance with the Building and Mechanical Codes.
20. Electrical wiring of a temporary nature shall be installed in accordance with the Electrical Code.
21. Commercial cooking appliances shall be installed in accordance with the Mechanical and Plumbing Codes, and be equipped with ventilation hoods and approved automatic extinguishing systems. All other cooking equipment shall have separation from combustible materials, or non-combustible shielding, as approved by the Fire Marshal.
22. Liquefied petroleum gas (LPG) shall not be used inside buildings, tents, or in areas, except for demonstration by special permit issued by the Fire Marshal.

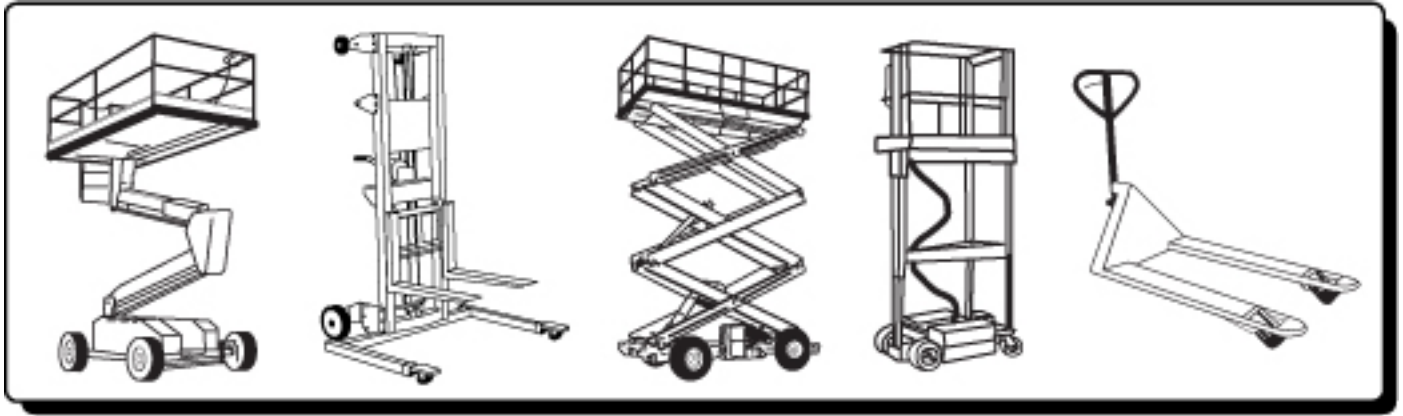
23. All appliances and equipment fired by natural gas shall be approved by the Plumbing Inspector and/or Fire Marshal before being used.
24. Welding and cutting equipment shall not be used for demonstration, except by special permit issued by the Fire Marshal.
25. Use or demonstration of equipment using liquid fuel inside of buildings is prohibited.
26. Flammable liquids and/or gases shall be displayed, stored, or used inside buildings only as approved by the Fire Marshal.
27. Artificial lighting such as lanterns and candles shall be used only as approved by the Fire Marshal.
28. Display of automobiles, trucks, tractors, and other vehicles using flammable fuels inside a building.
  - A. Vehicles must be inspected by the Fire Marshal prior to entering the building.
  - B. Fuel tanks shall contain no more than 5 gallons of fuel.
  - C. All fuel tanks shall be locked or effectively sealed.
  - D. Battery cables shall be disconnected from the ignition system.
  - E. Ignition keys for display vehicles shall be kept by a responsible person, at the display location, for use in removal of the vehicles in the event of an emergency.
29. Display of boats using flammable fuels inside a building.
  - A. Fuel tanks shall be completely empty.
  - B. All fuel tanks shall be locked or effectively sealed.
  - C. Battery cables shall be disconnected from the ignition system.
30. Display of helicopters inside a building.
  - A. The maximum amount of fuel that is permitted in aircraft that is flown to the display site is the minimum reserve that is required by Federal Aviation Regulations (FAR), subject to the following conditions.
    - (1) At least 15 days prior to the opening of the show, the Fire Marshal shall be provided with a list of all affected aircraft, specifying the make and model of the aircraft, type of fuel, the maximum capacity of the fuel tank, the FAR minimum reserve, and a description of the units in which the fuel is measured, i.e., pounds or gallons.
    - (2) A member of the show management shall be present during move-in to assist the Fire Department representative.
    - (3) Automotive traffic shall be prohibited from the aircraft landing area during the scheduled aircraft arrival/ departure time(s).
    - (4) The aircraft landing area shall be cordoned off.
  - B. The power source on each aircraft shall be disconnected.
  - C. The fuel filler caps on each aircraft shall be locked or covered with duct tape.
  - D. Fuel tanks on aircraft that is not flown to the display site shall be empty.
  - E. Approved fire extinguishing equipment shall be provided in area designated by the Fire Marshal.
  - F. Aircraft defueling/fueling area shall be subject, but not necessarily limited to, the following provisions.
    - (1) Defueling/fueling operations shall be conducted a minimum of 50 feet from any building.
    - (2) The defueling/fueling area shall be cordoned off.
    - (3) Defueling/fueling shall be done only when the aircraft and dispensing unit are bonded and grounded as follows:
      - a. A grounding cable shall connect the dispensing unit (fueling truck) to a ground.
      - b. A grounding cable shall connect the aircraft to a ground.
      - c. A bonding cable shall connect the dispensing unit to the aircraft
    - (4) The defueling/fueling area shall be approved by the Fire Marshal prior to beginning defueling/fueling operations.
    - (5) Aircraft heaters shall not be operated during defueling/fueling operations.
    - (6) No source of ignition shall be within 50 feet of the defueling/fueling area.
    - (7) Approved fire extinguishing equipment shall be provided in the defueling/fueling area.

