

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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

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Show Organizer Information and Forms

EXHIBIT LOCATION

Hyatt Regency Atlanta
265 Peachtree St NW
Atlanta, GA 30303

EXHIBIT HALL SHOW HOURS

Monday	October 29	10:30am –6:30pm
Tuesday	October 30	10:30am –4:00pm

EXHIBITOR MOVE-IN HOURS

Sunday	October 28	1:00pm-6:00pm
Monday	October 29	7:00am –9:00am

All displays must be in place, and display material and cartons must be labeled as empty or trash by 8:00am, Monday October 29, 2018.

Exhibitors will be permitted to work within their exhibit space as late as they need on Sunday, but there will be no in/ out after 5:00pm. Please schedule your labor accordingly.

EXHIBITOR MOVE-OUT HOURS

Tuesday	October 30	4:00pm – 8:00pm
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All exhibitor materials must be removed from the exhibit facility by Tuesday October 30, 2018. To ensure all exhibitor materials are removed from the exhibit facility by this Exhibitor Move-Out deadline, please have all carrier's check-in by Tuesday October 30 by 1:00pm.

EXHIBITOR REGISTRATION HOURS

Monday	October 29	7:00am– 5:00pm
Tuesday	October 30	7:00am – 3:00pm

SHOW MANAGEMENT (operational/regulation issues, questions)

Contact Name: Jean Cadwell

Phone: 480-281-6774

Email: jean.cadwell@informa.com

PARKING

Overnight hotel guests (12 to 24 hours) = \$40 with in and out privileges

There is no self-service parking available on the property. Guests may elect to self-park at off-property locations, such

as 31 Baker St. (31 Baker Street NE). This covered garage is one block from the hotel and is available at a discounted rate for Hyatt guests. Charges are \$20 for 24 hours with no in/out privileges, valid Friday - Sunday.

OFFICIAL CONTRACTOR CONTACT INFORMATION

GENERAL SERVICE CONTRACTOR (Furnishings, carpet, material handling, display labor, cleaning, etc.)

GES

AUDIO VISUAL

Metro Multimedia

52 Forest Ave., 2nd Fl.

Paramus, NJ 07652

Email: info@metromultimedia.com

Phone: 201.340.2290

Forms required to order- attached in Exhibitor Kit

RIGGING AND ELECTRICAL

PSAV Representative

Hyatt Regency Atlanta

265 Peachtree Street NE, Atlanta, GA 30303

■ office: 404.460.6550 ■ email: psav_at_hra@psav.com

HOTEL & DESTINATION INFORMATION

We have arranged a block of rooms for this show with the Hyatt Regency Atlanta at a discounted rate. If you book with anyone else, you give up the benefits negotiated by our housing department.

You can make your reservations at:

<https://book.passkey.com/event/49597710/owner/323/home>

BUSINESS CENTER

The FedEx Business Center is a full-service business center providing experienced, business-center professionals who can help get the job done when you're on the road, as well as supplement the convention needs and services offered by hotels.

Hours:

Monday - Friday: 7:00 a.m. to 7:00p.m.

Saturday: 8:00 a.m. to 1:00p.m.

The Business Center information is provided with the intent of shipping small last minute items such as materials and brochures for use during the show. The FedEx Office Business Center does not accept any type of freight. GES advance or show site shipping services must be utilized for freight.

SHIPPING (domestic air freight and ground services)

<https://ordering.ges.com/051600662/ImportantFreightInformation>

GES Servicer

Phone (800) 801-7648

or (702) 515-5970

Hours: Monday-Friday

6:00am-5:00pm PST

Inbound Freight

Due to tight security and lack of adequate storage space at the Hyatt Regency Atlanta absolutely NO Direct Shipments are permitted to this facility.

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at RAC Logistic LLC 4351 Thurman Road Conley, GA 30288

Shipments should arrive on or between business days:

Tuesday, September 25, 2018 - Wednesday, October 24, 2018

Advance Warehouse Hours of Operation: Monday - Friday, 7:30 AM to 3:30 PM

If you have any questions regarding this procedure, please call the GES National Servicer or contact us:
<http://www.ges.com/chat>

BOOTH DESIGN APPROVAL

All booths larger than 10' x 10' (100 sq. ft.) must submit a detailed booth designs to the Informa Exhibit Operations Manager **by September 1, 2018** for approval of the design and build. This submission should include all supporting documents such as structural integrity certificates, special permits, rigging diagrams etc. Failure to submit the detail, design and documentation could result in denial of build on sight.

Submit documentation to: jean.cadwell@informa.com

One Place for Exhibit Planning Ordering and Management

ExpressoSM by GES is a simple to navigate, picture-driven system customized specifically for your show.

It's more than just your exhibitor manual online.

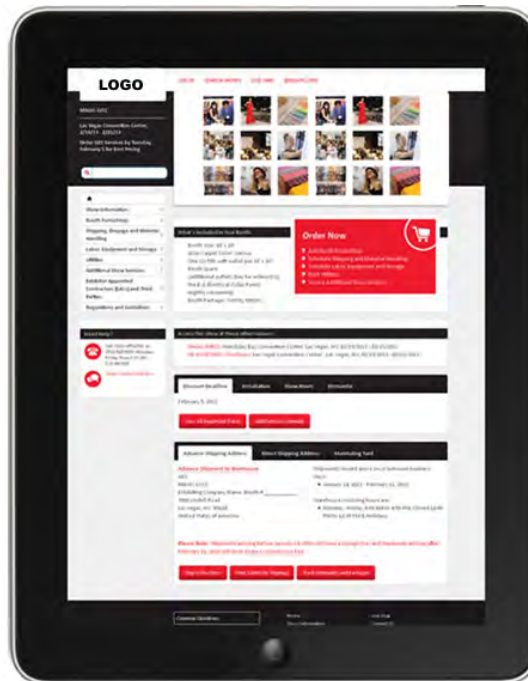
Exhibitors can:

- 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 ServicerSM

Order Everything You Need for Your Show



- Go to <https://e.ges.com/051600662/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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Questions?



Contact

- Chat with us <http://www.ges.com/chat>
- Contact us online: <https://e.ges.com/051600662/contactus/esm>

Official Service Provider

GES
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.

Phone (in USA): (800) 475-2098 International Calls: (702) 515-5970
FAX (in USA): (866) 329-1437 International Faxes: (702) 263-1520

Show Information

Booth Size: 10' x 10'
Backwall Drape: Black
Sidewall Drape: Black
Facility Carpeted: Yes, Ballroom is carpeted
Aisle Carpet Color: None. Ballroom is carpeted

Discount Deadline Date

Monday, October 8 GES orders must be received with payment by this date.

Exhibitor Move In

Sunday, October 28 1:00 PM - 5:00 PM Exhibitors can set later than 5PM, but no in/out
Monday, October 29 7:00 AM - 9:00 AM

Please take notice - this event moves in on overtime, all applicable surcharges will apply.

Show Hours

Monday, October 29 10:30 AM - 6:30 PM
Tuesday, October 30 10:30 AM - 4:00 PM

Exhibitor Move Out

Tuesday, October 30 4:00 PM - 8:00 PM

Please take notice - this event moves out on overtime, all applicable surcharges will apply.

Carrier Check-in Post-Show

Tuesday, October 30 5:00 PM Carriers post-show must be checked-in by this time.

Facility Clear

Tuesday, October 30 8:00 PM All exhibitor materials must be removed.



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

Advance Shipments to Warehouse:

c/o GES
IoT World, Smart Cities Summit, Blockchain
Summit
(Your Company Name & Booth Number)
RAC Logistic LLC
4351 Thurman Road
Conley, GA 30288
USA

Shipments should arrive on or between:

September 25 - October 24, 2018
Hours for receiving are Monday - Friday, 7:30 AM - 3:30 PM
Drivers must check in by 2:00 PM to be guaranteed same day unloading.

No Inbound Shipping to Show Site Notification:



Direct to show site shipments **will not** be accepted at the Hyatt Regency Atlanta.

All exhibit materials must be sent in advance to the GES warehouse. Any materials shipped to the Hyatt Regency Atlanta will be consigned to GES and you will be billed higher material handling charges by GES and **A 30% (\$50 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the Hyatt Regency Atlanta for any items sent directly to the Hyatt Regency Atlanta. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

Outbound Shipments Direct From Exhibit Site:

c/o GES
IoT World, Smart Cities Summit, Blockchain
Summit
(Your Company Name & Booth Number)
Hyatt Regency Atlanta
265 Peachtree Street, NE
Atlanta, GA 30303
USA

Outbound Shipment Dates:

October 30, 2018, 4:00 PM - 8:00 PM

All shipments before the show must be sent to the Advanced Warehouse. After the show, all outbound freight will need to be shipped from the exhibit site.

Important Freight Information

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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Important information regarding Inbound and Outbound Freight

Due to tight security and lack of adequate storage space at the Hyatt Regency Atlanta absolutely no Direct Shipments are permitted to this facility.

Inbound Freight

Please make arrangements with your carrier to deliver all shipments to the GES Advanced Receiving Warehouse at RAC Logistic LLC, 4351 Thurman Road, Conley, GA 30288, starting September 25, 2018 until October 24, 2018.

Outbound Freight

For Outbound shipments, carriers must pick up freight from the show site address
Hyatt Regency Atlanta
265 Peachtree Street, NE, Atlanta, GA 30303

on the scheduled dismantle date: Tuesday, October 30, 2018 beginning at 4:00 PM.

Carriers must be checked in by 5:00 PM.
Facility must be cleared by 8:00 PM.

If you have any questions regarding this procedure, please call the GES National Servicer or
contact us: <http://www.ges.com/chat>

For shipments inadvertently delivered directly to the facility, a 30% (\$50 minimum) late arrival surcharge will apply.
This surcharge is in addition to the Advance Freight Handling Rates.

General Information

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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What is an Official Service Provider?

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

GES Show Services

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

Work Zone



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

How Can I Order My Show Services?



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

- Go to <https://e.ges.com/051600662/esm>
- Log in or sign up with a new account
- Browse products and services and you will be guided through the ordering process



GES National Servicenter® provides consistency and continuity of customer service for exhibitors at shows:

- Phone: (800) 475-2098 / Fax: (866) 329-1437
- International phone: (702) 515-5970 / Fax: (702) 263-1520
- Contact us online: <https://e.ges.com/051600662/contactus/esm>

GES Servicenter® is on-site to place any last-minute orders and provide show information while at show site.

Exhibitor Services

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

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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.

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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 October 8, 2018 for best pricing.

For quick and easy ordering, visit the Espresso online ordering site: <http://e.ges.com/051600662/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/051600662/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/051600662/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	If requested, following is the physical address for routing identifiers: Bank of America, Wire Transfer-Customer Services 2000 Clayton Road Concord, CA 94520 USA
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		

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at cashapplication@ges.com.

- Exhibiting company name, show name, show facility
- Date and amount of wire transfer
- Bank and country where transfer originated

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/051600662/carpet/esm>

What Goes Up Must Come Down

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

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

Labor Services: <http://e.ges.com/051600662/LaborandEquipment/esm>

Payment and Credit Card Charge Authorization

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Form Deadline Date:
October 8, 2018

Exhibiting Firm Company Name		Name of Primary Contact	Booth Number
Street Address		City, State, Zip/Country	Primary Contact Phone
Phone		Fax	Email
Name of Contact at Booth/Show Site		Name of Secondary Contact (Optional)	
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		Secondary Contact Phone	
		Email	
		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/051600662/item/2222>
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

Bank ACH/Wire Transfer Payment Information

Beneficiary:
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # (702) 263-2795
or (702) 914-5112

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

For ACH/Wire Transfer send the following information to GES via email to Cash Application Team at 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

Credit Card Payments Return to Fax: (866) 329-1437 • International Fax: (702) 263-1520
Check Payments Return to GES • Bank of America P.O. Box 96174, Chicago, IL 60693

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



Domestic Third Party Billing Request

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

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Form Deadline Date:
October 8, 2018

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Please
Sign

X

Exhibiting Company Authorized Signature

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

Exhibiting Company Authorized Name - Please Print

Date

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

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

☐ Booth Cleaning

☐ Exhibit Systems

☐ GES Logistics

☐ I & D Labor

☐ Forklift Labor

☐ Material Handling

☐ Rental Carpet

☐ Rental Furniture

☐ Signs

☐ Other (Please Specify)

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

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

Cardholder Name - Please Print

Billing Address

City

State

Zip/Country

Account Number

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

Expiration Date

MM/YY

☐ MasterCard

☐ VISA

☐ American Express

☐ Corporate Card

☐ Personal Card

Please
Sign

X

Third Party Cardholder's Signature

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

Third Party Cardholder's Name - Please Print

Date

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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

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.

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Form Deadline Date:
October 8, 2018

Company Name Email Phone Number Booth Number

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

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address

City

State

Zip/Country

Phone

Fax

Contact's Email Address

Account Number

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

☐ 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.

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

GES Payment Policy

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Payment for Services

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

Discount Prices

To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment

GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer.

Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a \$50.00 fee for returned NSF checks.

Third Party Billing

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

Tax Exempt

If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show.

Taxes vary by location and will be added to your invoice if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations

No adjustments to invoices will be made after the close of the show.

Please refer to the individual forms for labor and furnishings for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses.

A minimum non-refundable deposit of \$25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

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RULES & REGULATIONS

Exhibits are required to conform to the following rules and regulations. Exhibits must be in compliance with the rules and regulations prior to the end of exhibit set-up. These regulations will ensure all exhibitors, regardless of size, an equal opportunity, within reason, to present their product(s) in the most safe and effective manner possible.

In addition to the terms on the exhibit space contract your company signed, these rules are an integral part of our contract with you. If you have any questions or need an explanation of a regulation, please contact Jean Cadwell, Exhibit Operations Manager at: jean.cadwell@informa.com.

AMENDMENT TO REGULATIONS

All regulations outlined in this document will remain in effect during the entire installation, show days, and dismantling. In addition to these regulations, those outlined in your booth contract and the Terms and Conditions will also be in effect and enforced. Any and all matters not specifically covered by either of these documents will be subject solely to the judgment of Show Management and may be amended any time, with reasonable notice.

AMERICANS WITH DISABILITIES ACT

Exhibitors must acknowledge their responsibilities under the Americans with Disabilities Act (ADA) to make their booth accessible to persons with disabilities. The key publications of concern to exhibitors are the ADA's Title III Regulations and Guidelines for Small Businesses. These can be viewed via <http://www.ada.gov/> Exhibitors with complex displays should pay special attention to the following conditions:

- Platforms and steps should not be used, or alternative access must be provided in the form of ramps with a grade of not more than one inch to one foot.
- The maximum rise for any run is 30 inches.
- Ramps with a rise of more than six inches, or a run longer than six feet, should have railings on both sides.
- Ramps must have edge protection in the form of curbs, walls or railings, and must have level landings at the bottom and top of each ramp.
- Rough or unfinished edges are not permitted.

Landings should be at least as wide as the ramp and should be at least five feet in length. Exhibitors shall also indemnify and hold harmless Informa Exhibitions LLC, GES and Hyatt Regency Atlanta against cost, expense, liability or damage which may be incident to, arise out of, or be caused by Exhibitor's failure to have their booth comply with requirements under the Act.

AGE RESTRICTIONS

No one under of the age of 18 is allowed on the show floor without direct adult supervision **at all times**. At no time are persons under the age of 18 allowed on the show floor during move-in and move-out – even if supervised. This is strictly enforced. Young children (infants being held or children in strollers) can be admitted without a badge. All other children, regardless of age, require a badge. If not preregistered, they must register on-site; however, they are not charged the on-site registration fee. Children under the age of 18 are not permitted to attend sessions in classrooms. This can be disruptive to other attendees, the speaker(s) and the recording of the class.

GRATUITIES

Hotel and union labor employees are not permitted to accept gratuities of any kind. If you are solicited for a tip by any individual, please report the incident to Show Management.

AISLE SPACE

Aisles, passageways and overhead spaces remain strictly under the control of Show Management. No signs, decorations, banners, advertising matter or special exhibits may protrude into the aisle or encroach upon neighboring booths. Uniformed attendants, models and other employees must remain in the booths occupied by their employers. All advertising material must be distributed from the exhibitor's booth.

CONSTRUCTION REQUIREMENTS

Exhibition booths shall be constructed of noncombustible or limited-combustible materials. Wood shall be greater than 1/4-inch nominal thickness or wood not greater than 1/4-inch thickness shall be treated fire retardant wood meeting the

requirements of National Fire Protection Association (NFPA) standard 703.

Other combustible materials shall be flame resistant in accordance with NFPA 701 for textiles and films, and Underwriters Laboratories (U.L.) 1975 for foamed plastics.

Canopy over 100 square feet require smoke detector and fire extinguisher.

Canopy over 200 square feet require a sprinkler system.

Tent requires tag or tear sheet listing material is flame retardant in accordance with NFPA 701.

BOOTH INSTALLATION AND DISMANTLE

Exhibitors MAY:

- Choose to utilize your own personnel to set-up and dismantle your exhibit. If full-time company personnel are utilized to set an exhibit, they should carry positive company identification, such as a medical identification card or payroll stub.
- Hire GES to act as your Exhibitor Appointed Contractor (EAC) to perform this work.
- Hire an Exhibitor Appointed Contractor (EAC) to perform this work.

If you plan to use GES Labor services or full-time company personnel to set up your exhibit, you need to notify the Exhibit Operations Manager of your intent by September 4, 2018.

