

**RETURN TO:** Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors  
 Contact us Online: [www.ges.com/chat](http://www.ges.com/chat) Phone: 800.475.2098 or 702.515.5970 for international exhibitors

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



**ShowEast**  
 Westin Diplomat Resort and Spa  
 Expo October 27 - 29, 2014  
 Convention Dates October 27 - 30, 2014

**Form Deadline Date:**  
 October 6, 2014

**MANDATORY FORM\***

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

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Display Cases - Form Q-1
- ☐ Pegboard / Tackboard - Form Q-1
- ☐ Special Colored Drape - Form Q-1
- ☐ Standard Exhibit Systems (if exhibit size is smaller than booth size) - Form Q-1
- ☐ Pad and Carpet (if you are not carpeting your entire booth) - Form Q-1
- ☐ Installation & Dismantling - Form L-1

To use this grid:

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

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

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


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

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

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

\*This form must be returned to GES for your orders to be processed.