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# Operation of All Mechanical Lifts

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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

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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. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show site.

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.

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GES Terms & Conditions are subject to change at GES' sole discretion without notice to any parties.

## I. Definitions

**GES:** GES as referenced hereinafter shall include, but is not limited to the following services: electrical (a/k/a TSE/Trade Show Electrical), rigging, material handling, installation and dismantle, and logistics provided by GES personnel to exhibitor pursuant to any purchase of Services. **Agents:** GES' agents, sub-contractors, carriers and the agents of each; **Customer:** Exhibitor or other party requesting Services from GES; **Goods:** Exhibits, property and commodities of any type for which GES is requested to perform Services; **Carrier:** Motor carrier, van line, air carrier or air or surface freight forwarder; **Shipper:** Party who tenders Goods to Carrier for transportation; **Cold Storage:** Holding of Goods in a climate controlled area; **Accessible Storage:** Holding of Goods in an area from which Goods may be removed during shows; **Services:** Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services; **Show Site:** The venue or place where an exposition or event takes place; **Supervised Labor (OK TO PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space, and is supervised and/or directed by GES; **Unsupervised Labor (DO NOT PROCEED):** Union labor that is provided to a Customer to install or dismantle a booth or exhibit space and pursuant to Customer's election is not supervised and/or directed by GES. Customer assumes the responsibility and any liability arising therefrom, for the work of union labor when Customer elects to use unsupervised labor.

## II. Scope

These Terms and Conditions shall be binding upon Customer, GES, and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in the Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

## III. Customer Obligations

- a. **Payment for Services:** Customer shall be liable for all unpaid charges for services performed by GES or agents. Customer authorizes GES to charge its credit card directly for services rendered on Customer's behalf after departure, by placing an order online, via fax, phone or through a work order on site. Payments at show site must be made via GES-accepted credit card, check, or wire transfer. GES will not accept cash payments at show 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 advance for future Services. GES retains its right to hold Customers' Goods for non-payment. If a credit card is provided to GES, GES is authorized to bill to such credit card any unpaid charges for Services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1.5% per month until paid.