Please email: Jean.cadwell@informa.com

Booth Regulations

BOOTH EQUIPMENT

Each 10' x 10' booth will be set with 8' high black back drape and 3' high black side drape. The booth will also include a complimentary 7" x 44" two-line identification sign. Electricity, furnishings, displays and any other items needed are the responsibility of the exhibitor.

IN-LINE (LINEAR) BOOTH

An In-Line (linear) booth is a 10'x10' booth located in an aisle, next to other booths.

Unless express written permission to the contrary is secured from Informa in advance, regular and specialty built back walls, including signs, may not exceed an overall height of 8' and must be freestanding. Low side dividers between exhibits should not exceed 4' in height. If a high divider is desired, it shall not exceed 8' in height or extend from the back wall more than 3'.

END CAP BOOTH

An End-cap booth is exposed to aisles on three sides and comprised of two booths. End-cap booths measure 10' deep x 20' wide, with a maximum back wall height of 8'. A 4' height restriction is imposed on all materials in the remaining space.

ISLAND BOOTH

Must be a minimum of 4 booth units (20'x20' in size), and are not connected to any other booths. These booths do not include any back walls or side dividers.

MULTI-STORY EXHIBITS

Multi-level units require approval from the Fire Department. Minimum requirements for approval include:

1. Maximum of 200 square feet (including stairways) for upper levels.
2. Structure shall be constructed of noncombustible or limited-combustible materials.
3. Plans for the display or booth must have a licensed professional structural engineer stamped approval and are in
4. compliance with current codes.
5. Minimum of 20-foot separation between units that have space occupied above the convention center floor level or ceilings.
6. UL listed smoke alarms in each space below the uppermost level.
7. Minimum of one 1A-10B:C rated fire extinguisher on each level.

FIRE SUPPRESSION FOR MULTI-STORY AND COVERED BOOTH BUILDS

Any multi-level or covered exhibit exceeding 300 square feet in floor area shall be equipped with automatic sprinklers in the covered level(s). Limited area sprinkler systems are acceptable for such protection. Exhibits exceeding 300 square feet in aggregate floor area without separation by aisles or open exhibits, shall be subject to the requirement of Fire Suppression.

Exceptions:

1. Those levels having an open grate ceilings or ceiling materials listed for installation below automatic sprinklers.
2. Proof of such listing shall be available for inspection.
3. Exhibits having a floor area of 1,500 square feet or less which provide a fire watch assigned to the exhibit

during non-show hours. Such exhibits shall be equipped with a minimum of two portable fire extinguishers with

4. A minimum 2-A:10-B:C rating. The fire watch shall be trained in the use of fire extinguishers and Fire Department notification procedures.

HANGING SIGNS

Hanging signs will be permitted in Island Booths **ONLY** (a minimum of 400 sq. ft. – 20' x 20') at a 23' foot maximum from floor to top of sign. Signs may be hung from the ceiling (where permitted), trusswork or equipment. Signs that will be hung from the ceiling or trusswork must be installed and dismantled by the Rigging Crew. Whether suspended from above or supported from below, they should comply with all ordinary use-of-space requirements. Please note that to have your sign hung, it **MUST** be shipped in advance to the GES Services warehouse address. All hanging signs and orders **MUST** be received in the warehouse no later **September 17, 2018**.

PSAV is the official provider for all rigging in the Hyatt Regency Atlanta.

Please submit all rigging requests through the link below. PSAV will review and send estimates to the exhibitors.

<https://www.psav.com/riggingform/>

Signage weighing 150lbs or more will traditionally require a motor(s) to be installed, and will need to be ordered through the HYATT REGENCY ATLANTA utilities department

For questions on hanging signs, please contact jean.cadwell@informa.com.

SIGNS- GENERAL

All signs must be fire-retardant. All in-line booths' signage/display/product must not be higher than 8' high, and sign copy must face into your booth if used along the back wall or sidewall of an in-line booth. All signage must be professionally printed and are subject to approval. No handwritten signage will be allowed anywhere within the Pennsylvania Convention Center or Channel Partners Evolution show floor. **Hanging signs are only permitted in 400 square foot (20' x 20') booths and above.** Please see "Hanging Signs" above for additional Information.

INSTALLATION EXCLUSIONS

All exhibits must be free standing. No bolts, screws, hooks, or nails shall be driven into or otherwise attached to the walls or floors of the exhibit areas. No part of the display may be attached to, or otherwise secured to, the drapery backdrop or side dividers. In addition, no decals or other adhesive materials shall be applied or affixed to the walls, pillars or floor of the exhibit areas. Exhibitor shall not post any sign of any description except within the confines of the exhibit space assigned.

The use of gasoline powered equipment is prohibited.

The use of hoists will not be permitted

GENERATORS & COMPRESSORS

All generators are prohibited, small air compressors that are not part of equipment (separate unit) are prohibited from use on the show floor. An order for Compressed Air must be placed through Client Utilities Department

ELECTRICAL

Accessing floor ports in exhibit halls is strictly prohibited.

PSAV has jurisdiction over the installation of all electrical equipment, lighting fixtures, power track, and electrical apparatus that requires electrical and mechanical fastening to the exhibit or display.

[ELECTRICAL ORDER FORM](#)

All electrical cords that run across the show floor or under carpet must be installed by PSAV electricians regardless of booth size. In all booths (including booths less than 600sq/ft.) where an Exhibitor Appointed Contractor (EAC) or Decorator is utilized, electricians must install all light fixtures, lit signage, and all other work deemed as electrical jurisdiction.

- All 110-volt extension cords shall be three-wire (grounded), #14 or larger AWG, copper wire. All connections must be supported and secure. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors; these may not exceed 6 feet in length and must be UL approved.
- Cube Tap Adapters are prohibited. Multi-plug connectors must be UL approved with built-in overload protection. Connectors must not be used to exceed their listed ampere rating.
- Electrical work under carpets or flooring must be installed by the official Electrical Service Provider. All cords must be flat, three conductor, #14 AWG or larger.
- All temporary wiring must be accessible and free from debris and storage materials. Hard backed booths must have power supplies dropped within the booth.

WATER

The use of bathroom sinks to fill and drain tanks, pots, buckets, etc. in exhibit halls is prohibited. An order for Water Fill & Drain must be placed through Client Utilities Department.

Dumping of any type of liquids into bathroom sinks, toilets or exhibit hall floor ports is strictly prohibited.

UNFINISHED AREAS & WALLS

All open or unfinished sides of the exhibit which may appear unsightly must be covered, or Show Management will have them covered at exhibitor's expense. Any portion of the exhibit bordering another exhibitor's space must have the backside of that portion finished and not have any identification signs, lettering, or graphics that would detract from the adjoining exhibit. Any unfinished walls are subject to review by Show Management. Should Show Management deem the back- side of the booth "unsightly" and/or does not conform to the overall quality of the show, the exhibitor may be required to drape the backside of the booth at the exhibitor's expense.

OPEN FLAMES

The use of a device with an open flame, such as a propane torch, and candles, are prohibited.

BALLOONS

Helium balloons may not be distributed in Hyatt Regency Atlanta. However, Helium balloons may be used if permanently attached to authorized displays and approved through the Exhibit Ops Manager in advance. If helium balloons become detached from the display, the labor cost to retrieve the balloons will be charged to the Exhibitor. A deposit may be required prior to installation. Mylar balloons are not allowed anywhere on property. Helium gas cylinders for refilling must be secured in an upright position on safety stands with the regulators and gauges protected from damage. No overnight storage of helium or compressed air cylinders in the building is allowed. Balloons cannot be released out of doors. A cleaning fee will apply should the balloons be left on property after the event.

DRONE GUIDELINES

In addition to FAA Laws, the following regulations will govern the use of all Unmanned Aerial Systems (UAS) ("Drone") inside the confines of the Hyatt Regency Atlanta **contact information is provided under the Contractor Contact Information at the front of this document.**

1. The use of a UAS inside the Hyatt Regency Atlanta must be authorized by **HYATT REGENCY ATLANTA/SMG** prior to operation.
2. Dates and hours of operating the UAS inside the Hyatt Regency Atlanta must be pre-approved by **HYATT REGENCY ATLANTA/SMG**
3. The name and piloting experience of the UAS operator will be submitted **to HYATT REGENCY ATLANTA/SMG** in a timely manner.
4. Only one (1) UAS will be authorized to operate inside the HYATT REGENCY ATLANTA at any given time.
5. The UAS is restricted to a gross weight of 10 Pounds.
6. Show Management must ensure that the environment is safe and that the operator is competent and proficient in the operation of the UAS.
7. The UAS must remain at least 25' away from individuals and vulnerable property while in operation.
8. Do not photograph persons in areas where there is an expectation of privacy.
9. The UAS must be equipped with an indoor protective foam 'hull' while operating inside the HYATT REGENCY ATLANTA. (note: hulls are foam covers which minimize damage to drones & soften the impact in case of a crash possibly into a person)
10. The use of the UAS inside the HYATT REGENCY ATLANTA is restricted to Exhibit Halls.
11. Never operate the UAS while under the influence of alcohol or drugs.
12. The UAS operator assume all responsibility to any injuries or damages caused by the operation of the UAS inside the HYATT REGENCY ATLANTA.
13. HYATT REGENCY ATLANTA/SMG and Show Management will not be held responsible for any injuries or damages caused by the operation of the UAS inside the HYATT REGENCY ATLANTA.

Pennsylvania Convention Center Authority, Show Management, or its' designee has the right to revoke the privilege of the UAS operation / operator inside the HYATT REGENCY ATLANTA at any time.

GLITTER/DECALS

Glitter and adhesive-backed decals are strictly prohibited and may not be distributed or used for any purpose within The Pennsylvania Convention Center.

GOOD TASTE AND THE RIGHTS OF OTHERS

Show Management may require any exhibitor to make changes in his or her exhibit if, in Show Management's opinion, the exhibit does not conform to prevailing standards of good taste. Changes will also be required if the exhibit interferes with the rights of others.

FACILITY EQUIPMENT

Exhibitors are prohibited from using building equipment, i.e., ladders, tools, chairs, tables, stanchions, dollies, forklifts, vacuums, brooms, etc.

FASTENING MATERIALS TO BUILDING

Decorations, signs, banners, etc., may not be taped, nailed, tacked, stapled, or otherwise fastened to ceilings, walls, doors, columns or painted surfaces. No holes may be drilled, cored or punched in the Convention Center walls or floors. Exhibitors will be billed to repair any damages caused by fastening materials to the building and any damages caused to the exhibit floor.

ELEVATORS AND ESCALATORS

The HYATT REGENCY ATLANTA has several freight elevators available for transportation of equipment. Public elevators and escalators are for passenger use only. Access to any elevator or escalator may not be blocked at any time. Freight elevators must be accompanied by an operator for heavy production and/or move-in/move-out usage.

NOISE LEVELS

Show Management reserves the right to require any Exhibitor whose noise levels disturb another Exhibitor within the Expo Hall to reduce their sound to a reasonable level that does not disturb any other Exhibitor. Bands, Loud Music, and DJ's are not allowed within booths on the Expo Floor at any time. Show Management is not responsible for losses or damages associated with sound level requirements.

BOOTH STAFFING

Exhibits must be manned during official show hours. Booth representatives must wear badge credentials furnished by Show Management. No other identification will be considered valid if worn without the official show badge.

CATERING

Food and beverages are not permitted on the premises unless purchased through the Pennsylvania Convention Center (Aramark). Food or beverages may not be brought in or delivered to the Pennsylvania Convention Center for personal consumption.

FOOD/BEVERAGE DISPENSING

Exhibitors may not dispense food and/or beverages of any kind, including bottled water, without written permission from Pennsylvania Convention Center Catering partner (Aramark) Food and/or beverage purchased outside of the Pennsylvania Convention Center may not be brought into/or consumed within the Pennsylvania Convention Center. The Pennsylvania Convention Center is solely licensed to sell, dispense, and/or serve alcoholic beverages. Pennsylvania State Law prohibits alcoholic beverages from being brought into the Pennsylvania Convention Center. The Pennsylvania Convention Center rigorously enforces this law.

COLUMNS

Should an exhibit space have a column in or next to it, the exhibitor is prohibited from attaching anything directly onto that column. If any part of the column is within the exhibit space, the exhibitor, at their expense, may drape the column by ordering appropriate pipe and drape from GES, which will surround, but not actually adhere to the column. All fire extinguishers and fire hose cabinets, as well as electrical boxes, must remain easily accessible and clearly visible, so it is important to build your booth display accordingly. For questions regarding columns please contact jean.cadwell@informa.com.

CRATES

Exhibitors must make arrangements with GES for storage of crates and other packing materials. Combustible materials such as brochures, literature, giveaways, etc., within exhibit booths are limited to a one-day supply. NOTHING may be stored behind booths. All packing containers, wrapping materials, carrying cases, etc., must be stored off the exhibit floor. The Pennsylvania Convention Center inspects all exhibits to ensure compliance. Please contact GES to make arrangements for storage.

STORAGE

Storage of any kind behind exhibit booths will not be permitted and is considered a fire hazard. Please tag all empties by 12:30 p.m. Wednesday, October 10, 2018, so GES may store them until move-out. If not removed, Show Management will remove and store at exhibitor's expense.

DISMANTLING

All displays MUST remain intact until the official close of the show. No exhibitor may begin dismantling, packing or move-out prior to the show's official move-out schedule. Early dismantling, packing or move-out may result in loss of future exhibit opportunities.

DOOR PRIZES/EXHIBITOR GIVEAWAYS

Exhibitors are allowed to register attendees for prizes and giveaways. All activity must take place within the confines of the exhibitor's booth. NO announcements over the public-address system will be allowed for such activities.

FLOOR COVERING INSTALLATION AND REMOVAL

When laying any type of floor covering on top of the Convention Center floor, a protective covering must be in place between the building's floor and the exhibitor's floor covering. Any visible damage prior to laying the exhibitor's floor covering should be reported to Show Management. When installing materials, which require adhesive, such as concrete or a solid surface, exhibitors should use Visqueen (for light placement), hard wood (for heavier surfaces), or heavy tar paper (for liquid to solid installations). Failure to do so may result in the exhibitor being charged for damages. Exhibitors are responsible for the removal of their floor covering along with the rest of their booth display once the show is complete. Any exhibitor who does not properly remove their floor covering will be invoiced for the cost of removal. No floor covering may be permanently affixed to the floor of the facility.

ANIMALS

Animals are not permitted on the premises of the HYATT REGENCY ATLANTA, with the exception of guide, signal or service animals or animals approved for use in conjunction with an exhibit, display or performance. Animals that are approved must be on a leash, within a pen or under similar control at all times. No animal exhibits are permitted on the carpeted areas of the HYATT REGENCY ATLANTA. The Licensee, exhibitor or owner is responsible for obtaining all relevant permits and for attending to the sanitary needs of the animal(s). The Licensee, exhibitor or owner is also fully responsible for the animal(s) while on the premises of the HYATT REGENCY ATLANTA.

CLEANING, MAINTENANCE AND WASTE REMOVAL

Booth cleaning, waste removal and maintenance are not part of the booth space contract, and needs to be arranged separately through GES.

DISPLAY VEHICLES

Vehicle Display Safety Regulations

The following regulations apply to all gas and liquid-fueled vehicles that will be on display at the Hyatt Regency Atlanta. Please email jean.cadwell@informa.com of any intent to display a vehicle within your booth, as this must be indicated on the fire marshall approved floorplan. The Expo hall has a 350 lbs. psf weight limit- please make sure your vehicle falls within this limit. **BRING AN EXTRA SET OF KEYS.**

1. A maximum of one quarter tank of fuel or 5 gallons (19L) (whichever is least) is permitted.
2. *Fuel applies to gasoline, diesel, CNG, LPG, etc. **Must be verified by General Service Contractor's Traffic person** prior to entering the building.
3. Fuel tanks and fill openings are closed with a locking tank or it must be taped shut.
4. Battery cables must be disconnected and the ends taped.
5. All battery connections (disconnection and connection) shall be made by electricians regardless of booth size.

6. A properly tagged set of keys to each vehicle must be left with the building prior to display.
7. Tanks cannot be refueled or emptied inside the HYATT REGENCY ATLANTA.
8. No repairs or alterations shall be made on vehicles.
9. During non-show hours, vehicles must be locked.
10. Fire extinguishers, in appropriate numbers and classifications, may be required.
11. Floors under vehicle must be protected from any leakage, spillage or other potential damage.
12. The carpet must be protected at all times. This can be done by putting out a run of plastic (for several vehicles) or if there is only one, this can be achieved by leapfrogging 2 pieces of plastic slightly larger than the length of the vehicle.
13. While the vehicle is on display, plastic should be placed under the vehicle. The wheels should not rest directly on the carpet. A carpet square (scrap) should be placed under the wheels. At the very minimum, plastic should remain under the wheels. If doors need to be removed, the client will be charged for the removal and reinstallation of the doors. The client should be notified in advance if doors need to be removed so they can assess the cost with their budget. Carpet must be protected with visqueen while vehicle is being driven to destination for display.
14. **All vehicle locations must be shown on floorplans submitted to Fire Marshal for approval.**

LABOR REGULATIONS

The Hyatt Regency Atlanta requires that certain tasks involving the set-up and/or breakdown of booths be performed by union labor, also referred to as show labor. GES is the labor supplier authorized to provide show labor at Hyatt Regency Atlanta for IIOT/Smart Cities/Blockchain Summit 2018. Any questions regarding the need or use of union labor should be brought to the attention of GES.

