

Vehicle Booth Carpet Installation Order Form

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

AUSA ILW Global Force Symposium & Exposition
Von Braun Civic Center
March 26 - 28, 2018

Discount Deadline Date:
March 2, 2018

Company Name Email Phone Number Booth Number



Easy Ordering Tips:

- 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.
- 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 (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 (\$)	X # Workers	X # Hours	= Total
705000	Install & Dismantle, ST Move In	80.75	101.00	101.00			\$
705000	Install & Dismantle, ST Move Out	80.75	101.00	101.00			\$
705000	Install & Dismantle, OT Move In	121.25	151.25	151.25			\$
705000	Install & Dismantle, OT Move Out		151.25	151.25			\$
705000	Install & Dismantle, DT Move In	161.50	201.75	201.75			\$
705000	Install & Dismantle, DT Move Out	161.50	201.75	201.75			\$

Hate math? Let Espresso calculate your rates: <https://e.ges.com/051600363/labor/esm>

Step 2. Please Indicate Service



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

Option 1 (A 25% (\$ 50.00 minimum) surcharge will be added)

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

Please complete Key Information form,
click here: <https://e.ges.com/051600363/laborchecklist/esm>
GES will supervise labor to:

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

- Subject to terms and conditions of all GES policies, including terms and conditions of contract, including but not limited to sub-paragraph VII, b., Labor.
- A 25% (\$ 50.00 minimum) surcharge will be added to the labor rates above for this professional supervision.

Location of Booth/Dimension of Booth: Use the Booth Layout Form to represent your booth, indicate from each boundary how you would like your booth placed.

VB-1 111716 Cstm 122217 051600363

Form Continues on Next Page



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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.

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	

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: _____

Important Information

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 22, 2018. 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 16, 2018. 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.

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

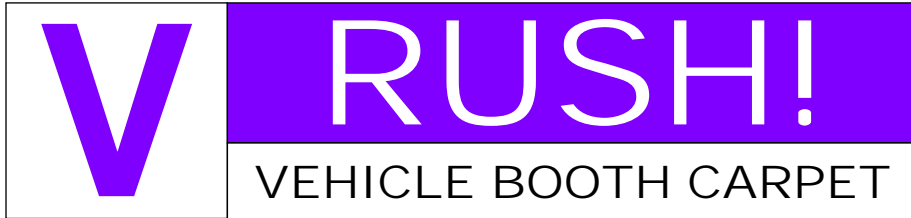
I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, including authorization for GES to retain personal information to better serve my need for GES services at future events.

Total Payment
Enclosed

\$



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

AUSA ILW Global Force Symposium & Exposition

Name of Exhibition

051600363

BOOTH NUMBER

GES

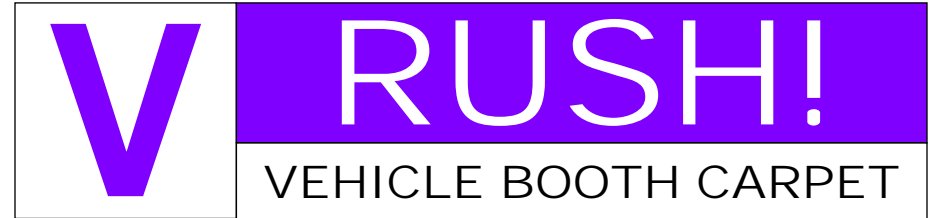
**UPS Freight
174 Old Highway 24
Decatur, AL 35601 USA**

Shipment Should Arrive on or Between:

Thursday, Feb 15, 2018 Friday, March 16, 2018

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

Carrier _____
Number _____ of _____



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TO:

Full Exhibiting Company Name at Show

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