## IV. Mutual Obligation Indemnification

- a. **Customer to GES:** Customer shall defend, hold harmless and indemnify GES from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons, or damage to property other than Goods, relating to or arising from performance of Services herein. Customer agrees to indemnify and hold GES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its space or any agents or employees engaged in business on behalf of Customer or present at Customers' invitation, including supervision of labor secured through GES. Customer's obligations under this provision shall not apply to GES' own negligence and/or willful misconduct. **CUSTOMER ACKNOWLEDGES THAT THE SHOW SITE IS AN ACTIVE WORK ZONE AND CUSTOMER, ITS AGENTS, EMPLOYEES AND REPRESENTATIVES ARE PRESENT AT THEIR OWN RISK.**
- b. **GES to Customer:** To the extent of GES's own negligence and/or willful misconduct and subject to the limitations of liability below, GES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses including reasonable attorneys' fees and court costs, resulting from any injury to or death of persons or damage to property other than Goods. GES' obligations under this provision shall not apply to claims for bodily injury arising a) from Customer's presence in areas which have been marked as "off limits to exhibitors"; and b) when exhibitors are present in the facility prior or subsequent to the effective dates or hours of Exhibitor's space lease with show management.

## V. Disclaimer and Limitation of Liability

**UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL INDIRECT OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME. GES SHALL BE LIABLE, SUBJECT TO THE LIMITATIONS CONTAINED HEREIN, FOR LOSS OR DAMAGE TO GOODS ONLY IF SUCH LOSS OR DAMAGE IS CAUSED BY THE DIRECT NEGLIGENCE OR WILLFUL MISCONDUCT OF GES. CLAIMS PRESENTED FOR LOSS OR DAMAGE ARISING OUT OF INCIDENTS REFERENCED IN SECTION VI HEREIN WILL BE DENIED.**

## VI. No Liability for Loss or Damage to Goods

- a. Condition of Goods: GES shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage. GES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods shall be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customer's responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.
- b. Receipt of Goods: GES shall not be liable for Goods received without receipts, freight bills or specified unit counts on receipts or freight bills or for bulk shipments (i.e., UPS, air freight, or van lines). Such Goods shall be delivered to booth without the guarantee of piece count or condition.
- c. Force Majeure: GES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes and acts of terrorism or war.
- d. Cold Storage: Goods requiring cold storage are stored at Customer's own risk. GES assumes no liability or responsibility for Cold Storage.
- e. Accessible Storage: GES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.
- f. Unattended Goods: GES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its own Goods for any and all risk of loss.
- g. Empty Storage: GES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in Empty Storage. It is Customer's sole responsibility to affix the appropriate labels available at the GES Service Desk for empty container storage, and ensures that any pre-existing empty labels are removed.
- h. Forced Freight: GES is not liable for Customer Goods left on the show floor after the show closing deadline, with or without a Material Handling Services/Straight Bill of Lading signed by Customer. It is Customer's responsibility to complete accurate paperwork for shipping and to ensure Customer Goods are properly labeled. If Customer Goods remain on the floor after the show closing deadline, GES has the right to remove the Customer Goods. GES is authorized by Customer to proceed in the manner chosen by Customer on the Order for Material Handling Services/Straight Bill of Lading, if one has been completed, or otherwise to ship Customer Goods at the discretion of GES and at Customer's expense. GES shall incur no liability for such shipment. GES retains the right to dispose of Customer Goods without liability if left on the show floor unattended, without labels or not correctly labeled.
- i. Concealed Damage: GES shall not be liable for concealed loss or damage including but not limited to; glass, electronic equipment, prototypes, original art, uncrated Goods, or improperly packaged or labeled Goods.
- j. Unattended Booth: GES shall not be liable for any loss or damage occurring while the Goods are unattended in Customer's booth at any time including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to GES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.
- k. Hanging items from Booth: Customer shall not hang any articles, merchandise, product, advertisements, or other similar items from GES supplied booth materials, (this includes but is not limited to GEM panels or pipe and drape), utilized in Customer's own booth set up or in areas occupied by the show organizer or third parties. If Customer does hang any prohibited items, Customer alone shall be held liable for any damages, costs, actions or injuries resulting from the hanging of such item(s). GES shall have no liability for any damages, costs, actions or injuries arising out of Customer's failure to comply with this provision.