RIGGERS AND MACHINERY MOVERS

Riggers handle all machines. This includes unloading machines from trucks or vehicles, moving the machines to your booth and uncrating them, if necessary. Riggers also remove skids and re-skid machines, and spot machines in your booth. Riggers also install and remove headers, iron beams, etc., that are part of displays requiring the use of a forklift. All rigging for items over 250 lbs. must be ordered through PSAV.

GENERAL CONTRACTOR RESPONSIBILITIES

GES requests that exhibitors do not tip their employees by giving money, merchandise or other special consideration for services rendered. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a supervisor of GES. GES employees are paid an excellent wage, and tipping is not an accepted company policy.

GES craftsmen at all levels are instructed to refrain from expressing any disputes or directly challenging the practices of any exhibitor. All questions arising with regard to the jurisdiction or practices must be directed to a GES management representative.

LIGHTING & RECORDING REGULATIONS

Lighting can be an integral part of an exciting exhibit presence. However, in the interest of fairness and safety, the following guidelines have been established:

- The use of flashing or strobe lights in an exhibit is not permitted. Garish neon lighting will also not be permitted.
- Any overhead/truss lighting must fall within the booth boundaries of the exhibitor's contracted booth.
- space and may not extend outside these lines into airspace over the aisles or neighboring booths.
- Directional or projected lighting must be aimed into the exhibitor's own booth space and may not be projected into neighboring exhibit spaces, the aisles, or ceiling. Video projection equipment and screens must be located in the rear one-third of in-line (10' deep) booths, and in the center area of island and peninsula booths.
- Lighting may not be shined directly at attendees. Use of any potentially harmful lighting devices (lasers, UV lighting) must obtain prior approval from Show Management and correspond to national safety standards.
- Lasers, rotating or still, shall not be permitted.

RIGGING AND TRUSS

All standard rigging orders must be placed through PSAV. Exhibitors requiring hanging of signs, banners, etc., must submit rigging plans **at least 60 days before move-in**. Nothing will be hung from air wall tracks.

Exhibitors MAY NOT:

- Install or assemble electrical hanging signs and truss.
- Use any type of motorized lift for rigging or focusing.
- RIGGING REQUIRING TRUSS AND MOTORS must be ordered through **PSAV** by the discount deadline.
- **Signage weighing 150lbs or more will traditionally require a motor(s) to be installed.**

PHOTOGRAPHY REGULATIONS

Exhibitors must authorize all photographs of their booth!

Photography and/or filming of any display or product other than the exhibitor's own is prohibited unless permission has been obtained from Show Management and the firm whose booth is being photographed/ filmed. The exemption to this is the official Show Management photographer. Any imagery collected by this photographer (who will be properly badged and identified) will be used for the sole purpose of Iot World, Smart Cities Summit, Blockchain Summit promotion. Photographers will NOT be allowed access to the show floor prior to show floor opening, and will only be allowed access during scheduled show floor hours. Please schedule your photography labor accordingly.

PRODUCT DEMONSTRATIONS

All displays, product demonstrations, and sales activities in the exhibit hall must be kept within the confines of your contracted booth space. Selling in the aisles, hosting audiences in the aisles, booth encroachment into the aisles, distributing literature in the aisles, etc., will not be tolerated. This is not only unfair to your fellow exhibitors, but blocking aisles creates a potentially unsafe situation which could lead to the show floor being shut down by the fire marshal. Please be considerate to your fellow exhibitors – refrain from soliciting their business during show hours (when they are trying to make a sale).

PROTECTION OF PROPERTY

Show Management will provide general perimeter security. Exhibitors must make provisions for the safekeeping of their goods before the opening, during and after the closing of the show. No responsibility is assumed by Show Management, or any of its contractors, for lost or damaged merchandise. Exhibitors must insure their goods at their own expense.

SUBLETTING

No exhibitor may assign, sublet or apportion any of their contracted exhibit.

NON-EXHIBITING COMPANIES/SUITCASING

There are suppliers who will Iot/Smart Cities/Blockchain Summit 2018 but do not exhibit. Some non-exhibiting suppliers may attempt to "suitcase" the show, to approach attendees and exhibitors for the purpose of selling their product in the aisles. Suitcasing is the act of soliciting business in the aisles during the exhibit or in other public spaces, including another company's booth or a hotel lobby. This practice is prohibited by Show Management. Anyone observed approaching buyers in the aisle or in an exhibitor's booth, who is not a legitimate exhibitor, should be reported to Show Management. This will be strictly enforced with the intent of preserving the integrity of the Show and maintaining a good relationship between buyers and exhibitors.

PROOF OF GENERAL LIABILITY INSURANCE:

Certificate of Insurance Guidelines

Exhibitors NOT using an EAC (Exhibitor Appointed Contractors)

All exhibitors must carry and maintain insurance. These requirements are stated in the terms and conditions section of the booth contract. Please submit proof of insurance to jean.cadwell@informa.com **no later than September 4, 2018.**

Our requirements are as follows:

- 1) Exhibitor shall **carry and maintain** during the period of the show, including move-in and move-out days, and at its sole cost and expense, personal injury and proper damage coverage under policy of general public liability insurance.
- 2) The policy must have limits of at least \$1,000,000 combined single limit for bodily injury and property damage.
- 3) The policy must name the Hyatt Regency Atlanta and KNect365 US Inc. as Certificate Holder and as an additional insured.

Address:

KNect 365 US Inc
3300 N. Central Ave., Suite 300
Phoenix, AZ, 85012

- 4.) List show name- **Industrial IOT, or Smart Cities, or BlockChain Summit** the Description of Operations with the **Exhibitor booth number**.

FIRE AND SAFETY REGULATIONS

Exhibitors are expected to comply with all Fire and Safety Regulations. Any and all material used in the construction of an exhibit/display must be non-combustible and flameproof. It should be noted the Fire Marshal has final say on any jurisdiction disputes. Exhibit booths shall not interfere with access to emergency exits, restrict visibility of emergency exit signs, or restrict access to fire extinguishers/fire hose cabinets. Exhibits and displays may not obstruct any aisles or public spaces.

To help ensure the safety of people and property, there are fire and safety codes put in place by the Hyatt Regency Atlanta and Show Management that everyone must adhere to.

- All fire exits and the illuminated exit sign above each must be clearly visible. Exit doors, exit signs, fire alarm, fire hose cabinets and fire extinguisher locations cannot be concealed or obstructed.
- No smoking permitted in the facility.
- Open flame devices of any kind are prohibited in all assembly areas,
- All empty cartons or crates must be labeled and removed for storage, or they will be removed as trash.
- No storage of any kind is allowed behind booths or near electrical service. Materials for hand-outs must be limited to one day supply and stored neatly within the booth. Violators will be notified, and if not removed by show opening, official General Contractor will remove and store at exhibitor's expense.
- Operation of any heater, barbecue, heat-producing or open flame devices, lanterns, welding equipment, smoke-emitting devices, etc. are prohibited.
- Use of lasers or X-ray equipment are prohibited.
- Use of pyrotechnic displays, such as fireworks, is prohibited.

FACILITY EMERGENCY EQUIPMENT

- Firefighting and emergency equipment may not be hidden or obstructed. This includes fire extinguishers, strobes, fire hose cabinets and standpipes.
- All emergency exits, hallways and aisles at the Hyatt Regency Atlanta and within the Expo Hall must be kept clear and unobstructed. No furniture, signs, easels, chairs or displays may protrude into aisles.
- Fire lanes must be maintained at all times on the loading dock.
- **Designated "NO FREIGHT" aisles must be maintained clear of crates and exhibit materials during move-in and move-out.** These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

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.

IoT World, Smart Cities Summit, Blockchain Summit
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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.

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.

Loading and Unloading Display Material and Equipment

The unloading and delivery of all display material and equipment from the convention site docks to the exhibitors' booths and loading out from the exhibitors' booths to trucks at the docks must be performed by the Official Service Contractor who has jurisdiction to deliver such service at the convention site. Please refer to Shipping Information for further information.

Personally Owned Vehicles (POV's) such as cars, pick up trucks and minivans that are utilized for the unloading/loading of exhibit materials will be monitored by GES Freight Personnel. This will allow exhibitors the opportunity to unload quickly and safely into the exhibit area. All box trucks, straight trucks, personal trucks over one ton, trailers and bobtails or other larger vehicles not classified as a Personally Owned Vehicle, will be directed to the marshalling yard area for GES freight handling services.

Installation and Dismantle

GA is a "right-to-work" state. Exhibitors have the option of utilizing the Official Service Contractor, who provides quality union labor from the Stagehands Union, qualified display houses or personnel from their own companies to install and dismantle displays. Please refer to the Exhibit Installation & Dismantling Labor Order Form for further information. All cleaning is properly the jurisdiction of the Official Service Contractor operating in the building. Display houses or full time employees from the I & D companies, may not clean exhibit booths. All rigging and sign hanging must be performed by the Official Service Contractor.

Gratuities

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

Work Zone

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

Always Honest Hotline

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest Hotline at (866) 225-8230 to report fraudulent or unethical behavior.

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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.

IoT World, Smart Cities Summit, Blockchain Summit
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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.

b. **Credit Terms:** All charges are due before Services are performed unless other arrangements have been made in advance. GES has the right to require prepayment or guarantee of the charges at the time of request for Services. A failure to pay timely will result in Customer having to pay in cash in advance for future Services. GES retains its right to hold 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.

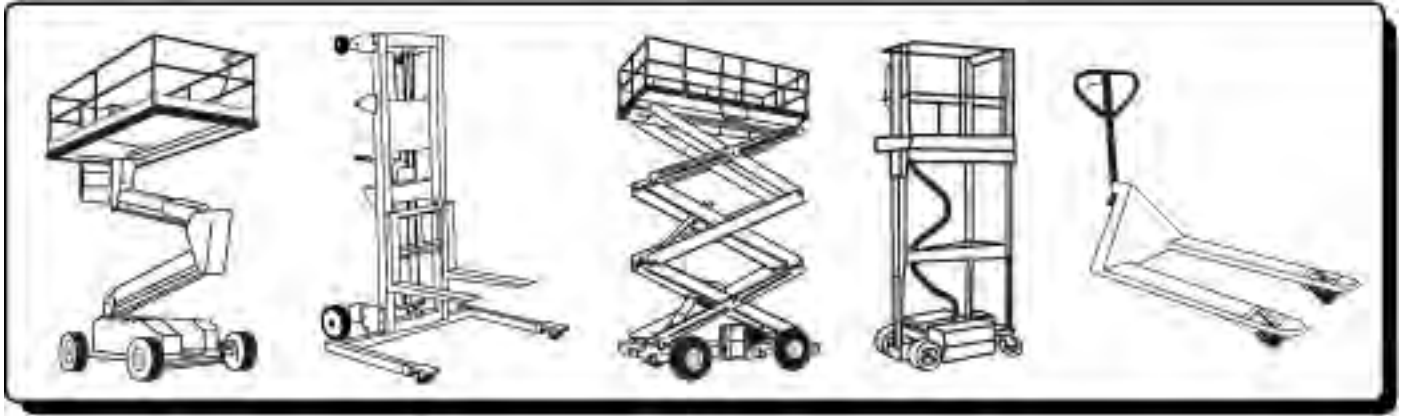
GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience 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 866.225.8230 to report fraudulent or unethical behavior.

Operation of All Mechanical Lifts

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

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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.

Carpet

Standard

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

Includes:

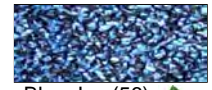
- Standard 100% recyclable color options include Blue Jay, Pepper, and Black
- Custom Cut includes 4 mil poly covering
- Available in pre-cut sizes
- Installation and pick-up at the close of the show
- Front edge taping



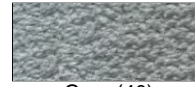
Black (41)



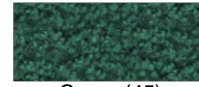
Blue (42)



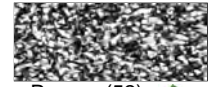
Blue Jay (56)



Gray (40)



Green (45)



Pepper (52)



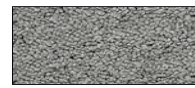
Red (49)

Plush

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

Includes:

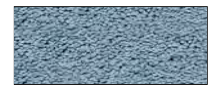
- Plush 100% recyclable carpet
- 4 mil poly covering for protection
- Anti-static treatment
- 3M Scotchgard™ protection
- Installation and pick-up at the close of the show
- Front edge taping



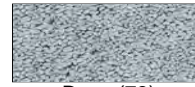
Cement (70)



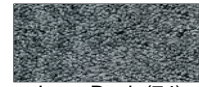
Charcoal (71)



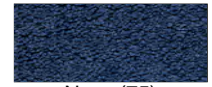
Cobalt (72)



Dove (73)



Lava Rock (74)



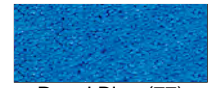
Navy (75)



Onyx (76)



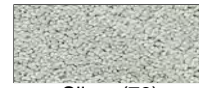
Red (49)



Royal Blue (77)



Silky Beige (78)



Silver (79)



Snow (80)

Ultra Plush

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

Includes:

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



Bisque (81)



Black (41)



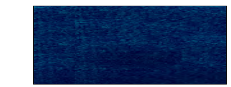
Cabernet (82)



Graphite (83)



Iceberg (84)



Midnight (85)



Seascape (86)



Sterling (87)



Teal (55)

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

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

Carpet Order Form

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

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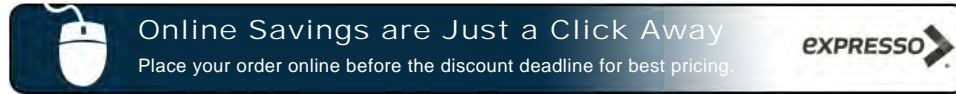
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



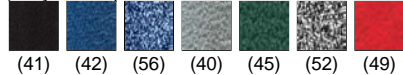
Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site color options and grades may not be available and substitutions might be necessary.
- Due to die lot differences and unsightly seams, please do not order multiple Pre-Cut pieces for a single booth.
- Do you have a booth larger than 300 sq. ft., an island or peninsula? Order Custom-Cut carpet! (Minimum 100 sq. ft. order required.)
- All Custom-Cut Carpet includes Carpet Plastic Covering.

Carpet

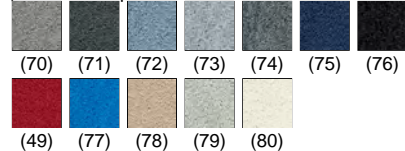
Standard Color Options

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



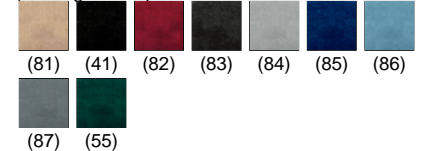
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
5001	Pre-Cut Standard Carpet 10'x10'		288.75	316.75	401.00		8.9	\$
5002	Pre-Cut Standard Carpet 10'x20'		561.75	616.25	780.25		8.9	\$
5003	Pre-Cut Standard Carpet 10'x30'		868.25	953.75	1,207.50		8.9	\$

Calculate Sq. Ft. = Width _____ X Length _____ = _____ Total Sq. Ft.

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
5000	Standard Carpet Custom-Cut, Per Sq.Ft.		5.15	5.60	7.15		8.9	\$
5006	Plush Carpet Custom-Cut, Per Sq.Ft.		7.25	8.00	10.10		8.9	\$
5007	Ultra Plush Carpet Custom-Cut, Per Sq.Ft.		8.70	9.55	12.15		8.9	\$
Item Code	Description		On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500400	Carpet Padding, 1/2" Thick, Per Sq.Ft.		2.63	2.89	3.65		8.9	\$
500402	Double Thick Carpet Padding, 1" Thickness, Per Sq.Ft.		5.25	5.80	7.30		8.9	\$
Item Code	Description		On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Sq. Ft.	Tax %	Total
500410	Carpet Plastic Covering, Per Sq.Ft.		1.05	1.16	1.46		8.9	\$

Electrical or Utilities Under Carpet?

☐ Yes ☐ No

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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



Carpet Package Order Form

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

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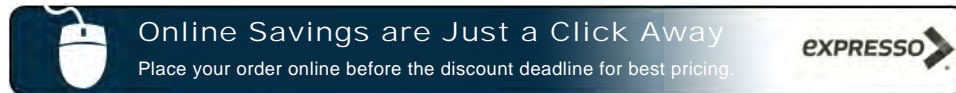
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some colors and grades may not be available and substitutions might be necessary.
- A minimum of 100 sq. ft. is required for all custom-cut carpet package orders.
- All Carpet Packages Include 10% Off: 1/2in. Thick Padding, Visqueen and Cleaning.

