

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:

Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.
AUSA ILW Global Force Symposium & Exposition

 Von Braun Civic Center
 March 13 - 15, 2017

Discount Deadline Date:

February 16, 2017

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER
SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL
CONTACT'S HOTEL (OPTIONAL)		

PLEASE COMPLETE THIS FORM FOR THE INSTALLATION OF YOUR CARPET.
 TO DETERMINE IF YOU NEED LABOR, PLEASE READ THIS FORM CAREFULLY.

- Labor is required for all booths exhibiting vehicles / heavy equipment.

Important Information & Rates

The process of the movement of vehicles/heavy equipment onto the floor is very time sensitive. Due to the nature of this move in, all installation of all booth carpet will be handled by GES. Exhibitors are welcome to send a supervisor to over see the installation. GES will be in charge of the installation of all exhibitor owned booth carpet for booths displaying vehicles and/or heavy equipment on March 9, 2017. Contractors other than GES will not be permitted to install carpets in these display booths.

All booth carpets and pad need to arrive at the GES warehouse no later than March 18, 2015. Please make sure that all items are labeled with the "Vehicle Booth Carpet" labels provided. These labels will alert the staff members handling freight of the importance of these items.

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in half (1/2) hour increments. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour	Discount	Regular	Show Site
Install & Dismantle, ST Code: 705000	\$ 77.75	\$ 97.00	\$ 97.00
Install & Dismantle, OT Code: 705000	\$ 116.50	\$ 145.50	\$ 145.50
Install & Dismantle, DT Code: 705000	\$ 155.25	\$ 194.00	\$ 194.00

In order to ensure that the display space is ready for your vehicle and/or heavy equipment at the schedule time (see the Target Vehicle/Heavy Equipment floor plan) it is critical that all contractors have the necessary floor plans.

- Straight Time:** Monday through Friday from 8:00 AM to 4:30 PM.
- Overtime:** All other times Monday through Friday. All day Saturday & Sunday.
- Double Time:** All day Holidays.
- Discount Rate:** Rate applies to orders placed on or before the above Discount Deadline Date.
- Regular Rate:** Rate applies to orders placed after the above Discount Deadline Date, but before the first day of exhibitor move-in.
- Show Site Rate:** Rate applies to orders placed at show site

Please Indicate Service
 GES Supervised (OK to Proceed)

Please complete "Key Information" form (L-2)

GES will supervise labor to:

- Unpack and install display before Exhibitor arrival at show site.
- Dismantle and pack the display after show closing.
- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor. A 25% (\$50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

 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.

LOCATION OF BOOTH/DIMENSION OF BOOTH: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

COPIES OF THESE FLOOR PLANS NEED TO BE SENT TO:

GES 702.683.6677 • Edlen 954.779.6303 • CCLD 866.353.6819

Does this carpet require customizing during installation? _____ If so, please send a rendering of the booth showroom.

CHECKLIST OF FLOOR PLANS NEEDED:

- Electrical line diagram Phone/Internet lines diagram
- Booth Diagram showing placement of vehicles/ heavy equipment

PLEASE INDICATE:

Booth Size: _____ Carpet Size: _____

Padding Size: _____

Place Order Here

TOTAL # OF HOURS	X	TOTAL # OF LIFT WCREW	X	LABOR RATE	=	TOTAL
I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.						A. Total Labor Ordered \$
Authorized Signature - Please Sign:						B. 25% (\$50.00) GES Supervision \$
<input checked="" type="checkbox"/>		AUTHORIZED NAME - PLEASE PRINT		DATE		C. Payment Enclosed \$

Please estimate the number of workers and hours per worker needed for installation and dismantling above. 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.

Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

 Order Directly Online:
<https://e.ges.com/>

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