## VII. Measure of Damage

- a. Sole Relief: If found liable for any loss, GES' sole and exclusive maximum liability for loss or damage to Customer's Goods is limited to \$.50 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less.
- b. Labor: GES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of GES provided union labor. If GES supervises labor for a fee, GES shall be liable only for actions or claims arising out of its negligent supervision. Such liability shall be limited to the cost to Customer of the supervised labor or the depreciated value of the Goods, whichever is less. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, including but not limited to loss, damage or bodily injury and shall provide GES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

## VIII. Miscellaneous

- a. Insurance: **GES IS NOT AN INSURANCE COMPANY AND DOES NOT OFFER OR PROVIDE INSURANCE.** It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer. GES recommends Customer arrange for all Risk Coverage.
- b. Notice of Loss or Damage: In order to have a valid claim, notice of loss or damage to Goods must be given to GES or its agent within 24 hours of occurrence (as evidenced in an Incident Report completed at Show Site by GES) or delivery of outbound Goods.
- c. Filing of Claim: Any claim for loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified herein. Damage reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of a claim. Claims for Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by GES within **thirty (30)** days after the close of the show. Claims for Goods alleged to be lost or damaged **during transit** must be received by the responsible party within nine (9) months of date of delivery of Goods. GES Logistics subcontracts the movement of Goods to third party carriers. Claims for damage in transit should be made directly with your carrier as shown on the Material Handling form/ Bill of Lading. In the event of a dispute with GES, Customer will not withhold payment or any amount due GES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay GES prior to the close of the show for all such charges and further agrees that any claim Customer may have against GES shall be pursued independently by Customer as a separate action to be resolved on its own merits. GES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.
- d. Filing of Suit: Any action at law regarding loss or damage to Goods must be filed within one (1) year of the date of declination of any part of a claim (logistics claims excluded).



## IX. Jurisdiction, Choice of Forum

These Terms and Conditions of Contract shall be governed by and construed in accordance with the applicable laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Nevada. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Nevada, or as applicable depending upon jurisdiction, the County Circuit Court in Clark County, Nevada.

## X. Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in separate agreements titled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to GES' liability for Customer's Goods. The responsibility of GES with respect to Customer's Goods is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. GES shall be liable only for loss or damage to Goods caused by GES' sole negligence. GES' liability is limited to \$.60 (USD) per pound with a maximum liability of \$100.00 (USD) per container, or \$1,500.00 (USD) per shipment whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based on weight. GES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond GES' immediate control. GES is not responsible for the marring, scratching or breakage of glass or other fragile items. GES is not liable for the mechanical functions of instruments or appliances even if such articles are packed or unpacked by GES. In no event shall GES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by GES as to appropriateness of the conditions for Customer's Goods. The risk of loss remains Customer's alone and GES recommends the Customer carry and maintain insurance in amounts sufficient to cover its risk.

## XI. Personal Data

Customer consents to GES' use of personal information ("PI") that GES receives from Customer in any manner in connection with the Show as follows: (a) GES retains PI of Customer's primary contacts (including name and email) on an ongoing basis to better serve Customer's future event needs until either GES' Privacy Policy requires deletion or Customer instructs GES to delete it; (b) GES' payment card processor stores credit card information through its expiration date for Customer's convenience, unless Customer instructs GES to delete it sooner; and (c) other uses set forth in GES' Privacy Policy published at <http://www.ges.com/us/legal/privacy-policy>. GES is Privacy Shield certified and protects PI with technical, organizational and other safeguards in conformity with applicable data protection laws including, without limitation, privacy laws of European Union member states. Customers may opt-out of future electronic communications from GES using the contact information provided in GES' Privacy Policy.

## Payment Policy

**Payment for Services:** GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use the credit card authorization information that you enter on the website to charge your account for services, which may include labor, material handling or any applicable fuel or energy surcharge.

**Discount Prices:** To qualify for discount pricing, orders must be received with payment on or before the discount deadline date.

**Method of Payment:** GES accepts MasterCard, Visa, American Express via this website.

**Third Party Billing:** Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay.

**Tax Exempt:** If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline date.

**Adjustments and Cancellations:** No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc. for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of \$25.00 will be applied toward the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

If you have any questions regarding our payment policy, please call GES National Servicer® at 800.475.2098 or visit the GES Servicer® at the show.

You may choose to pay by credit card, check or bank wire transfer; however, we require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer. You are responsible for any wire transfer bank processing fees.

All balances must be paid upon conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.

For your convenience, we will use the credit card authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all its employees. Please call our confidential Always Honest hotline at (800) 443-4113 to report fraudulent or unethical behavior.



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