Carpet Packages

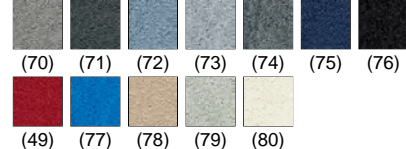
Standard Color Options

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



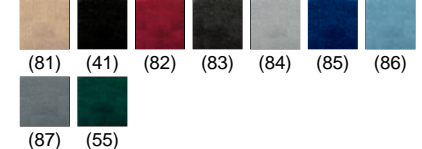
Plush Color Options

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



Ultra Plush Color Options

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



Item Code	Description	Color Code	On or Before 10/8/18		Regular (\$)	Sq. Ft.	Tax %	Total
			Online (\$)	Discount (\$)				
400021	Standard Carpet Package, Per Sq.Ft.		8.30	8.94	11.54		8.9	\$
400022	Plush Carpet Package, Per Sq.Ft.		10.19	11.10	14.19		8.9	\$
400023	Ultra Plush Carpet Package, Per Sq.Ft.		11.49	12.49	16.04		8.9	\$

Electrical or Utilities Under Carpet?

☐ Yes

☐ No



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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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Furniture and Accessories

Chairs



300050 - Chair, Plastic Contour, Black



300052 - Padded Chair



300053 - Padded Stool

Tables



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



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

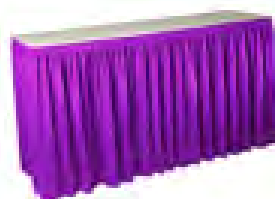
Skirted Tables



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



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



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

Table Skirt Colors



Beige (54)



Black (41)



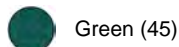
Blue (42)



Gold (46)



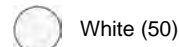
Gray (40)



Green (45)



Red (49)



White (50)

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

Furniture and Accessories

Display Furniture



Full View



Half View



Quarter View



Vertical

Accessories



300124 - Aisle Stanchion Chain, Plastic, Per Foot



300123 - Aisle Stanchion, without Chain



300103 - Aluminum Easel



300111 - Bag Stand



300102 - Coat Rack



300104 - Garment Rack



300106 - Literature Rack



300201 - Pegboard, White, 4'x8'



300120 - Sign Holder, Bell Base



300108 - Sign Holder, Chrome, 22"x28"



300211 - Tackboard



300112 - Ticket Tumbler, Small, Table Top



300113 - Wastebasket



300118 - Waterfall Stand

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

Furniture and Accessories Order Form

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IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

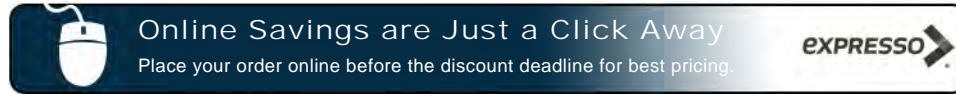
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/051600662/BoothFurnishingsRental/esm>

Furniture and Accessories

Skirt and Drape Color Options

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



Chairs

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300050	Chair, Plastic Contour, Black	104.25	114.50	145.00		8.9	\$
300052	Padded Chair	162.75	179.00	226.75		8.9	\$
300053	Padded Stool	222.50	243.75	308.75		8.9	\$

Tables

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300059	Table, Starbase, 30" Diameter x 40" High	370.75	406.25	514.50		8.9	\$
300058	Table, Starbase, 40" Diameter x 30" High	370.75	406.25	514.50		8.9	\$

Skirted Tables

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3004	Table 4', Skirted 4 Sides, 24" x 30" High		198.50	218.25	276.25		8.9	\$
3006	Table 6', Skirted 3 Sides, 24" x 30" High		238.25	261.25	330.75		8.9	\$
3008	Table 8', Skirted 3 Sides, 24" x 30" High		277.25	304.50	385.25		8.9	\$
3007	Table, Skirt 4th Side		61.50	67.50	85.25		8.9	\$



Select size: 6' Table _____ 8' Table _____

Unskirted Tables

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300400	Table 4', Unskirted, 24" x 30" High	157.50	173.25	219.50		8.9	\$
300600	Table 6', Unskirted, 24" x 30" High	191.00	209.75	265.75		8.9	\$
300800	Table 8', Unskirted, 24" x 30" High	220.50	242.25	306.50		8.9	\$

Skirted Counters

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3014	Counter 4', Skirted 4 Sides, 24" x 42" High		248.75	273.75	346.50		8.9	\$
3016	Counter 6', Skirted 3 Sides, 24" x 42" High		305.50	336.00	425.25		8.9	\$
3018	Counter 8', Skirted 3 Sides, 24" x 42" High		343.25	376.50	476.75		8.9	\$
3017	Counter, Skirt 4th Side		77.75	85.25	108.25		8.9	\$



Select size: 6' Counter _____ 8' Counter _____

Form Continues on Next Page



Furniture and Accessories Order Form

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

Discount Deadline Date:
October 8, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Unskirted Counter

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
301400	Counter 4', Unskirted, 24" x 42" High	198.50	218.25	276.25		8.9	\$
301600	Counter 6', Unskirted, 24" x 42" High	243.50	267.00	338.00		8.9	\$
301800	Counter 8', Unskirted, 24" x 42" High	274.00	301.00	381.25		8.9	\$

Risers

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300193	Riser 4', Double Tier, 48"x8"x16" High	91.25	100.25	127.00		8.9	\$
300191	Riser 4', Single Tier, 48"x8"x8" High	63.50	69.75	88.50		8.9	\$
300194	Riser 6', Double Tier, 72"x8"x16" High	117.50	128.75	162.75		8.9	\$
300192	Riser 6', Single Tier, 72"x8"x8" High	91.25	100.25	127.00		8.9	\$

Custom Booth Drape

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
3001	Drape, 3' High, Per Foot, 4' Minimum		27.00	29.75	37.50		8.9	\$
3002	Drape, 8' High, Per Foot, 4' Minimum		32.00	35.25	44.75		8.9	\$

Display Furniture

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300073	Display Case 4', Corner View	929.25	1,020.00	1,291.50		8.9	\$
300074	Display Case 4', Full View	891.50	978.50	1,239.00		8.9	\$
300075	Display Case 4', Half View	891.50	978.50	1,239.00		8.9	\$
300076	Display Case 4', Quarter View	891.50	978.50	1,239.00		8.9	\$
300078	Display Case 5', Full View	929.25	1,020.00	1,291.50		8.9	\$
300079	Display Case 5', Half View	929.25	1,020.00	1,291.50		8.9	\$
300080	Display Case 5', Quarter View	929.25	1,020.00	1,291.50		8.9	\$
300082	Display Case 6', Full View	944.00	1,036.50	1,312.50		8.9	\$
300083	Display Case 6', Half View	944.00	1,036.50	1,312.50		8.9	\$
300084	Display Case 6', Quarter View	944.00	1,036.50	1,312.50		8.9	\$
300088	Display Case 7', Vertical	1,249.50	1,376.75	1,743.00		8.9	\$

Accessories

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
300124	Aisle Stanchion Chain, Plastic, Per Foot	7.70	8.50	10.75		8.9	\$
300127	Aisle Stanchion, Tensa	117.50	129.50	163.75		8.9	\$
300123	Aisle Stanchion, without Chain	117.50	129.50	163.75		8.9	\$
300103	Aluminum Easel	104.25	114.50	145.00		8.9	\$
300111	Bag Stand	138.50	152.50	193.25		8.9	\$
300102	Coat Rack	143.75	157.50	199.50		8.9	\$
300104	Garment Rack	143.75	157.50	199.50		8.9	\$
300106	Literature Rack	276.25	302.75	383.25		8.9	\$
300201	Pegboard, White, 4'x8'	241.50	265.50	336.00		8.9	\$

↳ Select alignment: Horizontal _____ Vertical _____

300131	Security Cage, Large, without Lock	792.75	871.00	1,102.50		8.9	\$
300132	Security Cage, Small, without Lock	532.25	584.50	740.25		8.9	\$
300120	Sign Holder, Bell Base	132.25	145.25	183.75		8.9	\$

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Furniture and Accessories Order Form

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

Discount Deadline Date:
October 8, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

Accessories

300108	Sign Holder, Chrome, 22"x28"	132.25	145.25	183.75		8.9	\$
300211	Tackboard	262.50	288.75	365.50		8.9	\$
 Select alignment: Horizontal _____ Vertical _____							
300112	Ticket Tumbler, Small, Table Top	224.75	247.25	313.00		8.9	\$
300113	Wastebasket	32.50	36.00	45.50		8.9	\$
300118	Waterfall Stand	143.75	157.50	199.50		8.9	\$

Electrical Outlets Not Included

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

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

**Total Payment
Enclosed**

\$

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

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Furniture Package Order Form

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

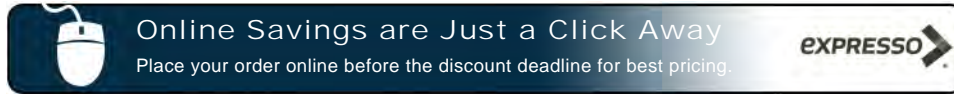
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- Furniture Packages offer significant savings and convenience.
- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.

Furniture Package

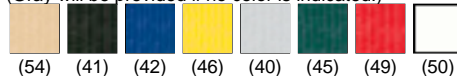


Furniture Package 1

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4906	Furniture Package 1		431.33	473.63	599.63		8.9	\$
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	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
490012	Furniture Package 2	948.83	1,042.43	1,320.30		8.9	\$
Includes 10% Off: (4) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.							

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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



Specialty Furniture

Seating - Sofas and Loveseats



305226 - Baja Loveseat, 61"L 30.5"D 28"H



305312 - Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H



305180 - Fairfax Sofa, White Vinyl/ Brushed Metal, 62"L 26"D 30"H



305049 - Hopi Loveseat, Gray Linen, 48"L 25"D 34"H



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



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



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



305104 - Munich Armless Loveseat, 45"L 27"D 28.5"H



305106 - Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H



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



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



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



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



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



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

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



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



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



305240 - Tangiers Loveseat, 57.5"L 37"D 37"H

Seating - Club Chairs



305225 - Baja Chair, 36"L 30.5"D 28"H



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



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



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



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



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



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



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



305102 - Munich Corner Chair, 26"L 27"D 28.5"H



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



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

Seating - Chairs



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



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



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



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



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



305285 - Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H



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



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



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



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



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



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



305178 - Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H



305047 - Hopi Chair, Gray Linen, 21"L 25"D 34"H

Colors may vary due to facility lighting, printing limitations and dye lot differences. Some items may not be available at all locations. USB power adapters/charging accessories are not included with any powered furniture. See order form for details. Styles of items portrayed on this brochure may vary in some locations.

Specialty Furniture



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



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



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



305103 - Munich Armless Chair, 22.5"L 27"D 28.5"H



305300 - Razor Chair, White, 15.38"L 15.5"D 30.5"H



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

Seating - Ottomans



305316 - Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H



305057 - Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H



305058 - Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H



305059 - Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H



305060 - Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H



305061 - Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H



305063 - Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H



305064 - Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H



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



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



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



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



305086 - Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H



305360 - Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H



305352 - Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H



305353 - Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H



305358 - Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H



305359 - Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H



305357 - Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H



305354 - Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H



305355 - Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H



305356 - Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H



305351 - Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H



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

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Specialty Furniture



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



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



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



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



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



305248 - Ottoman,
Vibe Cube, Orange,
Vinyl, 18"L 18"D
18"H



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



305239 - Ottoman,
Vibe Cube, Purple
Vinyl, 18"L 18"D
18"H



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



305238 - Ottoman,
Vibe Cube, Silver
Vinyl, 18"L 18"D
18"H



305237 - Ottoman,
Vibe Cube, Steel
Blue Vinyl, 18"L
18"D 18"H



305249 - Ottoman,
Vibe Cube, White
Vinyl, 18"L 18"D
18"H



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



305111 - Sally
Ottoman/Stool,
White 12"L 12"D
17"H

Seating - Office and Utility Seating



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



305325 - Chair,
Executive, Black,
25"L 24"D 48"H



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



305068 - Meeting
Chair, Espresso
Vinyl, 25.5"L 23.5"D
34"H



305069 - Meeting
Chair, Taupe Fabric,
25.5"L 23.5"D 34"H



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



305313 - Pro
Executive Guest
Chair, Black Vinyl,
24"L 22"D 36"H



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



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

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Specialty Furniture

Seating - Barstools



305370 - Apex Barstool, Black Vinyl, 21"L 21"D 33"H



305371 - Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H



305372 - Apex Barstool, Red Vinyl, 21"L 21"D 33"H



305373 - Apex Barstool, White Vinyl, 21"L 21"D 33"H



305012 - Barstool, Banana, Black, 21"L 22"D 30"H



305013 - Barstool, Banana, White, 21"L 22"D 30"H



305289 - Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H



305292 - Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H



305291 - Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H



305290 - Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H



305009 - Barstool, Oslo, Blue, 17"L 20"D 30"H



305008 - Barstool, Oslo, White, 17"L 20"D 30"H



305288 - Barstool, Rustique, Gunmetal, 13"L 13"D 30"D



305206 - Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"-44"H



305207 - Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H



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



305443 - Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H



305006 - Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H



305007 - Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H



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



305208 - Zoey Barstool, Black, 15"L 16"D 30-34.75"H

Table Surface Colors



Maple



Graphite Nebula



Brushed Red

Tables - Cafe



305406 - 30" Round Madison Cafe Table w/ Standard Black Base, Gray Acajou



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



305084 - Café Table w/ Standard Black Base, 30"RND 29"H



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



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



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



305085 - Round Café Table w/ Hydraulic Base, 30"RND 29"H



305164 - Round Café Table w/ Standard Black Base, Graphite Nebula Top, 30"RND 29"H

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Specialty Furniture



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



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



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



305159 - Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H



305165 - Table, Cafe, Maple/Black, 30" Round 29"H



305168 - Table, Cafe, Maple/Black, 36" Round 29"H



305157 - Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H



305160 - Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H



305161 - Table, Cafe, Red/Black, 30" Round 29"H



305282 - Table, Cafe, Silver Texture/Black Base, 30" Round 29"H



305299 - Table, Cafe, Silver Textured Grain/Chrome Base, 30" Round 29"H



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



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

Tables - Bar



305315 - 30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou



305083 - Bar Table w/ Hydraulic Base, 30" RND 45"H



305082 - Bar Table w/ Standard Black Base, 30" RND 42"H



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



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



305162 - Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H



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



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



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



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



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



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



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



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



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



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



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



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



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



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



305030 - Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.25"L 26.25"D 42"H

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Specialty Furniture



- | | | | | | |
|---|--|--|--|--|--|
| 305032 - Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.25"L 26.25"D 42"H | 305031 - Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H | 305033 - Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H | 305034 - Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H | 305020 - Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 42"H | 305022 - Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 42"H |
|---|--|--|--|--|--|

Tables - Cocktail



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



305433 - Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H



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



305113 - Regis Table/Bench, 47"L 15.5"D 16"H



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



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



305014 - Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H



305210 - Table, Cocktail, Oliver, 47"L 27"D 19"H



305016 - Table, Cocktail, Silverado, 36" Round 17"H



305025 - Table, Cocktail, Sydney Black, 48"L 26"D 18"H



305024 - Table, Cocktail, Sydney White, 48"L 26"D 18"H

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Specialty Furniture

Tables - End Tables



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



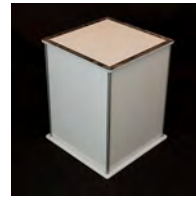
305432 - Alondra End Table, Wood, Chrome, 20"L 20"D 21"H



305254 - Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H



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



305258 - Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H



305112 - Regis End Table, 16"L 15.5"D 16.5"H



305273 - Table, Aura, White Metal, 15" Round 22"H



305274 - Table, E, Wood, 21"L 15.5"D 27.5"H



305044 - Table, End, Geo, Chrome, 26"L 26"D 20"H



305211 - Table, End, Oliver, 22" Round 22"H



305046 - Table, End, Silverado, 24" Round 22"H



305050 - Table, End, Sydney, Black, 27"L 23"D 22"H



305048 - Table, End, Sydney, White, 27"L 23"D 22"H



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

Conference Tables



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



305231 - 10' Table, Conf., Granite, 120"L 46"D 29"H



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



305230 - 6' Table, Conf., Granite, 72"L 36"D 29"H



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



305026 - 8' Table, Conf., Granite, 96"L 44"D 29"H



305001 - Atomic Table, 36"RND 30"H



305002 - Atomic Table, 42"RND 30"H

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Specialty Furniture



305410 - Madison Conference Table, 42"RND 29"H



305190 - Powered Conference Table Module, Black, 5"L 2.25"D 2"H



305175 - Table, Conf., Geo, Black, 42"L 42"D 29"H



305176 - Table, Conf., Geo, Black, 60"L 36"D 29"H



305173 - Table, Conf., Geo, Chrome, 42"L 42"D 29"H



305174 - Table, Conf., Geo, Chrome, 60"L 36"D 29"H



305027 - Table, Conf., Graphite, 42" Round 29"H



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



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

Tables - Martini Bar



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



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

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Specialty Furniture

Product Display



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



305297 - Pedestal, Powered
Locking, Black, 24"L 24"D 36"H



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



305298 - Pedestal, Powered
Locking, White, 24"L 24"D 36"H



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



305045 - Posh Shelving, 36"L
18"D 72"H

Office and Utility Furniture



305294 - Desk, Writing/Work
Table, White Laminate/White,
48"L 24"D 30"H



305416 - Madison Credenza,
60"L 20"D 29"H



305417 - Madison Executive
Desk, 60"L 30"D 29"H



305129 - Tech 3 Drawer File
Cabinet on Castors, Black, 16"L
20"D 28"H



305128 - Tech Desk, Powered
w/ 3 Drawer File Cabinet, Black
Metal, 60"L 30"D 30"H



305127 - Tech Desk, Powered,
Black Metal, 60"L 30"D 30"H

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Specialty Furniture

Lamps



305204 - Lamp, Floor,
Mason, Silver, 18" Round
55"H



305205 - Lamp, Table,
Mason, Silver, 16" Round
26"H

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Specialty Furniture Order Form

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

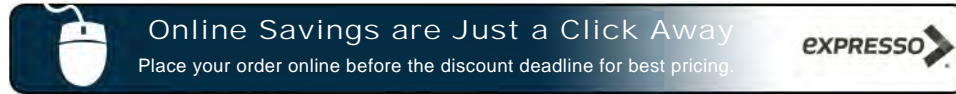
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- USB power adapters/charging accessories are not included with any powered furniture. The adapters will not be available for separate rental. Please note: you are responsible for providing your own adapters/charging accessories. Electrical outlet is not included in price; please order separately. One 110V power source is required for each charging panel. Two charging units can be daisy chained together depending on booth layout. 10 AMP max per charging panel.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/051600662/BoothFurnishingsRental/esm>

Specialty Furniture

Seating - Sofas and Loveseats

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305226	Baja Loveseat, 61"L 30.5"D 28"H	959.75	1,053.50	1,333.50		8.9	\$
305312	Banquette, Full, w/ Electrical Charging Outlet, 72"RND 51"H	2,656.50	2,911.25	3,685.50		8.9	\$
305180	Fairfax Sofa, White Vinyl/Brushed Metal, 62"L 26"D 30"H	959.75	1,053.50	1,333.50		8.9	\$
305049	Hopi Loveseat, Gray Linen, 48"L 25"D 34"H	353.75	388.25	491.50		8.9	\$
305321	Key Largo Loveseat, Black Fabric, 57"L 35"D 34"H	862.00	945.50	1,197.00		8.9	\$
305322	Key Largo Sofa, Black Fabric, 79"L 35"D 34"H	959.75	1,053.50	1,333.50		8.9	\$
305262	Loveseat, Naples, Black Vinyl, 62"L 30"D 28"H	959.75	1,053.50	1,333.50		8.9	\$
305104	Munich Armless Loveseat, 45"L 27"D 28.5"H	914.50	1,003.50	1,270.50		8.9	\$
305106	Munich Sectional, 3 Pc., 93.5"L 27"D 28.5"H	2,205.00	2,421.75	3,066.00		8.9	\$
305364	Naples Loveseat, Powered Black Vinyl, 62"L 30"D 28"H	1,438.50	1,575.75	1,995.00		8.9	\$
305362	Naples Sofa, Powered Black Vinyl, 87"L 30"D 28"H	1,827.00	2,007.00	2,541.00		8.9	\$
305217	Roma Sofa, Powered White Vinyl, 78"L 31"D 33"H	1,827.00	2,007.00	2,541.00		8.9	\$
305120	Sectional, South Beach, 3 pc., Platinum, 152"L 40"D 33"H	2,205.00	2,421.75	3,066.00		8.9	\$
305236	Sofa, Allegro, Blue Fabric, 73"L 34.5"D 29.5"H	997.50	1,095.00	1,386.00		8.9	\$
305261	Sofa, Naples, Black Vinyl, 87"L 30"D 28"H	1,165.50	1,277.25	1,617.00		8.9	\$
305119	Sofa, South Beach, Platinum Suede, 69"L 29"D 33"H	975.50	1,070.00	1,354.50		8.9	\$
305268	Sofa, Tangiers, 78"L 37"D 36"H	975.50	1,070.00	1,354.50		8.9	\$
305240	Tangiers Loveseat, 57.5"L 37"D 37"H	914.50	1,003.50	1,270.50		8.9	\$

Seating - Club Chairs

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305225	Baja Chair, 36"L 30.5"D 28"H	808.50	887.50	1,123.50		8.9	\$
305235	Chair, Allegro, Blue Fabric, 36"L 34.5"D 29.5"H	793.75	871.00	1,102.50		8.9	\$
305072	Chair, Barcelona, Black, 30"L 31"D 35"H	1,123.50	1,235.75	1,564.50		8.9	\$
305073	Chair, Barcelona, White, 30"L 30"D 31"H	1,123.50	1,235.75	1,564.50		8.9	\$
305263	Chair, Naples, Black Vinyl, 36"L 30"D 28"H	808.50	887.50	1,123.50		8.9	\$

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Specialty Furniture Order Form

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Discount Deadline Date:
October 8, 2018

Company Name	Email	Phone Number	Booth Number
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Seating - Club Chairs

305269	Chair, Tangiers, 34"L 37"D 36"H	670.00	734.75	930.25		8.9	\$
305070	Chair, Tub, Key West, Black, 31"L 31"D 31"H	607.00	666.00	843.25		8.9	\$
305320	Key Largo Chair, Black Fabric, 35"L 35"D 34"H	686.75	753.00	953.50		8.9	\$
305102	Munich Corner Chair, 26"L 27"D 28.5"H	670.00	734.75	930.25		8.9	\$
305363	Naples Chair, Powered Black Vinyl, 36"L 30"D 28"H	1,176.00	1,293.75	1,638.00		8.9	\$
305222	Roma Chair, Powered White Vinyl, 37"L 31"D 33"H	1,176.00	1,293.75	1,638.00		8.9	\$

Seating - Chairs

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305152	Chair, Altura, Guest, 25"L 20"D 34"H	445.25	488.50	618.50		8.9	\$
305041	Chair, Berlin, Black/White, 18"L 22"D 32"H	182.75	200.75	254.00		8.9	\$
305042	Chair, Berlin, Red/White, 18"L 22"D 32"H	182.75	200.75	254.00		8.9	\$
305110	Chair, Brewer, Black, 20"L 20"D 32"H	220.50	242.25	306.50		8.9	\$
305260	Chair, Christopher, White Vinyl w/Chrome, 17"L 19"D 35"H	220.50	242.25	306.50		8.9	\$
305285	Chair, Duet Stack, Black/Chrome, 23"L 21"D 33"H	141.75	155.25	196.25		8.9	\$
305232	Chair, Fusion, Red/White, 19"L 21"D 32"H	235.25	258.75	327.50		8.9	\$
305271	Chair, La Brea Swivel, Charcoal Gray Fabric, 35"L 27"D 40"D	598.50	656.75	831.50		8.9	\$
305270	Chair, Madden Arm, Lt. Gray Vinyl, 27"L 32"D 33"H	598.50	656.75	831.50		8.9	\$
305284	Chair, Rustique Arm, Gunmetal, 20"L 18"D 31"H	220.50	242.25	306.50		8.9	\$
305272	Chair, Swanson Swivel, White Vinyl, 28"L 25"D 18"H	528.25	579.75	734.00		8.9	\$
305250	Chair, Wendy, Clear Acrylic, 15"L 20"D 36"H	220.50	242.25	306.50		8.9	\$
305178	Fairfax Arm Chair, White Vinyl/ Brushed Metal, 27"L 26"D 30"H	686.75	753.00	953.50		8.9	\$
305047	Hopi Chair, Gray Linen, 21"L 25"D 34"H	271.00	297.00	376.00		8.9	\$
305442	Laguna Chair, 18"L 19"D 34"H	287.75	315.25	399.00		8.9	\$
305420	Malba Chair, Gray, 20"L 20"D 32"H	182.75	200.75	254.00		8.9	\$
305421	Malba Chair, Green, 20"L 20"D 32"H	182.75	200.75	254.00		8.9	\$
305103	Munich Armless Chair, 22.5"L 27"D 28.5"H	670.00	734.75	930.25		8.9	\$
305300	Razor Chair, White, 15.38"L 15.5"D 30.5"H	141.75	155.25	196.25		8.9	\$
305441	Zenith Chair, 19"L 22"D 32"H	287.75	315.25	399.00		8.9	\$

Seating - Ottomans

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305316	Banquette, Quarter Curve Ottoman, 53"L 22"D 18"H	636.25	698.25	884.00		8.9	\$
305057	Beverly Bench Ottoman, Black Vinyl, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305058	Beverly Bench Ottoman, Brown Fabric, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305059	Beverly Bench Ottoman, Gray Fabric, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305060	Beverly Bench Ottoman, Linene Fabric, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305061	Beverly Bench Ottoman, Ocean Blue Fabric, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305063	Beverly Bench Ottoman, Red Fabric, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305064	Beverly Bench Ottoman, White Vinyl, 60"L 20"D 18"H	636.25	698.25	884.00		8.9	\$
305096	Endless Curved Ottoman, Black, 60.5"L 37.5"D 15"H	636.25	698.25	884.00		8.9	\$
305097	Endless Curved Ottoman, White, 60.5"L 37.5"D 15"H	636.25	698.25	884.00		8.9	\$
305280	Ottoman, Endless Square, Black, 34"L 34"D 15"H	395.75	433.75	549.25		8.9	\$

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Seating - Ottomans

305279	Ottoman, Endless Square, White, 34"L 34"D 15"H	395.75	433.75	549.25		8.9	\$
305086	Ottoman, Half Bench, White Vinyl, 39"L 22"D 18"H	415.75	456.25	577.50		8.9	\$
305360	Ottoman, Marche Swivel, Blue Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305352	Ottoman, Marche Swivel, Gray Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305353	Ottoman, Marche Swivel, Linen Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305358	Ottoman, Marche Swivel, Meadow Green, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305359	Ottoman, Marche Swivel, Pear Yellow Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305357	Ottoman, Marche Swivel, Plum Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305354	Ottoman, Marche Swivel, Raspberry Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305355	Ottoman, Marche Swivel, Red Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305356	Ottoman, Marche Swivel, Rose Quartz Fabric, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305351	Ottoman, Marche Swivel, White Vinyl, 17"L 17"D 18"H	274.00	301.00	381.25		8.9	\$
305092	Ottoman, South Beach, Wedge, Platinum, 25"L 31"D 18"H	332.75	365.00	462.00		8.9	\$
305251	Ottoman, Vibe Cube, Black Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305246	Ottoman, Vibe Cube, Blue, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305242	Ottoman, Vibe Cube, Champagne, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305243	Ottoman, Vibe Cube, Gold/Bronze, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305241	Ottoman, Vibe Cube, Green, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305248	Ottoman, Vibe Cube, Orange, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305244	Ottoman, Vibe Cube, Pink, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305239	Ottoman, Vibe Cube, Purple Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305245	Ottoman, Vibe Cube, Red, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305238	Ottoman, Vibe Cube, Silver Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305237	Ottoman, Vibe Cube, Steel Blue Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305249	Ottoman, Vibe Cube, White Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305247	Ottoman, Vibe Cube, Yellow, Vinyl, 18"L 18"D 18"H	182.75	200.75	254.00		8.9	\$
305111	Sally Ottoman/Stool, White 12"L 12"D 17"H	182.75	200.75	254.00		8.9	\$

Seating - Office and Utility Seating

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305126	Chair, Altura Task, 25"L 26"D 21"H	220.50	242.25	306.50		8.9	\$
305325	Chair, Executive, Black, 25"L 24"D 48"H	581.75	638.75	808.50		8.9	\$
305305	Chair, Executive, Pro, White, 27.5"L 27.5"D 45.7"H	581.75	638.75	808.50		8.9	\$
305068	Meeting Chair, Espresso Vinyl, 25.5"L 23.5"D 34"H	457.75	502.00	635.25		8.9	\$
305069	Meeting Chair, Taupe Fabric, 25.5"L 23.5"D 34"H	457.75	502.00	635.25		8.9	\$
305309	Meeting Chair, White Vinyl, 25.5"L 23.5"D 34"H	457.75	502.00	635.25		8.9	\$
305313	Pro Executive Guest Chair, Black Vinyl, 24"L 22"D 36"H	445.25	488.50	618.50		8.9	\$
305307	Pro Executive Mid Back Chair, Black Vinyl, 24"L 22"D 40"H	519.75	570.75	722.50		8.9	\$
305308	Pro Executive Mid Back Chair, White, 24"L 22"D 40"H	519.75	570.75	722.50		8.9	\$

Seating - Barstools

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305370	Apex Barstool, Black Vinyl, 21"L 21"D 33"H	449.50	493.50	624.75		8.9	\$

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Seating - Barstools

305371	Apex Barstool, Blue Ultra Suede, 21"L 21"D 33"H	449.50	493.50	624.75	8.9	\$
305372	Apex Barstool, Red Vinyl, 21"L 21"D 33"H	449.50	493.50	624.75	8.9	\$
305373	Apex Barstool, White Vinyl, 21"L 21"D 33"H	449.50	493.50	624.75	8.9	\$
305012	Barstool, Banana, Black, 21"L 22"D 30"H	250.00	273.75	346.50	8.9	\$
305013	Barstool, Banana, White, 21"L 22"D 30"H	250.00	273.75	346.50	8.9	\$
305289	Barstool, Lift, Chrome/Black Seat, 15" Round 23-33.5"H	217.25	238.00	301.25	8.9	\$
305292	Barstool, Lift, Chrome/Gray Seat, 15" Round 23-33.5"H	217.25	238.00	301.25	8.9	\$
305291	Barstool, Lift, Chrome/Red Seat, 15" Round 23-33.5"H	217.25	238.00	301.25	8.9	\$
305290	Barstool, Lift, Chrome/White Seat, 15" Round 23-33.5"H	217.25	238.00	301.25	8.9	\$
305009	Barstool, Oslo, Blue, 17"L 20"D 30"H	449.50	493.50	624.75	8.9	\$
305008	Barstool, Oslo, White, 17"L 20"D 30"H	449.50	493.50	624.75	8.9	\$
305288	Barstool, Rustique, Gunmetal, 13"L 13"D 30"D	250.00	273.75	346.50	8.9	\$
305206	Barstool, Shark Swivel, White/Chrome Base, 22"L 19"D 34"- 44"H	587.00	643.75	814.75	8.9	\$
305207	Barstool, Zoey Swivel, White/Chrome Base, 15"Lx17"Dx31"-35"H	547.00	600.50	760.25	8.9	\$
305259	Christopher Barstool, 19"L 15"D 41"H	449.50	493.50	624.75	8.9	\$
305443	Laguna Barstool, Maple, Chrome, 18"L 20"D 47"H	332.75	365.00	462.00	8.9	\$
305006	Syntax Barstool, Chrome/Black, 23"L 19"D 43.25"H	449.50	493.50	624.75	8.9	\$
305007	Syntax Chair, Black/Chrome, 23"L 19"D 32.25"H	287.75	315.25	399.00	8.9	\$
305440	Zenith Barstool, 19"L 20"D 44"H	449.50	493.50	624.75	8.9	\$
305208	Zoey Barstool, Black, 15"L 16"D 30-34.75"H	547.00	600.50	760.25	8.9	\$

Tables - Cafe

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305406	30" Round Madison Cafe Table w/ Standard Black Base, Gray Ac	399.00	437.75	554.50		8.9	\$
305426	Cafe Table/Hydraulic Chrome Base, Liquid Steel Blue, 30"RND 29"	453.50	497.75	630.00		8.9	\$
305084	Café Table w/ Standard Black Base, 30"RND 29"H	399.00	437.75	554.50		8.9	\$
305428	Café Table/Black Base, Liquid Steel Blue, 30"RND 29"H	434.75	477.00	603.75		8.9	\$
305067	G30 Cafe Table, Powered White Top, 72"L 26"D 30"H	1,743.00	1,907.50	2,415.00		8.9	\$
305429	Madison Cafe Table/Hydraulic Base, 30"RND 29"H	453.50	497.75	630.00		8.9	\$
305085	Round Café Table w/ Hydraulic Base, 30"RND 29"H	453.50	497.75	630.00		8.9	\$
305164	Round Café Table w/ Standard Black Base, Graphite Nebula Top	399.00	437.75	554.50		8.9	\$
305153	Table, Cafe, Brushed Red/Hydraulic Chrome Base, 30" Round 29"	453.50	497.75	630.00		8.9	\$
305167	Table, Cafe, Graphite/Black, 36" Round 29"H	424.25	465.50	589.00		8.9	\$
305156	Table, Cafe, Graphite/Hydraulic Chrome Base, 30" Round 29"H	453.50	497.75	630.00		8.9	\$
305159	Table, Cafe, Graphite/Hydraulic Chrome Base, 36" Round 29"H	532.25	583.75	739.25		8.9	\$
305165	Table, Cafe, Maple/Black, 30" Round 29"H	399.00	437.75	554.50		8.9	\$
305168	Table, Cafe, Maple/Black, 36" Round 29"H	424.25	465.50	589.00		8.9	\$
305157	Table, Cafe, Maple/Hydraulic Chrome Base, 30" Round 29"H	453.50	497.75	630.00		8.9	\$
305160	Table, Cafe, Maple/Hydraulic Chrome Base, 36" Round 29"H	532.25	583.75	739.25		8.9	\$
305161	Table, Cafe, Red/Black, 30" Round 29"H	399.00	437.75	554.50		8.9	\$
305282	Table, Cafe, Silver Texture/Black Base, 30" Round 29"H	399.00	437.75	554.50		8.9	\$
305299	Table, Cafe, Silver Textured Grain/Hydraulic Chrome Base, 30" R	453.50	497.75	630.00		8.9	\$

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Tables - Cafe

305283	Table, Cafe, White Laminate/Black Base, 36" Round 29"H	424.25	465.50	589.00		8.9	\$
305301	Table, Cafe, White Laminate/Hydraulic Chrome Base, 36" Round	532.25	583.75	739.25		8.9	\$

Tables - Bar

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305315	30" Round Madison Bar Table w/ Hydraulic Base, Gray Acajou	453.50	497.75	630.00		8.9	\$
305083	Bar Table w/ Hydraulic Base, 30"RND 45"H	453.50	497.75	630.00		8.9	\$
305082	Bar Table w/ Standard Black Base, 30"RND 42"H	399.00	437.75	554.50		8.9	\$
305425	Bar Table/Hydraulic Chrome Base, Steel Blue, 30"RND 45"H	453.50	497.75	630.00		8.9	\$
305405	Madison Bar Table/Black Base, 30"RND 42"H	399.00	437.75	554.50		8.9	\$
305162	Rustique Square Metal Bar Table, 23.75"L 23.75"D 41.25"H	453.50	497.75	630.00		8.9	\$
305139	Table, Bar, Brushed Red/Hydraulic Chrome Base, 30" Round 45"	453.50	497.75	630.00		8.9	\$
305133	Table, Bar, Graphite/Black, 30" Round 42"H	399.00	437.75	554.50		8.9	\$
305136	Table, Bar, Graphite/Black, 36" Round 42"H	424.25	465.50	589.00		8.9	\$
305142	Table, Bar, Graphite/Hydraulic Chrome Base, 30" Round 45"H	453.50	497.75	630.00		8.9	\$
305145	Table, Bar, Graphite/Hydraulic Chrome Base, 36" Round 45"H	532.25	583.75	739.25		8.9	\$
305134	Table, Bar, Maple/Black, 30" Round 42"H	399.00	437.75	554.50		8.9	\$
305137	Table, Bar, Maple/Black, 36" Round 42"H	424.25	465.50	589.00		8.9	\$
305143	Table, Bar, Maple/Hydraulic Chrome Base, 30" Round 45"H	453.50	497.75	630.00		8.9	\$
305146	Table, Bar, Maple/Hydraulic Chrome Base, 36" Round 45"H	532.25	583.75	739.25		8.9	\$
305130	Table, Bar, Red/Black, 30" Round 42"H	399.00	437.75	554.50		8.9	\$
305286	Table, Bar, Silver Textured Grain/Black Base, 30" Round 42"H	399.00	437.75	554.50		8.9	\$
305302	Table, Bar, Silver Textured Grain/Hydraulic Chrome Base, 30" Ro	453.50	497.75	630.00		8.9	\$
305287	Table, Bar, White Laminate/Black Base, 36" Round 42"H	424.25	465.50	589.00		8.9	\$
305303	Table, Bar, White Laminate/Hydraulic Chrome Base, 36" Round 4	532.25	583.75	739.25		8.9	\$
305030	Ventura Communal Bar Table w/ Grommet Holes, Maple Top, 72.	1,249.50	1,368.50	1,732.50		8.9	\$
305032	Ventura Communal Bar Table w/ Grommet Holes, White Top, 72.2	1,249.50	1,368.50	1,732.50		8.9	\$
305031	Ventura Communal Bar Table, Black Top, 72.25"L 26.25"D 42"H	1,249.50	1,368.50	1,732.50		8.9	\$
305033	Ventura Communal Bar Table, Maple Top, 72.25"L 26.25"D 42"H	1,249.50	1,368.50	1,732.50		8.9	\$
305034	Ventura Communal Bar Table, White Top, 72.25"L 26.25"D 42"H	1,249.50	1,368.50	1,732.50		8.9	\$
305020	Ventura Communal Black Bar Table, Powered, 72.25"L 26.25"D 4	1,743.00	1,907.50	2,415.00		8.9	\$
305022	Ventura Communal White Bar Table, Powered, 72.25"L 26.25"D 4	1,743.00	1,907.50	2,415.00		8.9	\$

Tables - Cocktail

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305430	Alondra Cocktail Table, Glass, 47"L 24"D 16"H	478.75	525.00	664.75		8.9	\$
305433	Alondra Cocktail Table, Wood, Chrome, 47"L 24"D 17"H	478.75	525.00	664.75		8.9	\$
305435	Geo Cocktail Table, Wood, 47"L 24"D 17"H	436.75	479.25	607.00		8.9	\$
305113	Regis Table/Bench, 47"L 15.5"D 16"H	498.75	547.25	693.00		8.9	\$
305188	Sydney Powered Cocktail Table, Black, 48"L 26"D 18"H	598.50	656.75	831.50		8.9	\$
305187	Sydney Powered Cocktail Table, White, 48"L 26"D 18"H	598.50	656.75	831.50		8.9	\$
305014	Table, Cocktail, Geo, Chrome, 50"L 22"D 16"H	436.75	479.25	607.00		8.9	\$
305210	Table, Cocktail, Oliver, 47"L 27"D 19"H	345.50	379.00	479.75		8.9	\$

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Tables - Cocktail

305016	Table, Cocktail, Silverado, 36" Round 17"H	436.75	479.25	607.00		8.9	\$
305025	Table, Cocktail, Sydney Black, 48"L 26"D 18"H	436.75	479.25	607.00		8.9	\$
305024	Table, Cocktail, Sydney White, 48"L 26"D 18"H	436.75	479.25	607.00		8.9	\$

Tables - End Tables

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305431	Alondra End Table, Glass, 20"L 20"D 20"H	387.50	424.75	537.50		8.9	\$
305432	Alondra End Table, Wood, Chrome, 20"L 20"D 21"H	387.50	424.75	537.50		8.9	\$
305254	Edge Table, LED Lighted w/AC Plug, 20"L 20"D 20"H	395.75	433.75	549.25		8.9	\$
305436	Geo End Table, Wood, 20"L 20"D 21"H	362.25	397.25	503.00		8.9	\$
305258	Luna Pedestal, LED Lighted w/AC Plug, 16"L 16"D 20"H	345.50	379.00	479.75		8.9	\$
305112	Regis End Table, 16"L 15.5"D 16.5"H	457.75	502.00	635.25		8.9	\$
305273	Table, Aura, White Metal, 15" Round 22"H	245.75	269.50	341.25		8.9	\$
305274	Table, E, Wood, 21"L 15.5"D 27.5"H	245.75	269.50	341.25		8.9	\$
305044	Table, End, Geo, Chrome, 26"L 26"D 20"H	362.25	397.25	503.00		8.9	\$
305211	Table, End, Oliver, 22" Round 22"H	299.25	328.50	415.75		8.9	\$
305046	Table, End, Silverado, 24" Round 22"H	362.25	397.25	503.00		8.9	\$
305050	Table, End, Sydney, Black, 27"L 23"D 22"H	362.25	397.25	503.00		8.9	\$
305048	Table, End, Sydney, White, 27"L 23"D 22"H	362.25	397.25	503.00		8.9	\$
305275	Table, Timber, Wood, 16" Round 17"H	299.25	328.50	415.75		8.9	\$

Tables - Conference

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305402	10' Madison Table, 120"L 48"D 29"H	1,006.00	1,103.00	1,396.50		8.9	\$
305231	10' Table, Conf., Granite 120"L 46"D 29"H	914.50	1,003.50	1,270.50		8.9	\$
305400	5' Madison Table, 60"L 48"D 29"H	715.00	784.50	993.25		8.9	\$
305230	6' Table, Conf., Granite, 72"L 36"D 29"H	715.00	784.50	993.25		8.9	\$
305401	8' Madison Table, 96"L 60"D 29"H	914.50	1,003.50	1,270.50		8.9	\$
305026	8' Table, Conf., Granite, 96"L 44"D 29"H	884.00	970.50	1,228.50		8.9	\$
305001	Atomic Table, 36"RND 30"H	482.00	529.25	670.00		8.9	\$
305002	Atomic Table, 42"RND 30"H	482.00	529.25	670.00		8.9	\$
305410	Madison Conference Table, 42"RND 29"H	649.00	711.75	901.00		8.9	\$
305190	Powered Conference Table Module, Black, 5"L 2.25"D 2"H	154.25	169.25	214.25		8.9	\$
305175	Table, Conf., Geo, Black, 42"L 42"D 29"H	411.50	452.00	572.25		8.9	\$
305176	Table, Conf., Geo, Black, 60"L 36"D 29"H	649.00	711.75	901.00		8.9	\$
305173	Table, Conf., Geo, Chrome, 42"L 42"D 29"H	411.50	452.00	572.25		8.9	\$
305174	Table, Conf., Geo, Chrome, 60"L 36"D 29"H	649.00	711.75	901.00		8.9	\$
305027	Table, Conf., Graphite, 42" Round 29"H	524.00	575.00	727.75		8.9	\$
305293	Table, Conf., Merlin, Gray Laminate/Black, 46"L 29"D 30"H	649.00	711.75	901.00		8.9	\$
305281	Table, Conf., White Laminate, 42" Round 29"H	524.00	575.00	727.75		8.9	\$

Tables - Martini Bar

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
305004	Table, Bar, Martini 3 pc., 100"L 100"D 47"H	4,158.00	4,561.75	5,775.00		8.9	\$

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Tables - Martini Bar							
305003	Table, Bar, Martini, 50"L 50"D 47"H	1,753.50	1,924.25	2,436.00		8.9	\$

Product Display

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305415	Madison Bookcase, 36"L 12"D 72"H	603.75	661.75	838.00		8.9	\$
305297	Pedestal, Powered Locking, Black, 24"L 24"D 36"H	914.50	1,003.50	1,270.50		8.9	\$
305295	Pedestal, Powered Locking, Black, 24"L 24"D 42"H	1,043.75	1,144.50	1,449.00		8.9	\$
305298	Pedestal, Powered Locking, White, 24"L 24"D 36"H	914.50	1,003.50	1,270.50		8.9	\$
305296	Pedestal, Powered Locking, White, 24"L 24"D 42"H	1,043.75	1,144.50	1,449.00		8.9	\$
305045	Posh Shelving, 36"L 18"D 72"H	603.75	661.75	838.00		8.9	\$

Office and Utility Furniture

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305294	Desk, Writing/Work Table, White Laminate/White, 48"L 24"D 30"H	665.75	729.75	924.00		8.9	\$
305416	Madison Credenza, 60"L 20"D 29"H	748.75	821.00	1,039.50		8.9	\$
305417	Madison Executive Desk, 60"L 30"D 29"H	748.75	821.00	1,039.50		8.9	\$
305129	Tech 3 Drawer File Cabinet on Castors, Black, 16"L 20"D 28"H	808.50	887.50	1,123.50		8.9	\$
305128	Tech Desk, Powered w/ 3 Drawer File Cabinet, Black Metal, 60"L	770.75	846.00	1,071.00		8.9	\$
305127	Tech Desk, Powered, Black Metal, 60"L 30"D 30"H	206.75	227.25	287.75		8.9	\$

Lamps

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
305204	Lamp, Floor, Mason, Silver, 18" Round 55"H	407.50	447.00	566.00		8.9	\$
305205	Lamp, Table, Mason, Silver, 16" Round 26"H	303.50	333.50	422.00		8.9	\$

Electrical Outlets Not Included



Reminder

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

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

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Convenience Package Order Form

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

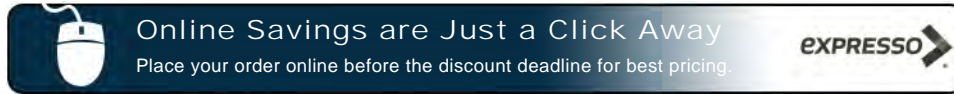
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Enjoy a fast and easy ordering experience online with Expresso:
<http://e.ges.com/051600662/packages/esm>



Stool Package A



Chair Package A

Standard Furniture Package

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404301	Chair Package A	728.75	800.25	1,013.50		8.9	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) Wastebasket.						
404323	Display Case Package A	1,759.75	1,930.25	2,444.50		8.9	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) 6' Half View Display Case.						
404324	Display Case Package B	1,640.25	1,800.75	2,280.50		8.9	\$
	↳ Includes: (2) Padded Chairs, (1) Starbase Table 40"X30", (1) 6' Half View Display Case.						
404311	Stool Package A	848.25	929.75	1,177.50		8.9	\$
	↳ Includes: (2) Padded Stools, (1) Starbase Table 30"X40", (1) Wastebasket.						

Standard Skirted Furniture Package

Item Code	Description	Color Code	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
4046	Chair Package B		596.25	655.25	829.75		8.9	\$
	↳ Includes: (2) Padded Chairs, (1) 6' Skirted Table 24"X30", (1) Wastebasket.							
4146	Stool Package B		783.00	859.50	1,088.25		8.9	\$
	↳ 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	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
404504	Bar Package	2,652.50	2,911.25	3,685.50		8.9	\$
	↳ Includes: (2) White Oslo Barstools, (1) Martini Bar.						
404506	Premium Stool Package	953.50	1,045.25	1,323.00		8.9	\$
	↳ Includes: (2) White Banana Barstools, (1) Bar Table 30"X42".						

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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P-1 122217

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.

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"



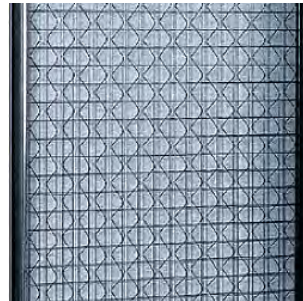
600222 - Exhibit, Light Box, Medium 37"x56"



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)

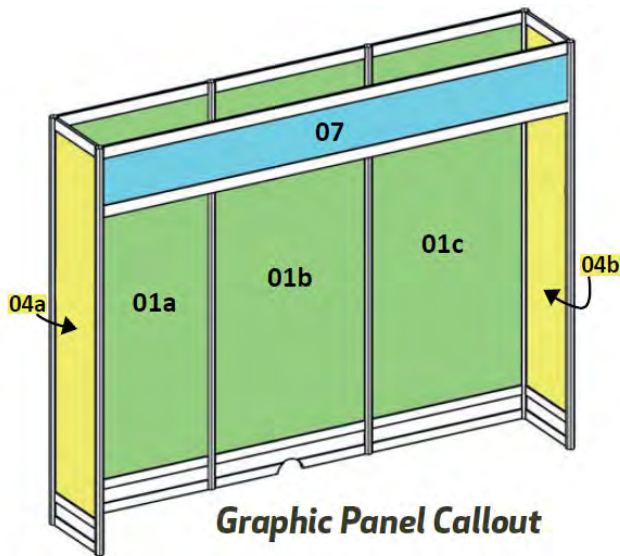


Silver (79)

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 - \$601.75 /Regular Price - \$836.75
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$302.50 /Regular Price - \$420.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$256.25 /Regular Price - \$356.00
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 8, 2018 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 (G-2) for required information.

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

Link: <https://e.ges.com/051600662/exhibit2/esm>

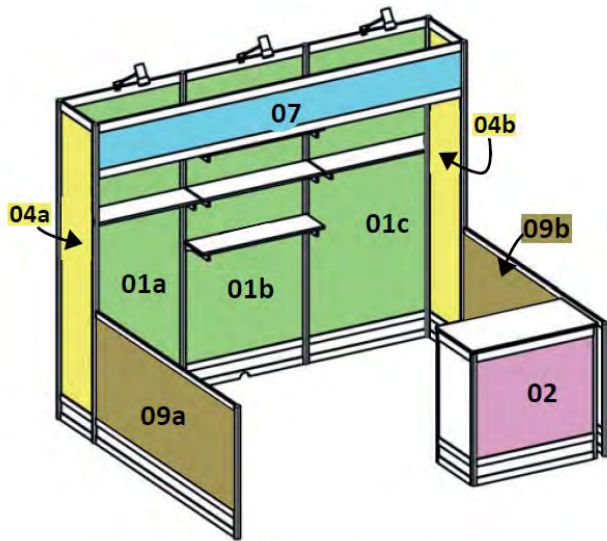


Booth Rendering

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 - \$601.75 /Regular Price - \$836.75
Produced on 3/16" Thick White Foamcore
- 04** 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$302.50 /Regular Price - \$420.00
Produced on 3/16" Thick White Foamcore
- 07** 608307 117" wide x 12" tall
Discount Price - \$256.25 /Regular Price - \$356.00
Produced on 3/16" Thick White Foamcore
- 02** 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$212.00 /Regular Price - \$295.00
Produced on 3/16" Thick White Foamcore
- 09** 608309 77 1/2" wide x 30 1/4" tall
Online Discount - \$429.50 /Regular Price - \$597.50
Produced on 3/16" Thick White Foamcore

Order Standard Exhibit Graphics online by October 8, 2018 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 (G-2) for required information.

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

Link: <https://e.ges.com/051600662/exhibit3/esm>

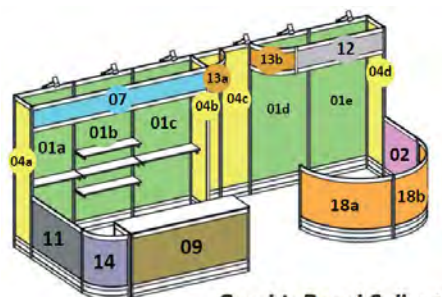


Booth Rendering

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 - \$132.25 /Regular Price - \$183.75
Produced on 3/16" Thick White Foamcore

13 608313 29 3/4" wide x 12" tall
Discount Price - \$65.75 /Regular Price - \$91.25
Produced on 1/8" Thick White Foamacell

18 608318 60 3/4" wide x 30 1/4" tall
Discount Price - \$337.00 /Regular Price - \$468.25
Produced on 1/8" Thick White Foamacell

09 608309 77 1/2" wide x 30 1/4" tall
Discount Price - \$429.50 /Regular Price - \$597.50
Produced on 3/16" Thick White Foamcore

14 608314 29 3/4" wide x 30 1/4" tall
Discount Price - \$164.75 /Regular Price - \$229.00
Produced on 1/8" Thick White Foamacell

Order Standard Exhibit Graphics online by October 8, 2018 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 (G-2) for required information.

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

Link: <https://e.ges.com/051600662/exhibit4/esm>

01 608301 38 1/8" wide x 86 1/4" tall
Discount Price - \$601.75 /Regular Price - \$836.75
Produced on 3/16" Thick White Foamcore

04 608304 18 7/16" wide x 86 1/4" tall
Discount Price - \$302.50 /Regular Price - \$420.00
Produced on 3/16" Thick White Foamcore

11 608311 57 7/8" wide x 30 1/4" tall
Discount Price - \$128.00 /Regular Price - \$177.50
Produced on 3/16" Thick White Foamcore

02 608302 38 1/8" wide x 30 1/4" tall
Discount Price - \$212.00 /Regular Price - \$295.00
Produced on 3/16" Thick White Foamcore

07 608307 117" wide x 12" tall
Discount Price - \$256.25 /Regular Price - \$356.00
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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

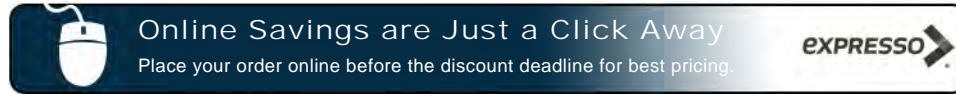
Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Easy Ordering Tips:

- All prices include delivery, rental, and removal.
- Return your orders three (3) weeks before show move-in to ensure availability. At show site some items may not be available and substitutions might be necessary.
- Arm lights and shelves cannot be placed on pipe and drape.

13 oz. Carpet Color Options

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

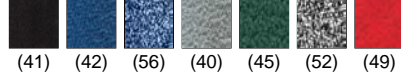


Exhibit Panel Color Options

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

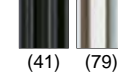


C Color Codes are Coated Panels

F Color Codes are Fabric

Trim Color Options

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



Standard Exhibits

10x10 Exhibits

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600002	Exhibit System GEM #2, 10'x10' Inline	2,803.50	3,077.00	3,895.50		8.9	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						
600003	Exhibit System GEM #3, 10'x10' Inline	5,292.00	5,813.75	7,360.50		8.9	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

10x20 Exhibits

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600004	Exhibit System GEM #4, 10'x20' Inline	11,655.00	12,797.50	16,201.50		8.9	\$
	↳ Carpet Color Code: _____ Trim Color: _____ Panel Color: _____						

Accessories

Item Code	Description	On or Before 10/8/18 Online (\$)	Discount (\$)	Regular (\$)	Qty	Tax %	Total
600410	Exhibit, Ad Board, 1M x 8'	914.50	1,003.50	1,270.50		8.9	\$
600110	Exhibit, Armlight Black	135.50	148.50	188.00		8.9	\$
600103	Exhibit, Counter, 1M Curved	1,270.50	1,393.25	1,764.00		8.9	\$
	↳ Trim Color: _____ Panel Color: _____						
600101	Exhibit, Counter, 1M x 1/2M x 40"H	642.50	705.00	892.50		8.9	\$
	↳ Trim Color: _____ Panel Color: _____						
600102	Exhibit, Counter, 2M x 1/2M x 40"H	876.75	962.00	1,218.00		8.9	\$
	↳ Trim Color: _____ Panel Color: _____						
600221	Exhibit, Light Box, Large 37"x85"	1,165.50	1,277.25	1,617.00		8.9	\$
600222	Exhibit, Light Box, Medium 37"x56"	914.50	1,003.50	1,270.50		8.9	\$
600223	Exhibit, Light Box, Small 37"x28"	563.75	619.50	784.25		8.9	\$
661931	Exhibit, Panel, Slatwall, 1M x 8'	801.25	879.00	1,113.00		8.9	\$
600291	Exhibit, Panel, Wirewall, 1M	785.50	862.50	1,092.00		8.9	\$
600243	Exhibit, Shelf, 1M x 10" Deep	106.00	116.75	148.00		8.9	\$

Electrical or Utilities Under Carpet?

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:
October 8, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____

☐ Yes ☐ No

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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

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IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

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)

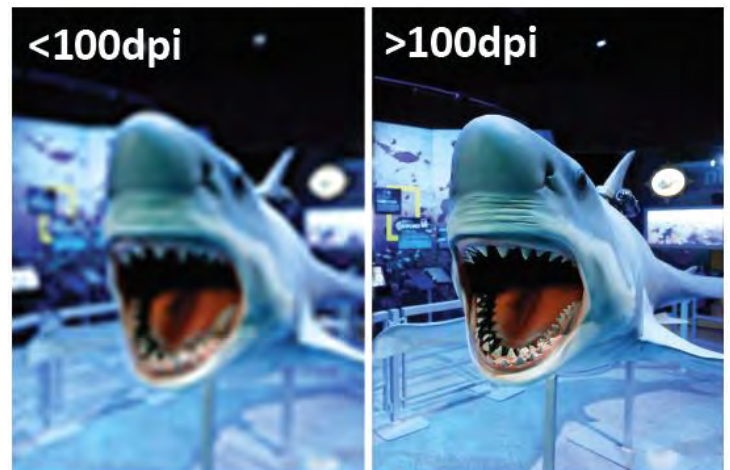


GIF, TIFF, JPEG (raster)



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/051600662/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)

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

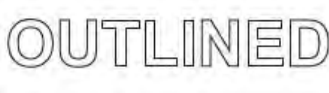
Text

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*

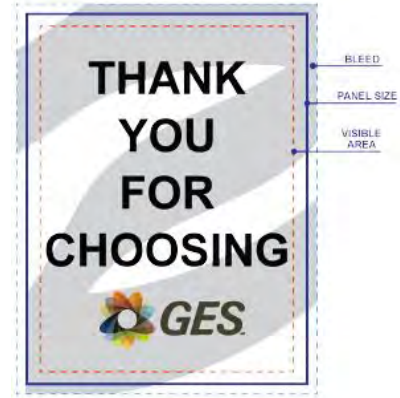


Final Print package should contain:

- 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.



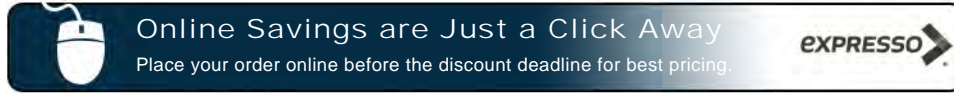
Graphics and Signage Order Form

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Discount Deadline Date:
October 8, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



Order graphics and **upload artwork files** directly online: <https://e.ges.com/051600662/signs/esm>

Graphics and Signage

Item Code	Description	On or Before 10/8/18		Regular (\$)	Qty	Tax %	Total
		Online (\$)	Discount (\$)				
600534	22"W x 28"H Vertical Sign w/ Sign Holder, Double Sided	363.25	399.00	505.00		8.9	\$
600533	22"W x 28"H Vertical Sign w/ Sign Holder, Single Sided	280.25	307.75	389.50		8.9	\$
600535	72"W x 36"H Vinyl Banner (horizontal or vertical) w/ Silver Grommets, Single Sided	297.25	326.00	412.75		8.9	\$
600852	Freestanding 24"W x 84"H Vertical Ad Board w/ Cardboard Base, Double Sided	536.50	588.75	745.50		8.9	\$
600850	Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	329.75	361.75	457.75		8.9	\$
600853	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided	701.50	769.75	974.50		8.9	\$
600851	Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided	495.50	544.25	688.75		8.9	\$
601099	Printed Cardboard Base for Freestanding Boards	32.25	35.50	45.00		8.9	\$

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

Please
Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment
Enclosed

\$

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



Standard Graphics

38" Ad Board



600851 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

600853 Freestanding 38"W x 84"H Vertical Ad Board w/ White Cardboard Base, Double Sided

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

24" Ad Board



600850 Freestanding 24"W x 84"H Vertical Ad Board w/ White Cardboard Base, Single Sided (includes cardboard base, graphic & delivery)

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

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

22" x 28" with Sign Holder



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

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

Includes sign holder rental, graphic and delivery.

6' x 3' Banner



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

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

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.

IoT World, Smart Cities Summit, Blockchain Summit
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Benefits of Advance Shipping to the GES Warehouse

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

How to Ship in Advance to the GES Warehouse

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

How to Ship from 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.

Get an instant quote today at https://e.ges.com/051600662/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, regrading, 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/051600662/logistics_quote

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

MATERIAL HANDLING

Exhibitors May:

- As an exhibitor, you may **“hand carry”** material. Hand carry is defined as small items such as cartons and packages that an exhibitor is able to carry by hand or with use of a small cart.
- The assistance of any motorized device or pallet jack is not permitted.
- When exhibitors choose to “hand carry” they may not access designated material handling areas, such as the loading docks.
- Must use specified exhibitor hand carry areas or main entrance of the facility.

In all other circumstances, items should be considered material handling.

GES Responsibilities:

- GES has been contracted to be the exclusive provider for material handling contract services as ordered by the exhibitor.
- GES has the responsibility to manage all freight docks and to schedule all vehicles into and out of all designated material handling areas for the show. This will assure the smooth, orderly and efficient move-in and move-out of the trade show.
- If you are using an independent freight company, (not GES advance warehouse) or EAC company for your booth Installation, load in for freight and EAC companies is handled on a first come first serve basis with GES on site at the loading dock. It is suggested to advise your EAC company or freight company to arrive early for check in on the move in/ set up day to facilitate load in of your booth build items. **This does not grant early access for set up.** It is for check in and unloading of your freight only. The later your freight or EAC arrives, the later their truck will be unloaded so your set up can begin.
- GES has the sole responsibility for loading and unloading all trucks, trailers, common and contract carriers at its facilities or designated material handling areas.
- GES is not responsible for any material it does not handle.

For the convenience of all exhibitors on the show, order forms for material handling services are included in this service manual and are available [here](#).

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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Discount Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



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.
- Straight Time is Monday through Friday 8:00 AM to 4:30 PM. Trucks signing in after 2:00 PM may be charged at the overtime rate.
- Overtime is all other times, Saturdays, Sundays and Holidays.
- 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.
- Loose carpeting and/or padding may be shipped to the Advanced Warehouse, but requires additional labor and equipment to offload.

Step 1. Review Freight Material Handling Rates and Information

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

	Crated	Special Handling
Straight Time In / Straight Time Out	\$115.00 cwt	\$155.25 cwt
Straight Time In / Overtime Out	\$149.75 cwt	\$202.16 cwt
Overtime In / Overtime Out	\$183.75 cwt	\$248.06 cwt

Advance Shipments to Warehouse Dates:

Tue, Sep 25, 2018: Advance shipments may begin arriving at warehouse.

Wed, Oct 24, 2018: Last day for shipments to arrive at warehouse.

Carpet Handling

Straight Time In / Straight Time Out	\$185.25 cwt
Straight Time In / Overtime Out	\$241.50 cwt
Overtime In / Overtime Out	\$296.00 cwt

No Inbound Shipping to Show Site Notification:



All exhibit materials must be sent in advance to the GES warehouse. Direct to show site shipments **will not** be accepted at the Hyatt Regency Atlanta. Any materials shipped to the Hyatt Regency Atlanta will be consigned to GES and you will be billed higher material handling charges by GES and **A 30% (\$50 minimum) surcharge**. Exhibitors may also be billed an additional receiving charge by the Hyatt Regency Atlanta for any items sent directly to the Hyatt Regency Atlanta. For Outbound shipments, carriers must pick up freight from the Exhibit site address.

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 \$55.75. Each additional package will be charged \$27.75.

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 _____ Booth Number _____

Step 2. Estimate Order

Small Packages

____ 1 1st Small Package Shipment x \$55.75 = _____ Total

____ # of additional packages (each) x \$27.75 = _____ 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

On Date: _____

By Carrier: _____

Total Number of Pieces: _____

Shipment Will Be Sent To:

☐ Exhibit Site ☐ Warehouse

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

\$

Surcharges

Late/Early to Warehouse Shipment Surcharges:

30% (\$50 minimum) surcharge will apply to all shipments received after the published timeline. Monthly storage fee will apply before published timeline.

Special Handling/Mixed Shipments:

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

Uncrated Shipments:

A 60% surcharge will apply to loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

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 by 2:00 PM to be guaranteed same day unloading. Warehouse receiving hours are Monday - Friday, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM and Holidays.

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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

IoT World, Smart Cities Summit, Blockchain Summit

Name of Exhibition

051600662

BOOTH NUMBER

C/O GES
RAC Logistic LLC
4351 Thurman Road
Conley, GA 30288 USA

Shipment Should Arrive on or Between:
Tuesday, Sep 25, 2018 - Wednesday, Oct 24, 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, 7:30 AM - 3:30 PM; Closed 12:00 PM - 1:00 PM & Holidays.

Carrier _____
Number _____ of _____ pieces



FROM:

ADVANCE SHIPMENT

TO:

Full Exhibiting Company Name at Show

IoT World, Smart Cities Summit, Blockchain Summit

Name of Exhibition

051600662

BOOTH NUMBER

C/O GES
RAC Logistic LLC
4351 Thurman Road
Conley, GA 30288 USA

Shipment Should Arrive on or Between:
Tuesday, Sep 25, 2018 - Wednesday, Oct 24, 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, 7:30 AM - 3:30 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

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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Form Deadline Date:
October 8, 2018



Form Tips:

- This form is used to gather your shipping information for the destination of your freight after the show closes. This document is not a Bill of Lading (BOL).
- Save time checking out by completing this form for pre-printed outbound Material Handling documents and outbound address labels.
- In order to provide this service, please submit this form by October 8, 2018.
- Want an easier way? Fill out this information online and submit:

<https://e.ges.com/051600662/prePrint/esm>

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

Company/Consignee	Carrier	Attention		
265 Peachtree Street, NE	Atlanta	GA	30303	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.

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

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



Freight Service Questionnaire

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Form Deadline Date:
October 8, 2018

Company Name

Email

Phone Number

Booth Number



Attention

Required Information For Exhibitors with Freight Shipments:

- This form should be returned by all exhibitors shipping freight.
- By returning this form we can better plan and prepare for incoming freight.
- Want an easier way? Fill out this information online and submit:
<http://e.ges.com/051600662/freightQuestionnaire/esm>

1. Estimate total number of pieces being shipped:

_____ Crated
_____ Uncrated
_____ Machinery
_____ Total

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

_____ Van Line
_____ Common Carrier
_____ Flatbed
_____ Co. Truck
_____ Overseas Container

3. List carrier name(s):

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

Phone Number:

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

Phone Number:

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

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

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

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

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

Direct Shipments Only

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

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

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



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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Discount Deadline Date:
October 8, 2018

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



Easy Ordering Tips:

- Please complete this form for all display labor needed. To determine if you need display labor, please read the show site work rules carefully.
- 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	= Total
705000	Install & Dismantle, ST Move In	97.75	121.75	147.00			\$
705000	Install & Dismantle, ST Move Out	97.75	121.75	147.00			\$
705000	Install & Dismantle, OT Move In	147.00	183.75	220.50			\$
705000	Install & Dismantle, OT Move Out	147.00	183.75	220.50			\$
705000	Install & Dismantle, DT Move In	195.25	244.75	293.00			\$
705000	Install & Dismantle, DT Move Out	195.25	244.75	293.00			\$

Hate math? Let Expresso calculate your rates: <https://e.ges.com/051600662/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% (\$ 50.00 minimum) surcharge will be added)

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

Please complete Key Information form:

<https://e.ges.com/051600662/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% (\$ 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.

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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. 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

\$

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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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Discount Deadline Date:
October 8, 2018

Company Name _____ Email _____ Phone Number _____ Booth Number _____



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	Total
500601	Before Show Open Only (per sq. ft.)	1.00	1.39		1	\$
500600	Duration of Show (per sq. ft. per day)	0.72	1.01		2	\$
500602	Per Day (per sq. ft. per day)	0.85	1.18			\$

Shampooing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	Total
501004	Cleaning, Carpet Shampoo Before Show Open	1.20	1.66		\$

Mopping and Waxing

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501002	Cleaning, Damp Mop & Wax	1.61	2.23			\$

Porter Service - Emptying Wastebaskets

Item Code	Description	Discount (\$)	Regular (\$)	Sq. Ft.	# of Days / Qty	Total
501010	Porter Service, 0-500 sq.ft., Per Day	211.00	293.00			\$
501010	Porter Service, 501-1500 sq.ft., Per Day	262.50	365.50			\$
501010	Porter Service, 1501-3000 sq.ft., Per Day	317.00	441.00			\$
501010	Porter Service, 3001 sq.ft. & Up, Per Day	370.75	514.50			\$

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

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

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

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

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

Please Sign

X

Authorized Signature

Authorized Name - Please Print

Date

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

Total Payment Enclosed

\$

Cancellation Policy: Due to material and labor costs, orders cancelled before move-in begins will be charged 50% of original price. Similarly, orders cancelled after move-in will be charged 100%.

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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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Form Deadline Date:
September 28, 2018

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

Please
Sign

X

Authorized Exhibitor Signature

Authorized Exhibitor Name - Please Print

Date

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

GES shall have no liability to any party for damage or injuries caused by exhibitor or its third party agents. It is the Exhibitor's responsibility to provide its EACs with all show rules and regulations as set forth in the exhibitor space lease and the Exhibitor Services Manual. Exhibitor agrees to indemnify and defend GES for the actions of its agents and exhibitor appointed contractors. The Exhibitor agrees that it is ultimately responsible for all services in connection with the exhibit, including freight, rentals and labor. Exhibitor agrees to be responsible for any losses, damages or injuries that are caused by or attributed to EACs that are not covered or provided by EAC's insurance.

Agreement and Rules and Regulations between GES and EAC

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

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Form Deadline Date:
September 28, 2018

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), Informa (Show Management), IoT World, Smart Cities Summit, Blockchain Summit (Show) and Hyatt Regency Atlanta (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.

IoT World, Smart Cities Summit, Blockchain Summit
Hyatt Regency Atlanta
October 29 - 30, 2018

Form Deadline Date:
September 28, 2018

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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ACORD 1.		CERTIFICATE OF LIABILITY INSURANCE				DATE (MM/DD/YY) 01/01/18	
PRODUCER ABC Insurance Agency 1234 Broker Lane New York, NY 10895 Attn: Joe Agent (212) 555-6102 ext. 1234 Fax: (212) 555-6100			THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER, THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. INSUREERS AFFORDING COVERAGE				
INSURED 2. Big Boom Company, Inc. 1234 Corporate Lane New York, NY 10895 Attn: Joe Smith Phone: (212) 555-5349 Fax: (212) 555-9819			INSURER A: Hartford Insurance Company of Illinois INSURER B: Aetna Casualty & Surety Company INSURER C: Travelers Insurance Company INSURER D: Royal Insurance Company INSURER E:				
COVERAGES							
3. THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OF CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	4. TYPE OF INSURANCE	POLICY NUMBER	7. POLICY EFFECTIVE DATE (MM/DD/YY)	8. POLICY EXPIRATION DATE (MM/DD/YY)	9. LIMITS		
A	GENERAL LIABILITY	000P98298-A11	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE (Any one fire) \$ 50,000		
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP (Any one person) \$ 5,000		
	<input type="checkbox"/> _____				PERSONAL & ADV INJURY \$1,000,000		
	GENERAL AGGREGATE LIMIT APPLIES PER				GENERAL AGGREGATE \$2,000,000		
<input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	PRODUCTS-COMP/OP AGG \$2,000,000						
B	AUTOMOBILE LIABILITY	SKLS-029499S	01/01/18	01/01/19	COMBINED SINGLE LIMIT \$1,000,000		
	<input checked="" type="checkbox"/> ANY AUTO				(Ea accident)		
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY \$		
	<input type="checkbox"/> SCHEDULED AUTOS				(Per person)		
	<input checked="" type="checkbox"/> HIRED AUTOS				BODILY INJURY \$		
<input checked="" type="checkbox"/> NON-OWNED AUTOS	(Per accident)						
<input type="checkbox"/> _____	PROPERTY DAMAGE \$			(Per accident)			
C	GARAGE LIABILITY	XL1234567	01/01/18	01/01/19	AUTO ONLY-EA ACCIDENT		
	<input type="checkbox"/> ANY AUTO				OTHER THAN \$		
	<input type="checkbox"/> _____				AUTO ONLY: \$		
A	UMBRELLA/EXCESS LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	EACH OCCURRENCE \$1,000,000		
	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$1,000,000		
	<input type="checkbox"/> DEDUCTIBLE				\$		
	<input type="checkbox"/> RETENTION \$				\$		
					\$		
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	A4145-SS-PJ37	01/01/18	01/01/19	X	WC STATU- ORY LIMITS	OTHER
					E.L. EACH ACCIDENT \$1,000,000		
					E.L. DISEASE-EA EMPLOYEE \$1,000,000		
					E.L. DISEASE -POLICY LIMIT \$1,000,000		
D	OTHER				Each Occurrence & Aggregate		
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS 5. GES (Official Service Provider), Informa (Show Management), Hyatt Regency Atlanta (Facility), and IoT World, Smart Cities Summit, Blockchain Summit (Show) are hereby named as additional insured, except for Workers' Compensation. GES and/or the consignor are included as Loss Payee. The insurance provided for the benefit of GES, shall be primary insurance as respects any claim, loss, or liability, arising out of the Named Insured's operations for which the Named Insured is liable. Any other insurance maintained by GES shall be excess and non-contributory. Show date(s) are: October 29 - 30, 2018 at city of Atlanta.							
CERTIFICATE HOLDER		X		ADDITIONAL INSURED; INSURER LETTER: X		CANCELLATION	
6. GES c/o CertFocus (web portal) National Service Center 7000 Lindell Road Las Vegas, NV 89118				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OF REPRESENTATIONS			

1. **Producer:** Insurance Agent / Broker who issues certificate.
2. **Name of Insured:** Must be the legal name of contracting party.
3. **Types of Insurance:** Must include types required by contract. See General Information form in this Exhibitor Services Manual.
4. **Form of Coverage:** Must be "occurrence" form of coverage.
5. **Name of Additional Insureds:** GES (Official Service Provider), Informa (Show Management), IoT World, Smart Cities Summit, Blockchain Summit (Show) and Hyatt Regency Atlanta (Facility) as additional insureds on a primary and non-contributory basis.
6. **Certificate Holder:** Must be GES

7. **Policy Effective Date:** Must be prior to or coincidental with the first day of Exhibitor Move-In.
8. **Policy Expiration Date:** Must be on or after the last day of Exhibitor Move-Out.
9. **Limits of Insurance:** Must be the same or greater than required by contract. See #11 on Agreement and Rules and Regulations between GES and EAC.
10. **Authorized Representative:** Must be signed (not stamped) by an authorized representative of Producer.

Submit Certificate of Insurance for EAC here: <https://www.certfocus.com/expresso/>
 *There is a \$21.00 service fee per upload, this fee also applies if this form is mailed to GES



Additional Service Order Forms



Complete Sound, Lighting and Video Service
52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108; C 201-954-3320
E-Mail: info@metromultimedia.com

PAYMENT AUTHORIZATION FORM

Industrial
IoT World

Smart Cities
Summit

IoT Blockchain
Summit

I/IOT/SC/BLOCKCHAIN
OCTOBER 29 – 30, 2018
HYATT REGENCY ATLANTA

DISCOUNT DEADLINE: 10/12/2018

Company:	Booth:
Address:	
City, State Zip:	Phone:
Ordered by (Print):	
Email Address:	Fax:
ESTIMATED TOTALS	
Audio Equipment Total	
Projection Total	
Video and Data Display Total	
Labor Total	
<i>Sub Total Estimate due MetroMultimedia</i>	\$
<i>Sales Tax Due on Sub Total Amount</i>	\$
Delivery & Pick Up	\$ 150.00
<i>Total Due MetroMultimedia</i>	\$
PAYMENT AUTHORIZATION	

YOUR SIGNATURE OF THIS PAYMENT AUTHORIZATION FORM DENOTES ACCEPTANCE OF ALL TERMS & CONDITIONS INCLUDED ON THIS FORM AND ON YOUR ORDER FORMS

Company Check – Make payable to MetroMultiMedia, and reference **NAME OF EVENT**. Mail to: 52 Forest Ave, Suite 6, 2nd Floor, Paramus, NJ 07652

****Please Note** – Returned checks are subject to a \$35.00 bounced check fee. **ALL CHECKS REQUIRE A CREDIT CARD BACK UP.**

Wire Transfers – If paying by wire transfer please contact MetroMultiMedia for wire transfer information and include a \$40.00 wire transfer fee.

ALL WIRE TRANSFERS REQUIRE A CREDIT CARD BACK UP.

Credit Card – For your convenience, MetroMultiMedia Services will use this authorization to charge your credit card account for your advance orders, not paid by check or wire, and any additional amounts incurred as a result of show site orders placed by you or your representative. These charges may include all MetroMultiMedia charges, and any charges that MetroMultiMedia may be obliged to pay on your behalf, including without limitations, any material handling and/or labor charges. Please Complete the information below.

<input type="checkbox"/> AMEX <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> DISCOVER															Exp. Date	
Account Number																
Security Code					Visa/MasterCard/Discover (3 Digits), Amex (4 Digits)											

Cardholder Name (Please Print): _____

Cardholder Billing Address: _____

City/State/Zip: _____ Phone: _____

***The cardholder names above hereby authorize MetroMultiMedia to charge my credit card for the actual costs of the services estimated above and any additional services and amounts including, but not limited to, labor to install or remove equipment and/or material handling charges. If there is any intent to commit fraud, I will be held to the full extent of the law.

Cardholder Signature: _____ Date: _____

PAYMENT POLICY: MetroMultiMedia requires payment of estimated costs in full, including applicable taxes, at the time services are ordered. All services will be denied without complete payment. All adjustments to charges are to be made prior to completion of event. NO CREDITS WILL BE MADE AFTER THE CLOSE OF THE EVENT. Checks **must** be in US Dollars and drawn on a US Bank.

TAX EXEMPT STATUS: If you are exempt from paying sales tax, you must provide a certificate of exemption for the state in which services are to be provided, with your order.

EQUIPMENT: You are responsible for payment on any MetroMultiMedia rental equipment.

CANCELLATIONS – EQUIPMENT CANCELLATIONS NOT RECEIVED 48 HRS BEFORE DELIVERY DATE WILL BE CHARGED 100% - ** NO EXCEPTIONS **



Complete Sound, Lighting and Video Service
52 Forest Ave., Suite 6, 2nd Fl., Paramus, NJ 07652
P 201-340-2290; Fax 201-340-2108; C 201-954-3320
E-Mail: info@metromultimedia.com

MetroMultiMedia Order Form

Industrial
IoT World

Smart Cities
Summit

IoT Blockchain
Summit

IIOT/SC/BLOCKCHAIN
OCTOBER 29 – 30, 2018
HYATT REGENCY ATLANTA

DISCOUNT DEADLINE: 10/12/2018

Company Name: _____ Booth #: _____ Booth Size: _____
Address: _____ City: _____ State: _____ Zip: _____
Contact Name: _____ Phone: _____ E-Mail: _____
Delivery Date/Time: _____ Pick Up Date/Time: _____
On Site Contact Name: _____ On Site Contact Phone: _____

Audio Equipment	Qty.	Early Rate	Show Rate	# of Days	Total
1 Speaker Sound System		\$90.00	\$112.50		
2 Speaker Sound System		\$160.00	\$200.00		
Wireless Microphone (_____ Lavalier, _____ Handheld _____ Headset)		\$130.00	\$162.50		
8 Channel Audio Mixer (required with use of wireless mic)		\$60.00	\$75.00		
Large Venue Sound Systems are available upon request		Please Call	Please Call		
Projection	Qty.	Early Rate	Show Rate	# of Days	Total
3k Lumen LCD Video / Data Projector (Conference Room)		\$250.00	\$312.50		
4.5 Lumen LCD Video / Data Projector (In Booth)		\$415.00	\$518.75		
Tripod Projection Screen _____ 5' _____ 6' _____ 7' or _____ 8'		\$50.00	\$62.50		
Projector Stand		\$15.00	\$18.75		
Custom Projection and Lighting Packages are available upon request		Please Call	Please Call		
Computers & Accessories	Qty.	Early Rate	Show Rate	# of Days	Total
Lenovo Desktop Computer HD/DVD/RW		\$125.00	\$156.25		
Apple Mac Mini 8G/256 SSD		\$85.00	\$106.25		
Lenovo Laptop Computer FULL HD		\$160.00	\$200.00		
MacBook Pro 15" Core i7 8G		\$185.00	\$231.25		
Apple iPad2 32G Wifi+G3 9.7"		\$65.00	\$81.25		
iPad Floor Stand (stand only available with order of iPad2)		\$75.00	\$93.75		
Video and Data Display	Qty.	Early Rate	Show Rate	# of Days	Total
Please select Source for Monitor: _____ PC Laptop _____ MAC Laptop _____ DVD Player _____ Media Player _____ Other: _____					
32" Flat Panel Display _____ Table Top _____ Wall Mounted		\$160.00	\$200.00		
42" Flat Panel Display _____ Table Top _____ Wall Mounted		\$285.00	\$356.25		
50" Flat Panel Display _____ Table Top _____ Wall Mounted		\$450.00	\$562.50		
60" Flat Panel Display _____ Table Top _____ Wall Mounted		\$525.00	\$656.25		
70" Flat Panel Display _____ Wall Mounted		\$590.00	\$737.50		
90" Flat Panel Display _____ Wall Mounted		\$1,200.00	\$1,500.00		
40" Smart Flat Panel Display _____ Wall Mounted		\$350.00	\$437.50		
46" Touch Screen Panel Display _____ Wall Mounted		\$600.00	\$750.00		
55" Touch Screen Panel Display _____ Wall Mounted		\$850.00	\$1,062.50		
*Dual Post Floor Stand for Flat Panel Monitors (for 40" through 70" sizes only)		\$60.00	\$75.00		
*Dual Post Floor Stand Shelf for Laptop		\$15.00	\$18.75		
Media Player (required for USB playback)		\$30.00	\$37.50		
Additional monitors, touchscreens and video walls are available upon request		Please Call	Please Call		
Total Audio, Projection & Video and Data Display					\$
A labor charge of \$70.00 per hour may be added depending on the type and quantity of equipment ordered.					Labor Total
Grand Total Equipment Rental and Labor					\$

Please Note:

Drayage Costs (if applicable) are not included in delivery costs.

Show rate applies if order received after deadline date.

In venues where union rules are in effect, delivery and pick up times may vary depending on availability of laborers.

*Dual Post Floor Stands and Shelves are only available with order of Flat Panel Display Monitors.

To receive a confirmation of your order prior to event, please e-mail: info@metromultimedia.com.

SUBTOTAL = _____ + TAX @ 8.90% = _____ + \$150.00 Deliver & Pick-Up = TOTAL _____

Payment Authorization Form must accompany order.

Equipment Cancellations not received 48 Hrs. before delivery date will be charged 100% - **NO EXCEPTIONS**



AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



NAME OF CONFERENCE	START DATE	END DATE	NO. OF EVENT DAYS
ORGANIZATION NAME	ON-SITE CONTACT NAME		ROOM/EXHIBIT BOOTH NO.
STREET ADDRESS	CITY	STATE	ZIP CODE
TELEPHONE NUMBER	DELIVERY DATE		DELIVERY TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
EMAIL ADDRESS	PICKUP DATE		PICKUP TIME <input type="checkbox"/> AM <input type="checkbox"/> PM
ORDERED BY			

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced-rate pricing, place your order at least 21 days prior to delivery. Prices are for exhibit floor only. All rental prices subject to a 15% markup if ordered day of.

Operator labor, if requested, is subject to the prevailing hourly rate with a four-hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multiplying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

Tax Exempt Status – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

Cancellations – Cancellations received within 48 hours of the scheduled delivery date are subject to a 50 percent fee applicable to equipment and tax. Cancellations received on the day of scheduled delivery or “no shows” are subject to the full amount of the order, including installation, drayage and tax.

Labor and/or service charges may apply and/or loss damage waiver.

Form Submission – Email completed forms to: psav_at_hra@psav.com

MONITORS

	QTY.	
■ 46" LCD monitor	_____	\$525
□ Dual-post stand		
■ 55" LCD monitor	_____	\$725
□ Dual-post stand		
■ 70" LCD monitor		Please contact PSAV for quote
□ Dual-post stand		

SPECIAL REQUESTS

Please add any items not listed above that you require.

INTERNET

	QTY.	
■ Wired internet connection	_____	\$170
■ Wireless internet connection	_____	\$85
■ Dedicated bandwidth		Please contact PSAV for quote

POWER

	QTY.	
■ 208V Single phase – 20 AMP (one day charge)	_____	\$140
■ 208V Single phase – 60 AMP (one day charge)	_____	\$300
■ 25' AC cable	_____	\$21
■ Power strip	_____	\$21

CUSTOM ITEMS

	QTY.	
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____
■ _____	_____	\$ _____





AUDIOVISUAL EXHIBITOR SERVICES

Create the ultimate brand experience with a sensory-rich environment that drives attendee interest.



BOOTH DIAGRAM

ORGANIZATION NAME	ROOM/EXHIBIT BOOTH NO.
SHOW NAME	SHOW DATES

Internet

Please indicate on the grid the location of your internet drop(s) using **W** to signify a wired internet drop and **T** to signify a telephone wiring. If no location is indicated, the internet drop will be placed in the middle back of the booth.

Power

Please indicate on the grid the location of your power drop(s) using exact measurements and how many amps each power drop should have (e.g., 15A). If no location is indicated, the power drop will be placed in the middle back of the booth. There is a minimum labor charge for hook-up and dismantle for all non-standard locations, multiple outlet locations, island booths and 208V services.

Adjacent Booth No. _____

Adjacent Booth
No. _____

Adjacent Booth
No. _____

Adjacent Booth No. _____

PSAV Representative

Hyatt Regency Atlanta
265 Peachtree Street NE, Atlanta, GA 30303

■ office: 404.460.6550 ■ email: psav_at_hra@psav.com





Shop URL: <https://visit.ges.com/visit-connect-webshop>

Rates:

Item	USD
License fee (one app user included)	\$180
Additional users (app)	\$113
Add a Barcode Scanner (per piece)	\$211
Add a Tablet / Smart Device	\$166

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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.

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